

Down-To-Earth (Vic) Cooperative Society Limited

Organising Committee

Minutes

Date: 20th September, 2018
Time: 7:30pm
Audio: <https://dte.coop/to/qwi8k>
Mobile: +61280152088,,2362803611#
Manual dial: Within Australia: (02) 8015-2088 Meeting ID: 236 280 3611
Status: Confirmed 27th October, 2018

#	Item	Raised by:
1	<u>Acknowledging traditional owners of the land.</u>	<i>Respect</i>
	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>
	8.30 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. Brogan Ellen 2. Brock Elisa 3. Ernst Kathy 4. Gregory Steven (Scouse) 5. Hunt Lindy 6. Inghish Matt 7. Jae Juliet 8. Larke Coral 9. MacPherson Robin 10. Mathews Malcolm 11. Newcomb Craig 12. Nissen Lars 13. Pitt Trevor 14. Reid John 15. Reid John 16. Rasmussen Mark 17. Schwarz Martin 18. Shipperlee Aaron 19. Tippett Peter 20. Tunney Kristen 21. Wells Jack 	
5	<u>That the minutes of the ConFest Committee meeting held on [date] be accepted</u>	<i>Procedural</i>
	Moved: Seconded: Amendments: Accepted:	
6	<u>Action Task List</u>	<i>Procedural</i>

	20-09-2018	Insurance	To pay GIO car insurance for rodeo	Mark Rasmussen	WIP	<u>NO PROGRESS</u> <u>WORK IN PROGRESS</u> <u>COMPLETE</u> <u>NO LONGER RELEVANT</u> <u>TASK RESUMED BY</u>
7	<u>Bills to be paid</u>					<i>Procedural</i>
	GIO \$401.94 Fire Theft Third Party Property Damage Car Insurance Sent to Mark Rasmussen for payment from asset management.					
8	<u>Correspondence</u>					<i>Procedural</i>
	Community Sector Banking: Acknowledgment of alteration request; <ol style="list-style-type: none"> 1. Juliet Jae added as a signatory to account 1212 2. Fulvio Gerardi has been added as a full signatory to account 1250 3. Trevor Smith has been added as a full signatory to account 1251 4. Craig Newcomb application not processed as awaiting his signed form and ID Water NSW / Statement of Approval Online Business Registration / Trustee for Hester Family Trust					
9	<u>Water Working Bee</u>					<i>Trevor Pitt</i>
	Agenda details: The OC passed a motion on 23 rd August, 2018 that the water working bee should not proceed until Council or other authority has confirmed the design meets their requirements. Unfortunately the design has not yet been submitted to Council. The water bee participants believe their design is fit for purpose and will be approved then submitted. Motion: That the OC confirm the water working bee should proceed as scheduled. The assets will be mapped during the working bee and an "as constructed" water plan be distributed ASAP following the working bee.					Moved Trevor Pitt Seconded Coral Larke PBC
10	<u>Governance Statutory & Compliance</u>					<i>Trevor Pitt</i>
	Trevor Pitt provided a report on the progress of GS&C and requested that people get involved in areas they are interested in and become a resource for the committee. In particular insurance was discussed. Motion: That the OC approve a budget of \$5,000.00 to the Governance and Statutory Compliance committee. Note: The primary purpose of this request is to ensure the committee can receive independent advice if necessary.					Moved: Trevor Pitt Seconded: Robin MacPherson PBC
11	<u>Radios for Woorooma Water Working Bee</u>					<i>Matt English</i>
	This is a formal advisement that Elle Brogan has requested the use of Site Ops equipment for use in the upcoming plumbing working bee at Woorooma. If there's no objection will deliver 20 iCom radios to Elle on Saturday, to be returned to me after the working bee.					
12	<u>Woorooma Working Bee</u>					<i>Mark Rasmussen</i>
	Mark provided a report on the water working bee progress.					
13	<u>Locks</u>					<i>Mark Rasmussen</i>
	Link to padlock details; Padlock Audit https://dte.coop/to/hr7fk Master Key System: https://dte.coop/to/qc3nn Motion 'to proceed with the quote for locks totalling \$5,176.05					Moved Troy Reid Seconded Mark Rasmussen PBC
14	<u>Receipts</u>					<i>Troy Reid</i>
	Cloud Book Keeping will finalise its association with DTE once the FYE accounts are complete. There are still outstanding receipts that needed to be handed in.					

15	<u>Date for information exchange with Auditor</u>	<i>Robin MacPherson</i>
	Michael Hill will be shown what records Memcom has and Memcom will be given every activity sheet that he has been given. There are problems that ConFest Volunteers are waiting for their refunds and are caught in a loop because information hasn't been provided to Memcom	
16	<p><u>Water Working Bee Motion:</u> That the OC confirm the water working bee should proceed as scheduled. The assets will be mapped during the working bee and an "as constructed" water plan be distributed ASAP following the working bee. <i>Moved Trevor Pitt Seconded Coral Larke PBC</i></p> <p><u>Budget proposal for GS& C Motion:</u> That the OC approve a budget of \$5,000.00 to the Governance and Statutory Compliance committee. Note: The primary purpose of this request is to ensure the committee can receive independent advice if necessary. <i>Moved Trevor Pitt Seconded Robin MacPherson PBC</i></p> <p><u>Locks Motion</u> 'to proceed with the quote for locks totalling \$5,176.05 <i>Moved Troy Reid Seconded Mark Rasmussen PBC</i></p>	
	<u>Next Meeting Date & Time Confirmation</u>	<i>Procedural</i>
	<u>Meeting Ended</u>	<i>Procedural</i>
	10.45 PM	