

# Down-To-Earth (Vic) Cooperative Society Limited

## Organising Committee

### Minutes

**Date:** 25<sup>th</sup> October, 2018

**Time:** 7:36 pm

**Audio:** <http://dte.org.au/audiominutes/2018-10-25-%20OC.mp3>

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

**Status:** Confirmed 29<sup>th</sup> November, 2018

#	<i>It</i>	<i>Raised by:</i>
1	<b><u>Acknowledging traditional owners of the land.</u></b>	<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	<b><u>Meeting Started</u></b>	<i>Procedural</i>
	7.36 pm	
3	<b><u>Election Of Chair</u></b>	<i>Procedural</i>
	<b>Confirmation of Chairperson:</b> Kate Shapiro <b>Confirm Minute Keeper:</b> Coral Larke	
4	<b><u>Attendance</u></b>	<i>Procedural</i>
	<ol style="list-style-type: none"><li>1. Banville Denise</li><li>2. Brogan Elle</li><li>3. Cruise David</li><li>4. Ernst Kathy</li><li>5. Hunt Joy</li><li>6. Joy Kristen</li><li>7. Larke Coral</li><li>8. Gregory Steve (Scouse)</li><li>9. Macpherson Robin</li><li>10. Mathews Malcolm</li><li>11. Nissen Lars</li><li>12. Rasmussen Mark</li><li>13. Schwarz Marty</li><li>14. Shapiro Kate</li><li>15. Simmons Barry</li><li>16. Tippet Peter</li><li>17. Reid John</li><li>18. Reid Troy</li><li>19. Royal Don</li><li>20. Wells Jack</li></ol>	
5	<b><u>That the minutes of the OC meeting held on 04-10-18 be accepted</u></b>	<i>Procedural</i>

	<b>Moved:</b> Scouse <b>Seconded:</b> Coral Larke <b>Accepted:</b> PCB	
<b>6</b>	<b><u>Correspondence / Payments</u></b>	<i>Procedural</i>
	<p>Telstra Bill 22/10/18 18</p> <p>Tbt account 12/10/18 3949.00</p> <p>Cloud 7/11/18 2,336.75</p> <p>Motion: That the bills are paid.</p>	<b>Moved</b> Coral Larke <b>Seconded</b> Scouse <b>PBC</b>
<b>7</b>	<b><u>Update request on finances</u></b>	<i>Malcolm Mathews</i>
	<p><b>Agenda details:</b> UPDATE From the board re Bookkeeper Could the board update the OC about the bookkeeper's position? When will the subscription in Xero be transferred? Has the Board made any discussion who will have full or write access to Xero? Has the board revised the role and function of the bookkeeper? After the file FYI 17/18 has been sent to the auditor will there be time to correct some of the coding?</p> <ul style="list-style-type: none"> <li>Volunteers have dropbox when DTE employs a bookkeeper they will access the receipts.</li> <li>All Board has read access Bree and her staff has admin access.</li> <li>Bree is not working on this financial year.</li> <li>Board has been processing payments itself.</li> <li>There is a back log of receipts.</li> <li>We are waiting for a replacement bookkeeper to reconcile receipts.</li> </ul> <ul style="list-style-type: none"> <li>The board collectively interviewed a bookkeeper, people were comfortable with the applicant.</li> <li>The Board has made a cutoff date for tomorrow so they can be ready for the auditor</li> <li>David Cruise suggested at a previous meeting that we should wait until we have a new board so that we can determine the way to employ the new bookkeeper</li> </ul>	
<b>8</b>	<b><u>Ply wood for sleeping huts at Woorooma</u></b>	<i>David Cruise</i>
	<p><b>Motion:</b> For a budget of \$1600 to for 100 sheets of plywood for Peter Cruise to build sleeping huts.</p> <p><b>Amendment:</b> That a budget of up to \$1600 is made available for Peter Cruise to purchase plywood sheets, that DTE can pay the invoice.</p>	<b>Moved</b> Lars Nissen <b>Amendment:</b> Coral Larke <b>Seconded</b> PBC
<b>9</b>	<b><u>Water Bee over budget</u></b>	<i>Troy Reid</i>
	<p><b>Motion:</b> To pay the extra;</p> <p><b>Think Water</b> \$ 4071.52 <b>Moved</b> Troy Reid <b>Second</b> Mark Rasmussen <b>PBC</b></p> <p><b>Aquarius Drilling and Water</b> \$2373.98 <b>Seconded</b> Scouse <b>PBC</b></p> <p><b>Trenching Machine:</b> \$3500 <b>Moved</b> Mark Rasmussen <b>Seconded</b> Troy Reid <b>PBC</b></p>	
	<b><u>Budget requests</u></b>	<i>Malcolm Mathews</i>
	<b>Motion</b> To have a company to clean the Rhino Tanks \$3000, to be done on 6/11/18	<b>Moved</b> Malcolm Mathews <b>Seconded</b> Troy Reid <b>PBC</b>
<b>11</b>	<b><u>Repairs to great wall &amp; fire truck</u></b>	<i>Malcolm Mathews</i>

	<b>Motion:</b> To gain a budget up to \$5000 to work on the fire truck and great wall	<b>Moved</b> Malcolm Mathews <b>Seconded</b> Troy Reid <b>PBC</b>
<b>12</b>	<b><u>Scrutineers for the election</u></b>	Denise Banville
	Troy Reid, David Cruise & Denise Banville will work as the scrutineers. That the OC will appoint Denise Banville to work as a scrutineer for the election	<b>Moved</b> Troy Reid <b>Seconded</b> Lindy Hunt <b>PBC</b>
<b>13</b>	<b><u>Sonny and Bubah left site.</u></b>	Troy Read
	Sony and Bubbah stayed on site and have recently left after doing various works. Troy wanted their contribution and good works acknowledged.	
	<b><u>Next Meeting Date &amp; Time Confirmation</u></b>	Procedural
	<b><u>Meeting Ended</u></b>	Procedural
	9.29 pm	