

Down-To-Earth (Vic) Cooperative Society Limited

Organising Committee

Minutes






Date: 30/11/17

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
	8pm	
2	<b><u>Election Of Chair</u></b>	Procedural
	Confirmation of Chairperson: Coral Larke Confirm Minute Keeper: Kate Sarah Shapiro	
3	<b><u>Attendance</u></b>	Procedural
	Banville Denise Cruise David Cruise Peter Gregory Steve Hunt Lindy Larke Coral Macpherson Robin Mac Donald David Mathews Malcolm Morsman Tania Nissen Lars Pitt Trevor Reid Darryl Reid Troy Royal Donald Shapiro Kate Tarr Jennifer Tito Gina Lyn Rasmussen Mark Wells Jack Woodgate Richard	

<b>4</b>	<b><u>Confirmation of Previous Meeting Minutes</u></b>		<i>Procedural</i>
	<b>Moved:</b> Mark Rasmussen <b>Seconded:</b> David Cruise <b>Accepted</b> PBC		
<b>5</b>	<b><u>Action Task List</u></b>		<i>Procedural</i>
	<b><u>Action Task List</u></b>		<b><u>NO PROGRESS</u></b>
	<b>DATE</b>	<b>SUBJECT</b>	<b>ACTION TASK ORGANISING COMMITTEE</b>
	<b>PERSON</b>		
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. <i>At the Nov 16 OC it was decided that Trevor would take on this role.</i>	<u>TREVOR PITT</u> 
30/3/17	DTE Media	Creating a media crew and define policies – WIP	<u>ROBIN MAC</u>
30/3/17	DTE Media	Upgrade the ConFest Facebook page. - WIP	<u>KRISTEN JOY</u>
3/7/17	Unauthorised spending	That the OC requests Finance committee to present an audit report of unauthorised (clarification needed) spending of advances. – WIP	<u>FINANCE COMMITTEE</u>
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. - WIP	<u>FINANCE COMMITTEE</u>
	ICDA	That the DTE Co-operative joins the Institute of Communities Directors Association - Done	<u>ROBIN MAC</u> 
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. – Defer to CC	<u>MALCOLM</u>
21/9/17	Share Point	To email Share Point for people to find documents. – WIP <i>Troy advises aiming for two weeks to completion.</i>	<u>TROY</u>
21/9/17	ACNC	To bring Bree up to date on the ACNC. - WIP	<u>TROY</u>
19/10/17	Directors expenses	Denise to provide breakdown of directors expenses to Kathy - Done	<u>DENISE</u> 
6/7/17 Moved from 2/11/17	Keys	Mark Rasmussen will work on new locks/ keys. – WIP <i>Suggestion from Coral that the only people given keys for tractors and heavy machinery are people trained and licensed. To keep within insurance boundaries, WH&amp;S and saving DTE equipment. – WIP – deferred</i>	<u>MARK RASMUSSEN</u>
<b>THE FOLLOWING ACTION ITEMS WERE POSTPONED DUE TO TIME CONSTRAINTS:</b>			
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 <b>Clarification from Robin -</b>	<u>G&amp;C</u>
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. - <b>WIP</b>	<u>C &amp; G</u> & <u>FINANCE</u>
13/7/17	Update of rules	Update rules as reviewed by solicitor Mark Williams and for DTE to submit it to Consumer Affairs – <b>Refer to circulated documents – WIP – Troy to recirculate documents</b>	<u>C &amp; G</u>
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. <b>Work to begin</b> <b>Ian recommended that these policies are viewed by the relevant committees</b>	<u>C &amp; G</u>
3/8/17 Moved from 2/11/17 Board	Privacy Act	Review the privacy act for co-operatives.	<u>G &amp; C</u> <u>To OC</u>
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. <b>1. Part of WH&amp;S Marty will look into.</b> <b>2. C &amp; G Will write a policy on conflict resolutions and come back with recommendations.</b>	<u>G &amp; C</u> <u>WH&amp;S</u>
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?	<u>G &amp; C</u> <u>TROY</u>
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.	<u>G&amp;C</u> <u>DENISE</u> <u>BANVILLE</u>
Moved from CC 23/3/17	Photo policy	What is the policy	<u>G &amp; C</u>
Moved from CC 30/3/17	Policy? Showing photo ID at front gate.	What is the policy or recommendations?	<u>G &amp; C</u>

## 6 Correspondence / Payments

Reference	From	Date	Due Date	Due
Inv 1030014280	CERES	28/11/17	14/1/18	1,235.00
Inv-1023	Cloud Business Consulting & Book-keeping	21/11/17	12/11/17	3,508.25
00585	Peninsula Fresh Organics (via	14/4/17	21/4/17	1,346.00

		David Mollet)				
	Final Account ???	Red Energy P/L	18/11/17	29/11/17	547.00	
	Inv 41258	Tregear Bain Taplin P/L	30/11/17	11/12/17	15,290	
	0040367559	Water NSW	18/11/17	31/10/17	175.00	
<b>7</b>	<b>Catering</b>					<i>David M</i>
	Request for David McDonald \$500. Moved: Troy Reid Seconded: Kate Shapiro PBC					
<b>8</b>	<b>Gifts for Bree and Michael Hill</b>					<i>Troy</i>
	Request for allocation of \$100 for gifts for Bree (Cloud Consulting) and Michael Hill (TBT) and an exception of policy for this to be spent on alcohol. Moved: Troy Reid Seconded: Kate Shapiro PBC					
<b>9</b>	<b>SGM Notice</b>					<i>Troy</i>
	<ul style="list-style-type: none"> <li>- Director expense policy -&gt; that we should add that this should be able to be reviewed and updated</li> <li>- OC Appropriation -&gt; \$100,000</li> <li>- Second hand tractor -&gt; \$15,000 (Andrew to liaise with Mark)</li> <li>- AV New &amp; Repairs - \$1,800</li> <li>- Power / Comms Solution -&gt; \$40,000</li> </ul> <p>Troy compiled notice, meeting notice reviewed by OC members in the room and given the ok. Troy to send finalised notice to Michael Hill for member circulation</p> <p><b>Motion</b> that we should schedule the meeting for the 21<sup>st</sup> December</p>					<b>Moved</b> Denise Banville <b>Seconded:</b> Coral Larke <b>Passed by majority.</b>
<b>10</b>	<b>Permacroft</b>					<i>Troy Reid</i>
	<p><b>Motion:</b> That a budget of \$800 be allocated to organise a property tour of Permacroft for members</p> <p>(Kate to put expenses on her director's card)</p>					<b>Moved:</b> Troy Reid <b>Seconded by</b> David Cruise <b>PBC</b>
<b>11</b>	<b>January 2018 Working Bee</b>					<i>Mark Rassmussen</i>
	<p><b>Motion:</b> That a budget of \$3,000 be set for members/restricted access Gathering &amp; Working Bee/s throughout January.</p> <p>Tania to be allocated debit card/s for working bee funds.</p>					<b>Moved:</b> Mark Rassmussen <b>Seconded:</b> Richard Woodgate <b>PBC</b>
<b>12</b>	<b>Finance</b>					<i>Malcolm Mathews</i>
	<p><b>Appointment of secretary and budget</b></p> <p>To be deferred to director's meeting</p> <p><b>Review of the receipts process and review of tax invoices – Discussion</b></p> <p>Changes to bank accounts</p> <p>Denise's director card to be cancelled in line with rules</p> <p>Next week's director meeting will minute bank signatory changes for ANZ accounts.</p>					<b>Moved:</b> Kate Shapiro <b>Seconded:</b> Malcolm Mathews <b>PBC</b>

	<p>Coral already has a debit card</p> <p>Director's meeting to state in minutes the change of directors and change of bank signatories</p> <p>Ok for Kate to fill in form for CAV for change of directors – Nil objections</p> <p>Draft guidelines for voluntaries expenses</p> <p>Approval to change director's cards and budgets</p> <p>Need minutes for approval for bank notice</p> <p>Review of bookkeeper role</p> <ul style="list-style-type: none"> <li>- Get Bree to document who is contacting her and time spent</li> <li>- Clarify to Bree her role is as a book-keeper and not to make decisions about what is and isn't ok</li> </ul> <p>Clarify chain of communication with Bree finance committee representative, directors</p> <p><b>Motion:</b> Xero access – OC members present agree that Finance Committee should be empowered to add Xero access to Coral Larke per our Xero policy.</p>	
<b>13</b>	<b><u>Year Planner</u></b>	<i>Coral Larke</i>
	Troy to Collate	
<b>14</b>	<b><u>New committee Member Callout</u></b>	<i>Robin Mac Pherson</i>
	Robin did a call out for new members to join committees. Particular mentions made in meeting of finance committee, memcom group and government statutory compliance group.	
<b>15</b>	<b><u>Budget for property works</u></b>	<i>Mark Rasmussen</i>
	Motion that \$2000 be allocated to Peter Cruise for Woorooma property works. Moved: Mark Rasmussen Seconded: Kate Shapiro PBC	
<b>16</b>	<b><u>Great Wall Budget</u></b>	<i>Malcolm Mathews</i>
	Motion that \$1500 be allocated to Malcolm Mathews for vehicle repairs and fittings for the Great Wall	<b>Moved:</b> Malcolm Mathews <b>Seconded:</b> Kate Shapiro <b>PBC</b>
<b>17</b>	<b><u>Catering Finance</u></b>	<i>Malcolm Mathews</i>
	Note in the minutes that Malcolm Mathews has reimbursed Lindy Hunt for catering. <b>Motion</b> that Mark Rasmussen be empowered to liaise between the three current catering coordinators and ensure food is appropriately catered each week.	<b>Moved</b> Malcolm Mathews <b>Seconded:</b> Troy Reid <b>PBC</b>
<b>18</b>	<b><u>Equipment bought on director card</u></b>	<i>Denise</i>

		<i>Banville</i>
	Noted in the minutes that Denise Banville purchased equipment chains and petrol for broken chains for works at site while there for a working bee. This was put on her director's card.	
<b>19</b>	<b><u>Resolutions</u></b>	<i>Procedural</i>
	<p><b>Catering</b> Request for David McDonald \$500. Moved: Troy Reid Seconded: Kate Shapiro PBC</p> <p><b>Gift for Bree and Michael Hill</b> Request for allocation of \$100 for gifts for Bree (Cloud Consulting) and Michael Hill (TBT) and an exception of policy for this to be spent on alcohol. <b>Moved:</b> Troy Reid <b>Seconded:</b> Kate Shapiro PBC</p> <p><b>Permacroft</b> That a budget of \$800 be allocated to organise a property tour of Permacroft for members. Moved: Troy Reid Seconded by David Cruise PBC</p> <p><b>SGM</b> Motion that we should schedule the meeting for the 21<sup>st</sup> December. <b>Moved:</b> Denise Banville <b>Seconded:</b> Coral Larke Passed by majority.</p> <p><b>Working Bee Jan 2018</b> That a budget of \$3,000 be set for members/restricted access Gathering &amp; Working Bee/s throughout January. <b>Moved:</b> Mark Rassmussen <b>Seconded:</b> Richard Woodgate <b>PBC</b></p> <p><b>Xero Access</b> – OC members present agree that Finance Committee should be empowered to add Xero access to Coral Larke per our Xero policy. <b>Moved:</b> Kate Shapiro <b>Seconded:</b> Malcolm Matthews <b>PBC</b></p> <p><b>Property works.</b> That \$2000 be allocated to Peter Cruise for Woorooma property works. <b>Moved:</b> Mark Rassmussen <b>Seconded:</b> Kate Shapiro <b>PBC</b></p> <p><b>Great Wall Budget.</b> That \$1500 be allocated to Malcolm Matthews for vehicle repairs and fittings for the Great Wall <b>Moved:</b> Malcolm Matthews <b>Seconded:</b> Kate Shapiro <b>PBC</b></p> <p><b>Motion</b> that Mark Rassmussen be empowered to liaise between the three current catering coordinators and ensure food is appropriately catered each week.</p>	
<b>20</b>	<b><u>Action Task List</u></b>	
	For a trip to Permacroft be organised .	
<b>21</b>	<b><u>Next Meeting Date &amp; Time Confirmation</u></b>	
<b>22</b>	<b><u>Meeting Ended</u></b>	
	11.40 pm	