

# Down-To-Earth Cooperative Society Victoria Limited

## Organising Committee Minutes

**Date:** 28<sup>th</sup> 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	<b>Acknowledge and pay respect to the traditional owners and ongoing custodians of the land</b>	
	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	<b>Meeting Started</b>	<i>Procedural</i>
	7.52 PM	
3	<b>Meeting coordinators</b>	<i>Procedural</i>
	<b>Chairperson:</b> John Reid <b>Minute Keeper:</b> Coral Larke	
4	<b>Attendance</b>	<i>Procedural</i>
	<ol style="list-style-type: none"> <li>1. Cruise David</li> <li>2. Ernst Kathy</li> <li>3. Fitzpatrick Skye</li> <li>4. Gregory Steve</li> <li>5. Larke Coral</li> <li>6. Hunt Lindy</li> <li>7. MacPherson Robin</li> <li>8. McDonald David</li> <li>9. Morsman Tania</li> <li>10. Mathews Malcolm</li> <li>11. Reid John</li> <li>12. Schwartz Marty</li> <li>13. Tarr Jenni</li> <li>14. Tippett Peter</li> <li>15. Tunney Kristen</li> <li>16. Wells Jack</li> </ol>	
5	<b>Confirmation of previous minutes</b>	<i>Procedural</i>
	<b>Date:</b> 31 <sup>st</sup> October, 2019 <b>Moved:</b> Kathy Ernst <b>Seconded:</b> Scouse <b>PBC</b>	
6	<b>Matters Arising</b>	<i>Procedural</i>
	<b>Date:</b> 26 <sup>th</sup> September, 2019 <b>Correction:</b> Robin MacPherson's request for \$3000 for a DTE tent was deferred not PBC.	
7	<b>Correspondence</b>	<i>Procedural</i>

8	Payments							Procedural	
	Inv No.	Issue Date	From	For	Due	\$	Paid by	<i>Moved Seconded PBC PBM</i>	
	<b>Motion:</b> That the bills listed are approved for payment								
9	Action Tasks								
	Date	Title	Description	Assigned	Status				
	03/10/2019	CWS	To advise CWS to drop a bin off to Bylands.	Robin McPherson	Ongoing				
	03/10/2019	Set up Auto Payment	To ask CERES if we can set up an auto payment	Troy Reid	Ongoing				
	03/10/2019	WB to pay extra on CWS Invoice	To email the Working Bee Coordinators a copy of the CWS Invoice so they can pay the extra agreed \$800	Mark Rasmussen Tania Morsman	Complete				
	No date	Debit Card	Skye's FINCOM to obtain a debit card.	Robin MacPherson	Ongoing				
	No date	Facilitation of Bylands Debit Card	To ask Don if he would like to facilitate the debit card for Bylands.	David Cruise	Complete				
	No date	Secretary role	The OC to ask the Secretary what duties that will be performed under that role.	Troy Reid	Ongoing				
	No date	Vehicle Use Policy	Interested people to set a time to discuss DTE vehicle and trailer policy.	Coral to follow up	Ongoing				
	2018 & 2019	Load and Go Cards	Troy to supply correspondence from Australia Post regarding load and go cards	Troy Reid	Ongoing				
	31/10/10	Late items presented at OC meetings	To work on motions for late agenda items.	Coral and Lindy	Ongoing				
	28/11/19	Communicate with Mark re Repairs to Cat and John Deere	To write to Mark Rasmussen as Asset Management to organise repairs as per approved resolution.	Coral					
	28/11/19	Communicate to Mark Rasmussen	Write to Mark Rasmussen re vehicle registration, equipment repairs and Asset management discussion posed for the next OC meeting	Coral					
	28/11/19	Communicate to Troy Reid	Write to Troy re floc problem	Coral					
10	WHS Budget						Martin		
	<p><b>Agenda details:</b> 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 their job effectively.</p> <p><b>Motion:</b> That a budget of \$15,000 is made available to the WHS committee.</p>						<i>Moved Marty Schwartz Seconded Peter Tippett</i>		

	Deferred until January after the WHS committee has had time to work as a committee and after audit.	
<b>11</b>	<b>OC Financial Report</b>	Tania Morsman
	<p><b>Agenda item ID:</b> 7319</p> <p>Agenda details: Our AGM is coming up on the 20/02/2020. A financial report from the OC is required.</p> <p><b>Motion:</b> That the OC begin preparing a financial report for the upcoming 20/02/2020 AGM and make clear who does it.</p> <p>FinCom is on round 2 with the receipts and the accounts will be ready for the AGM</p>	<p><b>Moved</b> Tania Morsman</p> <p><i>Motion Withdrawn</i></p>
<b>12</b>	<b>SGM</b>	Kathy Ernst
	<p><b>Agenda item ID:</b> 7321</p> <p><b>Agenda details:</b> There are issues that need to be resolved before the AGM in February.</p> <p><b>Motion:</b> That DTE holds an SGM on 9th January 2020.</p>	<p><b>Moved</b> Kathy Ernst</p> <p><b>Seconded</b> Tania Morsman</p> <p><b>PBC</b></p>
<b>13</b>	<b>The Cat and The John Deere</b>	Tania Morsman
8.39 PM	<p><b>Agenda item ID:</b> 7322</p> <p><b>Agenda details:</b> Last working bee it was identified that heavy machinery needed to be maintained and repaired. The Cat needs its back hoe hydraulics repaired and The John Deere needs a service. Have these jobs been actioned?</p> <p><b>Motion:</b> That as soon possible The Cat has its hydraulics repaired and the John Deere be serviced if they haven't already.</p> <p><b>Action:</b> To write to Mark Rasmussen as Asset Management to organise repairs as per approved resolution.</p>	<p><b>Moved</b> Tania Morsman</p> <p><b>Seconded</b> David Cruise</p> <p><b>PBC</b></p>
<b>14</b>	<b>Cultural Transformation</b>	Coral Larke
8.47 PM	<p><b>Agenda item ID:</b> 7324</p> <p><b>Motion:</b> That the approved funds for the Cultural Transformation Program at the February SGM be transferred into Coral Larke's Debit Card.</p>	<b>Deferred to the Board</b>
<b>15</b>	<b>AGM - Director Nominations for the BOARD</b>	Tania Morsman
8.50 PM	<p><b>Agenda item ID:</b> 7326</p> <p><b>Agenda details:</b> Leading up to the AGM and director nominations for the DTE Board it will serve the members to have some idea of those who are being nominated for director positions and further, allow nominees an opportunity to lobby in an arena that is supported in an ethical way to promote themselves. It is suggested that a Q &amp; A forum be organised prior to the AGM.</p> <p><b>Motion:</b> That a Question and Answer Forum be set up with a focus between DTE members and DTE director nominations/candidates for the Board.</p> <p>NB: Possible date first week in February.</p>	<p><b>Moved</b> Tania Morsman</p> <p><b>Seconded</b> Scouse</p> <p><b>PBC</b></p>
<b>16</b>	<b>Membership Validation</b>	Tania Morsman
8.58 PM	<p><b>Agenda item ID:</b> 7327</p> <p><b>Agenda details:</b> It is important that DTE membership is validated and completed before the commencement of the DTE AGM process so that only current and active members are counted.</p> <p><b>Motion:</b> That the DTE membership list be validated and that this be completed before the start of the 2020 DTE AGM Board Member voting process and further that no candidate be involved in the validation process.</p> <p>Kristin explained the verification process. Activity forms are sent in, the board approves and their membership which is verified for the year. Membership register is the register that the auditor uses for election buddy. Emails are checked by the Secretary who sends out emails to members and if a bounce back happens then this is followed up.</p>	<p><b>Moved</b> Tania Morsman</p> <p><b>Deferred</b></p>
<b>17</b>	<b>Bookkeeper to set up payments</b>	Coral Larke

9.19 PM	<p><b>Agenda item ID:</b> 7328</p> <p><b>Agenda details:</b> To ensure that payments are made in a timely manner to avoid a conflict of interest that our bookkeeper is given the task of setting up payments.</p> <p><b>Motion:</b> That the Bookkeeper sets up payments and three directors authorises the payment. That the bookkeeper is provided minutes and bills to make the payments.</p>	<p><i>Moved Coral Larke</i> <i>Seconded Scouse PBC</i></p>
<b>18</b>	<b>Asset management</b>	Coral Larke
9.30 PM	<p><b>Agenda item ID:</b> 7329</p> <p><b>Agenda details:</b> After co-writing the vehicle policy draft it became obvious that to work that one area proficiently it requires a dedicated team. That is only one component that makes up asset management. Woorooma buildings, Bylands buildings, Water treatment and storage, vehicle maintenance, vehicle registrar, dedicated purchaser, keys &amp; security, secure storage units for villagers, and infrastructure makes up asset management. The facility is too big for one person to handle.</p> <p><b>Motion:</b> That a committee is formed to look at all the areas that makes up Asset Management, to write a paper and provide recommendations to the OC</p> <p><b>Discussion;</b></p> <ul style="list-style-type: none"> <li>• At the last ConFest there were many problems.</li> <li>• Too much authority and responsibility for one person.</li> <li>• Need to implement changes well before next ConFest.</li> <li>• At the working Bee equipment was not ready for use.</li> <li>• We need a festival manager and site manager.</li> </ul> <p>As Mark Rasmussen was not available to partake in the discussion the motion will be deferred until the next OC.</p> <p><b>Action:</b> Coral Larke To write to Mark to notify him of discussion to take place at the next OC</p>	<p><i>Moved Coral Larke</i> <i>Seconded Lindy Hunt</i> <i>Deferred to next OC</i></p>
<b>19</b>	<b>Water at Woorooma</b>	John Reid
9.48 PM	<p><b>Agenda item ID:</b> 7330</p> <p><b>Agenda details:</b> While our microbial testing has not shown any problematic contamination, the water settling system (floc treatment) has not been working as well as is desired, and as a result the water is noticeably cloudy. The reticulated water is expected to be safe for all cooking and washing. This recommendation should be regarded as precautionary. Some background: TL;DR. The last microbial tests were taken at the end of September. The tests are for E. coli (a proxy for faecal contamination) and total coliforms (a broad-spectrum measure). These tests are not exhaustive, and there is the potential for other microbes to be present without being detected, although the likelihood is low. The treatment plant has 3 microbial barriers, 2 are UV treatment, one is Hydrosil, a Hydrogen Peroxide based sanitiser. As the water is currently, the UV treatments must be considered to be ineffective, and we are down to 1 barrier. For the UV treatments to be considered effective, the water should be below one NTU. The Board was requested to look at this, and I have been requested to take this to the OC. More water was produced, I believe early November, filling the Rhino tank. The treatment plant has 2 main stages, a floc section, where the bulk of the suspended solids are removed, then a 2 stage filter section. The water is then stored in the Rhino tank.</p> <p><b>Motion:</b> That DTE recommend working bee participants bring drinking water until further notice.</p> <p><b>Johns Recommendation:</b> That the relevant director follows the flock tank procedure.</p> <p><b>Action:</b> To request that Troy attends to this problem. Coral</p> <p><b>Action:</b> To inform working bee participants of alternatives including; drinking from rainwater tank or adding chlorine to the water. Tania</p>	<p><i>Moved David Cruise</i> <i>Seconded Lindy Hunt</i> <i>PBC</i></p>
<b>20</b>	<b>DTE vehicle registration</b>	Coral Larke
10.13 PM	<p><b>Agenda item ID:</b> 7331</p> <p><b>Agenda details:</b> On three occasions Tania Morsman emailed Mark Rasmussen asking if he had registered a Ford Territory in his name. He did not answer her question. DTE paid for the registration of the Ford Territory 15th April Mark Rasmussen put it in his name.</p> <p><b>Motion:</b> That Mark Rasmussen immediately transfers the Ford Territory Rego number 1 PJ1VW into DTE's name.</p> <p><b>Action:</b> To get the OC to ask the Board to find out information about a company account that was set up.</p>	<p><i>Withdrawn</i></p>

	2015 There was a motion that all DTE vehicles were not to be put in individuals names.	
<b>21</b>	<b>Complaint about Asset Management</b>	Ellen Brogan
	<b>Agenda item ID:</b> 7332 <b>Agenda details:</b> A document outlining the nature of the complaint has been circulate to the OC email for discussion and reference <b>Motion:</b> That the OC mediates the nature of the complaint as outlined in the discussion document	<b>Deferred</b>
<b>22</b>	<b>ICT</b>	Scouse 1619
	<b>Agenda item ID:</b> 7334 <b>Agenda details:</b> David Cruise's website and email servers costs DTE \$360 per year. Current ICT costs are \$32,000 per year. I want to know why. <b>Motion:</b> As per OC agenda item dated 6th September, 2018 that ICT is audited. That an ICT audit is conducted with a time line and to obtain comparative quotes for software and services. The outcome is to measure if DTE is getting the best products and service for its expenditures.	<b>Deferred</b>
	<b>Minutes from 26/9/2019 to be corrected</b>	Kathy Ernst
	<b>Agenda item ID:</b> 7335 <b>Agenda details:</b> I was at this meeting. I did not agree to spend \$3000 on a DTE tent. I have checked the audio and the motion was deferred. <b>Motion:</b> That the minutes of the OC meeting on 26/9/2019 be amended to show that the request for \$3000 for a DTE tent was deferred not PBC.	<b>Moved</b> Kathy Ernst <b>Seconded</b> Tania Morsman <b>PBC</b>
<b>23</b>	<b>Current Director Authorities and their reluctance to share with the Members</b>	Scouse 1619
	<b>Agenda item ID:</b> 7336 <b>Agenda details:</b> I believe it is now a good time to say that Asset Management, ICT, First Aid and any other positions held by individual Directors will become Sub Committees of the OC because OC is where the funding comes from. All of the above Sub Committees will have at least 4 or more Members and Directors are able to be part of these Committees in the capacity of Ordinary Members as per Rule 38. <b>Motion:</b> I believe it is now a good time to say that Asset Management, ICT, First Aid and any other positions held by individual Directors will become Sub Committees of the OC because OC is where the funding comes from. All of the above Sub Committees will have at least 4 or more Members and Directors are able to be part of these Committees in the capacity of Ordinary Members as per Rule 38.	<b>Deferred</b>
<b>24</b>	<b>Carried Resolutions</b>	<i>Procedural</i>
	<b>SGM</b> That DTE holds an SGM on 9th January 2020. <b>Moved</b> Kathy Ernst <b>Seconded</b> Tania Morsman <b>PBC</b> <b>Cat and John Deere</b> That as soon possible The Cat has its hydraulics repaired and the John Deere be serviced if they haven't already. <b>Moved</b> Tania Morsman <b>Seconded</b> David Cruise <b>PBC</b> <b>AGM - Director Nominations for the BOARD</b> That a Question and Answer Forum be set up with a focus between DTE members and DTE director nominations/candidates for the Board. <b>Moved</b> Tania Morsman <b>Seconded</b> Scouse <b>PBC</b> <b>Bookkeeper to set up payments</b> That the Bookkeeper sets up payments and three directors authorises the payment. That the bookkeeper is provided minutes and bills to make the payments. <b>Moved</b> Coral Larke <b>Seconded</b> Scouse <b>PBC</b> <b>Water at Woorooma</b> That DTE recommend working bee participants bring drinking water until further notice. <b>Moved</b> David Cruise <b>Seconded</b> Lindy Hunt <b>PBC</b> <b>Minutes from 26/9/2019 to be corrected</b> That the minutes of the OC meeting on 26/9/2019 be amended to show that the request for \$3000 for a DTE tent was deferred not PBC. <b>Moved</b> Kathy Ernst <b>Seconded</b> Tania Morsman <b>PBC</b>	
<b>25</b>	<b>Next Meeting Date &amp; Time Confirmation</b>	<i>Procedural</i>
	5 <sup>th</sup> December, 2019 After the Board meeting.	
	<b>Meeting Ended</b>	<i>Procedural</i>
	10.51 PM	

