

Down-To-Earth (Vic) Cooperative Society Limited

Governance and Statutory Compliance Committee

MINUTES

Date: **4th Sept 2018**
 Time: **7:30pm**
 Venue: **Private home and on line**
 Online: <https://dte.coop/live.meeting>

#	Item	Raised by:
1	<u>Meeting Started</u>	<i>Procedural</i>
	7:30pm	
2	<u>Election Of Chair</u>	<i>Procedural</i>
	Confirmation of Chairperson: Trevor Pitt Confirm Minute Keeper: -	
3	<u>Attendance</u>	<i>Procedural</i>
	Trevor Pitt Mark Rasmussen Troy Reid David Cruise John Reid Kate Sholem Tania Morsman Don Royal Coral Larke	
4	<u>Confirmation of Previous Meeting Minutes</u>	<i>Procedural</i>
	Nil	
5	<u>Task Check List</u>	<i>Procedural</i>
	<u>Nil</u>	
6	<u>Correspondence</u>	<i>Procedural</i>
	Nil	
7	<u>WH&S</u>	<i>Procedural</i>
	Nil	
8	<u>Items deferred from previous meeting</u>	<i>Procedural</i>
	Nil	
9	<u>Discussion Items</u>	
	How to join the G&C committee. Team will be guided by co-conveners. (These positions should be ratified to allow us to move forward) All welcome to join and participate. Eligibility to vote: – suggested that we adopt the 3 of 5 start meetings as per OC and CC Everybody at this meeting can start with a credit of 3 meetings in case we need to vote	

	<p>This committee needs to prepare Terms of Reference: This will allow the committee to know where the extent of their role lies as well as allow the committee to set limitations. Trevor is preparing a draft for the others to review and comment on.</p> <p>While G&C is a subcommittee of the OC it seems reasonable for this committee to discuss matters directly with other sub-committees.</p> <p>It was agreed that this committee should apply for a contingency budget. EG: it may need to seek legal advice in order to prepare a correct and unbiased report to other committees or the Board. It was agreed that an initial budget request for \$5k be submitted to the OC</p> <p>G&C should be responsible for reviewing insurance policies. Rob Legg Bagg and Kathy are currently reviewing insurance for the OC. Their review should continue.</p> <p>Troy reported he has received a legal opinion that the DA for Bylands has lapsed. Accordingly we will need to pursue a new DA.</p> <p>Don reported EES have provided a list of questions to assist them in their preparation of the documentation they are preparing for us. He has completed the list and returned it to EES.</p> <p>Troy reported Nathan at Council has resigned. Water compliance will be reviewed by NSW Department of Health until a replacement is appointed.</p>	
	<p><u>Carried Resolutions</u></p>	<p><i>Procedural</i></p>
	<p><u>Actions to be taken</u></p>	<p><i>Procedural</i></p>
	<p>Prepare Terms of Reference for the G&C committee This committee to apply to the OC for a contingency budget. Ask Rob and Kathy to continue with insurance investigation</p>	
	<p><u>Next Meeting Date & Time Confirmation</u></p>	<p><i>Procedural</i></p>
	<p>Tuesday 11th September. 7pm (Chirnside Park and on-line)</p>	
	<p><u>Meeting Ended</u></p>	<p><i>Procedural</i></p>
	<p>9:30pm</p>	