

Down-To-Earth (Vic) Cooperative Society Limited

ConFest Committee

Minutes

Date: 16th November
 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 | <u>Meeting Started</u> | Procedural | | | | | | | | | | | | | | | | | | |
| | 8pm | | | | | | | | | | | | | | | | | | | |
| 2 | <u>Election Of Chair</u> | Procedural | | | | | | | | | | | | | | | | | | |
| | Confirmation of Chairperson: Kathy Ernst Confirm Minute Keeper: Coral Larke | | | | | | | | | | | | | | | | | | | |
| 3 | <u>Attendance</u> | Procedural | | | | | | | | | | | | | | | | | | |
| | Brogan Elle Cruise Peter Gregory Steve Ernst Kathy Ernst Vanessa Flynn John Hales Ian Hunt Lindy Macpherson Robin Mcdonald David Nissen Lars Newcomb Craig Schwarz Martin Tarr Jennifer Tippett Peter Rasmussen Mark Pitt Trevor | | | | | | | | | | | | | | | | | | | |
| 4 | <u>Confirmation of Previous Meeting Minutes</u> | Procedural | | | | | | | | | | | | | | | | | | |
| | Moved: Kathy Seconded: Mark Accepted Minutes passed by consensus | | | | | | | | | | | | | | | | | | | |
| 5 | <u>Action Task List</u> | Procedural | | | | | | | | | | | | | | | | | | |
| | <table border="1"> <thead> <tr> <th>DATE</th> <th>SUBJECT</th> <th>ACTION TASK</th> <th>PERSON RESPONSABLE</th> <th>STATE OF PROGRESS</th> <th></th> </tr> </thead> <tbody> <tr> <td colspan="6" style="text-align: center;">CONFEST COMMITTEE</td> </tr> <tr> <td>16/2/17</td> <td>Tool Library</td> <td>Who has access to the tool library? What is the procedure for people to access tools? Is there a current list of tools? Is there a tabs on requests eg. ladders.</td> <td></td> <td>MARK WIP</td> <td> NO PROGRESS WORK IN PROGRESS COMPLETE NO LONGER RELEVANT TAKEN OVER BY ? </td> </tr> </tbody> </table> | DATE | SUBJECT | ACTION TASK | PERSON RESPONSABLE | STATE OF PROGRESS | | CONFEST COMMITTEE | | | | | | 16/2/17 | Tool Library | Who has access to the tool library? What is the procedure for people to access tools? Is there a current list of tools? Is there a tabs on requests eg. ladders. | | MARK WIP | NO PROGRESS WORK IN PROGRESS COMPLETE NO LONGER RELEVANT TAKEN OVER BY ? | |
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| | | 2/11/17 Mark has asked Peter Tippit to take on the role of asset management. Waiting on reply | |
| 23/3/17 | Permaculture booklet | Says the proposal (permaculture booklet) needs a longer lead time, that it is too rushed and to invite Adrian White to resubmit for next ConFest. <i>Was this communicated to Adrian?</i> | <u>DAVID M</u> No progress |
| 24/7/17 | Toilets | Due to council requirements we now have to build and supply the double number of toilets, 1 per 50 people is preferable. A report/plans is needed for building new toilets | |
| 24/7/17 | Village budget projects | For a person to assess preparatory time lines for tasks prior to ConFest that have been approved by the CC | <u>CORAL</u> |
| 24/7/17 | Problems at the hub. | Unauthorised people eating there, people not cleaning up after themselves, not enough volunteers, leaders having to work and not having a break. Etc. A report to be written to resolve some of the issues. <i>Asked Marty to forward email to Carly waiting for reply</i> | <u>MARTY / CARLY</u> |
| 24/7/17 | Volunteer Coordinator | Report needed to ensure that there is enough department coordinators and to keep track if people are working or not. Best outcome 1 coordinator to 10 – 15 people. <i>Asked Marty to forward email to Carly waiting for reply</i> | <u>MARTY / CARLY</u> |
| 24/7/17 | Volunteer Induction | A policy is needed so that each group has an orientation, health and safety induction prior to working. <i>Has this policy been drafted?? How will it be implemented?</i> | <u>MARTY W,H&S</u> |
| 24/7/17 | Ticket price | To discuss if a change to ticket price | <u>CC</u> |
| 11/5/17 | Letter to woman re comfort dogs | Will draft a formal letter to the woman whose comfort dogs were unleashed and bailed up a child. Perhaps seeking mediation | <u>KATE</u> |
| 11/5/17 | Position description | Write a position description to move forward with and form a subcommittee to formulate incoming responses regarding volunteers to pick up the best people for the role. | <u>MARK</u> |
| 11/5/17 | Villages to induct | Write a submission Inviting comments an induction, to invite people to put forward their ideas. To date feedback suggested that a document with defining guidelines be a starting point. | <u>CORAL</u> NEED TO BE DONE CLOSER TO CONFEST |
| 14/9/17 | Organisation Charts | To restructure the organization charts to include WH&S & some on Marty's list. To move sullage to the Market and Hub budgets and make them responsible for their own sullage. | <u>MALCOLM</u> |
| 21/10/17 | Paint | Daryl will converse with Peter C to obtain paint. | <u>DARYL REID</u> <u>PETER CRUISE</u> |
| 21/10/17 | Ratify minutes | For September CC minutes to be ratified at the November meeting. | <u>CHAIR PERSON</u> |
| 6 | <u>Correspondence</u> | | |
| 7 | <u>WH&S</u> | | <i>Procedural</i> |
| | Marty: Wants people to censor their own emails and not send anything with swear words. Also to watch sexism, ageism & racism. | | |

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| 8 | WHS | <i>Marty Schwartz</i> |
| | Marty: Motion: That DTE makes funds available for H&R course. Wants training with regular updates. \$1300 per person <i>Moved to OC</i> | |
| 9 | Site Coordinator Role | <i>Mark Razzmusen</i> |
| | Mark: Wants to act in the role as he did this last year. Robin will send the facilitators role to the CC email. Kath wants to ratify all the positions together. Robin: At the summit we discussed having groups of people to do roles. If someone wants to do that role a person joins a team. Peter: When he took on infrastructure he asked people their opinions. Craig: If there is a team there will be key person to go to. Called a coordinator. <i>Item deferred until next meeting, when people have had time to read Robins Facilitator list sent to the CC email</i> | |
| 10 | Time Frames | |
| | Mark: Requested that budgets be brought forward by four weeks. Ian Hales: Wants them done together. Kathy: Arts projects and Village We should be putting in budgets in January. Trevor: If we want to bring something to ConFest it may take 6 months to make. We need to be given enough time. Arts project group Robin: Craig: ConFest has been put up in a week and taken down in a week and leave no trace. If we start having art we need to think that we Mark: There is talk about restructuring ConFab which stand alone will be an arts focused committee. Peter C: Artists need a different budget. Ian: What should be allowed and what should not be allowed. Difficult to ascertain what is value for money and difficult to manage. David: This is going down a grants process. We should give money for materials. We don't want to pay people for their skill or vision. Mark: the process needs to be worked out. Kathy: We need to be telling people now Ian: Objected: Doesn't have forms ready, give him time. | |
| 11 | January Working Bee ConFest Set Up | <i>Mark Razzmusen</i> |
| | Mark: Denise spent \$500 on the last working bee from her directors card, It should have been better to have budgeted for it. David we need time to be social and have a holiday. Mark: Request budget for a small working bee in January. | |
| 12 | Process for applying for a ConFest | <i>Craig Newcome</i> |
| | Craig: Wants to buy a giant chess set, it will take 8 weeks to arrive from overseas. Wants to the know the process. Can he bring in a budget Ian: Bring in all the facts next CC. | |
| 13 | Toilet Building | <i>Craig Newcome</i> |
| | Craig: Will put on the CC email information on federal requirements for toilets. Mark: Will contact the council to see exactly what the council wants. Robin: Allow Craig and Richard to sort out the toilets and make recommendations to dte | |
| | Carried Resolutions | <i>Procedural</i> |
| | None | |
| | Actions Task List | <i>Procedural</i> |
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| | Mark: Will contact the council to see exactly what the council wants. | |
| | <u>Next Meeting Date & Time Confirmation</u> | <i>Procedural</i> |
| | | |
| | <u>Meeting Ended</u> | <i>Procedural</i> |
| | 10pm | |