

Down-To-Earth (Vic) Cooperative Society Limited

ConFest Committee

Minutes

Date: 24th 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: Confirmed 31st January, 2019

#	Item	Raised by:
1	Acknowledge, and pay respect, to the traditional owners and ongoing custodians of the land	
	We gather on the land of the people of the Kulin nation. We pay our respects to Elders past, present and emerging.	
2	<u>Meeting Started</u>	<i>Procedural</i>
	7.40 PM	
3	<u>Meeting coordinators</u>	<i>Procedural</i>
	Chairperson: David Cruise Minute Keeper: Coral Larke Host: David Cruise	
4	<u>Attendance</u>	<i>Procedural</i>
	<ol style="list-style-type: none"> 1. Cruise David 2. Hunt Lindy 3. Gregory Steven (Scouse) 4. Kettle Caryn 5. Larke Coral 6. Legg-Bagg Rob 7. Kinder Marte 8. Mathews Malcolm 9. Morsman Tania 10. Murray Jude 11. Pitt Trevor 12. Tunney Kristen 13. Wells Jack 14. Wilson Chris 	
5	<u>Confirmation of previous minutes</u>	<i>Procedural</i>
	Date 15 th January, 2019 Moved: David Cruise Seconded: Steve Gregory PBC	
6	<u>Matters Arising</u>	<i>Procedural</i>
7	<u>Correspondence / Bills</u>	

Inv No.	Issue Date	From	For	Due	Minuted	\$	Moved David Cruise Seconded Coral Larke & Lindy Hunt PBC
		Vic Roads	Hino F registration	21-1-19	24-1-19	1001.90	
	1-1-19	Ceres	Room Hire	15-1-19	24-1-19	380.00	
13410	31-12-19	CWS	Bin Hire	30-1-19	24-1-19	205	
		Bruce Pinney	Wooden Curiosities		1-3-18	220	
1260156	11-9-18	Don Royal	Dentons Bill / Bylands		10-1-19	5220.60	
0020	21-1-19	EES	DA / Permit to Council	28-1-19	6-9-18	\$5500	
<p>* NB Don and Coral spoke off line where it was decided that the Dentons bill will be paid by DTE. Don's ledger and card will be transferred to another person during ConFest. Money will be transferred from Dons account into the Bendigo Bank.</p> <p>* NB Mark is to pay the Hino Registration from his account</p> <p>Motion That the above bills are approved for payment</p>							
8 Action Tasks							
1-3-18	Reimburse	Bruce Pinney Reimbursement		Troy			<u>NO PROGRESS</u> <u>WORK IN PROGRESS</u> <u>COMPLETE ☺</u> <u>NO LONGER</u> <u>RELEVANT</u> <u>TAKEN OVER BY</u>
10/1/19	Job description	Update job description					
10/1/19	Facilitator Gaps	1. To ask for the document that was written at the Facilitator Conference that identified Gaps. 2.To communicate with Zoe to get the ball rolling		Coral			
10/1/19	Debit Card	People will be sent an SMS to those sent an email asking if people need their debit card		Troy & Kristen			
10/1/19	Debit Card Surrogates	Who will do this role for people with small budgets that don't warrant a card					
10/1/19	Things to do list	List tasks needed on site ie boom gates					
10/1/19	Confest Website	Robin		Robin	WIP		
10/1/19	Insurance	To check with insurance re workshop injuries		Troy			
10/1/19	First aid and radios	To ensure that groups working on site take out a first aid kits and radios Site coordinators to monitor		Grant			
	Repeater	Need a repeater for radios		Grant			
10/1/19	First Aid Training	Need for First Aid Trainer to train Will work on getting dates		Grant			
10/1/19	Dust Suppression	Grant to research the dust suppression solutions. With environment and specific needs to ConFest		Grant Malcolm Ron			
10/1/19	Debit Cards	Jude and Grant need their card ASAP		Coral & Troy			
10/1/19	Bylands Acquittal	To request that Don Royal provides an acquittal for Bylands SpringFest		Coral	Complete		

9	<u>Being able to pay bills outside of the OC meeting</u>	Coral Larke
	<p>Agenda details: The reason for calling many unscheduled OC meetings during 2018 was due bill payments. There is no rule that stipulates that payments can only be made during an OC meeting. It would be more efficient if invoices can be tabled and approved twice a month without the need to call an extra OC meeting.</p> <p>Motion: To allow DTE bills to be paid twice a month at both a CC & OC meeting.</p> <p>General discussion: The precedent of paying bills only at an OC was due to there being a person available once a month with a check book. There are no rules that state bills are only to be paid at an OC meeting. The problems with approving payments once a month is that some months have 5 weeks and that can result in late payments being made ie. the current Ceres bill is outstanding. Many bills are now automated leaving just a few that have to be authorised. The motion didn't end up being voted on, however, the chair decided to table the current bills.</p>	
11	<u>Members Cards</u>	
	<p>David Cruise and Scouse will work together to finance the production of Members Cards. This raised the question what is the reason for these cards because no one is ever asked to present them and they seem to serve no purpose. It was suggested that new members be given a hard copy welcome pack that includes the member card, DTE rules , CNL rules, general useful information and ways that people can contribute to DTE. This will be added to the task list.</p>	
12	<u>Update on Bookkeeper</u>	
	<p>Discussion: The bookkeeping situation has not progressed.</p> <p>It was discussed that previously Malcolm became a solo finance committee member. A major problem is that DTE has many people who come to the meetings only to discuss or debate and not actually get involved in the practical work that is needed. The primary purpose of meetings should be to work out tasks, who, when & how. It is also a problem that we have a large membership who are not involved at all and this makes gaining a quorum at general meetings difficult.</p> <p>The Finance impasse is too involved to be dealt with during meetings that are combined with other pressing issues, that a dedicated meeting to sort out the current issues is required.</p> <p>Malcolm wants a finance meeting to be done on a weekly level on Wednesday nights to sort through policies and problems, he has started work on this.</p> <p>Discussion included the option of people uploading their own receipts into xero.</p> <p>The new bookkeeping firm will need to be experienced with Xero and in accordance with Michael Hill be a firm that has been in operation for a while so that we are dealing with professionals and that DTE will have the security of a long term association.</p> <p>There was talk about cash withdrawals from debit cards. Coral reminded people that accepting cash withdrawals in a major step backwards. That the entire reason for debit cards was to have the ability to monitor what was being spent. Michael Hill also drove that point at the AGM.</p>	
13	ConFest Budget	Procedural
	<p><u>Arts/Sauna/Hammocks</u> \$3734_ Not passed Rob Legg-Bag <i>More information was requested, Rob will resubmit in two weeks.</i></p> <p><u>Sacred Peace Circle</u> \$295 Daniel Banfai Moved Tania Morsman Seconded Kristen Tunney PBC</p> <p><u>Arts Food Budget</u> \$9000 Tania Morsman Moved Coral Seconded Kristen PBC</p> <p><u>DTE promoting DTE women</u> \$609-67</p>	

	Tania Morsman Moved Coral Larke Seconded Kristen Tunney PBC Women's Space \$ 1395.93 Tania Morsman Moved Trevor Pitt Seconded Kristen Tunney PBC	
21	<u>Carried Resolutions</u>	<i>Procedural</i>
22	<u>Next Meeting Date & Time Confirmation</u>	<i>Procedural</i>
23	<u>Meeting Ended</u>	<i>Procedural</i>
	10.30 PM	