

Down-To-Earth (Vic) Cooperative Society Limited

Organising Committee

Minutes

Date: 16 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>	Procedural																		
	10pm																			
2	<b><u>Election Of Chair</u></b>	Procedural																		
	Confirmation of Chairperson: Confirm Minute Keeper:																			
3	<b><u>Attendance</u></b>	Procedural																		
	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	<b><u>Confirmation of Previous Meeting Minutes</u></b>	Procedural																		
	No objections Passed																			
5	<b><u>Action Task List</u></b>	Procedural																		
	<table border="1"> <thead> <tr> <th>DATE</th> <th>SUBJECT</th> <th>ACTION TASK ORGANISING COMMITTEE</th> <th>PERSON</th> <th></th> </tr> </thead> <tbody> <tr> <td>30/3/17</td> <td>Finance Committee Privacy policy</td> <td>That the Finance Committee provides back to the OC a code of conduct which includes, but not limited to, a privacy policy.</td> <td><u>FINANCE</u> &amp; <u>C &amp; G</u></td> <td rowspan="3"><u>NO PROGRESS</u> <u>WORK IN PROGRESS</u> <u>COMPLETE</u> <u>NO LONGER RELEVANT</u> <u>TAKEN OVER BY ?</u></td> </tr> <tr> <td>30/3/17</td> <td>DTE Media</td> <td>Creating a media crew and define policies</td> <td><u>ROBIN MAC</u></td> </tr> <tr> <td>30/3/17</td> <td>DTE Media</td> <td>Upgrade the ConFest Facebook page.</td> <td><u>KRISTEN JOY</u></td> </tr> </tbody> </table>	DATE	SUBJECT	ACTION TASK ORGANISING COMMITTEE	PERSON		30/3/17	Finance Committee Privacy policy	That the Finance Committee provides back to the OC a code of conduct which includes, but not limited to, a privacy policy.	<u>FINANCE</u> & <u>C &amp; G</u>	<u>NO PROGRESS</u> <u>WORK IN PROGRESS</u> <u>COMPLETE</u> <u>NO LONGER RELEVANT</u> <u>TAKEN OVER BY ?</u>	30/3/17	DTE Media	Creating a media crew and define policies	<u>ROBIN MAC</u>	30/3/17	DTE Media	Upgrade the ConFest Facebook page.	<u>KRISTEN JOY</u>	
DATE	SUBJECT	ACTION TASK ORGANISING COMMITTEE	PERSON																	
30/3/17	Finance Committee Privacy policy	That the Finance Committee provides back to the OC a code of conduct which includes, but not limited to, a privacy policy.	<u>FINANCE</u> & <u>C &amp; G</u>	<u>NO PROGRESS</u> <u>WORK IN PROGRESS</u> <u>COMPLETE</u> <u>NO LONGER RELEVANT</u> <u>TAKEN OVER BY ?</u>																
30/3/17	DTE Media	Creating a media crew and define policies	<u>ROBIN MAC</u>																	
30/3/17	DTE Media	Upgrade the ConFest Facebook page.	<u>KRISTEN JOY</u>																	

3/7/17	Unauthorised spending	That the OC requests Finance committee to present an audit report of unauthorised spending of advances within 42 days.	<a href="#">TROY REID</a>
3/7/17	Outstanding advances and receipts	That the OC requests the finance committee to present a current report of outstanding advances and/or receipts relating to financial year ending 30 June 2016 within 42 days.	<a href="#">TROY REID</a>
	ICDA	That the DTE Co-operative joins the Institute of Communities Directors Association	<a href="#">ROBIN MAC</a>
13/7/17	Update of rules	Update rules as reviewed by solicitor Mark Williams and for DTE to submit it to Consumer Affairs	<a href="#">C &amp; G</a>
17/8/17	Finance Updates	Malcolm will ask Bree for a time line on; 1. Finance committee to present an audit report of unauthorised spending of advances within 42 days. 2. Requests the finance committee to present a current report of outstanding advances and/or receipts relating to financial year ending 30 June17	<a href="#">MALCOLM</a>
14/9/17	Update organisational chart	To restructure the organization chart to include WH&S & some that are on Marty's list. To move sullage to the Market and Hub budgets and make them responsible for their own sullage.	<a href="#">MALCOLM</a>
21/9/17	Share Point	To email Share Point for people to find documents.	<a href="#">TROY</a>
21/9/17	ACNC	To bring Bree up to date on the ACNC.	<a href="#">TROY</a>
19/10/17	Electing directors	Decide who is getting the codes ready for mail out – Volunteer Requirements	<a href="#">?</a>
19/10/17	Directors expenses	Denise to provide breakdown of directors expenses to Kathy	<a href="#">DENISE</a>
9/3/17 Moved from 2/11/17 Board	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.	<a href="#">TREVOR PITT</a>
1/6/17 Moved from 2/11/17 Board	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> <i>Ian recommended that these policies are viewed by the relevant committees</i>	<a href="#">C &amp; G</a>
6/7/17 Moved from 2/11/17	Keys	Mark Rasmussen will work on new locks/ keys.	<a href="#">MARK RASMUSSEN</a>
3/8/17 Moved from 2/11/17 Board	Privacy Act	Review the privacy act for co-operatives.	<a href="#">G &amp; C</a> <a href="#">To OC</a>

	5/10/17 Moved from 2/11/17 Board	<u>ESCALATION OF DTE MATTERS TO THE PUBLIC</u>	Discuss the issue of members dragging internal conflicts to the public. 1. <i>Part of WH&amp;S Marty will look into.</i> 2. <i>C &amp; G Will write a policy on conflict resolutions and come back with recommendations.</i>	G & C WH&S	
	23/3/17 Moved from 23/3/17 CC	<u>IDENTIFICATION POLICY</u>	Management & Implementation What is our policy on knowing who is attending our events? Who manages the Band List? How can the Ban List be effectively implemented?	G & C TROY	
	Moved from 10/8/17 CC	ASSISTANT DOGS	To gain information from the assistant dogs association and Relevant organisations. Also research what other festival do, what is their policy.	G&C DENISE BANVILLE	
	Moved from CC 21/10/17	COOPERATIVE ACT LEGISLATION	Kathy to research section 214 of the Cooperatives Act	COMPLETE 	
	Moved from CC 23/3/17	Photo policy	What is the policy	G & C	
	Moved from CC 30/3/17	Policy? Showing photo ID at front gate.	What is the policy or recommendations?	G & C	
	Moved from CC 21/10/17	Speaker for DTE	Coral to find a facilitator/speaker for the next OC & CC or AGM. <i>Postponed Due to time restraints this will need to happen in 2018</i>	<u>CORAL</u>	
	Moved from Board 2/11/17	Policies that G&C write to be sent to relevant committees	For G&C to present the policies they write to the relevant committees for approval	G&C	
<b>6</b>	<b><u>Correspondence / Payments</u></b>				
	none				
<b>7</b>	<b><u>WH&amp;S</u></b>				
	<b>Marty:</b> Wants people to do an Industry standard course from Work Safe Australia available from TAFE. It is available for groups to do. \$1300 <b>Kathy:</b> Wants to see the course in writing. <b>Marty:</b> Will bring in more information.				
<b>8</b>	<b><u>Volunteer attendance site coordinator.</u></b>				
	Volunteer takes on the role of site access coordinator. 2. A standard DTE email address of siterequest@dte.org.au will be configured (by DTE email coordinator) to forward emails to the site access coordinator. 3. A group email can be sent via active (plus posted on any relevant FB page if required) advising entry requirements for site access and providing the email address. Copy and paste text as below and edit if necessary. For anyone requiring access to the Confest site prior to the gates opening we are setting up a register so we know who will be on site. If you require early access please email siterequest@dte.org.au with your name, contact phone number, dates you plan arrive (and leave) site, and reason for your early access request. Your name can then be added to the register once approved. This will allow everyone to know who will be on site and assist planning for OHS etc. 4. Access requests are then received via email, by the site access coordinator. After approval the applicant's name can be added to the register and an email sent advising their application has been approved. 5. After the event names should				<b><u>Motion 1</u></b> <b>Moved</b> Trevor Pitt <b>Seconded</b> Craig Newcomb. <b>No objections</b> <b>Passed by consensus</b> <b><u>Motion 2</u></b> <b>Moved</b> Craig Newcomb <b>Seconded</b> Mark Razzmusen <b>No</b>

	<p>be “signed out” if possible so we can keep track of who may still be on site. Good for OHS tracking. If this document is maintained on a Confest Google Drive (or similar) anybody who needed access can be linked to the document to see who is on site at any time and (if necessary) also update details. At present I have access to the site request emails and the register and am happy to maintain the register going forward. If the directors approve we can advise the DTE / CC members accordingly (and volunteers via Facebook if this is deemed appropriate) I understand Villages can request access for people to set up the Villages. These requests should also be forwarded to the site access coordinator to add to the register as necessary</p> <p><b>Motion 1:</b> The proposed site attendance register be adopted.  <b>Motion2:</b> Trevor Pitt to maintain the site attendance register</p>	<b>objections Passed by consensus</b>
<b>9</b>	<b><u>Insurance</u></b>	<i>Kathy Ernst</i>
	<p><b>Kathy:</b> Queried that volunteers are only covered for 6 days. Broker couldn’t provide a complete schedule and sent a poor quality scanned document. Volunteer work has been listed as cooking, cleaning and gardening, that is different from construction and other more risky work we do. There is no volunteer insurance and has a crowd control or security activities exclusion.</p> <p><b>Robin:</b> Wanted Kathy to bring those issues to G &amp; C. The insurance broker needs to talk with one person.</p> <p><b>Kathy</b> believes we are grossly uninsured. Recommends for the Board to ask for the policy schedule from the insurance broker.</p> <p><b>Robin</b> recommends to bring this back to Compliance. To get three quotes and chose the best one.</p> <p><b>Deferred till after the AGM</b></p>	
	<b><u>Carried Resolutions</u></b>	<i>Procedural</i>
	<p><b>Motion 1:</b> For the proposed site attendance register be adopted.  <b>Motion2:</b> For Trevor Pitt to maintain the site attendance register.</p>	
	<b><u>Actions Task List</u></b>	<i>Procedural</i>
	Marty will send to DTE written information on the Work Safe course.	
	<b><u>Next Meeting Date &amp; Time Confirmation</u></b>	<i>Procedural</i>
	<b><u>Meeting Ended</u></b>	<i>Procedural</i>
	11pm	