

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

**Minutes Draft**

**Date:** 3<sup>rd</sup>, January, 2019  
**Scheduled Start:** 7.30 PM  
**Venue:** Ceres Learning Centre, Lee St East Brunswick  
**Audio:** <http://dte.org.au/audiominutes>  
**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:** Draft

#	Item	Raised by:																				
1	<b>Acknowledge, and pay respect, to the traditional owners and ongoing custodians of the land</b>																					
	We gather on the land of the people of the Kulin nation. We pay our respects to Elders past, present and emerging. Indigenous sovereignty has never been ceded in Australia and we should endeavour to be mindful of this in everything we do, given our focus is gathering to create better ways of living in our society, not just for festival attendees but for all.																					
2	<b>Meeting Started</b>	<i>Procedural</i>																				
	8.10 PM																					
3	<b>Meeting coordinators</b>	<i>Procedural</i>																				
	<b>Chairperson:</b> David Cruise <b>Minute Keeper:</b> Coral Larke <b>Host:</b> David Cruise																					
4	<b>Attendance</b>	<i>Procedural</i>																				
	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: center;">Board</th> <th style="width: 50%; text-align: center;">Members</th> </tr> </thead> <tbody> <tr> <td>1. Cruise David</td> <td>6. Brogan Ellen</td> </tr> <tr> <td>2. Larke Coral</td> <td>7. Garadi Fulvio</td> </tr> <tr> <td>3. MacPherson Robin</td> <td>8. Fitzpatrick Skye</td> </tr> <tr> <td>4. Rasmussen Mark</td> <td>9. Pitt Trevor</td> </tr> <tr> <td>5. Reid Troy</td> <td>10. Pitt Caryn</td> </tr> <tr> <td></td> <td>11. Reid John</td> </tr> <tr> <td></td> <td>12. Morsman Tania</td> </tr> <tr> <td></td> <td>13. Wells Jack</td> </tr> <tr> <td></td> <td>14. Wilkinson Andrew</td> </tr> </tbody> </table>	Board	Members	1. Cruise David	6. Brogan Ellen	2. Larke Coral	7. Garadi Fulvio	3. MacPherson Robin	8. Fitzpatrick Skye	4. Rasmussen Mark	9. Pitt Trevor	5. Reid Troy	10. Pitt Caryn		11. Reid John		12. Morsman Tania		13. Wells Jack		14. Wilkinson Andrew	
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5	<b>Confirmation of previous minutes</b>	<i>Procedural</i>																				
	<b>Date: 6/9/19 Moved:</b> Mark Rasmussen <b>Seconded:</b> Troy Reid <b>PBC</b> <b>Date 6/12/19 Moved:</b> Mark Rasmussen <b>Seconded:</b> Coral Larke <b>PBC</b>																					
6	<b>Matters Arising</b>	<i>Procedural</i>																				
7	<b>Correspondence</b>																					
8	<b>Action Tasks</b>																					
		<u>NO PROGRESS</u> <u>WORK IN</u> <u>PROGRESS</u> <u>COMPLETE ☺</u>																				

	6/9/18	Redirect bills to email	Bills to be redirected from PO Box to a centralized email address directors and finance	All directors		<u>NO LONGER</u> <u>RELEVANT</u> <u>TAKEN OVER</u> <u>BY</u>
	6/9/18	Load and Go Cards	To clean up the Load and Go Cards <i>Malcolm will send info to Troy so that he can complete the task.</i>	Troy	No Progress	
	6/9/18	Lodged Rules	Coral will buy a copy of Lodged Rules from Consumer Affairs. <i>Waiting until working group established</i>	Coral	Pending	
	6/9/18	Update rules for consumer affairs.	A working group will need to be established to submit rule changes to Consumer Affairs This will have to be tables 28 prior to a meeting	Troy Reid	No Progress	
	4/10/18	Debit cards	Board approves the opening of 8 additional 1-to-sign bank accounts with Community Sector Banking.	Troy Reid	No Progress	
	1/11/18	Keys register	Key management, for a register be kept on line and members notified where they can find it.	Troy Reid	Done	
	1/11/18	Community fire unit	To research what process is needed for members to undergo training to facilitate a Community Fire Unit. <i>Meeting late Jan with RFS</i>	Mark Rasmussen	Work in progress	
	6/12/18	Memcom	Robin to get further information from Nicole Moore	Robin	No progress	
	6/12/18	Bookkeeper	Troy to arrange an interview with bookkeeper	Troy Reid	No progress	
	6/12/18	Banned list	Coral to contact Michael Puck to ask to speak with the Board re membership <i>Further work needed Contact made, now a date is to be arranged with the Board</i>	Coral	Complete	
	6/12/18	Privacy Policy	Elle Brogan & Robin MacPherson will work on ITC acceptable use policy on privacy issues.	Elle & Robin	WIP	
	6/12/18	Investigate forensic accounting	For Grant Waldram and Robin MacPherson to investigate hiring a forensic accounting firm and see what they can do for us.	Grant & Robin	WIP	
	August	Consumer Affairs	Permacroft Consumer Affairs Update	David Cruise	No progress	
	Sep	Debit cards	Cleaning up debit cards	Troy	Refer to OC	
<b>9</b>	<b><u>Work load &amp; Bookkeeper</u></b>					
	<p>Elle raised that she is unable to work due to not being a signatory to her own debit card and asked Troy about the progress of him fixing how it was set up. Troy explained that due to an overload of work items ie, water project and ConFest permit that he was unable to get to her request.</p> <p>Due to not being able to employ a bookkeeper when asked a few months back a snow ball effect is happening. Work is banking up and becoming unmanageable.</p>					
<b>10</b>	<b><u>Carried Resolutions</u></b>					
<b>11</b>	<b><u>Next Meeting Date &amp; Time Confirmation</u></b>					
	7 <sup>th</sup> February, 2019					

12	<u>Meeting Ended</u>	
	9.15 PM	