

## Organising Committee

# Minutes

**Date:** 2<sup>nd</sup> May, 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) 8015 2088 Meeting ID Number 2362803611

#	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.																																					
2	<b><u>Meeting Started</u></b>	<i>Procedural</i>																																				
	9.30 PM																																					
3	<b><u>Meeting coordinators</u></b>	<i>Procedural</i>																																				
	<b>Chairperson:</b> David Cruise <b>Minute Keeper:</b> Coral Larke																																					
4	<b><u>Attendance</u></b>	<i>Procedural</i>																																				
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5	<b><u>Confirmation of previous minutes</u></b>	<i>Procedural</i>																																				
	<b>Date Moved: Seconded: PBC / Correction:</b>																																					
6	<b><u>Matters Arising</u></b>	<i>Procedural</i>																																				
7	<b><u>Correspondence</u></b>																																					
8	<b><u>Payments</u></b>																																					
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<b>9</b>	<b>Action Tasks</b>	
<b>10</b>	<b>Request that sand payment for roads at Woorooma be paid through the OC account</b>	<i>Mark Rasmussen</i>
	<b>Motion:</b> For \$7700 to be paid to North Dean from the OC budget for sand used on the roads.	<b>Moved</b> Mark Rasmussen <b>Seconded</b> Troy Reid <b>PBC</b>
<b>11</b>	<b>Troy ICT Budget Request</b>	<i>Troy Reid</i>
	Part of Troy's previous ICT budget was used for water infrastructure and other things. At ConFest Troy provided his debit card that was used by volunteers when they needed to make purchases. Troy said he would provide an itemized list of expenditures of what pertained to ICT and what related to other expenditure. <b>Motion:</b> For Troy to receive \$4000 for ICT subject to a budget application.	<b>Moved</b> Troy Reid <b>Seconded</b> Mark Rasmussen <b>PBC</b>
<b>12</b>	<b>Finance report on Meeting with Little Big Numbers Bookkeepers</b>	<i>Robin MacPherson</i>
	Report; <ul style="list-style-type: none"> <li>The Finance Committee is now a group of 4 people and the possibility of another 2 joining.</li> <li>Spoke with Little Big Numbers, Michael Hill joined in part of the meeting.</li> <li>Xero access has been handed to Little Big Numbers</li> <li>Added the extra Bendigo Bank accounts to Xero</li> <li>Sending the forms to the Bendigo bank for fees.</li> <li>Discussed how they are going to use spread sheets with expenses listed (from either xero or Bendigo bank accounts to assist card holders to match receipts with expenditures</li> </ul> How people will submit their receipts? <ul style="list-style-type: none"> <li>A spread sheet of expenditures will be sent out to card holders giving directions on Dropbox</li> <li>Little Big Numbers will commence work on cleaning up a back log of current receipts prior to the ConFest receipts.</li> <li>While LBN are working on the backlog of work, ConFest '19 receipts will be validated by the Finance Committee and submitted in 45 – 60 days. Then LBN will have complete information and will not need to struggle with matching areas or validating receipts.</li> </ul> Concerns raised; <ul style="list-style-type: none"> <li>A debate ensued whether the receipts should be scrutinized prior being sent to the bookkeepers.</li> <li>A debate ensued about whether our auditors support the processes tabled.</li> <li>Issues of having a Privacy Policy embedded as a procedural priority.</li> <li>The Finance Committee will need to be validated by the OC with processes outlined.</li> </ul>	
<b>21</b>	<b>Approved Motions</b>	<i>Procedural</i>
	<b>Motion:</b> For \$7700 to be paid to North Dean from the OC budget for sand used on the roads. <b>Moved</b> Mark Rasmussen <b>Seconded</b> Troy Reid <b>PBC</b> <b>Motion:</b> For Troy to receive \$4000 for ICT subject to a budget application. <b>Moved</b> Troy Reid <b>Seconded</b> Mark Rasmussen <b>PBC</b>	
<b>22</b>	<b>Next Meeting Date &amp; Time Confirmation</b>	<i>Procedural</i>
	30 <sup>th</sup> May, 2019	
<b>23</b>	<b>Meeting Ended</b>	<i>Procedural</i>
	10.30 PM	

