

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

Minutes

Date: 7th February, 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

#	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. 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	<u>Meeting Started</u>	<i>Procedural</i>		
	7.30 PM			
3	<u>Meeting coordinators</u>	<i>Procedural</i>		
	Chairperson: David Cruise Minute Keeper: Coral Larke			
4	<u>Attendance</u>	<i>Procedural</i>		
	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <u>Directors</u> Cruise David Larke Coral MacPherson Robin Rasmussen Mark Reid Troy Shapiro Kate Waldram Grant </td> <td style="width: 50%; vertical-align: top;"> <u>Members</u> Geradi Fulvio Gregory Steven (Scouse) Goldey Daniel Hunt Lindy Johnson Zoe Levy Rohan Reid Darrell Mathews Malcolm Nissen Lars Pitt Trevor Tunney Kristen Wells Jack Wildey Guy Wilkinson Andrew Wilson Chris </td> </tr> </table>	<u>Directors</u> Cruise David Larke Coral MacPherson Robin Rasmussen Mark Reid Troy Shapiro Kate Waldram Grant	<u>Members</u> Geradi Fulvio Gregory Steven (Scouse) Goldey Daniel Hunt Lindy Johnson Zoe Levy Rohan Reid Darrell Mathews Malcolm Nissen Lars Pitt Trevor Tunney Kristen Wells Jack Wildey Guy Wilkinson Andrew Wilson Chris	
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5	<u>Confirmation of previous minutes</u>	<i>Procedural</i>		
	Date: 3 rd January, 2019 Moved: Coral Larke Seconded: Mark Rasmussen PBC			
6	<u>Matters Arising</u>	<i>Procedural</i>		
	None			
7	<u>Correspondence</u>	<i>Procedural</i>		
	None			
8	<u>Action Tasks</u>			

24/1/19	Outstanding Bills	Bills have been tabled for payment. <i>Troy will put payments approved at last OC meeting up for payment on the 8th Feb</i>	Troy	WIP .
3/1/19	Debit cards	Changing debit card holders status from restricted to full. So internet banking is made available <i>Passed to Coral</i>	Troy	<i>Nearly Complete</i>
6/12/18	Memcom	Robin to get further information from Nicole Moore <i>Have confirmed with Shalom</i>	Robin	<u>COMPLETE ☺</u>
6/12/18	Bookkeeper	Troy to arrange an interview with bookkeeper	Troy Reid	Deferred to offline with directors
6/12/18	Banned list	Coral to contact M 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	Deferred to offline with directors
6/12/18	Privacy Policy	Elle Brogan & Robin MacPherson will work on ITC acceptable use policy on privacy issues.	Elle & Robin	Deferred to G& SC
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
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>Discussions are in progress with RFS</i>	Mark Rasmussen	Work progressed.
4/10/18	Debit cards	Board approves the opening of 8 additional 1-to-sign bank accounts with Community Sector Banking. <i>All documents are with the CSB Waiting on one more directors signature</i>	Coral	Almost complete have increased to 16 ledgers
6/9/18	Redirect bills to email	Bills to be redirected from PO Box to a centralized email address directors and finance	All directors	Deferred to retreat
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 tabled 28 prior to a meeting	Troy Reid	Deferred to G & SC
August	Consumer Affairs	Permacroft Consumer Affairs Update	David Cruise	<u>COMPLETE ☺</u>
Sep	Debit cards	Cleaning up debit cards <i>Coral has taken over much of this work</i>	Coral	WIP

NO PROGRESS
 WORK IN PROGRESS
 COMPLETE ☺
 NO LONGER RELEVANT
 TAKEN OVER BY

	<p>Item for discussion: Secretary emails, phone calls and texts go unanswered from Board members. This has created a dysfunctional cascading effect where unnecessary work is piled up on the Secretary who carries the responsibility of facing the reaction of suppliers and members.</p> <p>Mark Rasmussen volunteered to assist the secretary to encourage Directors to follow through with tasks in a timely way.</p>	
10	Outstanding, unreconciled transactions and receipts	Robin MacPherson
	<p>The idea is to have members fill in the gaps in their financial documentations and receipts. If there is a disputed amount of what people owe then we can mediate an amount and put a process in place. We are unintentionally creating an environment where members are scared of fear of failure. So we should respond to problems quicker before matters get out of hand and offer a supportive situation.</p> <p>Motion: That a standard procedure is established where people with transactions that need clarification are sent a spread sheet with the details and asked to respond within a certain time frame. Deferred.</p>	
11	Closing the ANZ Bank	Coral Larke
	<p>Less than \$20000 remains in the ANZ bank.</p> <p>Motion: To close the ANZ account and transfer to the Bendigo Bank Deferred to auditors meeting</p>	
12	Minutes & Meetings	Coral Larke
	<p>22/2/18 CC</p> <p>Minutes Upload the draft to our dte data page into one place. Receive all the minute feedback from emails and next meeting then upload the final version as minutes to be "ratified". Where they cannot be edited. This link is emailed to Bree and Members and this same version uploaded to Sharepoint for our archives.</p> <p>Motion: That this process be adopted and the minute taker not be contacted for changes prior to the meeting</p> <p>Moved by: Peter T Seconded by: Ellen Brogan Accepted by: PBC</p> <p>The above method is creating too much work for minute takers.</p> <p>Motion:</p> <ol style="list-style-type: none"> 1. That DTE resumes the previous method of minutes which is; meeting minutes are sent to dte.org & sharepoint. Any amendments needed are noted in the subsequent meeting. This is done without the need of a draft or confirmed copy. 	<p>Moved Coral Larke Seconded David Cruise PBC</p>
13	Bendigo Bank Account opening forms	Coral Larke
	Forms requesting sixteen new ledgers has been sent to the Community Sector Banking. Six Directors have signed the forms. Grant will take his form to the Bendigo bank to forward onto the CSB.	
14	Directors Retreat	Robin MacPherson
	Confirmed for Directors Retreat 23 rd & 24 th	
15	Auditors meeting	Robin MacPherson
	22 nd February Meeting with David Taplin Robyn will be scheduled for late in the day.	
16	Wristbands	Robin MacPherson
	<p>Wristbands are part of this years compliance systems and used as a part of the front gate.</p> <p>Discussion: For wristbands to work as intended for compliance, if, incase of of a fire then RFS will then they need to be serialized and people are to be scanned when people leave site.</p> <p>Motion: Budget request for up to \$4000 for wristbands.</p>	<p>Moved Robin MacPherson Seconded Mark Rasmussen PBM</p>
17	Membership	Troy Reid
	Motion: Fulvio status from inactive to active membership	<p>Moved Troy Reid Seconded Mark</p>

		Rasmussen PBC
21	Carried Resolutions	
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22	Next Meeting Date & Time Confirmation	
	7 th March, 2019	
23	Meeting Ended	
	10 PM	