

Organising Committee

Minutes

Date: 29th August, 2019
Scheduled 7.30 PM
Start:
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	<u>Acknowledge and pay respect to the traditional owners and ongoing custodians of the land</u>	
	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	<u>Meeting Started</u>	<i>Procedural</i>
	8 pm	
3	<u>Meeting coordinators</u>	<i>Procedural</i>
	Chairperson: Minute Keeper:	
4	<u>Attendance</u>	<i>Procedural</i>
	Cruise David Larke Coral_ Reid John MacDonald Larke Coral Ryan Darryle Cameron David Reid John Murray Jude Shaprio kate Hunt Lindy Matheews Malcpolm Rasmussen Mark Schwartz Martin Nacpherson Robin aaron Shipperlee Chris Wilson	
5	<u>Confirmation of previous minutes</u>	<i>Procedural</i>
	Date 28-3-19 Moved: Coral Larke Seconded: Robin Mac Pherson PBC Date 7-3-19 Moved: Coral Larke Seconded: Robin Mac Pherson PBC Date 12-3-19 Moved: Coral Larke Seconded: Mark Rasmussen PBC Date 9-5-19 Moved: Coral Larke Seconded: Robin Mac Pherson PBC Date 30-5-19 Moved: Coral Larke Seconded: Robin Mac Pherson PBC	

	<p>Date 6-6-19 Moved: Will check audio for chair and minute taker</p> <p>Date 13-6-19 Moved: Marty Schwatz Seconded: Coral Larke PBC</p> <p>Date 27-6-19 Moved: Marty Schwatz Seconded: Coral Larke PBC</p> <p>Date 25-7-19 Moved: Coral Larke Seconded: Marty Schwartz PBC</p>																																				
6	Matters Arising	<i>Procedural</i>																																			
	Moderators are now called reviewers. Action task Troy to set up an email for the reviews																																				
7	Correspondence																																				
	Gone into Board Package in Sharepoint. Needs to be transferred to OC package in																																				
8	Payments																																				
	<table border="1"> <thead> <tr> <th>Inv No.</th> <th>Issue Date</th> <th>From</th> <th>For</th> <th>Due</th> <th>\$</th> <th>Minuted</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>CWS</td> <td></td> <td>209</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>CWS</td> <td></td> <td>1262</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>BLN</td> <td></td> <td>393.25</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>Converge</td> <td></td> <td>220.00</td> <td></td> </tr> </tbody> </table> <p>Motion To pay the bills; Moved Robin MacPherson Seconded Coral Larke PBC</p>	Inv No.	Issue Date	From	For	Due	\$	Minuted				CWS		209					CWS		1262					BLN		393.25					Converge		220.00		
Inv No.	Issue Date	From	For	Due	\$	Minuted																															
			CWS		209																																
			CWS		1262																																
			BLN		393.25																																
			Converge		220.00																																
9	Action Tasks																																				
	<p>24 Motion: If there has been no submitted receipts for a card to FinCom either by email or dropbox by Sept 12 , further funding should be denied and any future quarterly payments suspended.</p> <p>Troy Reid said he will put in his receipts in two weeks time.</p> <p>Mark Reid said he will put in his receipts in two weeks time.</p>	<p>No progress Work In Progress Complete ☺ No longer relevant Taken Over By</p>																																			
10	WHS Training	<i>Martin Schwartz</i>																																			
	<p>Agenda details: For DTE to be up to standard and compliant with WHS it is ideal that training courses in this area be made available. To ensure that the work area is safe it is essential that HSR training become available for those in facilitator roles. DTE holds many working bees throughout the year and as such at least one rep is required to be trained and on site to facilitate the Bee's. It is advisable that those doing the HSR training be volunteers who are on site regularly. WHS training for 20 people = \$2,000.00. Health and Safety Representation training for 3 people = \$3,000.00. Travel Costs = \$1,000.00</p> <p>Motion: That the sum of \$6,000.00 be made available to the WHS committee for both WHS and HSR training and additionally for travel costs.</p> <p>Motion 'that a budget of \$6,000 for safety training'</p> <p>Motion 'that a budget of \$6,000 be provided for safety training.</p> <p>Luke Johnson, Steve Poynton, Marty Swartz & Tania Morsman are on the WH&S committee. Robin will take care of the accounts.</p> <p>The term Health and Safety Representation needs to be reviewed for legal reasons.</p> <p>Action: Marty will send Kate Shapiro the training details prior to the next meeting.</p>	<p>Moved <i>Martin Schwartz</i> Seconded <i>Mark Rasmussen</i> PBC</p>																																			
11	WHS Budget	<i>Deferred</i>																																			
	<p>Agenda details: There seems to be little to no PPE gear left onsite at the moment. This budget is for the purchase of bulk PPE items as well as more specific items needed for various roles. Included in the budget is a request for items for the Team to complete their job effectively.</p> <p>Motion: That a budget of \$15,000 is made available to the WHS committee.</p>																																				
12	Receipt scanner	<i>Martin Schwartz</i>																																			
	<p>Agenda details: It would be great to have a scanner on hand at the Cottage This way at working bees we can scan and send our receipts for that Bee.</p> <p>Motion: That a receipt scanner be purchased and taken to the cottage</p>	<i>Deferred</i>																																			

13	Implement rule 47	Coral Ldone 47 Don't have an item 14 arke
	<p>47 Proceedings and responsibilities of the Board (1) Meetings of the Board are to be held the first Thursday of each month, except when they clash with ConFest, or as often as may be necessary for properly conducting the business of the Co-operative. Meetings shall commence at 7.30 p.m. and end at 10.30 p.m. unless Directors agree to an extension of time. (a) Agenda: (i) the Organising Committee of the Board will collate the agenda. (ii) the agenda will list all items contributed by Directors and active members for consideration. (iii) and be available 48 hours before the meeting .</p> <p>Agenda details: Directors are being asked to consider motions without adequate notice given. It is standard practise for directors be given papers to read a week before a meeting so that they come to meetings informed.</p> <p>Motion That Rule 47 That agenda items are circulated 48 hours prior to the meeting by the OC That if late items are put forward at a Board meeting then the Board collectively agrees on the appropriateness of the motion.</p>	Moved Seconded PBC PBM
14	Bank Payments	<i>Deferred</i>
	<p>Agenda details: Bree Nurse advised that Directors should not put up payments for authorisation due to a risk of impropriety.</p> <p>Motion: That the OC recommend to the Board that one non director should put up payments and three directors authorise them.</p>	Moved Coral Larke Seconded Robin Macpherson
15	Down To Earth Tent	<i>Deferred</i>
	<p>Agenda details: I believe Down To Earth needs better representation at ConFest and propose the Organising Committee set up a space at next Easters gathering. I believe for the first year a budget of 3,000 would be sufficient. Space will be utilised for gatherings, historical displays, movie nights, open mic.</p> <p>Motion: That 3,000 budget be applied to the creation of a Down To Earth space at Next Autumn's ConFest.</p>	Moved Roibin Macpherson Seconded Robin Macpherson Failed
17	June Land care working bee	Defered
	<p>Agenda details: Money was taken out of Emma's account before reimbursements were made and one bill to pay</p> <p>Motion: That \$600 is put back onto Emma's debit card.</p> <p>Amendment:</p>	John Reid
18	Microbial testing for water.	John Reid
	<p>Agenda details: Regular testing of the water is required to show we are treating the water effectively, and that it is microbially appropriate at the taps. This budget will allow for 40 samples to be tested. I foresee the bulk of those tests to be done in the lead up to the festival. That stated, there should also be some tests throughout the year, monthly or so. Some allowance is included for retesting if we get a poor result. This application does not include any allowance for testing for metals or pesticides.</p> <p>Motion: That \$2000 be budgeted for microbial testing of the water, and that that money be placed on John Reid's card.</p> <p>Container. \$</p> <p>Training. \$6000</p> <p>2 x Tablet PC \$500</p> <p>Shelving. \$650</p> <p>Contingency. \$1,907</p> <p>PPE - CONSUMABLES (Single Use)</p> <p>Disposable Dust Masks. \$135 mm</p>	Moved John Reid Seconded Robin Macpherson PBC

Kitchen Gloves.	\$135
Hair Nets.	\$62
Beard Cover.	\$31
Ear Plugs.	\$130
Protective Eye Glasses.	\$500
Disposable Jumpsuit.	\$500

PPE - CONSUMABLES (Multi Use)	
Reusable Masks	\$500
Standard Use Gloves.	\$600
Heavy Duty Gloves	\$800
Welding Gloves.	\$110
Eye Goggles	\$130
Ear Muffs	\$500
Hi Vis Jackets	\$500
Harness Kits x 3	\$3000
Welding Helmet	\$100

OTHER

Step Ladders \$500
A Frame Ladders \$1000
Extendable Ladders \$1000
Scaffolding \$1500
Flagging Tap

	New Meeting	
	To end meeting 10.40 PM To start meeting 10.46 PM	
20	Microbila water testing budget clawback	John Reid
	<p>Agenda details: The bulk of the microbial water testing is expected to take place in the lead up to the festival. As a result, the invoice comes in around the time funds are normally clawed back after festival. This motion is to make clear that the funds should be available to pay that invoice, at the time the invoice comes in.</p> <p>Motion: That the budget for microbial water testing not be clawed back after the festival, but be held on the card until the end of the financial year.</p>	<p><i>Moved Mark Rasmussen</i> <i>Seconded Grant Waldram</i> <i>PBC</i></p>
21	Memcom	Coral Larke
	<p>Motion: To ask the secretary to send members a reminder to hand in activity forms and notice of deadline.</p>	<p><i>Moved Coral Larke</i> <i>Seconded PBC</i></p>
22	Support for members	Coral Larke
	<p>Agenda: A while back there was discussion about Wellness acting as a conduit to refer members seeking help to appropriate services ie. EAP Employee Assistant Package or in our case a Volunteer Assistant Package. Other referrals can be for mediation, conflict resolution etc Since then Wellness has decided that they are available at ConFest only.</p> <p>Motion: To put a call out for people to fulfil this referral role. That they hear a members issue and refer it to an appropriate service if it cannot be dealt with internally.</p>	<p><i>Deferred</i></p>
23	Training budget	Kate Shapiro
	<p>Motion: To grant a first aid training budget of \$3,500</p>	
24	Restriction to access of funds	FinCom
	<p>Agenda details: While it is too early and harsh to ask for all receipts be validated before restriction of future funding including quarterly draw downs. It is not too much to expect at least some receipts into the system. FinCom believes if there hasn't even been an attempt to put any receipts into the respective drop box or emailed to FinCom, further funding should be denied and any future quarterly payments suspended.</p> <p>Motion: If there has been no submitted receipts for a card to FinCom either by email or dropbox</p>	<p><i>Moved Coral Larke</i> <i>Seconded Kate Shapiro</i> <i>PBC</i></p>

	by Sept 12 , further funding should be denied and any future quarterly payments suspended.	
	Troy Reid said he will put in his receipts in two weeks time.	
	Mark Reid said he will put in his receipts in two weeks time.	
25	<u>Carried Resolutions</u>	<i>Procedural</i>
26	<u>Next Meeting Date & Time Confirmation</u>	
	5/9/19 after Board Meeting	
27	<u>Meeting Ended</u>	
	11.40 PM	