

Down-To-Earth (Vic) Cooperative Society Limited

ConFest Committee

Minutes

Date: Thursday 12 September 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	<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>
	7:50 pm	
3	<u>Meeting coordinators</u>	<i>Procedural</i>
	Chairperson: Tania Morsman Minute Keeper: Melody Braithwaite Host: Zoom / Ceres (The Cottage)	
4	<u>Attendance</u> (**Asterisks denote attended 3 out of last 5 meetings)	<i>Procedural</i>
	1. Allan Josh 2. Braithwaite Melody 3. Brock Elisa** 4. Cruise David** 5. Ernst Kathy** 6. Higgins Ray 7. Hunt Lindy** 8. Johnson Zoe 9. Kennedy Mike 10. Larke Coral** 11. MacPherson Robin** 12. McDonald David Ramon 13. Morsman Tania** 14. Murray Jude 15. Rasmussen Mark** 16. Reid John 17. Reid Troy 18. Schwarz Martin** 19. Shapiro Kate** 20. Smith Trevor 21. Tunney Kristen** 22. Waldram Grant 23. Wells Jack	

5	<u>Confirmation of 8th August 2019 minutes</u>	<i>Procedural</i>
	<p>Corrections:</p> <ol style="list-style-type: none"> ADD to Attendance list of August 2019 meeting Kate Shapiro, David Cruise, Kathy Ernst (correct spelling), Troy Reid & Ray Higgins ADD to Attendance of July 2019 meeting Tania Morsman, Kathy Ernst and Martin Schwarz ACTION: That Kate Shapiro listen to the audio recording of the 8th August 2019 ConFest Committee and rewrite Item 15 Summer ConFest of the minutes and submit to the ConFest Committee for approval. <p>MOTION: Passing of the minutes deferred to next meeting in October 2019 Moved by Tania Morsman Seconded by Kathy Ernst PBC</p>	<i>Deferred</i>
6	<u>Matters Arising from previous minutes</u>	<i>Procedural</i>
6.1	<p>CC Voting Eligibility</p> <ul style="list-style-type: none"> Members must have attended 3 out of the last 5 meetings No-one has been delegated to record and make this information available at CC meetings Attendance spreadsheet is a summary not a legal document Martin Schwarz analysed last six meetings (April to August) and determined eligibility which has been noted with **asterisks on this meeting's Attendance List 	<i>Confirmed</i>
6.2	<p>Item 11. Reimburse Family Village</p> <ul style="list-style-type: none"> Motion: To approve the Family Village facilitator Simone Monet an extra \$508 above the initial \$1200 budget, making it \$1708 Moved Carol Larked Seconded Marty Schwartz PBC Motion was found on record to already in place and PBC All Family Village receipts were received in July 2019 Expected an overspend on such a small initial budget Carol received the reimbursement request for \$508 in an email outlining reasons (1) new plumbing new connections, (2) buy heavy tools to put the tents & (3) new lights for solar system Carol has checked CC bank account Simone hasn't been paid Robin MacPherson FINCOM will put \$1708 up on his payment list for Directors to approve payment this night 	<i>Set for Payment to be processed</i>
7	<u>Correspondence</u>	
8	<u>Action Tasks</u>	
	This space has been left blank	<p><u>NO PROGRESS</u> <u>WORK IN</u> <u>PROGRESS</u> <u>COMPLETE</u> 😊 <u>NO LONGER</u> <u>RELEVANT</u> <u>TAKEN OVER</u> <u>BY</u></p>

9	Bowling Club Tickets	
	<p>Agenda item ID: 7145 Item Proposed by Coral Larke</p> <p>Agenda details: Questions:</p> <ul style="list-style-type: none"> • What was the gate verification process when locals presented for having purchased a ticket at the bowling club? • What arrangement was made with the bowling club? • How many tickets were sold? <p>Status: Troy contacted Bowling Club two weeks ago, but received no response - will need to follow up again to confirm number of tickets sold.</p>	<p><i>To be advised</i></p>
10	Facilitators Role Descriptions	
	<p>Agenda item ID: 7236 Item Proposed by Zoe Johnson</p> <p>Agenda details: Building on what Coral highlighted last CC meeting - currently we have a number of important roles and responsibilities that fall on a handful of people which pose significant risks to the successful running of the festival and in some cases to people's safety. This motion will help to ensure that we are equipped to fill facilitator positions as they become vacant and also identify any gaps in leadership areas before it gets to a critical point. Role Description template will be posted on the facilitators facebook page for reference</p> <p>Motion: That facilitators be requested to write a role description for their facilitator position by the next CC meeting and upload it to DTE Sharepoint in the ConFest Committee section of the portal.</p> <p>Discussion:</p> <ul style="list-style-type: none"> • Strategy will prevent Facilitators being susceptible to burn out • Currently if a Facilitator is unable to fulfil their role, there is a risk failure to complete (which may be critical) • Estimated to take 15 minutes to complete- outside of organising ConFest facilitators should have time to do now • Becomes a valuable resource to identify potential & critical gaps, assists with handover of roles to next Facilitator • If role is shared between more than one Facilitator, they can alternate being the lead, support each other, then role isn't so daunting • Document is a description of the role rather than how to do it or the timeline associated with it. • The process will assist with identifying specialised and/or critical roles; may need more people become involved e.g. Fire Department • A basic template will be emailed to Facilitators and posted on Facebook but more detail can be added, e.g. timelines • The challenge will be to get them submitted • A champion or buddy support system may help get a timely response from Facilitators 	<p><i>Moved Zoe Johnson Seconded Mark Rasmussen PBC</i></p>

11	Pay Martin Boytz Invoice for \$250	
	<p>Agenda item ID: 7263 Item Proposed by: Coral Larke</p> <p>Motion: To pay an invoice from Martin Boytz \$250 for his survey assistance.</p> <p>Discussion:</p> <ul style="list-style-type: none"> • Associated with developing Confest Evaluation Survey of 2019 attendees • CC PBC'd motion to develop survey instrument in February 2019 • To be a rigorous survey with professional analysis of feedback by either an employed person or suitably skilled volunteer • Martin Boytz was introduced to Carol by Troy as having survey skills; he pitched a proposal on 22 Aug 2019; he provided an estimate of costs that equalled the amount of this invoice • Concerns expressed by Kathy & David regarding the commercial focus of Martin's pitch, lack of clarification and why it wasn't a Board expense 	<p><i>Moved Zoe Johnson Seconded Carol Larke PBM</i></p>
12	Confest Evaluation Survey	
	<p>Agenda item ID: 7264 Item Proposed by: Coral Larke</p> <p>Agenda details: Does the CC want to move forward with the survey?</p> <ul style="list-style-type: none"> • Carol received enough negative feedback to feel unsure if she should proceed with this project • Still needs refining - it may not be ready to send out this year, • Marty, Tania Robin, Grant and others think its a great idea and are keen to be involved, Carol can ask for help • No-one objected to proceeding with the survey • Given support expressed from CC Coral would like to go ahead 	<p><i>Work in Progress</i></p>
13	FinCom Report - Reimbursements & Accounts to pay	
	<p>Agenda item ID: 7265 Item Proposed by: Robin MacPherson</p> <p>Agenda details: An update presented via a spreadsheet regarding the approval of reimbursements and accounts to be put up for DTE Directors to action</p>	<p><i>Information Only</i></p>
14	Pay Invoice for Confest Mapping	
	<p>Motion: That Robin McPherson pay Matt Cengia \$759.35 for mapping last ConFest</p> <ul style="list-style-type: none"> • Proposed by Robin MacPherson • Matt Cengia does this task every year and submitted an Officeworks receipt dated 17/4/2019 	<p><i>Moved Robin McPherson Seconded Tania Morsman PBC</i></p>

15		
	<u>10:30pm Motion: Extend meeting by 15 minutes</u>	
16	<u>Carried Resolutions</u>	<i>Procedural</i>
	Motion: Passing of the minutes be deferred to next meeting in October 2019	Moved Tania Seconded by Kathy PBC
	Motion: That facilitators be requested to write a role description for their facilitator position by the next CC meeting and upload it to DTE Sharepoint in the ConFest Committee section of the portal.	Moved Zoe Johnson Seconded Mark Rasmussen PBC
	Motion: To pay an invoice from Martin Boytz of \$250 for his survey assistance.	Moved Zoe Johnson Seconded Carol Larke PBM
	Motion: That Robin McPherson pay Matt Cengia \$759.35 for mapping last ConFest	Moved Marty Seconded Lindy PBC
22	<u>Next Meeting Date & Time Confirmation</u>	<i>Procedural</i>
	Thursday 10th October 2019 7:30pm	
23	<u>Meeting Ended</u>	<i>Procedural</i>
	10.38pm	