

Down-To-Earth (Vic) Cooperative Society Limited

## Annual General Meeting

### Minutes

**Date:** 22<sup>d</sup> November, 2018

**Time:** 7:30pm

**Audio:** [http://dte.org.au/audiominutes/2017-11-23\\_AGM%2056ut.mp3](http://dte.org.au/audiominutes/2017-11-23_AGM%2056ut.mp3)

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

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

**Status:** DRAFT

#	Item	Raised by:
1	<b><u>Acknowledging traditional owners of the land.</u></b>	<i>Procedural</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>
	8 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>
	Banville Denise Brock Elissa Brogan Elle Cairns Steven Cruise David Cruise Peter Ernst Kathy Ernst Vanessa Elliot William Gregory Steve (Scouse) Hales Ian Hicks David Hill Michael (auditor) Johnston Zoe Kennedy Lynne Kettle Caryn Legg-Bagg Rob Lehy Rohan Larke Coral Inglish Matt MacDonald Dale (Muddy) MacPherson Robin Martin Richard	

	Morsman Tania Murray Jude Neal Angela Newcomb Craig Nissen Lars O'shanassy Peter Padovani Walter Pinney Bruce Pitt Trevor Rasmussen Mark Reid John Reid Shardae Reid Troy Richard Martin Royal Don Schwarz Marty Simmons Barry Silverberg Paul Shapiro Kate Shipperlee Aaron Scholem Suse Schwarz Martin Tarr Jenni Taplin David (auditor) Tippett Peter Tunney Kristen Waldran Grant Wells Jack	
<b>5</b>	<b><u>Approval of minutes from last AGM Moved with amendments 2017</u></b>	<i>Procedural</i>
	<b>Moved:</b> Mark Rasmussen <b>Seconded:</b> David Cruise <b>PBC</b> with corrections <b>Add</b> Lindy Hunt, David MacDonald, Bruce Pinney, Paul Silverberg & Jenny Tarr to the attendance list	
<b>6</b>	<b><u>Election Result</u></b>	<i>Procedural</i>
	Mark Rasmussen and Kate Shapiro retained director ship, Grant Waldran & Robin MacPherson has been voted to the Board.	
<b>7</b>	<b><u>Reports</u></b>	<i>Procedural</i>
	Finance report. Michael Hill; <ul style="list-style-type: none"> <li>• Reports were signed off late this afternoon, this was due to being more entries than previous years, ill health and unexpected related issues regarding the bookkeeper.</li> <li>• Members should ask the Board first if they want to talk with the auditors to ensure that they are authorized to speak on behalf of the organization, we need verification that they are members. The Board is to inform us that a particular person wants to speak with us.</li> <li>• <u>Memcom</u> has progressed, however, the election can be improved by; <ol style="list-style-type: none"> <li>1. Sticking to a cutoff date. People who change email address please inform Memcom. Activity forms should be sent to TBT.</li> </ol> </li> <li>• There were few outstanding receipts this year, which is well below any concern, however, this does not alter the need to chase and police receipts. Maintaining receipts protects the person who is spending of behalf of DTE from the suggestion of wrong doing. If you have that document that verifies</li> </ul>	

	<p>an expense then it is easy to look at it. Tax invoices are very important for the organization.</p> <ul style="list-style-type: none"> <li>• The chartered account can grow, the expense accounts may need to be broken down because if you want to know where the money has gone then you need to have those listed and inform the new bookkeeper. You need to know what people are spending, the specifics, what things cost, what the entities cost (villages) etc. Make sure that the coding is correct, currently DTE is not using the figures to our advantage.</li> <li>• Like to see more control over money being handed out</li> <li>• There should only be one person to enter information into xero. TBT's experience is that when more than one person puts information into xero that it has become from a quality and control point of view. Prefers to not use services from a third world country.</li> <li>• It is necessary for DTE to hire a bookkeeper ASAP, to hire a good established bookkeeping service. The new bookkeeper will have the same issues as the old one and will need to speak with the auditors to grasp the unique nature of DTE. A good bookkeeping firm will provide continuity, to understand what they are looking at. They will stay when Directors and members change.</li> </ul> <p>Troy Reid and David Cruise has confirmed the financial accounts.</p> <p>Troy Reid: We had a significant increase in gross profit, we have put that profit into equipment assets. We have given a lot more to the community to the villages. We have distributed into long term investment.</p>	
<b>8</b>	<b><u>Inequality of the Board</u></b>	<i>Tania Morsmon</i>
	Comment: Wants to see more women on the Board so that it best represents DTE members.	
<b>9</b>	<b><u>Independent legal advice on cameras on sight</u></b>	<i>Steven Poynton</i>
	That Marty is empowered to seek independent legal advice about the legality of sound recording devices on our cameras.	<b>Moved</b> Steven Poynton <b>Supported by</b> Lars Nissen & Trevor Pitt <b>PBM 63.21%</b>
<b>10</b>	<b><u>Removing Cameras On Sight</u></b>	<i>Steven Poynton</i>
	That cameras are installed on the DTE property to protect DTE assets. (With the understanding that existing cameras will be removed if the motion is not passed.)	<b>Moved</b> Steven Poynton <b>Supported by</b> Lars Nissen & Trevor Pitt <b>PBM 61.1%</b>
	<b><u>Next Meeting Date &amp; Time Confirmation</u></b>	<i>Procedural</i>
	22 <sup>nd</sup> November, 2018	
	<b><u>Meeting Ended</u></b>	<i>Procedural</i>
	10.24 PM	

