

**Down-To-Earth (Vic) Cooperative Society Limited
Organising Committee**

Minutes

Date: 2020-05-28
Scheduled Start: 7.30 PM
Venue: Ceres Learning Centre, Lee St East Brunswick
Audio: <http://dte.org.au/audiominutes/2020-05-28%20OC%20meeting%20starts%2020min.mp3>
Register on line: <https://dte.coop/live.meeting>
Zoom Connect: <https://dte.coop/to/zoom>
Phone Connect: (02) 8015 2088 Meeting ID Number 2362803611
Status: Finalised

| # | Item | Raised by: |
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| 1 | Acknowledge, and pay respect, to the traditional owners and ongoing custodians of the land | |
| | We gather on the land of the people of the Kulin nation. We pay our respects to Elders past, present and emerging. | |
| 2 | <u>Meeting Started</u> | <i>Procedural</i> |
| | 19:37 (00:22:37 into audio recording) | |
| 3 | <u>Meeting coordinators</u> | <i>Procedural</i> |
| | Chairperson: Tania Morsman Minute Keeper: Matthew Cengia Host: Tania Morsman | |
| 4 | <u>Confirmation of previous minutes</u> Started: 19:44 | <i>Procedural</i> |
| | Date(2020-05-14) Moved:(Kathy Ernst) Seconded: (Melody Braithwaite) Choose outcome: PBC Date(2020-04-30 or 2020-03-26 - recording is contradictory) Moved:(Kathy Ernst) Seconded: (Coral Larke) Choose outcome: PBC Date(2020-03-05) Moved:(Kathy Ernst) Seconded: (Elisa Brock) Choose outcome: Correction needed: Correction on title - delete word "Confest" | |
| 5 | <u>Attendance</u> Started: 19:55 | <i>Procedural</i> |
| | <ul style="list-style-type: none"> ● Aaron Shipperlee ● Andrew Wilkinson ● Coral Larke ● Darrylle Ryan ● David Cruise ● Denise Banville ● Elisa Brock ● Gary Laksy ● Jack Wells ● John Magor ● John Reid ● Kathy Ernst ● Kristen Joy ● Lindy Hunt ● Malcolm Matthews ● Mark Helson ● Marty Schwarts ● Matt Inghish | |

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| | <ul style="list-style-type: none"> Matthew Cengia Melody Braithwaite Peter Tippett Robin Macpherson Scouse Skye Fitzpatrick Sue Helson Tania Morsman Trevor Pitt Trevor Smith Vanessa Ernst | |
| 6 | Matters Arising | <i>Procedural</i> |
| | None | |
| 7 | Correspondence Started: 20:02 | |
| | <ul style="list-style-type: none"> Email regarding reading the power meter at Woorooma - Skye says Troy claims that this issue has been sorted Fincom: notice of denial of funds to the fincom debit card - sent to board Ceres: Not taking bookings currently, but will be in touch Fincom: Paid invoice of \$911.63 due May 15 from Little Big Numbers Bendigo Bank: Receipt saying LBN invoice has been paid Fincom: Message from Bendigo Bank, stating \$1930.50 paid to LBN on April 4 Invoice from Little Big Numbers: \$ 1322.75 - Feb 6 TBT Auditors: \$2277 on Jan 28 TBT Auditors: \$1342 on Jan 28 Little Big Numbers \$2073.50 on Jan 28 Little Big Numbers: \$589.88 on Jan 28 Fincom: \$354.29 saved by reading meter on time. No longer sufficient funds in Fincom debit card to meet invoices. Suggest sending \$999 to Fincom debit card to pay current invoices. (Notes from Skye: Paid Invoice Numbers and dates TBT 45065 \$1,342 30/9/19 TBT 45438 \$2,277 30/11/19 both paid 28/1/20 BLN Inv 4078 \$589.88 5/12/19 BLN Inv 4105 \$2,073.50 3/1/20 both paid 28/1/20 BLN Inv 4137 \$1,322.75 4/2/20 paid 6/2/20 BLN Inv 4201 \$1,930.50 31/3/20 paid 4/4/20 BLN Inv 4254 \$911.63 11/5/20 paid 15/5/20) | |
| 8 | Action Tasks | |
| | <ul style="list-style-type: none"> David Cruise, Peter Tippett, Coral Larke, Trevor Pitt, Matt Cengia will put together some more detailed questions to ask ICT about what is hosted at dte.coop, and who maintains it and/or has access to manage it, and what processes exist for requesting support or access to them. John Reid, via ocmail, will request Troy Reid grant John Magor access to SharePoint, and explain the delay in this access A group of people (unclear from discussion who these people were, in the end) will be writing an email regarding what to do about the current board spending money that's not allocated to them. | NO PROGRESS WORK IN PROGRESS COMPLETE ☺ NO LONGER RELEVANT TAKEN OVER BY |
| 9 | Start time: 20:23 Agenda item ID: 8512 Date: 2020-05-24 09:54:28 Agenda item: dte.coop admin | <i>Peter Tippett</i> |
| | Motion: That Troy Reid is removed from the role as admin of dte.coop within 7 days and replaced with a new admin(s) otherwise dte.coop is to be shut down and all files to be moved to google docs and or dte.org.au | <i>Deferred</i> |

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| | Discussion: David Cruise, Peter Tippet, Coral Larke, Trevor Pitt, Matt Cengia will put together some more detailed questions to ask ICT about what is hosted at dte.coop, and who maintains it and/or has access to manage it, and what processes exist for requesting support or access to them. | |
| 10 | Start time: 20:49 Agenda item ID: 8517 Date: 2020-05-28 16:35:14 Agenda item: To request assistance with access to Sharepoint -and- receive an clear and frank explanation as to any matters/reasons behind why access has been denied and/or delayed notwithstanding repeated requests and reminders by any and all avenues available. | John Magor |
| | Motion: That the OC send a request to Troy Reid requesting immediate access to Sharepoint for John Magor (as was already agreed to in writing back on the 7th of May) -and- due to the time, and lengths I've gone to to get any response whatsoever, request a written explanation that would explain both the delay, and reasons behind not responding to the many attempts (and many methods) employed to receive any response/reply to my efforts to remind Troy of his commitment to do so. And that Troy gives a reason for his non response. Discussion: Only Troy has admin access to SharePoint, and that's not appropriate. Likewise, other parts of DTE have single points of failure, and this is being discussed among directors and needs addressing. Action: John Reid will take the lead on this and send an email from the OC | Moved: John Magor Seconded: Peter Tippett PBC |
| 11 | Start Time: 21:06 Agenda item ID: 8516 Date: 2020-05-28 16:31:12 Agenda item: The Board spent OC money without an OC motion. | Coral Larke |
| | Motion: That the OC writes to a solicitor to ascertain if the Board can pay invoices from the OC or CC's account Discussion: A group of people (unclear from discussion who these people were, in the end) will be writing an email regarding what to do about the current board spending money that's not allocated to them. | Moved: Coral Larke Seconded: John Magor PBM (9 for, 4 against, 1 abstain?) |
| 12 | Start Time: 22:09 Agenda item ID: 8319 Date: 2020-04-30 11:47:02 Agenda item: Gas bottles and fuel on site to be contained safely. | Woorooma h family on site |
| | Motion: That DTE employ a business to build a gas bottle container and fuel enclosure ASAP. Discussion: Marty, Malcolm, and Aaron(?) will workshop ideas for compliant containers, and propose these as the next OC. | Deferred |
| 13 | Start Time: 22:23 Agenda item ID: 8521 Date: 2020-05-28 22:12:27 Agenda item: Pay Upwork Bill 390.00 | (Person who raised Agenda) |
| | Motion: The Oc approves the payment of an upwork bill for \$USD 390.00 Discussion: Peter Tippet objects on the grounds that this is a last-minute motion (added mid-meeting) for a budget that hasn't been specifically approved, and that it was rushed through at the end of the meeting with insufficient time for members to speak about it. | Moved: Robin Seconded: Skye PBC (7 for, 1 against, 4 abstention) |
| 14 | Carried Resolutions | Procedural |
| | Access to SharePoint) That the OC send a request to Troy Reid requesting immediate access to Sharepoint for John Magor (as was already agreed to in writing back on the 7th of May) -and- due to the time, and lengths I've gone to to get any response whatsoever, request a written explanation that would explain both the delay, and reasons behind not responding to the many attempts (and many methods) employed to receive any response/reply to my efforts to remind Troy of his commitment to do so. And that Troy gives a reason for his non response. Moved John Magor Secunder Peter Tippet PBC | |

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| | <p><u>Legal advice re paying invoices</u> That the OC writes to a solicitor to ascertain if the Board can pay invoices from the OC or CC's account Moved Coral Larke Seconder John Magor PBM</p> <p><u>Upwork Invoice</u> The Oc approves the payment of an upwork bill for \$USD 390.00 Moved Robin Mcpherson Seconder Skye Fitzpatrick PBM</p> | |
| 15 | <u>Next Meeting Date & Time Confirmation</u> | <i>Procedural</i> |
| | List next scheduled meeting date: Monday June 1, 19:30 - time limited to 90 minutes. | |
| 16 | <u>Meeting Ended</u> | <i>Procedural</i> |
| | 22:45 | |