

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

Meeting Minutes

Meeting Date: 3rd October 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: [2019-10-03 Zoom Recording](#) (expires after 120 days)
Audio Recording: <http://dte.org.au/audiominutes>

#	Item	Sponsors & Results		
1	Meeting Opened			
	7:42 PM			
2	Meeting Facilitators			
	Chairperson: David Cruise Scribe: Troy Reid and Ellen Brogan Online Host: Troy Reid			
3	Acknowledgment of Country			
	<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	Meeting Attendance			
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; 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%; vertical-align: top;"> <u>Members & Guests:</u> Kristi Cairns (Bookkeeper Consultant - Big Little Numbers) Tania Morsman (M) Ellen Brogan(M) Josh Allan (M) Martin Schwarz (M) Jack Wells (M) Kristen Joy (M) Malcolm Mathews (M) John Reid John Flynn </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 & Guests:</u> Kristi Cairns (Bookkeeper Consultant - Big Little Numbers) Tania Morsman (M) Ellen Brogan(M) Josh Allan (M) Martin Schwarz (M) Jack Wells (M) Kristen Joy (M) Malcolm Mathews (M) John Reid John Flynn	
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5	Welcome to Kristi Cairn from Big Little Numbers			
	MR will be submitting his receipts to Kristi on the 4 th October. GW will be supplying his receipts to Kristi soon.			

6	Application for Extension of AGM	
	<i>No formal motion supplied</i> TR to apply to Consumer Affairs Victoria for an extension of the AGM dates to the 20 th February.	
7	Minutes of Previous Meeting	
	Minutes of Meeting 5-Sep-2019: https://dte.coop/to/vggzf Motion to accept the minutes of Board meeting held as presented.	<i>Moved DC: Seconded: MR Motion PBC</i>
8	Matters Arising from Previous Meeting	
	CL raised a matter that GW left the start of last Directors meeting during the action task list. None of the agenda items were discussed when Grant left, therefore Grant should not be listed as attending the meeting Discussion with no consensus about Grants attendance GW will check the audio and report back Kristi left the meeting after this agenda item CL raised a matter that an item is missing on the action task list which was assigned to TR 'The Load and Go Cards' Reviewed Action Task List – <i>see updated table at end of minutes</i>	
9	Correspondence Inwards	
	Motion to accept correspondence inwards.	<i>Moved: DC Seconded: MR Motion PBC</i>
	20190925 Arcuri & Associates Insurance Brokers 20190910 Affinity Insurance Brokers 20191002 TBT Accounting.pdf 20190926 WaterNSW Customer Newsletter.pdf 20190920 Arcuri Event Liability Certificate of Currency.pdf 20191001 Jeff Levett Membership Cancellation Request.pdf 20191002 CERES Invoice Inv-1030021395.pdf 20191003 CWS Invoice INV-16854.pdf 20190920 VicRoads Registration Renewal P77354.pdf 20191002 CERES Invoice Inv-1030022196.pdf 20190925 Leharna Black Letter of Complaint.pdf 20190830 TBT Accounting Inv 44883.pdf 20190920 VicRoads Registration Renewal Q43554.pdf 20190920 VicRoads Registration Renewal T24441.pdf 20190920 VicRoads Registration Renewal N86414.pdf 20190531 Converge Invoice 174654.pdf 20191002 CERES Invoice Inv-1030021870.pdf 20190920 Public Exhibition of the Draft NSW Murray and Lower Darling Surface Water Resource Plan.pdf 20190904 WaterNSW 10 Year Extension for Approval 50WA504692.pdf 20190910 VicRoads myVicRoads Business Account Welcome.pdf 20190926 WaterNSW 2019-20 Customer Rebate Letter.pdf 20190901 Merchant Acc 0002197416 Statement.pdf 20191003 CWS Activity Statement for 01Sep2019-03Oct2019.pdf 20190926 WaterNSW Invoice_CCN00004384.pdf 20190920 VicRoads Registration Renewal P33555.pdf 20190911 Edward River Council Rates Payment Reminder Notice.pdf 20191002 CERES Statement for Down to Earth as at 01Oct2019.pdf	

10	Membership Applications					
	Motion to accept the following membership applications:					
	FOLIO	FIRSTNAME	LASTNAME	MOVED BY	SECONDED BY	RESULT
	1885	Shan	Fleming	Troy Reid	Mark Rasmussen	Motion PBC
	1886	Graham	Fleming	Troy Reid	Grant Waldram	Motion PBC
	1901	Austin	Barling	Grant Waldram	Kate Shapiro	Motion PBC
	1902	Bill	Ricketts	Troy Reid	Kate Shapiro	Motion PBC
	1903	Yakov	Sillas	Troy Reid	Mark Rasmussen	Motion PBC
	1904	Vivek	Prabhakar	Grant Waldram	Kate Shapiro	Motion PBC
11	Inquiry to the status of membership applications					
	Question by a member to check the status of 26 members. Discussion about membership reminder process.					
12	Privacy Policy					
	Motion that the GSC is asked to develop a privacy policy for the membership committee.					<i>Moved: KS Seconded: TR Motion PBC</i>
13	Action Task List					
	Date	Title	Description	Assigned	Status	
	03=10-2019	Fincom to analyse the financial bookkeeping motion passed	That fincom checks the financial bookkeeping motion passed on the 06/06/2019 and ensure that their current process meets the criteria detailed in this motion.	Robin Macpherson	Ongoing	
	03-10-2019	Memcom privacy policy	That the GSC be asked to develop a privacy policy for memcom	Kate Shapiro	Ongoing	
	03-10-2019	A member will email the Board a list of 26 other members	That a member	Martin Scharwz	Ongoing	
	03-10-2019	Membership form submission at ConFest	That there be a place set up at ConFest with wifi connectivity where members can scan their forms and email directly to memcom	Troy Reid	Ongoing	
	03-10-2019	All bills to be sent to fincom	That all bills to paid be emailed to fincom after being registered as correspondence inwards	Troy Reid	Ongoing	
	03-10-2019	Board to join fincom	TBT has recommended that all Board members join fincom	All Board members	Ongoing	

03-10-2019	Load and Go Cards	There is a request by fincom for Troy to submit the load and go cards and Troy has offered	Troy Reid	Ongoing
03-10-2019	AGM extension application to CAV	Troy will complete the application forms immediately	Troy Reid	Ongoing
05-Sep-2019	BLN Invite	Kristi from BLN to be invited to next Board meeting	Robin MacPherson	Complete
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	Complete
05-Sep-2019	Converge Advice	Coral getting advice from Converge about bullying and how to handle internal complaints	Coral Larke Kate Shapiro	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) https://dte.coop/to/x9bw9	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 combined with item Converge Advice
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

14	Disbursement to the Corporate Secretary	
	Motion that a budget application for \$2,000 submitted by the Corporate Secretary is approved.	<i>Moved: TR Seconded: KS Motion PBC</i>
15	Next Meeting Date & Time Confirmation	
	7:30 PM, 7 November 2019	
16	Meeting Close	
	9:39 PM	