

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

# Minutes

**Date:** 6<sup>th</sup> June, 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><u>Acknowledge and pay respect to the traditional owners and ongoing custodians of the land</u></b>	
	We gather on the lands of many Aboriginal Nations. 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><u>Meeting Started</u></b>	<i>Procedural</i>
	5.50 PM	
3	<b><u>Meeting coordinators</u></b>	<i>Procedural</i>
	<b>Chairperson:</b> Kate Shapiro <b>Minute Keeper:</b> Coral Larke	
4	<b><u>Attendance</u></b>	<i>Procedural</i>
	<ol style="list-style-type: none"> <li>1. Cruise David</li> <li>2. Larke Coral</li> <li>3. MacPherson Robin</li> <li>4. Rasmussen Mark</li> <li>5. Reid Troy</li> <li>6. Shapiro Kate</li> <li>7. Waldram Grant</li> </ol>	
5	<b><u>Confirmation of previous minutes</u></b>	<i>Procedural</i>
	<b>Date: Moved: Seconded: PBC</b> <b>Correction needed:</b>	<i>Deferred</i>
6	<b><u>Matters Arising</u></b>	<i>Procedural</i>
7	<b><u>Correspondence</u></b>	
8	<b><u>Action Tasks</u></b>	
9	<b><u>New &amp; Reactivate Membership</u></b>	
	1878 Xavier Jurgens <b>Moved</b> Coral Larke <b>Seconded</b> Troy Reid <b>PBC</b>	<b>Missing activity form</b> <b>1.</b> Sky Fitzgerald and Kate Shapiro verbally confirmed
	1879 Kalem Moore <b>Moved</b> Troy Reid <b>Seconded</b> Kate Shapiro <b>PBC</b>	
	1880 Jordan Hammond <b>Moved</b> Coral Larke <b>Seconded</b> Mark Rasmussen <b>PBC</b>	

	1881	Malcolm	Masters	<b>Moved</b> Kate Shapiro <b>Seconded</b> Troy Reid <b>PBC</b>	<i>Jordan Hammond</i> volunteered necessary hours
	1882	Penelope	Donovan	<b>Moved</b> Kate Shapiro <b>Seconded</b> Troy Reid <b>PBC</b>	
	1883	Jeffrey	Caruss	<b>Moved</b> Kate Shapiro <b>Seconded</b> Coral Larke <b>PBC</b>	
	1884	Yvonne	Jemmeson	<b>Moved</b> David Cruise <b>Seconded</b> Mark Rasmussen <b>PBC</b>	
	1885	Sharla	Lavers	<b>Deferred</b> Follow up needed / Action Coral Larke	
	1886	Lea	Taruowski	<b>Deferred</b> Follow up needed / Action Coral Larke	
	<i>Inactive Memberships for</i>				
	<i>Re-Activation</i>				
	<b>Folio</b>	<b>Firstname</b>	<b>Lastname</b>		
	1674	Mike	Kennedy	<b>Moved</b> Mark Rasmussen <b>Seconded</b> Troy Reid <b>PBC</b>	
	1716	Michelle	Baker	<b>Moved</b> Robin MacPherson <b>Seconded</b> Troy Reid <b>PBC</b>	
	1797	Tom	Robinson	<b>Moved</b> Troy Reid <b>Seconded</b> Mark Rasmussen <b>PBC</b>	
<b>10</b>	<b>MemCom</b>				<i>Troy Reid</i>
	Michelle Baker processed 120 activity forms that need refunds. We don't have a replacement for Kristen Tunney so if Directors have been given forms they are to send them to Troy Reid.				
<b>11</b>	<b>Board Disbursements</b>				<i>Troy Reid</i>
	<b>Motion:</b> Director Cards with less \$1000 be given and additional \$1000.				<b>Moved</b> Troy Reid <b>Seconded</b> Mark Rasmussen <b>PBC</b>
<b>12</b>	<b>Financial Bookkeeping Policies</b>				<i>Troy Reid</i>
	<b>Motion:</b> For Financial Bookkeeping Policies Draft: 20190509 be adopted				<b>Amendment</b> <b>Moved</b> Coral Larke <b>Seconded:</b> Robin MacPherson <b>Rejected</b>  <b>Original Motion</b> <b>Moved</b> Troy Reid <b>Seconded</b> Mark Rasmusen <b>PBM</b>
	The Board of Directors will appoint professional and experienced bookkeepers as required to perform financial bookkeeping services. This engagement may be on a volunteer, pro-bono or commercial contract basis.				
	<ul style="list-style-type: none"> <li>The Board of Directors will appoint two directors to act as the organisation's representatives with the Bookkeeper.</li> </ul>				
	<ul style="list-style-type: none"> <li>Only the cooperative's bookkeepers, accountants and auditors are to have security permissions to modify transactions or financial ledgers of the cooperative's accounting software. All other parties (including DTE volunteers and officeholders) will have read only access.</li> </ul>				
	<ul style="list-style-type: none"> <li>To eliminate chain of custody problems, no account controller (a volunteer who spends DTE money) will ever be required to surrender original copies of tax invoices, receipts and other supporting documentation.</li> </ul>				
	<ul style="list-style-type: none"> <li>Digital copies of tax invoices, receipts and other supporting documentation for financial transactions are to be supplied directly to the bookkeeper in the manner they prescribe without intermediation by a third party unless prior consent is obtained from an account controller.</li> </ul>				
	<ul style="list-style-type: none"> <li>An internal review of financial transactions of an account controller must be performed by a group of at least three people. The review must be conducted with</li> </ul>				

	<p>confidentiality. The person subject to the review must be advised prior to the review, provided a copy of the preliminary findings of the review and given a confidential right of reply to the reviewing group prior to the final review findings being presented to the Board of Directors for consideration. Any reviewer found breaching privacy and confidentiality of this process will be removed from their role.</p> <ul style="list-style-type: none"> <li>• An external audit of financial transactions of an account controller by an accounting professional may be performed only at the request of the Board and must also adhere to the same principles of confidentiality, disclosure and fair right of reply as for an internal review.</li> </ul> <p><b>Amendment</b> To adopt policy but remove paragraph 5. <b>Amendment</b> failed  <i><b>This motion was passed with the understanding that the policy can be reviewed and changed at a later date.</b></i></p>	
<b>21</b>	<b><u>Carried Resolutions</u></b>	
	<p><b>Board Disbursements Motion:</b> Director Cards with less \$1000 be given and additional \$1000. <b>Moved</b> Troy Reid <b>Seconded</b> Mark Rasmussen <b>PBC</b>  <b>Motion:</b> For Financial Bookkeeping Policies Draft: 20190509 be adopted <b>Moved</b> Troy Reid <b>Seconded</b> Mark Rasmussen <b>PBM</b></p>	
<b>22</b>	<b><u>Next Meeting Date &amp; Time Confirmation</u></b>	
<b>23</b>	<b><u>Meeting Ended</u></b>	
	8 PM	