

Down-To-Earth Cooperative Society Victoria Limited

Organising Committee Minutes

Date: 20th January, 2020
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>	Procedural
	7.40 PM	
3	<u>Meeting coordinators</u>	Procedural
	Chairperson: Tania Morsman Minute Keeper: Coral Larke	
4	<u>Attendance</u>	Procedural
	Banville Denise Ernst Kathy Duncan Glen Gregory Steven Larke Coral MacPherson Robin Mathews Malcolm Morsman Tania Schwartz Marty Taylor Kevin Tippett Peter Simmons Barry Shipperlee Aaron Royal Don	
5	<u>Confirmation of previous minutes</u>	Procedural
	Date 17-12-19 Moved: Kathy Ernst Seconded: Tania Morman Correction: Get rid of duplication of Item 10 Delete item 13 Moved with corrections PBC Date 28-11-19 Moved: Malcolm Mathews Seconded: Marty Schwartz PBC	
6	<u>Matters Arising</u>	Procedural
	That the OC urgently and officially request Troy Reid or anyone else with control over SharePoint to authorise members of GMWG to access MemCom database so that the MemCom database can be audited as per the motion passed on 17/12/2019.	

	<p>Peter Tippett: We need basic information, activity forms and contact details. Barry: the Board controls the MemComs list, permission is needed from the Board Robin MacPherson notified the meeting that the SGM Paper Ballot was cancelled. Robin MacPherson: Action task: Coral Larke to contact Kristen and Troy to request access to Kathy Ernst to the MemCom register and provide the minutes to confirm the OC decision</p>							
7	Correspondence							<i>Procedural</i>
	The secretary has not provided the OC with correspondence inwards.							
8	Payments							<i>Procedural</i>
	Inv No.	Issue Date	From	For	Due	\$	Paid by	<i>Moved Seconded PBC PBM</i>
	Motion: 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	Complete			
	03/10/2019	Set up Auto Payment	To ask CERES if we can set up an auto payment	Troy Reid	Ongoing			
	?	Debit Card	Skye's FINCOM to obtain a debit card.	Robin MacPherson	Complete			
	26-9-10	Secretary role	The OC to ask the Secretary what duties that will be performed under that role.	The OC	Ongoing			
	?	Vehicle Use Policy	Interested people to set a time to discuss DTE vehicle and trailer policy.	Coral				
	2018 & 2019	Load and Go Cards	Troy to supply correspondence from Australia Post regarding load and go cards On the 17th January 2020 Troy supplied a set of statements to Michael Hill.	Troy Reid	Complete			
	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	Complete			
	28/11/19	Communicate to Mark Rasmussen	Write to Mark Rasmussen to request that he takes the Ford Territory out of his name and put into DTE's name.	Coral	Complete			
	28/11/19	Communicate to Troy Reid	Write to Troy re floc problem	Coral	Complete			
	28/11/19	Communicate with Asset Management	Organise Heavy Equipment repairs	Coral	Complete			

	17/12/19	Complaints	Tania to write a paper for the OC regarding Complaints Processes	Tania	Complete	
	20-1-2020	Complaints process	To circulate the program Tania researched from Group Works. On creating a complaints structure for DTE. To keep Wellness in the loop	Coral		
	20-1-2020	Communicate to Mark Rasmussen	Write to Mark Rasmussen to send a letter of demand of 21 days or further action will be taken.	OC		
	20-1-2020	Civil works	Malcolm Mathews to organise contact details to link up Kevin Taylor with Chris Wilson.	Malcolm Mathews		
	20-1-2020	Coding in FinCom	To keep the OC up to date with the coding problem	Robin Mac Malcolm Mathews		
10	General Meeting Expenses					Kathy Ernst
	Agenda item ID: 7359 Agenda details: Copy of Budget Application form has been sent to OC mail group Motion: That Kathy Ernst on behalf of the OC General Meeting Working Group receive a budget of \$3,100 to pay for food at the meetings and other expenses of running the General Meetings					Moved Kathy Ernst Seconded Tania Morsman PBC
11	Letter of demand					
	Motion: That Kathy Ernst writes a letter of demand on behalf of the OC to Mark Rasmussen to demand that the registration of the Ford Territory be transferred from his name into DTE's name and warning that if this is not done within 21 days further action will be taken.					Moved Kathy Ernst Seconded Scouse PBC
12	WHS Budget					Martin
	Agenda item ID: 7216 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 their job effectively. Motion: That a budget of \$15,000 is made available to the WHS committee. NB: Robin will be a surrogate.					Moved Martin Schwartz Seconded Scouse PBC
13	Complaint about Asset Management					Ellen Brogan
	Agenda item ID: 7332 Item by: Ellen Brogan 1710 and those list as authors of the complaint Agenda details: A document outlining the nature of the complaint has been circulated to the OC email for discussion and reference Motion: That the OC mediates the nature of the complaint as outlined in the discussion document.					Deferred
14	ICT					Scouse 1619
	Agenda item ID: 7334 Agenda details: 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. Motion: 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.					Deferred
15	Directors not communicating with Members					Scouse 1619
	Agenda item ID: 7336 Agenda item: Current Director Authorities and their reluctance to share with the Members. Agenda details: 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					Deferred

	<p>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.</p> <p>Motion: 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.</p>	
16	Fincom \$15,000 Budget	Robin Macpherson
	<p>Agenda item ID: 7391</p> <p>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 15,000 to cover the annual costs of running FINCOM</p>	<p><i>Moved Robin MacPherson</i></p> <p><i>Seconded Marty Schwartz</i></p> <p><i>PBM</i></p>
17	Change from Origin Energy	Coral Larke
	<p>Agenda item ID: 7365</p> <p>Agenda details: While Australia deals with drought, bushfires and a water crisis, Labor's Northern Territory Environment Minister spent Christmas signing off on Origin Energy's fracking plans in the Beetaloo Basin. If companies like Origin and Santos are not stopped they will release the equivalent of 22bn tons of CO2 into the atmosphere, equating to more than 20 years of Australia's emissions. Origin admits that one frack can use up to 60 million litres of water. We cannot allow this kind of environmental degradation to take place upon the driest inhabited continent on earth. We have our own massive fight but will do what we can to stand with our comrades, especially First Nations communities in the 'Sacrifice Zone' on the frontlines.</p>	<i>Deferred</i>
18	ANZ	Coral Larke
	<p>Agenda item ID: 7366</p> <p>Agenda details: In 2016 DTE moved a motion to take its money out of the ANZ for it support of the fossil fuel industry. We are also slugged by unnecessary bank fees.</p> <p>Motion: That DTE follows through with the motion and close all 5 accounts it currently holds with the ANZ. That all monies are transferred to the Community Sector Banking.</p>	<i>Deferred</i>
19	Discussion item a memorial tribute to Flynny	Lindy Hunt
	<p>Agenda item ID: 7367</p> <p>Agenda details: As most of us probably know John Flynn aka Flynny died Christmas Eve. He was heavily involved with Geco, the environment movement and DTE. There have been devastating bush fires in East Gippsland and Goongerah in particular has been devastated. I would like to have a discussion leading to a motion that DTE make a donation to either Geco and or an animal rescue organisation/s as a memorial tribute to John Francis Flynn (Flynny) I am suggesting an amount of \$10,000.</p>	<i>Deferred</i>
20	AGM Forum	Tania Morsman
	<p>Agenda item ID: 7370</p> <p>Agenda details: That a Question and Answer Forum be set up with a focus between DTE members and DTE director nominations/candidates for the Board. I would like to be present at Ceres to set up the space for the Q&A Forum and am asking that DTE pay for my travel expenses (airplane ticket) so I can do this. \$500</p> <p>Motion: That DTE pays for Tania Morsman's return airfare from Queensland to Melbourne for the 2020 AGM Q&A FORUM. the scheduled DTE meeting be put off in favour of holding the Q&A FORUM.</p>	<p><i>Moved Tania Morsman</i></p> <p><i>Seconded Coral Larke</i></p> <p><i>PBC</i></p>
21	Civil Works Budget	Kevin Taylor
	<p>Agenda item ID: 7377 Item by: Front-Gate/Ticketing Crew</p> <p>Motion: "that a budget of \$12,000 for civil works for ticketing area through box creek, past welcome and car park to paddock entrance for 2020 Autumn ConFest be accepted."</p>	<i>Waiting on application form</i>
22	Fire truck water tank repairs	Kevin Taylor
	<p>Agenda item ID: 7378</p> <p>Motion: "that budget for civil works to repair and re-plumb water tank on tower near woolshed for use by fire trucks to fill in an emergency." \$2000</p>	<i>Withdrawn</i>

	Action Task: Malcolm Mathews to liaise with Chris Wilson, Kevin Taylor and John Reid.	
23	Large art project	Martin Schwarz
	<p>Agenda item ID: 7381</p> <p>Agenda details: To build a large light up serpent above the river as an art installation. This installation will move with the wind and light up from a solar rig. It will pack down easily and be able to be stored in a small space.</p> <p>Motion: That a budget of \$4000 is allocated to build and install this project.</p>	<i>Deferred to 4ArtSake</i>
24	Asset management	Coral Larke
	<p>Agenda item ID: 7384</p> <p>Agenda details: On 9th January Mark Rasmussen announced his resignation of the vehicle side of asset management.</p> <p>Motion: That a vehicle maintenance group is formed as part of the OC to; 1. Organise Mechanical Maintenance 2 Maintain a Register</p>	<i>Moved Coral Larke Secoded Scouse PBC</i>
25	Coding in Xero	Coral Larke
	<p>Agenda item ID: 7388</p> <p>Discussion: There is a problem with our accounts in FinCom. The major being there is no uniform coding. One director is coding one way and others doing it another way.</p> <p>Robin provided a report explaining that this can easily be rectified and that those coding receipts have recently started communicating about the problem.</p> <p>Malcolm identified that there has been no guidelines for coding, resulting in no reports being able to be produced.</p>	<i>Item was discussed</i>
26	Request for audit of load and go cards	Malcolm Matthews
	<p>Agenda item ID: 7389</p> <p>Agenda details: Request that the OC ask for an audit of the Load and Go card and determine if there is any outstanding money owed by anyone, and the report be supplied to the OC.</p> <p>Background: There is a statement in Xero that I believe to be incorrect. <u>ID 15617</u> Write Off Load & Go cards as per request by Director - Troy Reid. (Malcolm Matthews was responsible for these cards and did not return unused funds back to the co-operative). Advice given to Directors that this should not be written off but pursued from volunteer - advice was ignored by directors)</p> <p>(Manual Journal: Posted by Bree Nurse on 13 Nov 2018) 30 Jun 2018 Account Area/Budget Event Debit Credit Unreceipted Expenses (376) 2017 Autumn ConFest 4,496.91 AustPost Load & Go Cards (626) 2017 Autumn ConFest 4,496.91</p> <p>A director is about to bank the outstanding balances from the load and go card. Once these amounts have been banked, an audit can be carried out.</p> <p>Motion: To review the above statement and provide details if there is any outstanding monies owed.</p>	<i>Deferred</i>
	WHS storage and transport	Martin Schwarz
	<p>Agenda item ID: 7390</p> <p>Agenda details: Storage and transport of goods to site</p> <p>Motion: That up to \$6500 is made available for a container and transport costs of goods.</p>	<i>Deferred</i>
	Carried Resolutions	
	<p>General Meeting Expenses That Kathy Ernst on behalf of the OC General Meeting Working Group receive a budget of \$3,100 to pay for food at the meetings and other expenses of running the General Meetings Moved Kathy Ernst Secoded Tania Morsman PBC</p> <p>Letter of demand That Kathy Ernst writes a letter of demand on behalf of the OC to Mark Rasmussen to demand that the registration of the Ford Territory be transferred from his name into DTE's name and warning that if this is not done within 21 days further action will be taken. Moved Kathy Ernst Secoded Scouse PBC</p> <p>WHS Budget That a budget of \$15,000 is made available to the WHS committee.</p>	

	<p>Fincom \$15,000 Budget Fincom be given a budget of 15,000 to cover the annual costs of running FINCOM Moved Robin MacPherson Seconded Marty Schwartz PBM</p> <p>AGM Forum That DTE pays for Tania Morsman's return airfare from Queensland to Melbourne for the 2020 AGM Q&A FORUM. the scheduled DTE meeting be put off in favour of holding the Q&A FORUM. Moved Tania Morsman Seconded Coral Larke PBC</p> <p>Asset Management That a vehicle maintenance group is formed as part of the OC to: 1. Organise Mechanical Maintenance 2 Maintain a Register Moved Coral Larke Seconded Scouse PBC</p>	
	<p><u>Next Meeting Date & Time Confirmation</u></p>	
	<p><u>Meeting Ended 10.37PM</u></p>	