

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

Minutes

Date: 1st November, 2018
Scheduled Start Time: 7.30 PM
Venue: Ceres Learning Centre, Lee St East Brunswick
Audio: <http://dte.org.au/audiominutes/2018-11-01%20board.mp3>

Register on line: <https://dte.coop/live.meeting>
Zoom Connect: <https://dte.coop/to/zoom>
Phone Connect: (02) 8018 2088 Meeting ID Number 2362803611
Status: Confirmed 6th December, 2018

| # | Item | Raised by: |
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| 1 | Acknowledge, and pay respect, to the traditional owners and ongoing custodians of the land | |
| | 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> |
| | 7.45PM | |
| 3 | <u>Meeting coordinators</u> | <i>Procedural</i> |
| | Confirmation of Chairperson: Kate Shapiro Confirm Minute Keeper: Coral Larke | |
| 4 | <u>Attendance</u> | <i>Procedural</i> |
| | Cruise David Ernst Kathy Gregory Scouse (Scouse) Larke Coral Mathews Malcolm Morsman Tania MacPherson Robin Murray Judith Newcomb Craig Rasmussen Mark Reid Troy Shapiro Kate Schwarz Marty Tarr Jenny Tippett Peter Waldram Grant Wells Jack Apologies: Don Royal | |

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| 5 | For minutes of the Board of Directors meeting held on 4th October, 2018 be accepted | <i>Procedural</i> |
| | <p>Moved: Kate Shapiro Seconded: David Cruise PBC David Cruise: Full name should be data.dte.org.au</p> <p>Matters Arising: Kate questioned why Ledgers have not been allocated to any person. Malcolm explained the reason was to store ledgers ready for use and are not assigned to any person. Malcolm explained the reason was to store ledgers ready for use and are not assigned to any person.</p> | |
| 6 | Correspondence / Payments | |
| | <p>Victoria Harden Activity sheet</p> <p>14/07/2018 Venue Hire Inv-1030017285 CERES \$1,235.00</p> <p>30/09/2018 Waste Mgmt INV-12127 C.W.S. Environmental Pty Ltd \$932.50</p> <p>30/09/2018 PAYG Qrt ATO \$7,011.00</p> <p>Motion To approve the listed bills for payment</p> | <p>Moved Troy Reid Seconded Kate Shapiro PBC</p> |
| 7 | Action Tasks | ? |
| | <p>Action Task List</p> <ul style="list-style-type: none"> • Kate Shapiro: Write to ask Wellness for information regarding complaints that were made during ConFest. Complete • Troy drafted a response to Wellness regarding Sexual Misconduct Policy document. Complete Was waiting for a third director to approve, Kate approved Complete <p>Further action: Troy Reid: Will send approved response to G&SC and Wellness for consideration regarding Sexual Misconduct Policy.</p> | <p>NO PROGRESS WORK IN PROGRESS COMPLETE ☺ NO LONGER RELEVANT TAKEN OVER BY</p> |
| 8 | Wristband questions | <i>Kath Ernst</i> |
| | <p>Agenda details: Has the board made any progress in answering the members' questions from the June SGM? It was explained that the Board had a discussion meeting and agreed for Don, David and Marty to respond and write the letter, however, this has not been done. Kathy would be happy for directors to respond individually if they specifically respond by answering the questions, not generally about wristbands. David Cruise asked Kathy to accept his apologies for not following through with the letter.</p> | |
| 9 | Karma | <i>Kathy Ernst</i> |
| | <p>What happened to Karma? Emma, Viola and Marty is the current Karma group who receive complaints. Currently Karma isn't working, it is in a stalemate with nothing happening. A complaint was received by someone unrelated to Karma.</p> <p>Troy is not managing Karma, it is supposed to be a self-organising group set up to empower people within the organisation to create their own processes, he spent much time developing a code of conduct and does not want to facilitate it. Marty is uncomfortable to invite people onto the list. Tania will coordinate the process to get Karma running.</p> <p>Action:</p> <ul style="list-style-type: none"> • David Cruise will fix problem of incorrect names placed on the Karma Group email. • David Cruise and Troy Reid will talk off line to remove one of the email addresses so that there will only be one Karma email address. • Tania will assist creating a structure and processes for Karma so that it can commence, she will make herself available to mentor those on the Karma Group. | |
| 10 | Woorooma Padlock Keys | <i>Troy Reid</i> |

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| | <p>To ensure a reliable key register. That keys have an identity and serial number, they are signed for when they are taken and returned.</p> <p>Different coloured padlocks are responsible for different areas and decide who gets a key, eg, EMU will red padlock, blue allocated to site ops, asset management black padlocks, orange and green for gates. During ConFest it will be Then it will be up to the different areas to allocation and recover keys. Red, black and blue keys open gates internal and external.</p> <p>Motion: That Asset Management is responsible to issue keys and manage key register on behalf of the board. That this register can be kept on line.</p> | <p>Moved: Troy Reid Seconded Mark Rasmussen PBC</p> |
| 11 | Legal advice | <i>Coral Larke</i> |
| | <p>To pay legal fees for an assessment of DTE culture.</p> <p>Various options available includes;</p> <ul style="list-style-type: none"> ☑ To engage a third party to do a cultural review – come back with a report on improving culture. ☑ Run training on respectful communication and what DTE is legally required to do. ☑ Prepare a written letter of advice of the current situation. DTE’s legal obligations, whether the documentary evidence provided constitutes bullying, harassment, or victimisation. <p>Motion: To pay \$10000 to address the cultural problems within DTE.</p> <p>Amendment For a budget of \$5000 for legal fees to address the cultural problems within DTE. To be re-evaluated once work is complete to assess if further work is needed.</p> | <p>Moved Coral Larke Seconded Troy Reid PBC</p> |
| 12 | TBT Membership Documentation Directive | <i>Troy Reid</i> |
| | <p>To enable Memcom to work effectively that a request is made to TBT to scan and email any volunteer activity forms received to activityform@dte.coop</p> <p>Motion: To request TBT scan and email on the same day any volunteer activity forms received to activityform@dte.coop.</p> | <p>Moved Troy Reid Seconded Mark Rasmussen PBC</p> |
| 13 | New memberships | |
| | <p>New memberships;</p> <p>1868 Solomon Danino Moved Coral Larke Seconded Kate Shapiro PBC</p> <p>1875 Jude Murray Moved Kate Shapiro Seconded David Cruise PBC</p> <p>1874 Elizabeth McCarthy Moved Troy Reid Seconded Kate Shapiro PBC</p> <p>1873 Colleen Tucker Moved Troy Reid Seconded Coral Larke PBC</p> <p>1872 Leanne Skipsey Moved Troy Reid Seconded Kate Shapiro PBC</p> <p>1871 Matthew Peers Moved Troy Reid Seconded Kate Shapiro PBC</p> <p>1870 Jared Moore Moved Coral Larke Seconded Kate Shapiro PBC</p> <p>1869 Shalom Ruze Moved Coral Larke Seconded Kate Shapiro PBC</p> <p>1. Rosalind Amery Was accepted as a member at a previous meeting but information cannot be found on minutes. Verified as a member</p> <p>2. Zoe Ryan Was accepted as a member at a previous meeting but information cannot be found. Verified as a member.</p> <p>Paul Hutchinson Troy Reid: To accept Paul on compassionate grounds.</p> <p>Kate Shapiro: Paul Hutchinson worked in the capacity that he could by having discussions on site operation and communication particulars, he is dedicated to volunteering. Motion: To accept Paul’s application regardless of not fulfilling work hours. Moved Kate Shapiro Seconded Troy Reid PBC</p> <p>Michael Puck: Deferred application, will invite him to speak with the new Board. Letter will be written along the lines of; The Board would like to invite you to become a member again, however, as a due process matter the Board has changed and we would like to speak with you in person.</p> | |

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| | Peter O'Shanassy Haven't received activity statement, however, Directors can vouch that Peter has completed the necessary hours. Moved David Cruise Seconded Troy Reid PBC | |
| 14 | Matters arising from membership applications | |
| | The cutoff date for activity forms: 1st November, 2018. People on a banned list: Discussion, for people to reapply and present a statement of understanding why they were placed on a banned list, how they have changed as a person, if they understood what they did wrong and have the capacity to not reoffend. It would have to be done in complete confidence with the Board. | |
| 15 | Questions from Malcolm Mathews | <i>Malcolm Mathews</i> |
| | Malcolm organized a company to clean the Rhino Tanks and will meet them on site on Tuesday. Has spoken to four bookkeepers and written a document outlining tasks for the bookkeeper stored in sharepoint, believes that the new bookkeeper would not have much to do, that volunteers can do the majority of the work. Kate acknowledged Malcolm's contribution. | |
| 16 | <u>Board Meeting Ended</u> | <i>Procedural</i> |
| | 24:00 | |
| 17 | Newsletter | <i>Lars Nissen</i> |
| | Lars asked about a newsletter that he has not received but receives an email saying that he can unsubscribe. Robin said that Lars may have mixed up a notice that informs people how to unsubscribe from the OC & CC email lists. | |
| 18 | Keys to first aid. | <i>Grant Waldram</i> |
| | If any person needs to enter the first aid containers for any reason, contact either Kate or Grant beforehand. | |
| 19 | <u>Carried Resolutions</u> | |
| | Woorooma Padlock Keys That Asset Management is responsible to issue keys and manage key register on behalf of the board. That this register can be kept on line. Moved: Troy Reid Seconded Mark Rasmussen PBC Legal advice For a budget of \$5000 for legal fees to address the cultural problems within DTE. To be re-evaluated once work is complete to assess if further work is needed. Moved Coral Larke Seconded Troy Reid PBC TBT Membership Documentation Directive To request TBT scan and email on the same day any volunteer activity forms received to activityform@dte.coop Moved Troy Reid Seconded Mark Rasmussen PBC | |
| 20 | <u>Next Meeting Date & Time Confirmation</u> | <i>Procedural</i> |
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