

# Down-To-Earth (Vic) Cooperative Society Limited

## Board of Directors

### MINUTES

Date: 2<sup>nd</sup> November, 2017

Time: 7:30pm

Venue: CERES, Learning Centre Rm,1-2 Lee St, Brunswick East VIC

Online: <https://dte.coop/live.meeting>

#	Item	Raised by:								
1	<b><u>Meeting Started</u></b>	<i>Procedural</i>								
	8pm									
2	<b><u>Election Of Chair</u></b>	<i>Procedural</i>								
	Confirmation of Chairperson: Troy Reid Confirm Minute Keeper: Coral Larke									
3	<b><u>Attendance</u></b>	<i>Procedural</i>								
	Banville Denise Cruise David Flynn John Gregory Steve Hales Ian Hayes Clifford Larke Coral Macpherson Robin Mcdonald David Mathews Malcolm Nissen Lars Newcomb Craig Pinney Bruce Reid Troy Royal Donald Shapiro Kate Schwarz Martin Tarr Jennifer Tippett Peter Rasmussen Mark									
4	<b><u>Confirmation of Previous Meeting Minutes</u></b>	<i>Procedural</i>								
	<b>Amendment:</b> Add Trevor Pitt to Oct 5, Board and OC attendance register. <b>Moved:</b> Troy <b>Seconded:</b> David <b>Accepted</b> PBC									
5	<b><u>Action Task List</u></b>	<i>Procedural</i>								
	<table border="1"> <thead> <tr> <th>DATE</th> <th>SUBJECT</th> <th>ACTION TASK</th> <th>PERSON RESPONSIBLE</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	DATE	SUBJECT	ACTION TASK	PERSON RESPONSIBLE					
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19/1/17	Ecotide Emergency Management	To discuss the Ecotide Emergency Management Report further with directors, with a view to seeking consensus as to the Committee or workgroup to oversight implementation of the recommendations with specific workgroups and committees they concern.	ACTION: KATE WILL PRESENT REPORT TO NEXT MEETING	
9/3/17	Volunteer site attendance register	It was decided that the process is already in place for this Confest and that we will defer the proposed site registration system until after Confest.	ACTION: CORAL EMAIL THIS TO TREVOR PITT	
4/5/17	Village pack down report	Marty to send Kristen Joy a village pack down report, it is her job is to converse with Village Coordinators.	MARTY	
1/6/17	Formulate a policy on private property damage	Guidelines will be created pertaining to compensation for property damage when undertaking Confest business. Policy will be further discussed at a future date. <i>Work to begin</i> <b>Ian recommended that these policies are viewed by the relevant committees</b>	ACTION: SEND TO C & G	
6/7/17	Keys	Mark Rasmussen will work on new locks/ keys. <b>Send to OC</b>	ACTION: SEND TO OC	
3/8/17	Medical drugs on site.	Denise Banville.Needs to know our legalities for ordering, storage, audit and transportation for drugs. <b>WIP</b>	KATE TOOK QUESTION ON NOTICE	
3/8/17	Privacy Act	Review the privacy act for co-operatives.	ACTION: SEND TO G & C & OC WIP	
5/10/17	Privacy Concerns	We put out a statement about the importance of people's private data not being published as a reminder for everyone.	WIP	
5/10/17	Time Sheets	1. The hard copy of time sheets should all go to Michael Hill. 2. We will send an email out over the next 2 weeks to members who are not listed as Active to remind them to get their timesheets in.	DAVID C COMPLETE 😊	
5/10/17	Director Election Process	David Cruise and Troy Reid will meet with Michael Hill about the election process.	DAVID C TROY COMPLETE 😊	
5/10/17	Tree Process	Will write draft a statement on behalf of the Board and will circulate to the Board for feedback before posting.	DENISE COMPLETE 😊	
5/10/17	Escalation of DTE matters to the public	Discuss the issue of members dragging internal conflicts to the public. Part of WH&S G & C to look into conflict resolutions and come back with recommendations.	ACTION: SEND TO MARTY G & C OC POLICY	
<b><u>Matters Arising</u></b>				<i>Procedural</i>
Michael Hill is keeper of the membership forms.				
<b>6</b>	<b><u>Correspondence / Payments</u></b>			<i>Procedural</i>
<b><u>Correspondence Inwards</u></b> <b><u>Membership Application</u></b> Matt Spencer <b>Moved:</b> Troy Reid, <b>No objection</b> PBC PD via ticket refund <b>Folio Number</b> 1821 Tania Morsman <b>Moved:</b> Troy Reid, <b>No objection</b> PBC PD \$10 cash <b>Folio Number</b> 1820				

	<p>Susan Scholem <b>Moved:</b> Troy Reid, <b>No objection</b> PBC PD \$10 cash <b>Folio Number</b> 1822</p> <p><u>Michael Hill was sent Activity Forms; Bliss and Tranquility forms</u> Ihora Peel Orlarne Vicaire Stev Fioretti Abby Bernardi Zach Morris Loraine Shachar</p> <p><u>Other forms</u> Ellen Brogan Deborah Moerkerkein Paul Hutchinson James Burney Fulvio Geradi</p> <p><b>Missing membership forms and payment.</b> <b>Mark Rasmussen:</b> Asked for a MemCom check for Marte Kinda from the bike crew, Mark said Marte told him that he sent a non negotiable cheque, to where needed, info gained from website. <b>Robin:</b> We have missing names, and Michael Hill can't explain it. Names were removed and this wasn't noted on Minutes. Some are explainable but there are members missing. Robin checked Marte Kinda he is not on the list <b>Ian:</b> It is an important issue because a person can cry foul, if they say they have put their form in when they haven't. <b>Kate:</b> Will provisionally accept Marte Kinda and bike crew because we know they have done the work.</p> <p><b>Troy:</b> Photo ID from peoples driving licenses will be needed to be adopted. <b>Peter T:</b> What happened? This was meant to be the practice.</p>	
<b>7</b>	<b><u>WH&amp;S</u></b>	<i>Procedural</i>
	Marty: We need to identify risks on site, get an external auditor. Report costs \$750 regards to WH&S online, onsite, in the meeting room. Marty will further this.	
<b>8</b>	<b><u>Directors Expenses Check</u></b>	<i>Procedural</i>
	<p><b>Troy Reid</b> Fuel \$14 Fuel \$9.46 Election Buddy \$115.66 <b>Marty</b> \$40 Optus <b>Mark</b> \$ 347.11 Voda Phone <b>Denise</b> \$ 47.52 Fuel Reimbursement \$ 86 Fuel <b>Don</b> \$45.12 Coles \$76.15</p>	
<b>9</b>	<b><u>Acknowledgment of Returning Officer</u></b>	<i>Troy Reid</i>
	That the DTE Board of Directors hereby acknowledges the existing delegated responsibility of Michael Hill (Tregear Bain Taplin Pty Ltd) as returning officer to conduct director elections for DTE.	<b>Moved:</b> Troy No objections PBC
<b>10</b>	<b><u>Election Buddy Adoption</u></b>	<i>Troy Reid</i>
	That after conducting the test election using Election Buddy online application, the Board is satisfied that it will fulfil the requirements for director elections at General Meetings as specified by members at the General Meeting held 29 June 2017 to conduct a confidential online ballot using a preferential voting system and calculating the results using Single Transferable Vote. The board hereby directs the returning officer to use Election Buddy online application for this purpose.	<b>Moved:</b> Troy No objections PBC
<b>11</b>	<b><u>Ballot Duration</u></b>	<i>Troy Reid</i>
	That the returning officer be directed to have the ballot open for at least 3 clear days (72 hours).	<b>Moved:</b> Troy Reid <b>Seconded:</b> Kate Shapiro <b>PBC</b>
<b>12</b>	<b><u>Ballot Close Time</u></b>	<i>Troy Reid</i>
	That the returning officer be directed to close the ballot for director elections at 2017 Annual General Meeting at 9 PM AEDT and for the results to be provided immediately after this time.	<b>Moved:</b> Kate Shapiro <b>Seconded:</b> David Cruise

		Shapiro <b>PBC</b>
<b>13</b>	<b><u>Ballot Venue Facilities</u></b>	<i>Troy Reid</i>
	That the returning officer be directed to provide facilities for members to vote at the 2017 Annual General Meeting venue from 7 PM AEDT on the day of the meeting until ballot closes.	<b>Moved:</b> Troy Reid <b>Seconded:</b> Mark Rasmussen Shapiro <b>PBC</b>
<b>14</b>	<b><u>Ballot Configuration Webcast</u></b>	<i>Troy Reid</i>
	<b>Motion Amended To:</b> That the returning officer be asked to publish a date and time for the live webcast (via Skype for Business) the configuration of Election Buddy to enable any member to scrutinise the configuration process and that the screen capture be recorded and retained for retrospective review	<b>Moved:</b> Troy Reid <b>Seconded:</b> Mark Rasmussen Shapiro <b>PBC</b>
<b>15</b>	<b><u>Technical Assistance For Michael Hill</u></b>	<i>David Cruise</i>
	<b>Motion:</b> That Peter Carty and Steve Poynton be appointed as enablers to assist Michael Hill with technical matters involved with the online election of directors for the upcoming AGM <b>Amendment:</b> Troy: Peter Carty and two non standing directors_Kate Shapiro and Denise Banville be appointed as scrutinizers to assist Michael Hill with technical matters involved with the online election of Directors for the upcoming AGM.	<b>Moved</b> David Cruise <b>Amended</b> Troy Reid <b>No objection</b> <b>PBC</b>
<b>16</b>	<b><u>Verify emails</u></b>	<i>David Cruise</i>
	Denise Banville <b>Action:</b> Verify email addresses of all members and seek consent for use of the election and notice of general business. Denise will ring any person whose email address is incorrect. Robin: wants that only address details will be spoken about and no electioneering occurs.	
<b>17</b>	<b><u>Overdue Moneys 30/6/15 Email from Bree</u></b>	
	Bree: How does the board want move forward with \$18,000 non-receipted debt? Don: We can try to get a debt on this, I hope people will go to mediation and try to work it out. It is a bad example if we just write this off. Marty: spoke to Cali's about her debt, she said she had handed her receipts to a director. Mark: we are paying Bree a \$50,000 to recover \$25000 Ian: We should collect the money or keep it there as a bad debt and not give people further money. Denise: Everyone can take a photo of their receipts, no reason to lose them. Kate: We should not wipe the debt off. Craig: Debts are non enforceable, we can go into mediation with the debtors then refer them to Bree. Malcolm: Most of the debts occurred when Troy and Malcolm were working the accounts, so there is an email trail.  <b>Motion</b> Denise: That anyone owing over \$500 does not get further funding unless they are on a payment planning. <b>Coral:</b> Who will follow that payments are being made?	<b>Moved</b> Denise <b>Seconded</b> Mark <b>PBC</b>
<b>18</b>	<b><u>Confirm next CC &amp; OC</u></b>	
	The next CC & OC 16/11/17	
<b>19</b>	<b><u>Draft Policy Directors Expenses</u></b>	<i>Ian Hales</i>
	Wants directors to review a document that Finance produced on Directors Expenses and give feedback within 7 days.	
<b>20</b>	<b><u>Bylands Tenancy</u></b>	<i>David Cruise</i>
	Bylands is legally declared abandoned.	
<b>21</b>	<b><u>Banned list</u></b>	<i>C&amp;G</i>
	Denise was asked by a person from another Festival to share Band lists so that Festivals become more secure.	
<b>22</b>	<b><u>Kate</u></b>	
	Thanked the Board for understanding that she had been unable to attend meetings of late.	
<b>23</b>	<b><u>Carried Resolutions</u></b>	<i>Procedural</i>
	<b>Motion</b> Denise: That anyone owing over \$500 does not get further funding unless they are on a payment planning. <b>Moved</b> Denise <b>Seconded</b> Mark <b>PBC</b>	
<b>24</b>	<b><u>Actions Task List</u></b>	<i>Procedural</i>

	<ol style="list-style-type: none"> <li>1. <b>Denise Banville</b> Verify email addresses of all members and seek consent for use of the election and notice of general business . Denise will ring any person whose email address in incorrect.</li> <li>2. For directors to review a document that Finance produced on Directors Expenses and give feedback within 7 days.</li> </ol>	
<b>25</b>	<b><u>Next Meeting Date &amp; Time Confirmation</u></b>	<i>Procedural</i>
	Dec 7, 2017	
<b>26</b>	<b><u>Meeting Ended</u></b>	<i>Procedural</i>
	11 pm	