

Down-To-Earth (Vic) Cooperative Society Limited

Organising Committee

Minutes

Date: 26th 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>																				
	7.30PM																					
3	<u>Meeting Coordinators</u>	<i>Procedural</i>																				
	Chairperson: David Cruise Minute Keeper: Coral Larke																					
4	<u>Attendance</u>	<i>Procedural</i>																				
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5	<u>Confirmation of previous minutes</u>	<i>Procedural</i>																				
	Minutes Dated: 29 th August, 2019 Moved: Coral Larke Seconded: Robin MacPherson PBC with corrections. Corrections: Item 5 List Robin MacPherson as Minute Taker & Coral Larke as Chair. Item 9 Attendance Mark Rasmussen not Mark Reid should be listed.																					
6	<u>Matters Arising</u>	<i>Procedural</i>																				
7	<u>Correspondence</u>																					
	One bill from Converge international																					
8	<u>Payments</u>	<i>FINCOM</i>																				
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174654	31/05/19	Converge International	Counseling sessions	30/06/19	220																	

	Motion For bill / bills to be paid.	
9	Action Tasks	
	<ol style="list-style-type: none"> 1. Marty to send details of WH&S budget to the OC. 2. FINCOM to obtain a debit card. 3. Relay to directors to not clawback money from John Reid's card. 4. David Cruise to ask Don if he would like to facilitate the debit card for Bylands 5. The OC to ask the Secretary what duties that will be performed under that role. 6. Elle to send Bill Ricketts statement to FINCOM 7. Board to consider an ill members membership who cannot fulfill required hours. 8. Interested people to set a time to discuss DTE vehicle and trailer policy. 	
10	FINCOM Budget	Robin Macpherson
	<p>Agenda item ID: 7258</p> <p>Agenda details: Fincom would like a budget to be able to pay Auditor, Bookkeeper, Software and remove such expenditure from the OC account directly, in the same way Assets pay waste management</p> <p>Motion: Fincom be given a budget of \$10,000 to cover the annual costs of running FINCOM FINCOM has a debit card</p>	<p><i>Moved</i> Robin MacPherson <i>Seconded</i> Marty Schwartz PBC</p>
11	Microbila water testing budget clawback	John Reid
	<p>Agenda item ID: 7240</p> <p>Agenda details: The bulk of the microbial water testing is expected to take place in the leadup 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</i> Kathy Ernst <i>Seconded</i> Lindy Hunt PBC</p>
12	Bylands Budget	Robin Macpherson
	<p>Agenda item ID: 7276:</p> <p>Agenda details: To cover the cost of petrol food etc for those who wish to visit Bylands over the next couple of months. The goal of these field trips is gain a better understanding of what we have there and how can we be good custodians of the land. Special focus on endangered flora and fauna and what can we do to improve the situation vis reduced predation, increased food sources and safe habitat. This budget should also be where bills for Bylands are paid from. This will give us a better idea of what an annual Bylands Budget would be.</p> <p>Motion: That \$1000 be put aside for Friends of Bylands to cover expenses according to the rules of the co-operative</p> <p>ACTION TASKS</p> <ul style="list-style-type: none"> • Don Royal will be asked to handle the account • Coral Larke will prepare Dons debit card if he chooses to take on this role 	<p><i>Moved</i> Robin MacPherson <i>Seconded</i> Lindy Hunt PBC</p>
13	WHS Budget	Martin Schwartz
	<p>Agenda item ID: 7216</p> <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 there job effectively.</p> <p>Motion: That a budget of \$15,000 is made available to the WHS committee.</p>	<p><i>Martin will come back to this at a later date</i></p>
14	Down To Earth Tent	Robin Macpherson
	<p>Agenda item ID: 7237</p> <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 Autumns ConFest</p>	<p><i>Moved</i> Robin MacPherson <i>Seconded</i> Lindy Hunt PBC</p>

15	Community fund Report from Sarah	Robin MacPherson
	<p>Agenda item ID: 7254</p> <p>Discussion 1: Sarah has asked me to give a progress report on re-forming committee, however there are question remains that remain about the last two festivals money which was not distributed.</p> <ul style="list-style-type: none"> • <i>Robin spoke about appropriations being cut off after the financial year.</i> • <i>Money being set aside for member when they experience hardship</i> <p>Discussion 2:</p> <p>Agenda details: Sarah asked me to give an update. Wanted to raise a new calendar which involves previous events funding</p> <p>Link to community fund https://docs.google.com/document/d/1Frbj7T6CIAAb9nIO7mHLsBkbb-o2_4uBiEn3jzakx3Y/edit?usp=sharing</p>	
16	Director Budgets	Martin 1731
	<p>Agenda item ID: 7272</p> <p>Agenda details: There is a director spending policy with regards to what can and can't be charged to the coop. It states that directors have a total monthly budget of \$50 towards phone and internet costs.</p> <p>Motion 1: That directors table what they are charging to the coop for phone and internet charges. Whether through director budgets or facilitator budgets by the next OC.</p> <p>Motion2: That we reinstate monthly director spending reports at Board meetings for the previous month.</p>	<p>Motion 1 Moved Marty Schwartz Seconded Coral Larke PBC</p> <p>Motion 2 Moved Martin Schwartz Seconded Coral Larke PBC</p>
17	Training budget	Kate Shapiro
	<p>Agenda item ID: 7255</p> <p>Agenda: First Aid Core crew specific to the level each operates at for senior first aid. Advanced Life support certification for David Cameron</p> <p>Motion: To grant first aid a training budget of \$3,500. Grant has offered to have the funds be made on his card.</p>	<p>Moved Kate Shapiro Seconded Grant Waldram PBC</p>
18	Secretarial role	Robin Macpherson
	<p>Agenda item ID: 7257</p> <p>Agenda details: Can we ask our current secretary to define in writing what he believes a secretary does so we can ascertain what is not in the current secretary's idea of what a best secretary does. An example of what we could expect is - https://www.communitydirectors.com.au/icda/tools/?articleId=5788</p> <p>Motion: That the OC asks the Secretary what is the secretary committed to do in asking for the role.</p>	<p>Moved Robin Mac Pherson Seconded PBC</p>
19	Bills Reimbursements	Ellen Brogan
	<p>Agenda item ID: 7278</p> <p>Agenda details: Bill did not get reimbursed from the Dec working bee. He gave his receipts to Shardae. Shardae has not responded to Bills asking why these receipts have not been reimbursed. I have sent Shardae 2 messenger messages with no response. Bill has said he was really happy to do the work but would like to be reimbursed the \$102. Bill has drafted a statement and signed it with details of the three visits to Site to assist with building the new Hive. He was requested to assist on the second visit and drove up from Kerang for the day. He collected Jon the builder from the train station and hosted him at his house then drove him to site for the building works. He dropped Jon back to the train station so Jon could then go onto Troy's at Melbourne</p> <p>Motion: To reimburse Bill Rickets \$102</p> <p>Action Task: Elle will send the paper statement to FINCOM for payment.</p>	<p>Moved Elle Brogan Seconded Coral Larke PBC</p>
20	Budget request front gate	Kevin Taylor
	<p>Budget request: For installation of a new fence and gate near the ticket booth to control traffic flow. \$1500</p> <p>Action Task For Robin to transfer his front gate debit card to Kevin.</p>	<p>Moved Kevin Taylor Seconded Coral Larke PBC</p>
21	DTE vehicle usage policy	Coral Larke

<p>Agenda item ID: 7275</p> <p>Agenda details: On the 8/5/19 a request was sent to G&SC to create a policy on private use of DTE's vehicles. On not hearing a reply I am sending the matter to the OC.</p> <p>Reason for policy;</p> <ul style="list-style-type: none"> • Members have unknowingly driven unregistered vehicles on roads • There are no suitable registered and roadworthy cars available during working bees. • Members do not have a register of vehicles & trailers, there are no details on where cars off site are stored and whose names they are registered in. <p>Policy and procedure to cover;</p> <ul style="list-style-type: none"> • What is and is not appropriate for member's private use. Update details of registered DTE vehicles and trailers; <ol style="list-style-type: none"> 1. Registration renewal dates 2. Ascertain whose name vehicles are registered in 3. User needs 4. Who is paying for maintenance on vehicles that are being used privately by members <p>Motion: That a committee is formed to write a policy on the private use of DTE's vehicles and trailers.</p> <p>Members who put their name up for the task. Malcolm Mathews, Coral Larke, Peter Tippett and Martin Schwartz.</p>	<p>Moved Coral Larke Seconded: Lindy Hunt PBC</p>
<p>22 Membership</p>	<p>Martin 1731</p>
<p>Agenda item ID: 7279</p> <p>Agenda details: A member of the coop does not have the ability to do the hours anymore.</p> <p>Discussion: If a member can donate their hours to a person who cannot fulfil them.</p> <p>Motion: That an active member who is unable to complete their voluntary hours due to adverse personal reasons, may petition the board of DTE Vic for leniency. And after considering the facts privately, the Board may grant such a motion. Upon granting the motion, the board may request that members donate their hours that are in excess of their minimum 24 hours</p> <ul style="list-style-type: none"> • Marty volunteered to give his hours. 	<p>Moved Martin Schwartz Seconded Lindy Hint PBC</p>
<p>23 Carried Resolutions</p>	<p>Procedural</p>
<p>FINCOM Budget Fincom be given a budget of \$10,000 to cover the annual costs of running FINCOM Moved Robin MacPherson Seconded Marty Schwartz PBC</p> <p>Microbila water testing budget clawback That the budget for water testing not be clawed back after the festival, but be held on the card until the end of the financial year. Moved Kathy Earnt Seconded Lindy Hunt PBC</p> <p>Bylands Budget Motion: That \$1000 be put aside for Friends of Bylands to cover expenses according to the rules of the co- operative Moved Robin MacPherson Seconded Lindy Hunt PBC</p> <p>Down To Earth Tent Motion: That \$3,000 budget be applied to the creation of a Down To Earth space at Next Autumns ConFest Moved Robin MacPherson Seconded Lindy Hunt PBC</p> <p>Director Budget 1 That directors table what they are charging to the coop for phone and internet charges. Whether through director budgets or facilitator budgets by the next OC. Motion 1 Moved Marty Schwartz Seconded Coral Larke PBC</p> <p>Director Budget 2 That we reinstatement monthly director spending reports at an Board meetings for the previous month Motion 2 Moved Martin Schwartz Seconded Coral Larke PBC</p> <p>First Aid Budget Request To grant first aid a training budget of \$3,500. Grant has offered to have the funds be made on his card. Moved Kate Shapiro Seconded Grant Waldram PBC</p> <p>Secretarial role That the OC asks the Secretary what is the Secretary committed to do in asking for the role. Moved Robin MacPherson Seconded PBC</p> <p>Bills Reimbursements For Bill to send a statement to FINCOM for reimbursement. The OC agrees for the reimbursement to be made to Bill Ricketts of \$102 Moved Elle Brogan Seconded Coral Larke PBC</p>	

	<p>New Fence & Gate Budget request: For installation of a new fence and gate near the ticket booth to control traffic flow \$1500 Moved Kevin Taylor Seconded Coral Larke PBC</p> <p>DTE vehicle usage policy That a committee is formed to write a policy on the private use of DTE's vehicles and trailers. Moved Coral Larke Seconded: Lindy Hunt PBC</p> <p>Membership That an active member who is unable to complete their voluntary hours due to adverse personal reasons, may petition the board of DTE Vic for leniency. And after considering the facts privately, the Board may grant such a motion. Upon granting the motion, the board may request that members donate their hours that are in excess of their minimum 24 hours Moved Martin Schwartz Seconded Lindy Hint PBC</p>	
24	<u>Meeting Ended</u>	
	10.15 PM	