

Down-To-Earth (Vic) Cooperative Society Limited
Board of Directors

Minutes

Date: 6th September, 2018
Time: 7:30pm
Venue: CERES, Learning Centre Rm,1-2 Lee St, Brunswick East VIC
Audio: <https://dte.coop/to/f8mvv>
Mobile: +61280152088,,2362803611#
Manual dial: Within Australia: (02) 8015-2088 Meeting ID: 236 280 3611
Status: Confirmed 3rd January, 2019

| # | 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 emerging. | |
| 2 | <u>Meeting Started</u> | <i>Procedural</i> |
| | <u>8 PM</u> | |
| 3 | <u>Election Of Chair</u> | <i>Procedural</i> |
| | Confirmation of Chairperson: Coral Larke Confirm Minute Keeper: Coral Larke | |
| 4 | <u>Attendance</u> | <i>Procedural</i> |
| | Cruise David Gregory Steven (Scouse) Ernst Kathy Jae Juliet Larke Coral Johnston Zoe Tunney Kristen Pitt Trevor Tippett Peter Lindy Hunt MacDonald David MacPherson Robin Mathews Malcolm Morsman Tania Poynton Steve Rasmussen Mark Reid Troy Royal Don Schwarz Marty Shapiro Kate Shipperlee Aaron Wilkinson Andrew | |
| 5 | <u>That the minutes of the Board of Directors meeting held on be accepted</u> | <i>Procedural</i> |
| | Moved: Troy Reid Seconded: Coral Larke PBC | |
| 6 | <u>Correspondence / Payments</u> | <i>Procedural</i> |
| | Coral will respond to a letter from a person who wishes to revoke his ban. Their application is being reviewed and we will get back to them shortly. | |

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---|--|--------------------------|-----|---|-------------|---|-----------------------------|--|--------------------------------------|-----|---|--|--------|-----------------|---|--------------------------|-----|--------|-------------------------|---|---------------|-----|--------|-------------------|-----------------------------------|------|-----|--------|--------------|--|-------|-----|--------|------------------------------------|--|-----------|-----|--------|----------------------------|---------------------------|-----------|-----|--------|-----------------|--|-------------------|-----|
| 7 | Matters Arising | | | | | Procedural | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Letter to Wellness Kate Shapiro: will talk about the late response letter at the Board discussion meeting.</p> <p>ConFab Malcolm: The process was changed from the decision of the last Board Meeting. We were going to make it 4 signatories which includes one person to upload the payments and three people to act as signatories.</p> <p>Bree Nurse: Bree wanted reassurance that she is committed to get our FYE in order, she wont leave DTE in the lurch, Dwayne is back and will start on accounts. She gave some advise on how Troy on how to handle the Load and Go Cards. Will move Data File across to Michael Hill.</p> <p>Outstanding Reimbursements Mark Rasmussen: Bruce Pinney is waiting for reimbursement</p> <p>Bookkeeper: A 4 o'clock meeting dated 12/9/18 to interview a bookkeeper</p> <p>Don Royal: We need to break up tasks and do much of the work ourselves so that we don't have an unrealistic expectation.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | Action Task List | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <tr> <td data-bbox="245 627 354 719">6/9/18</td> <td data-bbox="357 627 533 719">Banned List</td> <td data-bbox="536 627 1082 719">A call out to people who have expertise in the area of responding to people on a DTE/ConFest banned list</td> <td data-bbox="1085 627 1235 719">CS&G Trevor Smith</td> <td data-bbox="1238 627 1347 719">WIP</td> <td colspan="2" data-bbox="1394 627 1554 1279" rowspan="8"> <u>NO PROGRESS</u> <u>WORK IN</u> <u>PROGRESS</u> <u>COMPLETE ☺</u> <u>NO LONGER</u> <u>RELEVANT</u> <u>TAKEN OVER BY</u> <u>?</u> </td> </tr> <tr> <td data-bbox="245 723 354 815">6/9/18</td> <td data-bbox="357 723 533 815">Wellness Letter</td> <td data-bbox="536 723 1082 815">A response to a letter from Wellness is overdue</td> <td data-bbox="1085 723 1235 815">Kate Shairo Troy Reid</td> <td data-bbox="1238 723 1347 815">WIP</td> </tr> <tr> <td data-bbox="245 819 354 882">6/9/18</td> <td data-bbox="357 819 533 882">Redirect bills to email</td> <td data-bbox="536 819 1082 882">Bills to be redirected from PO Box to a centralized email address directors and finance</td> <td data-bbox="1085 819 1235 882">All directors</td> <td data-bbox="1238 819 1347 882">WIP</td> </tr> <tr> <td data-bbox="245 887 354 949">6/9/18</td> <td data-bbox="357 887 533 949">Load and Go Cards</td> <td data-bbox="536 887 1082 949">To clean up the Load and Go Cards</td> <td data-bbox="1085 887 1235 949">Troy</td> <td data-bbox="1238 887 1347 949">WIP</td> </tr> <tr> <td data-bbox="245 954 354 1016">6/9/18</td> <td data-bbox="357 954 533 1016">Lodged Rules</td> <td data-bbox="536 954 1082 1016">Coral will buy a copy of Lodged Rules from Consumer Affairs.</td> <td data-bbox="1085 954 1235 1016">Coral</td> <td data-bbox="1238 954 1347 1016">WIP</td> </tr> <tr> <td data-bbox="245 1021 354 1113">6/9/18</td> <td data-bbox="357 1021 533 1113">Update rules for consumer affairs.</td> <td data-bbox="536 1021 1082 1113">A working group will need to be established to submit rule changes to Consumer Affairs This will have to be tables 28 prior to a meeting</td> <td data-bbox="1085 1021 1235 1113">Troy Reid</td> <td data-bbox="1238 1021 1347 1113">WIP</td> </tr> <tr> <td data-bbox="245 1117 354 1209">6/9/18</td> <td data-bbox="357 1117 533 1209">Response to Kathy's Letter</td> <td data-bbox="536 1117 1082 1209">Respond to Kathy's Letter</td> <td data-bbox="1085 1117 1235 1209">Directors</td> <td data-bbox="1238 1117 1347 1209">WIP</td> </tr> <tr> <td data-bbox="245 1214 354 1279">6/9/18</td> <td data-bbox="357 1214 533 1279">Membership form</td> <td data-bbox="536 1214 1082 1279">Robin to email Directors membership application form</td> <td data-bbox="1085 1214 1235 1279">Robin Mac Pherson</td> <td data-bbox="1238 1214 1347 1279">WIP</td> </tr> </table> | | | | | | | 6/9/18 | Banned List | A call out to people who have expertise in the area of responding to people on a DTE/ConFest banned list | CS&G Trevor Smith | WIP | <u>NO PROGRESS</u> <u>WORK IN</u> <u>PROGRESS</u> <u>COMPLETE ☺</u> <u>NO LONGER</u> <u>RELEVANT</u> <u>TAKEN OVER BY</u> <u>?</u> | | 6/9/18 | Wellness Letter | A response to a letter from Wellness is overdue | Kate Shairo Troy Reid | WIP | 6/9/18 | Redirect bills to email | Bills to be redirected from PO Box to a centralized email address directors and finance | All directors | WIP | 6/9/18 | Load and Go Cards | To clean up the Load and Go Cards | Troy | WIP | 6/9/18 | Lodged Rules | Coral will buy a copy of Lodged Rules from Consumer Affairs. | Coral | WIP | 6/9/18 | Update rules for consumer affairs. | A working group will need to be established to submit rule changes to Consumer Affairs This will have to be tables 28 prior to a meeting | Troy Reid | WIP | 6/9/18 | Response to Kathy's Letter | Respond to Kathy's Letter | Directors | WIP | 6/9/18 | Membership form | Robin to email Directors membership application form | Robin Mac Pherson | WIP |
| 6/9/18 | Banned List | A call out to people who have expertise in the area of responding to people on a DTE/ConFest banned list | CS&G Trevor Smith | WIP | <u>NO PROGRESS</u> <u>WORK IN</u> <u>PROGRESS</u> <u>COMPLETE ☺</u> <u>NO LONGER</u> <u>RELEVANT</u> <u>TAKEN OVER BY</u> <u>?</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6/9/18 | Wellness Letter | A response to a letter from Wellness is overdue | Kate Shairo Troy Reid | WIP | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6/9/18 | Redirect bills to email | Bills to be redirected from PO Box to a centralized email address directors and finance | All directors | WIP | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6/9/18 | Load and Go Cards | To clean up the Load and Go Cards | Troy | WIP | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6/9/18 | Lodged Rules | Coral will buy a copy of Lodged Rules from Consumer Affairs. | Coral | WIP | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6/9/18 | Update rules for consumer affairs. | A working group will need to be established to submit rule changes to Consumer Affairs This will have to be tables 28 prior to a meeting | Troy Reid | WIP | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6/9/18 | Response to Kathy's Letter | Respond to Kathy's Letter | Directors | WIP | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6/9/18 | Membership form | Robin to email Directors membership application form | Robin Mac Pherson | WIP | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | Banned List | | | | | Coral Larke | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Discussion on how to deal with a person on a banned list. How does a person get off a banned list? If a person has been evicted from site that means that they are on a banned list, to have that revoked they will need to write to the Board to have their ban lifted, the reason is that it is a board matter and due to confidentiality reasons. The ban needs to be listed on minutes. A policy can be produced by GS&C. Trevor Smith recommends that someone to produce the banned list, compile the list including; what a person is banned from, how can we accept people back into the community if that is a viable proposition.</p> <p>Action: Trevor Pitt will make a call out for interested members in this area. To recommend a policy for the Board to review.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 | Banned List | | | | | Coral Larke | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Motion That the Board requests GS&C to draft a recommendation for the management of banned individuals for consideration at the next Board Meeting dated 4th October.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11 Membership Application | | | | | Robin MacPherson | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table> <tr> <td data-bbox="245 1879 1382 1962">1. 1855 Folio Number Zoe Ryan Worked in Rangers Rasmussen Vouched for by Zoe Johnson & Eric Doreen PBC</td> <td data-bbox="1394 1879 1554 1962">1 Moved Troy Reid</td> </tr> <tr> <td data-bbox="245 1966 1382 2029">2. 1856 Folio Number Roslyn Amory Motion Troy Reid Seconded Mark Rasmussen Vouched for by Zoe Johnson & Eric Doreen PBC</td> <td data-bbox="1394 1966 1554 2029">Seconded Mark R PBC</td> </tr> <tr> <td></td> <td data-bbox="1394 2033 1554 2119">2 Moved Troy Reid Seconded Mark R PBC</td> </tr> </table> | | | | | | | 1. 1855 Folio Number Zoe Ryan Worked in Rangers Rasmussen Vouched for by Zoe Johnson & Eric Doreen PBC | 1 Moved Troy Reid | 2. 1856 Folio Number Roslyn Amory Motion Troy Reid Seconded Mark Rasmussen Vouched for by Zoe Johnson & Eric Doreen PBC | Seconded Mark R PBC | | 2 Moved Troy Reid Seconded Mark R PBC | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. 1855 Folio Number Zoe Ryan Worked in Rangers Rasmussen Vouched for by Zoe Johnson & Eric Doreen PBC | 1 Moved Troy Reid | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2. 1856 Folio Number Roslyn Amory Motion Troy Reid Seconded Mark Rasmussen Vouched for by Zoe Johnson & Eric Doreen PBC | Seconded Mark R PBC | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 2 Moved Troy Reid Seconded Mark R PBC | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| | | |
|-----------|--|---|
| 12 | A request from the Board to provide their outstanding receipts to the OC. | <i>Malcolm Mathews</i> |
| | Our bookkeeper has not done any work in xero on Directors receipts. Troy explained that Dwayne is back and will start working on them | |
| 13 | <u>SGM Cancellation</u> | <i>Coral Larke</i> |
| | Due to having no agenda items the 20 th September the SGM has been cancelled. Every GM has standing business where financial reports need to be tabled, so the meeting will be postponed to the 27 th , Sep. The meeting will be held during a busy time and will mostly done on line. Motion: That the SGM as defined by our rules will be held on 27 th September, 2018 | Moved Troy Reid Seconded Coral Larke PBC |
| 14 | <u>Load and Go Cards</u> | <i>Malcolm Mathews</i> |
| | For the OC to be provided a report on the credit amounts on the Load and Go Cards. Troy will work on this to clear the cards and provide a report on the 4 th October. There is a balance of \$4496, this is an incorrect amount. | |
| 15 | <u>General resolutions passed in one year</u> | <i>Troy Reid</i> |
| | To create a supplementary report of all resolutions to be supplied to all member at the AGM | |
| 16 | <u>Elections</u> | <i>Troy Reid</i> |
| | To conduct the election as per last year. For 3 scrutinizers are needed. It was decided that Trevor Pitt and two directors will work as a scrutinizers. This involves working from Michael Hill's board room to set up the election. Mark Rasumussen, Don Royal, Kate Shapiro and Martin Schwarz term is expiring. Motion: That the Board declares it will use the same process as last years election. | Moved Troy Reid Seconded Coral Larke PBC |
| 17 | <u>GS&C</u> | <i>Troy Reid</i> |
| | Troy will write a brief for CS&G requesting to update rules for Consumer Affairs, if Directors agree we will move through a processes of giving a 28 day notice for an SGM | |
| 18 | <u>Bookkeeper</u> | <i>Malcolm Mathews</i> |
| | Board to prepare a report for the OC regarding if the Bookkeeper should report to the OC as there were problems when reporting to the Board. David Cruise suggested we have a meeting and reflect on our experience and move forward from there. Users can in put their own data into Xero and the bookkeeper to reconcile account. There are tech solutions to keep work contained so they cant move other ledgers. | |
| 19 | Should the board discuss a reply to Kathy's letter. | <i>Peter Tippett</i> |
| | Kathy's letter will be discussed on Monday's Board discussion meeting. | |
| | <u>Carried Resolutions</u> | <i>Procedural</i> |
| | | |
| | <u>Next Meeting Date & Time Confirmation</u> | <i>Procedural</i> |
| | | |
| | <u>Meeting Ended</u> | <i>Procedural</i> |
| | 9.37 PM | |