

Down-To-Earth (Vic) Cooperative Society Limited

ConFest Committee

Minutes

Date: 6th September, 2018

Time: 10.37 pm

Venue: CERES, Learning Centre Rm, 1-2 Lee St, Brunswick East VIC

Audio: <https://dte.coop/to/wp2yn>

Mobile: +61280152088,,2362803611#

Manual dial: Within Australia: (02) 8015-2088 Meeting ID: 236 280 3611

Status: Confirmed 13th September, 2018

#	Item	Raised by:
1	<u>Acknowledging traditional owners of the land.</u>	
	I acknowledge the Traditional Owners of the land on which we are meeting. I pay my respects to Elders, past, present and future.	
2	<u>Meeting Started</u>	<i>Procedural</i>
	10.37 PM	
3	<u>Election Of Chair</u>	<i>Procedural</i>
	Confirmation of Chairperson: Troy Reid Confirm Minute Keeper: Coral Larke	
4	<u>Attendance</u>	<i>Procedural</i>
	<ol style="list-style-type: none"> 1. Cruise David 2. Ernst Kathy 3. Gregory Steven (Scouse) 4. Jae Juliet 5. Larke Coral 6. Mac Donald David 7. Mac Pherson Robin 8. Mathews Malcolm 9. Pitt Trevor 10. Poynton Steve 11. Rasmussen Mark 12. Reid Troy 13. Ryan Darryle 14. Schwarz Martin 15. Shapiro Kate 16. Tunney Kristen 17. Tippett Peter 18. Wilkinson Andrew 	
5	<u>That the minutes of the ConFest Committee meeting held on [date] be accepted</u>	<i>Procedural</i>
	Moved: Seconded: Amendments: Accepted:	
6	ConFest Task List	<i>Trevor Pitt</i>

	<p>Agenda details: I would like us (the CC) to set up a live document that we can all access. This should include ALL items that need to be addressed in order for a Confest to happen. Do you want to facilitate this or are you happy for me to assist you. If you like I am happy to take control preparing this document, starting with your attached schedule. What I am proposing is two lists: The first list will contain all the requirements for the external authorities. I am guessing this will include: Water, Toilets, Traffic management, Fire Safety etc The second list would include all the requirements from the on site co-ordinators. I am guessing this will include: Water, Toilets, Traffic management, Fire Safety etc Plus: Front gate and ticketing, Site Ops, Safety / Security, First Aid & Wellness, Market And Villages, Fire Circles, Info etc Each item should have (working backwards): A due date, build time, Budget approval due date, Budget submission date, design and design approval time. Working backwards this should tell us when each project need to be commenced. This timeline may be different depending on whether a volunteer steps up to complete the project or this is outsourced. My view is that once a task is identified we call for volunteers and provide them with the due date and see if they will promise delivery. If we can't get the project completed then we outsource the task</p> <p>Motion: That the CC set up a task list that identifies ALL our requirements for next Confest.</p>	<p>MOVED TREVOR PITT SECONDED CORAL LARKE PBC</p>
7	Budget for payment for EES services	<i>Don Royal</i>
	<p>Discussion: Clarification was sought that ES was being hired according to previous discussions. Robin Mac Pherson outlined his understanding of the agreement and Don Royal confirmed that they both are of the same understanding.</p>	
8	Budget for payment for EES services	<i>Don Royal</i>
	<p>Agenda details: EES quote for documents and services for both ConFests as detailed in their proposal is \$15,500(+GST), add to that our estimate of ancillary charges for additional services we may request, say 15% = \$2,320, making a total before GST of \$17,820, plus GST of \$1.780 equals total of \$19,600. Incorporated in this amount is the budget of \$15,000 approved at CC meeting of 26 July, agenda item 636. Hence the budget request now is for an additional \$4,600 only (i.e., EES quote \$15,500 = estimated ancillary charges + GST less already approved budget \$15,000 equal a total additional budget request now of \$4,600)</p> <p>Motion: That a budget of as detailed below be approved for payments to Executive Event Solutions (EES) for their services in obtaining councils and government agencies consent to holding Cup Weekend ConFest 2018 and Easter ConFest 2019</p> <p>Amendment That a budget of \$19,600 be approved for payments to Executive Event Solutions (EES) for their services in obtaining councils and government agencies consent to holding Cup Weekend ConFest 2018 and Easter ConFest 2019</p>	<p>Moved Don Royal Seconded Kathy Ernst PBC</p>
9	Passed Resolutions	<i>Procedural</i>
	<p>Motion: That the CC set up a task list that identifies ALL our requirements for next Confest Moved Trevor Pitt Seconded Coral Larke</p> <p>Motion: That a budget of as detailed below be approved for payments to Executive Event Solutions (EES) for their services in obtaining councils and government agencies consent to holding Cup Weekend ConFest 2018 and Easter ConFest 2019</p> <p>Amendment That a budget of \$19,600 be approved for payments to Executive Event Solutions (EES) for their services in obtaining councils and government agencies consent to holding Cup Weekend ConFest 2018 and Easter ConFest 2019 Moved Don Royal Seconded Kathy Ernst PBC</p>	
	Meeting Ended	<i>Procedural</i>
	11 PM	

