

Down-To-Earth (Vic) Cooperative Society Limited

Organising Committee

Minutes

Date: 13th September, 2018

Time: 7.30

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

Online: <https://dte.coop/live.meeting>

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

Status: Confirmed 4th October, 2018

| # | Item | Raised by: |
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| 1 | <u>Meeting Started</u> | Procedural |
| | 9:58 pm | |
| 2 | <u>Election Of Chair</u> | Procedural |
| | Confirmation of Chairperson: David Cruise Confirm Minute Keeper: Malcolm Matthews | |
| 3 | <u>Attendance</u> | Procedural |
| | <ol style="list-style-type: none">1. Banville Denise2. Cruise David3. Ernst Kathy David4. Jae Juliet5. Hunt Lindy6. Mac Donald David7. MacPherson Robin8. Nissen Lars9. Pitt Trevor10. Poynton Steven11. Rasmussen Mark12. Reid John13. Reid Troy14. Ryan Darryl15. Royal Don16. Schwarz Martin17. Shapiro Kate18. Tippett Peter19. Tunney Kristen | |

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| | 20. Wilkinson Andrew | |
| 4 | <u>Confirmation of Previous Meeting Minutes</u> | <i>Procedural</i> |
| | Minutes Minutes 30 th Aug 2018 Meeting start 10:30 Approved trevor second Mark passed by consensus | |
| 5 | <u>Task Check List</u> | <i>Procedural</i> |
| | | NO PROGRESS WORK IN PROGRESS COMPLETE NO LONGER RELEVANT TAKEN OVER BY ? |
| 6 | <u>Payments</u> | <i>Procedural</i> |
| | Bills Telstra \$327.36 Vic roads \$59.00 Vic roads \$59.00 Vic roads \$59.00 Telstra \$12.00 / year Motion: To move that the bills are to be paid | Moved Coral Larke Seconded Mark Rasmussen PBC |
| 7 | <u>Correspondence</u> | <i>Procedural</i> |
| | Correspondence ANZ Bendigo Bank statement CSB Alteration request | |
| 8 | <u>Finances</u> | <i>Malcolm Mathews</i> |
| | 1. There is no money in the ANZ account. 2. A payment from the CSB was made to Trevor Smith, with three directors authorizing payment. 3. Debit card is waiting for a form to be submitted for ConFab. 4. Malcolm : Regarding making payments directly from CSB, the idea was for 4 people to be a signatory so the person loading the payments is not a director. Troy: Once we have a new bookkeeper, that person will continue the current process. Denise: Directors should not set up the payment as well as authorize the payment. 5. A debate regarding who should govern Finance, OC or the Board was not resolved. | |
| 9 | <u>Minutes 23rd Aug Item 13 was not complete in the minutes</u> | <i>Trevor Pitt</i> |
| | That we obtain confirmation from Council that the proposed water upgrade meets their requirements prior to site works being undertaken. | |
| 10 | <u>Budget for weed control</u> | <i>Andrew Wilkinson</i> |
| | Budget Request: \$ 500.00 for fuel for weed control to be carried out by Jack Wells & Andrew Wilkinson. Andrew will fill in a form and send Application form to be sent to finance@dte.org.au | Moved Andrew Wilkinson Seconded Mark Rasmussen PBC |

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| 11 | <u>Ratify funding policy and application form</u> | <i>Kristen Tunney</i> |
| | Motion: For the funding application form as accepted by the CC is also ratified to be used by the OC. | Moved Kristen Tunney Seconded Denise Banville PBC |
| 12 | <u>Camera's at Woorooma</u> | <i>Marty Schwarz</i> |
| | Item deferred to next week | |
| 13 | <u>Carried Resolutions</u> | <i>Procedural</i> |
| | <u>Budget for weed control</u> Budget Request: \$ 500.00 for fuel for weed control To be paid from Land Management budget Moved Andrew Wilkinson Seconded Mark Rasmussen PBC <u>Ratify funding policy and application form</u> Motion: To ratify policy and application form same as CC Committee document. As accepted by the CC Ratified for the use by the OC Moved Kristen Tunney Seconded Denise Banville PBC | |
| | <u>Meeting Ended</u> | <i>Procedural</i> |
| | Ended 10:32 | |