

Down-To-Earth (Vic) Cooperative Society Limited

ConFest Committee

Minutes

Date: 18th Jan, 2018
Time: 7:30pm
Venue: CERES, Learning Centre Rm,1-2 Lee St, Brunswick East VIC
Online: <https://dte.coop/live.meeting>
Audio: http://dte.org.au/audiominutes/2018-01-18_CC%20Cut.mp3
Minutes: Confirmed

#	Item	Raised by:
1	<u>Meeting Started</u>	<i>Procedural</i>
	8.30	
2	<u>Election Of Chair</u>	<i>Procedural</i>
	Confirmation of Chairperson: Mark Rasmussen Confirm Minute Keeper: Coral Larke	
3	<u>Attendance</u>	<i>Procedural</i>
	Banville Denise Brogan Elle Cruise David Cruise Peter Ernst Kathy Hales Ian Hunt Lindy Larke Coral MacPherson Robin Morsman Tania Newcome Craig Nissen Lars Reid Troy Reid Darryl Pitt Trevor Tunney Kristen Rasmussen Mark Scouse Schwarz Martin Royal Don Tippet Peter Wells Jack Woodgate Richard	
4	<u>Confirmation of Previous Meeting Minutes</u>	<i>Procedural</i>

	<p>White fire truck not great wall was listed as being left at Peter Caruso's 21st December 4th Meetings Robin MacPherson needs to be listed 21st December CC Need another person to second minutes Mark Rasmussen was not eligible to have seconded them. 21st December Moved Scouse Seconded Troy. PBC 11th Jan minutes Agenda 10 Onsite coordinator role is incomplete Moved Scouse, Seconded Troy No objections PBC</p>	
5	<u>Matters Arising</u>	<i>Procedural</i>
6	<u>Action Items</u>	<i>Procedural</i>
	<u>Apologies</u>	<i>Procedural</i>
	Kate Shapiro	
7	<u>Site Access Register</u>	<i>TREVOR PITT</i>
	<p>Trevor Pitt Site access request register will be worked by Trevor outside of working bees and for ConFest. Carly will take care of her own register. This is an evolving process. What action does DTE take if people go to site and not go back. Asked to include next of kin phone number to call in case of an accident. Current process. siteaccess@dte Now name, telephone number and date of when on site. Throughout the year people shouldn't be going on site randomly, a person would need to ask at a meeting first. Tania: Wants to know how the information and register will get to her. Denise: Need to consider privacy issues. Elle: Wants people online who can track who is on site. Needs a sense authority for Tania to know, who is coming on site. It is hosted in the ConFest communal G drive. Trevor Pitt: Current process, people email request if going on site, asked name, telephone number and date going on site. Anyone who manages the register will enter into a confidentiality agreement to safeguard people's privacy.</p> <p>Action Task Trevor, Tania and Elle will work further on the register.</p> <p>Motion To Ratify Tania to be authorized to maintain the site access register up until the volunteer coordination process takes over. And Tania email be added to the register. Moved Elle Brogan Seconded Denise PBC</p>	<p>Moved Elle Brogan Seconded Denise PBC</p>
8	<u>Age of children with parents set up.</u>	<i>Elle Brogan; Jack Wells and Tania</i>
	<p>Legal age of children at a workplace is 16 and over. Problems with people coming on site with children while ConFest is a worksite. David Cruise: Keep children out of the worksite. Define the worksite and make sure children don't go into it. Mark: Get relevant people together to discuss the policy. we need OH&S auditors Tania: If the legalities say 16 and we have 12 year olds, and something goes wrong then are we liable. We need to be legal. Robin: Need to have professionals who are qualified to sign off on it. Ian : We have to be careful that we apply legally. Craig Newcomb: High viz needs to be worn by all people and borrowers sign for it. Action Task. Elle and Tania will research children, legalities and worksite.</p>	
9	<u>Site Vehicles</u>	<i>Mark Rasmussen</i>
	<p>Mark: We need more site vehicles, at the moment people are driving the great walls into town. We need to look at buying a new vehicle. Ian: We are often short of vehicles. Villages need to cart materials. A registered vehicle is needed so it can drive into town. We also need non registered vehicles on site. We</p>	

	<p>need to do a cost analyses on should we hire or buy? We also need several sets of keys. Denise: If there is an accident most of the vehicles only had 2 seats, we need a roadworthy car that has more that two seats. Trevor: Question Kate Shapiro regarding what type of vehicle is needed as a Patient Vehicle.</p>	
10	<u>Radios to Tania</u>	<i>Tania Morsman</i>
	Tania Morsman Wants to use the radios on site. Elle will introduce Matt English to Tania and they will sort it out.	
11	<u>Ratification of ConFest Facilitator Positions</u>	<i>Kathy E</i>
	<p>Motion: Ratify Matt English as site ops for Easter ConFest Moved: Denise Banville Seconded: Darryl Reid No objections PBC</p> <p>Action 1: Denise will contact people on the facilitators list and confirm what if they will continue in their roles. Action 2: Re hub. Lindy will provide DTE a report next week. Hub process. Volunteer coordinator. Action 3: Denise will talk with Les to confirm his workshop role.</p> <p>Peter Cruise: We should not feed more people than 120 people at the hub. Mark: the volunteer coordinator should tell us how many people do we feed. Re volunteer coordinator Robin communicated with Carly and was told she will be happy to be involved as long as it is a team effort, one person in a team. She will be one of the volunteer coordinators. Ian: When we appoint a facilitator, people with more than \$500 outstanding is not given a budget, we need to consider that, however, there people can facilitate the budget for that person. Troy: We need co- facilitators roles so there is no single point of failure. Peter Carty and Denise Banville shared the role and it worked really well. Site Coordinator Role: Mark wants to share the role because it is all time consuming. Kristen: We need an unthemed workshop spaces. Want to invite Les Spencer to do the role of workshop coordinator.</p>	<p>Moved: Denise Banville Seconded: Darryl Reid No objections PBC</p>
12	<u>Village Documents</u>	<i>Kristen Joy</i>
	Motion: For Village documents to be accepted. Moved Kristen Seconded: Coral No objections PBC	<p>Motion: For Village documents to be accepted. Moved Kristen Seconded: Coral No objections PBC</p>
13	<u>Toilet Update</u>	<i>Craig Newcomb</i>
	Craig Newcomb provided a report on the toilets. Planning a minimum of 57 double units. 104 in total. 36 toilets are on the new site, which still need painting. We are grateful for the work that the Cruise brothers and Craig has done in building the toilets.	
14	<u>David's Wristbands</u>	<i>David Cruise</i>
	<p>David Cruise: Presented paper wristbands that cost 12 cents each that have serial numbers. Robin and Troy: They are too easy to copy.</p>	
15	<u>Application Budget Forms</u>	<i>Don Royal and Ian Hales</i>

	<p>Ian and Don presented three finance budget policy documents for approval. Decided to concentrate on one form for the application of Villages, Workshop activity spaces, and Infrastructure for ConFest expenditure due to time constraints.</p> <p>Motion Troy: The draft application for funding policy presented at this meeting be adopted immediately for the ConFest Committee.</p> <p>Amendment: Robin: To set out policy and producers for volunteers to obtain funding for the conduct of villages, workshops activity spaces, infrastructure for ConFest.</p> <p>Secunder -</p> <p>Motion Troy: The draft application for funding policy presented at this meeting be adopted immediately for the ConFest Committee.</p> <p>One objection Kristen 6d and 9d contradict the decisions made by the CC, eg no rental from a ConFester. Believes the document is close but contradicts the behavior of ConFesters. Kristen’s objections will be tabled next week.</p> <p>Moved Ian Hales Seconded Mark Rasmussen Passed by majority.</p>	
16	Meeting ended	<i>Procedural</i>
	10.30	