

Down to Earth

Organising Meeting

Date: 11 February 2020

Start time: 07:50 PM

Location: <https://dte.coop/live.meeting>

<https://dte.coop/to/zoom>

(02) 8015 2088 Meeting ID Number 2362803611

Not held at a physical location due to it being illegal to gather/hold meetings in physical space due to current pandemic.

MEETING OFFICIALS

CHAIR John Reid

MINUTES Kate Shapiro

ATTENDEES

Grant Waldram, Robin MacPherson, Kathy Ernst, Elisa Brock, Mark Rasmussen, Martin Schwarz, John Reid, Kate Shapiro, Coral Larke, Aaron Shipperlee, Kristen Joy, Peter Tippett, Troy Reid, Trevor Pitt, Deb Moerkerken, Darren Geraghty, John Magor, Glenn Duncan, Kevin Taylor, David Cameron, Natalie from Consent Cove

ACKNOWLEDGMENT OF COUNTRY

We gather on the lands of many Aboriginal Nations. We pay our respects to Elders past, present and emerging.

MINUTES OF THE PREVIOUS MEETING

Confirmation of previous minutes (Procedural)

- Minutes from previous meetings
 - Elisa raised the fact that December 2019 minutes weren't on data. Coral will send to David.
- Minutes 17/12/19 - Moved Kathy Ernst Passed Elisa Brock

MATTERS ARISING

- Kristen flagged the fact that we don't have any record of the fact that a meeting took place other than the minutes. No list of meetings that have taken place that we can match minutes against to identify if minutes are missing.
- Letter of demand

Kathy: Territory still registered in Mark Rasmussen's name. Kathy states she verified with VicRoads that no roadworthy is necessary if the vehicle was registered in his name in error.

Troy: Vehicle was registered in NSW. Transfer of ownership was in NSW therefore VicRoads cannot amend the transfer of ownership that was carried out in NSW. Mark's transfer of vehicle into his personal name was due to the fact that DTE don't have an org account in NSW and he did it into his own name temporarily until he got back to Victoria. It has now been transferred into DTE's name here in Victoria following getting the necessary roadworthy certificate.

CORRESPONDENCE

- Application to CAV re: annual return extension - Document forwarded by Troy. Confirmed received.

BILLS:

- Converge - Invoice - \$220.00 (refer to motion 3. - struck and then deferred to board for payment.)
- Mark Willians - Invoice - Deferred to board

REVIEW OF ACTION TASKS

GSC - To meet to discuss road, fence and gates - GSC will take place tomorrow night (12.2.20)

Discussion re: people in East Gippsland / GECO - Lindy Hunt following up

Trailer policy - Coral Larke - deferred

AGENDA

Motions passed:

1. Motion "That the Down to Earth (Victoria) Co-op Annual General Meeting for FY 2018-2019 is confirmed to be on 27th February 2020, not as previously moved on the 20th."

Moved: Lindy Hunt

Seconded: Coral Larke

Decision: PBC

2. Motion "That a budget of \$12,000 for civil works for new entry road budget be accepted as per application lodged by Kevin Taylor, breakdown:

Grader Hire \$5,000 Concrete Pipes \$2,000 Road Base & Sand \$4,000

Fencing/Gate Materials \$1,000

Moved: Troy Reid

Seconded: Mark Rasmussen

Decision: PBM

3. Motion "To approve bills for payment: Converge in the amount of \$220 to be paid."

Moved: Coral Larke

Seconded: Lindy Hunt

Decision: PBC (STRUCK - SEE BELOW)

POINT OF ORDER RAISED BY TROY -> Budget this was approved out of is a board budget therefore motion cannot be carried and the bill should be paid by board. Motion struck, bill to be deferred to board for a motion to approve payment.

4. Motion: That the OC remembers section 47(1) (a) of the DTE Constitution and collates agendas for the Board.
 - Significant discussion: Mark raised that this is already a rule, chair ruled that the motion should be allowed to go ahead because it is a reminder of its duty rather than the rule itself.
 - Discussion about who reports to who in terms of OC reporting to board vs board reporting to OC.
 - Rules state that the OC is a sub-committee of the board.
 - Discussion of accountability versus reporting lines and organisational structure. Board has executive powers which it can then delegate. It can delegate these to the OC.

Motion: Kathy Ernst

Seconded: John Magor

Decision: PBM

5. Motion: "Motion to approve an ex-gratia payment of \$102 to Bill Rickets recognising the supporting documentation has been lost."

Discussion relating to motion:

Says he gave receipts to Shardaë but they have been lost.

- We do not have a funding reimbursement form however the budget application form final page has a page that people can fill out for reimbursement. (Further discussion - see discussion items)
- Process: Would normally be a stat dec and reimbursement form / use of final form of application form however due to poor history of the coop reimbursing Bill Rickets suggesting as a good will gesture a one off ex-gratia payment to Bill Rickets.

- Robin on behalf of Fincom not happy - usually want stat dec - reluctantly supporting motion.
- Also refer to discussion items for details of policy discussion that came out of this motion.

Moved: Coral Larke

Seconded: Deb Moerkerken

Decision: PBC

6. Motion: "That the sum of \$6,344.80 be made available to the Site Operations team for the purpose of buying radio equipment to improve radio operation at Woorooma."

Discussion: Second repeater has been located free which they now have - refer to Matt English & Elisa Brock. New masts to be erected which will extend range. Discussion regarding power needed. The expanded needs should be considered in planning for new power solution.

Moved: Elisa Brock

Seconded: Lindy Hunt

Decision: PBC

7. Motion: "That Craig Newcombe be allocated \$1500 for infrastructure repair prior to the 2020 Confest."

Paperwork not in. Referred this and additional toilet budget to coming CC meeting.

8. Motion: "To approve the budget application dated 23-Nov-2019 from Darrylle Ryan totalling \$5,000 to purchase a tipper truck.

Moved: Mark Rasmussen

Seconded: Kate Shapiro

Decision: PBM

DISCUSSION ITEMS

- Notifications - Some members are receiving notifications from data that the meeting schedule has been updated to reflect a new meeting while others are not. John Magor received notice to this effect. Robin Macpherson
- Specialised fuel containers - Deferred by Coral Larke
- Point of order: Converge bill - approved for payment in OC however this was a budget approved in a board appropriation. To be deferred back to board.
- Discrepancy regarding attendance list due to John Magor not listed as having voting rights. John Magor states he was present at the meeting of 20/1/2020 but is not listed on the attendance. He has been at meetings since. Discussion regarding why it has not been raised since, how we keep attendance, definitive sources of attendance, timeline on when attendance can be approved. Coral listened to audio. Cannot find record of John in attendance. One John present in chat. John Reid also present at the meeting. No record of there being a second "John". John Magor request to be added to register.

Process improvements:

That the attendance list and attendance in minutes be reviewed in the meetings so everyone can make sure their attendance is recorded correctly.

- Trailer policy - Deferred
- Discussion about what is a Confest Committee item versus an Organisation Committee item. Troy went through the org structure.
- Servers - Member Martin Shwartz asked Troy of location of our web hosting company. Troy provided a summary of the location of hosting services.
- Policy suggestions out of discussion of motion re: reimbursement for Bill Ricketts: Reimbursement request without tax invoice policy. Need for reimbursement documentation. Reimbursement documentation as a separate form. Statutory declarations for missing documentation. Reinforcing that people should not be surrendering original documentation.
- Natalie from Consent Cove not sure about the process for activity log forms etc. Training needed for facilitators. ?Training needed for facilitators to sign activity forms.
- Discussion re: fence - 60 posts - 170 metres (Martin Schwarz) vs 350 metres river to lagoon (Trevor Pitt).

MEETING CLOSED

22:50