

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

# Meeting Minutes

**Meeting Date:** 5<sup>th</sup> September 2019  
**Scheduled Start:** 7.30 PM  
**Venue:** CERES Learning Centre, 7 Lee Street, Brunswick East, Victoria  
**Director's Package:** <https://dte.coop/to/s8geq>  
**Zoom Conference:** <https://dte.coop/zoom>  
**Phone Conference:** (02) 8015 2088 Meeting ID Number 2362803611  
**Zoom Recording:** <https://dte.coop/to/a2zpk> (expires after 120 days)  
**Audio Recording:** <http://dte.org.au/audiominutes>

#	Item	Sponsors & Results		
1	<b>Meeting Opened</b>			
	8:00 PM			
2	<b>Meeting Facilitators</b>			
	<b>Chairperson:</b> David Cruise <b>Scribe:</b> Taisha Reed & Troy Reid <b>Online Host:</b> Troy Reid			
3	<b>Acknowledgment of Country</b>			
	<i>"We acknowledge the Wurundjeri people of the Kulin nations on whose land we meet here tonight and the indigenous people of your country from wherever you are joining us. We give thanks to elder's past, present and emerging."</i>			
4	<b>Meeting Attendance</b>			
	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none; vertical-align: top;"> <u>Directors:</u>  Robin McPherson (RM)  Coral Larke (CL)  David Cruise (DC)  Troy Reid (TR)  Mark Rasmussen (MR)  Grant Waldram (GW)  Kate Shapiro (KS) </td> <td style="width: 50%; border: none; vertical-align: top;"> <u>Members &amp; Guests:</u>  Tania Morsman  Malcolm Matthews  Taisha Reed  Martin Schwarz  Suzen Fitzpatrick  Jack Wells  Viola Morris  John Reid </td> </tr> </table>	<u>Directors:</u> Robin McPherson (RM) Coral Larke (CL) David Cruise (DC) Troy Reid (TR) Mark Rasmussen (MR) Grant Waldram (GW) Kate Shapiro (KS)	<u>Members &amp; Guests:</u> Tania Morsman Malcolm Matthews Taisha Reed Martin Schwarz Suzen Fitzpatrick Jack Wells Viola Morris John Reid	
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5	<b>Minutes of Previous Meeting</b>			
	Minutes of Meeting 1-Aug-2019: <a href="https://dte.coop/to/ecf6u">https://dte.coop/to/ecf6u</a> Motion to accept the minutes of Board meeting held 1-Aug-2019 as presented.	<i>Moved: RM  Seconded: DC  Motion PBC</i>		
6	<b>Matters Arising from Previous Meeting</b>			
	Reviewed Action Task List – <i>see updated table at end of minutes</i>			

<b>7</b>	<b>Correspondence Inwards</b>	
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	Motion to accept correspondence inwards.	<i>Moved: DC Seconded: MR Motion PBC</i>
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|  | <p>20190830 Coral Larke Correspondence.pdf<br/> 20190806 Murray River Council Rates Notice.pdf<br/> 20190809 Coral Larke Correspondence.pdf<br/> 20190901 Robin Macpherson BLN meeting Board.pdf<br/> 20190904 Murray Local Land Services NRM News 13.pdf<br/> 20190829 Murray Local Land Services Regional Roundup 3.pdf<br/> 20190903 True Blue Water Exchange.pdf<br/> 20190901 CERES Invoice Inv-1030022668.pdf<br/> 20190813 ICDA Plus Membership Renewal Form ROC149526.pdf<br/> 20190718 NSW Health Pathology inv 470028622.pdf<br/> 20190722 CERES Invoice Inv-1030021395.pdf<br/> 20190816 Murray Local Land Services Survey.pdf<br/> 20190809 CERES Learning Centre Key Safe and Lockup Information.pdf<br/> 20190904 CWS Invoice INV-16405.pdf<br/> 20190903 Converge International Invoice 179364.pdf<br/> 20190703 CWS Invoice INV-15669.pdf<br/> 20190801 CERES Invoice Inv-1030022196.pdf<br/> 20190703 CWS Activity Statement for 01Jun2019-03Jul2019.pdf<br/> 20190730 Origin electricity invoice_200017877156_30072019_214834.pdf<br/> 20190903 BLN INV-3978 1108.25lpdf.pdf<br/> 20190701 CERES Invoice Inv-1030021870.pdf<br/> 20190904 CWS Activity Statement 01Aug2019-03Sep2019.pdf<br/> 20190809 Telstra Bill (Acc 0514966100).pdf<br/> 20190726 Linkt Invoice CML_578197983836.pdf<br/> 20190815 Robin Macpherson Correspondence.pdf<br/> 20190823 Converge International Change of Contract Arrangement.pdf<br/> 20190802 CWS Invoice INV-16010.pdf<br/> 20190901 CERES Statement for Down to Earth As At 30Sep2019.pdf<br/> 20190819 Leharna Black Correspondence.pdf<br/> 20190814 Moores Newsletter.pdf<br/> 20190829 Converge International Client Attendance Record - Ian Hales.pdf<br/> 20190802 CWS Activity Statement for 01Jul2019-01Aug2019.pdf<br/> 20190807 ThinkWater Swan Hill Account Statement.pdf<br/> 20190801 Mark Norton Plumbing Inv 4048.pdf<br/> 20190815 First Aid Certificate for Tania Morsman.pdf<br/> 20190903 Essential Energy Planned Power Outage Notification.pdf<br/> 20190802 Neltronics Invoice 4022.pdf<br/> 20190902 Barry Simmonds Correspondence.pdf<br/> 20190822 Murray Local Land Services Corowa &amp; Finley Farm Energy Forums.pdf</p> |  |
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<b>9</b>	<b>ICDA Membership Subscription Renewal</b>	
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	Motion to renew the cooperatives' ICDA PLUS Membership (\$230)	<i>Moved: RM Seconded: MR Motion PBC</i>
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<b>10</b>	<b>Membership Applications</b>	
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	Motion to accept the following membership applications:					
	<b>FOLIO</b>	<b>FIRSTNAME</b>	<b>LASTNAME</b>	<b>MOVED BY</b>	<b>SECONDED BY</b>	<b>RESULT</b>
	1892	Elizabeth	Bell	TR	MR	Motion PBC
	1895	Adrian	Whitehead	MR	TR	Motion PBC
	1896	Bryan	Isaacs	MR	TR	Motion PBC
	1897	Ella	Isaacs	MR	TR	Motion PBC
	1898	Enzo	Nazario	TR	MR	Motion PBC
	1899	Leharna	Black	TR	MR	Motion PBC
	1900	Melody	Braithwaite	TR	MR	Motion PBC

<b>11</b>	<b>Complaints Procedure</b>					
	<p>Motion to put in place a complaints procedure to give interested parties the opportunity to voice any concerns they have.</p> <p><i>Agenda details: Currently there is no place for where DTE members can have a complaint heard and addressed.</i></p> <p>Motion withdrawn - Coral getting information from Converge</p>					<i>Moved: CL</i>
<b>12</b>	<b>Financial Procedures</b>					
	<p>Motion to check minutes before authorising disbursements.</p> <p>Agenda details: June 15/6/19 payment were put up in the Bendigo Bank and authorised by two directors. May 2, OC Minutes show that there was no approval for these payments. There was a request to hold off payments until further information was gained. This demonstrates a break down in systems. This was only picked up by chance. Why did three directors not look at the OC minutes payment list when authorising payments. Bree Nurse identified a financial risk when directors put up payments and authorise them as well. No system will work if it is not adhered to.</p>					<i>Moved: CL</i> <i>Seconded: TR</i> <b>Motion PBC</b>
<b>13</b>	<b>Active Membership Review</b>					
	<p>Motion to extend the grace period for member volunteer activity statements for financial year ending 30 June 2019 be extended to 30 September 2019.</p>					<i>Moved: TR</i> <i>Seconded: DC</i> <b>Motion PBC</b>
<b>14</b>	<b>Board Disbursements</b>					
	<p>Motion that director CSB bank accounts with a balance less than \$1,000 are to be credited with an additional \$1,250.</p>					<i>Moved: TR</i> <i>Seconded: MR</i> <b>Motion PBC</b>
<b>15</b>	<b>OC Disbursements</b>					
	<p>Motion to pay Big Little Numbers' invoice valued at \$1,108.25.</p>					<i>Moved: RM</i> <i>Seconded: TR</i> <b>Motion PBC</b>
<b>16</b>	<b>CC Disbursements</b>					
	<p>Motion that \$1,500 be allocated to Kate's facilitator card to reimburse the ambulance and associated expenses incurred by a cooperative member at 2019 Autumn ConFest.</p>					<i>Moved: KS</i> <i>Seconded: TR</i> <b>Motion PBC</b>
<b>17</b>	<b>Action Task List</b>					
	<b>Date</b>	<b>Title</b>	<b>Description</b>	<b>Assigned</b>	<b>Status</b>	
	05-Sep-2019	BLN Invite	Kristi from BLN to be invited to next Board meeting	Robin MacPherson	Ongoing	
	05-Sep-2019	Volunteer Activity Statements	Reminder emails to be sent to members who have not yet submitted their volunteer activity statement and acknowledgement emails for those members who have.	Troy Reid	Ongoing	
	05-Sep-2019	Converge Advice	Coral getting advice from Converge about bullying and how to handle internal complaints	Coral Larke	Ongoing	
	05-Sep-2019	Permacroft Shares Sale	David to provide the cooperative with documents to support the contract of sale.	David Cruise	Ongoing	
	05-Sep-2019	ICDA Membership Subscription Renewal	Pay membership subscription renewal (\$230) <a href="https://dte.coop/to/x9bw9">https://dte.coop/to/x9bw9</a>	Troy Reid	Ongoing	

	01-Aug-2019	Converge	To relay information to people in conflict that they can be referred to Converge for support in terms of counselling or mediation.	Kate Shapiro	Ongoing	
	01-Aug-2019	Facebook & Aboriginal Conflict	Coral spoke with the people involved needs to speak with Grant offline	Coral Larke Grant Waldram	Ongoing	
	01-Aug-2019	Policy review	To review Site Ban policy & Sexual Misconduct Policy	Grant Waldram	Ongoing	
	06-Jun-2019	MemCom	Follow-up missing information from membership applicants: 1885 Sharla Lavers 1886 Lea Taruowski	Troy Reid	Completed	
	06-Sep-2018	Lodged Rules	Purchase a copy of cooperative's lodged rules from Consumer Affairs Victoria (CAV)	Troy Reid	Ongoing	
<b>18</b>	<b>Next Meeting Date &amp; Time Confirmation</b>					
	7:30 PM, 3 October 2019					
<b>19</b>	<b>Meeting Close</b>					
	9:57 PM					