

Down-To-Earth (Vic) Cooperative Society Limited

ConFest Committee

Minutes

Date: Thursday 14 November 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>
	7:39 pm	
3	<u>Meeting coordinators</u>	<i>Procedural</i>
	Chairperson: Coral Larke 7:39pm to 8:40pm Tania Morsman 8:41pm to 9:07pm Coral Larke 9:08pm to 10:02pm Close Minute Keeper: Melody Braithwaite Host: Zoom / Woorooma (The Cottage)	
4	<u>Attendance</u>	<i>Procedural</i>
	1. Braithwaite Melody 11. MacPherson Robin 2. Brock Elisa 12. Matthews Malcolm 3. Cameron David 13. Morsman Tania 4. Cruise David 14. Newcombe Craig 5. Ernst Kathy 15. Rasmussen Mark 6. Gregory Steve 16. Reid John 7. Hunt Lindy 17. Reid Troy 8. Kirsten Joy 1645 18. Ryan Darrylle 9. Larke Coral 19. Shapiro Kate 10. Legg-Bagg Robert 20. Tippett Peter	

5	<u>Confirmation of 8th August 2019 minutes</u>	
	<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 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. As at 12 September only part way through audio. Minutes Meeting Date changed from 10th to 8th August <p>MOTION: Passing of the minutes deferred to next meeting in October 2019 Moved by Tania Morsman Seconded by Kathy Ernst PBC</p>	<p><i>Passing of 8 August 2019 Minutes Deferred until meeting where Item 15 has been rewritten and submitted for CC approval</i></p>
6	<u>Confirmation of 10 October 2019 minutes</u>	<i>Procedural</i>
	<p>Corrections: ADD to Attendance List of 10 October 2019 meeting - Steve Gregory</p> <p>Motion: That the minutes of 10 October 2019 be accepted.</p>	<p>Moved by Coral Larked and seconded by Kathy Ernst PBC</p>
	<u>Matters Arising from previous minutes</u>	<i>Procedural</i>
7	Item 18. Images for Website	
	<ul style="list-style-type: none"> https://dte.coop/what-is-confest/ Mudpit photo - issue with people in this photo potentially either being identified or self-identify themselves despite low quality Other photographs viewed and approved at 10 October 2019 meeting; will be emailed to Kate Shapiro to either replace this picture or Coral can create a decorate banner 	
8	<u>Correspondence</u>	
	<ul style="list-style-type: none"> Email 26 October 2019 from David Cameron regarding First Aid facility set-up issues (<i>refer to Item 18 in these minutes for details</i>) Email from Shiatsu Space wanting information how to set up and general ConFest information Email 14 November 2019 from Ron Erhat SA ConFest requesting CC's OK for proceeding with a proposed application on creating a lighting system (<i>refer to Item 18 in these minutes for details</i>) 	
9	<u>Action Tasks</u>	
	New item added per procedural minutes section above.	<p>NO PROGRESS WORK IN PROGRESS COMPLETE @ NO LONGER RELEVANT TAKEN OVER BY</p>

10	Bowling Club Tickets	
	<p>Action Item from 14 November 2019 Meeting</p> <p>Troy Reid to follow up with the Bowling Club on number of tickets sold for 2019 ConFest.</p>	<p><i>Status On-going</i></p>
11	Confest Set-up Access	
	<p>Agenda item ID: 7316 Item by: Tania Morsman</p> <p>Agenda Details: <i>I was on site a month before ConFest. I was able to see the traffic of people come and go. One of the things that I saw as unfavorable was the rule that children were not allowed to be on site until one week prior to Confest. I believe that this is not conducive to a balanced working load leading up to ConFest. For one, the week before ConFest begins we have people in quick mode - the rush is on and kids are everywhere and I mean fucking everywhere. This means that those wanting to access site with kids have to wait till the rush....Why not allow the families to arrive before this time - i believe it will alleviate the rush somewhat and also allow families the leisure of setting up at a pace where their needs as a family/s can be more balanced - as in more time to set up and organise the kids and their workload. I also believe we kick ourselves in the arse by not allowing families to access site before the one week set up allocation since they have much to contribute.</i></p> <p>Proposed Motion: <i>That the current policy of children on site a week before ConFest be changed to enable families to access site for the whole of ConFest site set up.</i></p> <p>Discussion:</p> <ul style="list-style-type: none"> • The week prior is when the main ConFest preparatory work is done • This year up to 15 children aged 4 to 13 years were playing on trampoline and with playthings unsupervised in the Arts Village • The proximity of workers on machinery close by made this unsafe • Some of the most hardworking and dedicated volunteers are single and double parent volunteers - an issue that needs to be addressed • Ideally parents need to make childminding arrangements with other parents <p>Action: That Tania Morsman check insurance and liabilities of having children on site during this pre ConFest period, and where they can safely be kept away from areas where heavy machinery are working.</p>	<p><i>Work in Progress</i></p>
12	Controls for Early Access (in week prior) to ConFest Site	
	<p>Agenda item ID: - Item: Part of Item 11's discussion</p> <p>Item Details: Discussion around</p> <ul style="list-style-type: none"> • Early Access to Site • Gate Control • Early Entry List • OHS • Facilitators Control • Volunteer Kitchen 	

	<p>Issues from 2019 ConFest</p> <ul style="list-style-type: none"> • An estimated 1000 people were on site in week prior to Confest • Lots of people presented without being on any Early Entry List causing issues for Gate Control volunteers • Created problems for kitchen as these people expected to be fed and the last day before ConFest was “crazy” in the Arts Kitchen • Of 35 - 42 spaces over last few years there are only 6 that have a communal kitchen space to feed their own volunteers <p>Identified Needs:</p> <ul style="list-style-type: none"> • Liaise with the Volunteer Coordinator for better Gate Control • Review Early Entry Lists as some villages with a small set-up have extremely large numbers nominated on their early entry list • Provide information to villages to cover a range of different situations • Consider volunteer capabilities; allow to work to their capacity, avoid competition, good for wellbeing, can work really well • Volunteer Kitchen allows volunteers to focus on tasks, avoids them stopping to feed themselves - system received great feedback 	
13	Village Budgets and Budgets in General	
	<p>Agenda item ID: 7317 Item by: Tania Morsman</p> <p><i>Agenda details: Discussion: Village Budgets? Things to think about: Sustainable budget funding such as how long materials last for? Cut off time for handing in receipts after Confest? Tiers of funding? Do we need a Confest Village Committee. Do we want to prioritise budgets i.e: First Aid, Hive Hub, Fire, Security etc with a stand alone budget from Villages? What is the over all budget allocation for Villages? How will we work this out?</i></p> <p>Discussion:</p> <ul style="list-style-type: none"> • Refer also to 10 October 2019 meeting minutes Item 15 • ConFest has grown over last 8 - 10 years, costs have increased • Was last year a better festival because we spent more money? • Would be ideal if villages can avoid buying the same items year after year, and that they become accountable for their storing and reusing infrastructure • Reviewed budget figures already \$40k short (referred to Facilitators tab on budget spreadsheet) which can be attributed to the move and infrastructure; only have a \$60k budget for villages • The budget allocation process needs to improve, no excuse for late budget submissions, however others got money too late despite an early submission • Consider two allocations after essential critical services covered • Is there a limit on how much we put in each area, or are we going to ask for more money? • Options to address current shortfalls are to either <ul style="list-style-type: none"> (i) Increase ticket prices (ii) Appropriate another \$100k or (iii) Trim back budgets. 	

14	Filling Key Facilitator Positions	
	<p>Agenda Item ID: - Item by: Mark Rasmussen</p> <p>Details: Concern confirming facilitators for key areas</p> <ul style="list-style-type: none"> • Need to consider issues and how we manage important areas • Last year Market Facilitator stepped down just before ConFest and the person who stepped up got burnt out, rumoured that incumbent has stepped down and need to advertise position • Need to look at Facilitator's Report and identify vacancies • Facilitators need to be confirmed by ConFest Committee 	
15	ConFest Committee Financial Report	
	<p>Agenda item ID: 7318 Item by: Tania Morsman</p> <p>Details: Our AGM is coming up on the 20.02.2020. We are required to have all finances in order and available for the AGM.</p> <p>Proposed Motion: That the CC begin to prepare a financial report for the AGM & make clear who does this</p> <ul style="list-style-type: none"> • CC Financial Report can only be prepared after the audit is complete and will be done by the DTE bookkeeper & accountant • Bookkeeper will hand over to Accountant at the end of next week • Confirm FinCom is on track to deliver a Financial report at AGM • Only 3 - 4 people haven't lodged their receipts, despite repeatedly emailing, phoning and talking in person with reminders 	
16	Site Access Guidelines and Budget Applications	
	<p>Agenda item ID: - Item by: Part of Item 17's discussion</p> <p>Details: Open general site working bees to other volunteers who can help; clarify approvals for accessing the property and the budget application and information sharing process</p> <ul style="list-style-type: none"> • Property Access Policy: Template for site access, basically asks applicants why people want to go, when, and how many people will be in attendance to go to the Board • 4 Directors need to approve Property Access application • The Board may not have seen the budget application form sent to FinCom (no form no funding) • Applications should be posted on Sharepoint with a link posted in the agenda item - easier for people to review before meetings 	
17	December Working Bee	
	<p>Agenda item ID: 7299 Item by: Rob Legg-Bagg (Sydney)</p> <p>Agenda Details: <i>Arts Beach / Docklands - Working bee proposal - Five days - Between 2-8 Dec 7 people. Application date 31 of October Facilitators Craig Newcombe - Melbourne Rob Legg-Bagg - Sydney Please note: we are hoping to do a lot of tasks that we cannot do during a Confest and November is the best time Rob and I are able to coordinate. The team will consist of Rob, Craig and five others - some will be previous volunteers and some newbies - all of which we hope to build into a team ready for Confest 2020!</i></p>	

	<p>..Item 7299 continued from pervious page</p> <p>(1) <i>Team Building and Planning [1 day for 7 people]</i></p> <p>(2) <i>To refurbish two existing urinals. To build two more 10 person units for Market Area [4 days for 3 people] Note: Craig is the Toilet Construction facilitator and has been planning to build addition urinals. Two existing ones were constructed for the 2019 Confest and proved popular and at peek usage times removed some of the demand from standard Confest toilets. The proposed toilets will be of similar construction and similar materials but allow up to ten people per unit. Small design improvements have been made - notably to the pipe system was pre-build and damaged in transit and so leaked.</i></p> <p>(3) <i>Major Re-positioning around the Beach area of Arts and Docklands[4 days for 4 people] (a) To clear and level selected areas in Arts Beach area and Docklands (b) To and prepare ground at Arts Beach for relocation of - Steam Tent - Hot tub - Life Drawing - Mud Pit - Body Painting - Clay Modelling / Painting - Building extra fire drums - Remove and or re-position logs - Build retaining walls - Stairway and path way building - Create seating areas using logs - Arts Works</i></p> <p>(4) <i>Put the steam boiler together and in place.</i></p> <p>(5) <i>Construct a bath (to be brought on site) with hot shower. Note: we request use of the CAT</i></p> <p>Motion: To approve funding of \$2160 for a December Working Bee to be facilitated by Craig Newcombe and Rob Legg-Bagg</p> <p>Discussion:</p> <ul style="list-style-type: none"> • This matter originally went to OC who redirected it to the CC • The ‘Cat’ is available for picking up logs (front end), but rear digging has a hydraulic leak and needs to be repaired • Might need to hire an excavator • Care in sourcing logs, don’t use logs earmarked for fencing 	<p>Moved by Craig Newcombe</p> <p>Seconded by Mark Rasmussen PBC</p>
18	First Aid 2019 ConFest Set-up Issues	
	<p>Agenda item ID: - Item by: David Cameron’s First Aid Email</p> <p>Item Details: <i>“First Aid has been part moved before the 2018 and 19 gatherings. The moving has been done by people not directly involved. We have had things moved from under cover storage into open air because someone else wanted to use that space. We are left to unravel a jumble of some of the things we need, while searching for things which are still at the previous site. Basic facilities have not been ready. The workspace has not had a lockup facility for materials and equipment. There has been no running water supply, this year we had a hose reel connected to a hose reel connected to a tap that was 5 metres too short. We did not have lights for 2 or 3 nights, we did not have a shade for First Aid staff or patrons.,”</i></p> <p>Discussion:</p> <ul style="list-style-type: none"> • David acknowledged and expressed gratitude for CC’s efforts • Had to use David’s car as lock-up facility • Issues noted: with site relocation things got reappropriated, need to repurchase some gear (will consult with Grant); unlikely to recur 	

19	ConFest Committee Meeting Schedule																																			
	<p>Agenda item ID: - Item by: Troy Reid</p> <p>Next regular CC meeting is on Thursday 12 December 2019, thereafter</p> <table border="0"> <tr><td>16 Weeks out from ConFest</td><td>19/12/2019</td></tr> <tr><td>15 Weeks out from ConFest</td><td>26/12/2019 Holiday</td></tr> <tr><td>14 Weeks out from ConFest</td><td>02/01/2020 Holiday</td></tr> <tr><td>13 Weeks out from ConFest</td><td>09/01/2020 CC Meeting</td></tr> <tr><td>12 Weeks out from ConFest</td><td>16/01/2020</td></tr> <tr><td>11 Weeks out from ConFest</td><td>23/01/2020</td></tr> <tr><td>10 Weeks out from ConFest</td><td>30/01/2020</td></tr> <tr><td>9 Weeks out from ConFest</td><td>06/02/2020</td></tr> <tr><td>8 Weeks out from ConFest</td><td>13/02/2020 CC Meeting</td></tr> <tr><td>7 Weeks out from ConFest</td><td>20/02/2020 AGM</td></tr> <tr><td>6 Weeks out from ConFest</td><td>27/02/2020</td></tr> <tr><td>5 Weeks out from ConFest</td><td>05/03/2020</td></tr> <tr><td>4 Weeks out from ConFest</td><td>12/03/2020 CC Meeting</td></tr> <tr><td>3 Weeks out from ConFest</td><td>19/03/2020</td></tr> <tr><td>2 Weeks out from ConFest</td><td>26/03/2020</td></tr> <tr><td>1 Weeks out from ConFest</td><td>02/04/2020</td></tr> <tr><td>Start of 2020 Autumn ConFest</td><td>09/04/2020</td></tr> </table>	16 Weeks out from ConFest	19/12/2019	15 Weeks out from ConFest	26/12/2019 Holiday	14 Weeks out from ConFest	02/01/2020 Holiday	13 Weeks out from ConFest	09/01/2020 CC Meeting	12 Weeks out from ConFest	16/01/2020	11 Weeks out from ConFest	23/01/2020	10 Weeks out from ConFest	30/01/2020	9 Weeks out from ConFest	06/02/2020	8 Weeks out from ConFest	13/02/2020 CC Meeting	7 Weeks out from ConFest	20/02/2020 AGM	6 Weeks out from ConFest	27/02/2020	5 Weeks out from ConFest	05/03/2020	4 Weeks out from ConFest	12/03/2020 CC Meeting	3 Weeks out from ConFest	19/03/2020	2 Weeks out from ConFest	26/03/2020	1 Weeks out from ConFest	02/04/2020	Start of 2020 Autumn ConFest	09/04/2020	
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20	Standard Power Source & Lighting System Proposal for ConFest																																			
	<p>Agenda Item: Email Query Item by: Ron Ehardt, SA ConFest</p> <p>Email Details: <i>"It looks like the applications processes is complicated and time consuming. As all of my dealings with DTE have personally costs me lots and wasted my time I am reluctant to waste more time on a pointless exercise. I was wondering if the committee could give me a percentage estimate of how likely this proposal would go ahead so I can decide if I should spend the time on the applications process. Please acknowledge the receipt of this email.</i></p> <p><i>In the past I have produced various lighting devices for Confest. These included numbered navigation signs, lighting the workshops board, safety lights on gates, head torches for workers and toilet lighting and finders. The problem has been that eventually they fail or are lost or are destroyed by the harsh environment. One of the main problems is powering the lights. I would like to suggest that we use a standard cheap 5 volt mobile phone battery bank charger. I would like to see Confest standardise all lighting with these battery banks. A battery bank would cost \$10 per LED Light (20ma) & last all Confest.</i></p> <p><i>Solar lights - 20ma for 12 hours (most solar lights last only 5 hrs) is 0.25 amp hour</i></p> <p><i>Power banks - 5 hrs at 250 ma = 1.25 amp hours</i></p> <p><i>My proposal</i></p> <p><u>Night time navigation lights</u> <i>(Sign reads "Please remember this number so you can find your way back to your camp site at night NoXX)</i> <i>20 power banks for night signs. \$200</i> <i>20 new signs with daylight sensors \$200 ? not sure of cost yet</i> <i>20 water resistant containers \$20</i></p> <p style="text-align: right;"><i>...continued over page</i></p>																																			

	<p>..proposal continued from previous page</p> <p><u>Safety light for gates and unsafe places</u> 20 power banks \$200 20 water resistant containers \$20 Glue and silicon gel \$10 20 led lights with daylight sensors \$30</p> <p><u>Toilet finding light</u> 20 cascading icicle led lights at \$3 each \$60 20 power banks \$200 20 water resistant containers at \$20</p> <p><u>Workers hats</u> 20 power banks \$200 Hats free (left over from SA Confest)</p> <p>PROS of battery banks</p> <ul style="list-style-type: none"> • Batteries are good for 100s of charges. • The on board battery management system protects the battery. • The batteries have a reasonable amount of power. • The batteries can be paralleled up for greater length of operation. • Batteries provide 5 to 10 times the amount of power that a solar cell provides. • In most cases the batteries provide enough power to last all of Confest <p>CONS of battery banks</p> <ul style="list-style-type: none"> • Not water proof (water proof containers available from Kmart for \$1 each) • Need to be charged • Could be stolen. • Its hard to charge so many batteries at once (I can charge 30 batteries at once using a modified PC power supply) • Its hard to tell if the batteries are faulty (I can make up several battery testers so we can check the capacity of batteries between Confests. <p>Lighting could be installed with some limits:</p> <ul style="list-style-type: none"> • Workshops board • Inside Toilets <p>Other costs: 20 USB LED LED \$40 Velcro \$7.50 Charger for 30 power banks \$55 Battery testers \$10 Plus 20% for cost over runs.</p> <p><i>If you wish to change the amount of any of these items please contact me.</i></p> <p>Request to CC: <i>In summary I would like a budget to provide a standard power source and lighting system for Confest. If you approve of the concept in general we can work out exact numbers for a budget.</i></p> <p>Ron Ehrat</p>	
21	<u>Carried Resolutions</u>	Procedural
	Motion: That the minutes of 10 October 2019 be accepted.	Moved by Coral Larked and seconded by Kathy Ernst PBC

	Motion: To approve funding of \$2160 for a December Working Bee to be facilitated by Craig Newcombe and Rob Legg-Bagg	Moved by Craig Newcombe Seconded by Mark Rasmussen PBC
22	<u>Next Meeting Date & Time Confirmation</u>	<i>Procedural</i>
	Thursday 12th December 2019 7:30pm	
23	<u>Meeting Ended</u>	<i>Procedural</i>
	10.02pm	