

## Organising Committee

# Minutes

**Date:** Monday 1 June 2020  
**Scheduled Start:** 7.30 PM  
**Venue:** Wooroom  
**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><u>Acknowledge and pay respect to the traditional owners and ongoing custodians of the land</u></b>																							
	<p>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.</p> <p>Sovereignty has never been ceded. It always was and always will be, Aboriginal land. We recognise the past atrocities against Aboriginal and Torres Strait Islander peoples of this land and that Australia was founded on the genocide and dispossession of First Nations people.</p>																							
2	<b><u>Meeting Started</u></b>	<i>Procedural</i>																						
	7:48 pm																							
3	<b><u>Meeting coordinators</u></b>	<i>Procedural</i>																						
	<p><b>Chairperson:</b> Coral Larke  <b>Minute Keeper:</b> Melody Braithwaite  <b>Host:</b> Elisa Brock</p>																							
4	<b><u>Attendance</u></b> *Registered as attending 3 out of last 5 meetings	<i>Procedural</i>																						
	<table> <tbody> <tr> <td>1. Banville Denise</td> <td>12. Macpherson Robin*</td> </tr> <tr> <td>2. Braithwaite Melody 1900*</td> <td>13. Magor John 1841*</td> </tr> <tr> <td>3. Brock Elisa*</td> <td>14. Matthews Malcolm*</td> </tr> <tr> <td>4. Ernst Kathy*</td> <td>15. Reid John</td> </tr> <tr> <td>5. FitzPatrick Skye*</td> <td>16. Shipperlee Aaron*</td> </tr> <tr> <td>6. Gregory Scouse 1619</td> <td>17. Smith Trevor*</td> </tr> <tr> <td>7. Helston Mark*</td> <td>18. Tarr Jenni 1699</td> </tr> <tr> <td>8. Helston Suzie*</td> <td>19. Taylor Kevin</td> </tr> <tr> <td>9. Hunt Lindy*</td> <td>20. Tippett Peter*</td> </tr> <tr> <td>10. Inghish Matt*</td> <td>21. Wells Jack*</td> </tr> <tr> <td>11. Larke Coral*</td> <td>22. Wilkinson Andrew*</td> </tr> </tbody> </table>	1. Banville Denise	12. Macpherson Robin*	2. Braithwaite Melody 1900*	13. Magor John 1841*	3. Brock Elisa*	14. Matthews Malcolm*	4. Ernst Kathy*	15. Reid John	5. FitzPatrick Skye*	16. Shipperlee Aaron*	6. Gregory Scouse 1619	17. Smith Trevor*	7. Helston Mark*	18. Tarr Jenni 1699	8. Helston Suzie*	19. Taylor Kevin	9. Hunt Lindy*	20. Tippett Peter*	10. Inghish Matt*	21. Wells Jack*	11. Larke Coral*	22. Wilkinson Andrew*	
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<b>5</b>	<b><u>Confirmation of previous minutes</u></b>	<i>Procedural</i>
	<b>Motion: That the minutes of the last meeting on 28 May 2020 be accepted.</b>	<b>Moved by Kathy Ernst</b>  <b>Seconded by Skye Fitzpatrick PBC</b>
<b>6</b>	<b><u>Matters Arising</u></b>	<i>Procedural</i>
	28 May 2020 Meeting Attendees: Tom Robinson registered online as attending the meeting at 9:29 pm, but there was no audio confirmation of his presence during roll call subsequently he was not listed on minutes.	
<b>7</b>	<b><u>Correspondence</u></b>	
	<b>Access to Sharepoint Request</b> <ul style="list-style-type: none"> <li>• John Reid confirms sending today an email to Troy Reid requesting John Magor 1841 be given access to Sharepoint.</li> <li>• Troy Reid responded to an email from Kathy Ernst advising he had a backlog of Sharepoint user account requests (from 500+ emails across DTE inboxes) - each email takes “20 minutes to create and send personalised on-boarding instructions”</li> <li>• If no response soon, may need membership to plan how to get around these delays</li> </ul>	<i>Outgoing</i>
	<b>Survey Gizmo DTE Subscription Query</b> <ul style="list-style-type: none"> <li>• Kathy Ernst sent an email to OC with a request that the OC forward onto Troy Reid asking why DTE has a subscription to Survey Gizmo costing \$2509.33 AUD to April in this FY when there does not appear to be sufficient utilisation</li> <li>• Refer Meeting Minutes Item 13 below.</li> </ul>	<i>Incoming</i>
<b>8</b>	<b><u>Action Tasks</u></b>	
	Forward on behalf of OC Kathy Ernst’s email to Troy Reid to clarify Survey Gizmo subscription. Requesting a reply within 7 days.	<i>John Reid</i>
<b>9</b>	<b><u>TBT Accounts</u></b>	
	<b>Agenda ID: 8514</b> <span style="float: right;"><b>Item by: Kathy Ernst</b></span>  <b>Details:</b> Currently FinCoM pays TBT invoices which may include charges incurred by the DTE Board and Directors over which FinCom has no input, budget or control. FinCom is aware of the need to reduce costs. FinCom is planning to reduce their TBT costs by trying to use TBT time wisely.  <b>Motion: That the OC requests two seperate detailed invoices from TBT for (1) FinCoM and OC activities (includes annual auditing, advice to FinCoM, bookkeeper, OC work) and (2) DTE Board matters (includes costs incurred by the Board, Directors or other members delegated to act on behalf of the Board). The TBT invoice relating to OC costs will be paid by the OC.</b>	<b>Moved Kathy Ernst</b>  <b>Seconded Lindy Hunt Malcolm Matthews</b>  <b>Motion PBC</b>

10	<b>All OC Bank accounts to be reduced to \$300</b>	
	<b>Agenda ID:</b> 8520 <b>Item by:</b> Robin Macpherson <b>Proposed Motion:</b> All OC funding be restored to the OC account leaving a maximum of \$300 per account.	Discussion around this topic
11	<b>Access to site June 2020 long weekend</b>	
	<b>Agenda ID:</b> 8523 <b>Item by:</b> Kevin Taylor <b>Details:</b> On June 1st NSW Covid-19 restrictions will be lifted so you can holiday anywhere in NSW & pubs, clubs, cafes and restaurants can have up to 50 customers. To gain access to site for the purpose of continuing repairs to front gate. <b>Motion:</b> To visit site over the June 2020 long weekend (11 - 13 June) to transport stuff to site, work on front gate repairs, and to add drainage to the roads.	<i>Moved by Kevin Taylor</i>  <i>Seconded by Susan Helson</i>  <i>Motion PBC</i>
12	<b>FinCoM Budget \$3252.00</b>	
	<b>Agenda item ID:</b> 8524 <b>Item by:</b> Melody Braithwaite <b>Details:</b> FinCom is responsible for administering financial and bookkeeping processes on behalf of DTE. FinCoM on monthly basis downloads bank transactions and requests DTE cardholders to submit their expense receipts to match each debit. FinCoM utilises Upwork (outsourced bookkeeping) to process receipts, via a Dropbox linked to Google Spreadsheets (GSheet). Each transaction is coded to a Chart of Accounts. Financial data and receipts from GSheets is uploaded to Xero accounting software by our bookkeeper at 'Little Big Numbers'. This application is for funds to continue these 'business as usual' tasks until the end of the current financial year on 30 June 2020. <b>Discussion:</b> <ul style="list-style-type: none"><li>• 47% receipts outstanding belonging to only 3-4 members all other members have been excellent in submitting their receipts</li><li>• Processes are being improved</li><li>• Upwork (SJ) processes receipts due to lack of volunteers</li></ul> <b>Motion:</b> That FinCoM be approved a budget of \$3252.00 as per DTE Budget Application to cover actual and estimated financial, receipt and bookkeeper processing costs until the end of this financial year on 30 June 2020, using Dropbox (\$132 monthly subscription), Upwork (\$1525+\$595) and Big Little Numbers bookkeeping services (\$1000).	<i>Moved by Melody Braithwaite</i>  <i>Seconded by Malcolm Matthews</i>  <i>Motion PBM (Y=10/N=1/A=6)</i>
13	<b>Survey Gizmo Query</b>	
	<b>Agenda ID:</b> 8525 <b>Item by:</b> Kathy Ernst <b>Motion:</b> That the OC writes to Troy Reid (facilitator of ICT and holder of the ICT budget) requesting answers to the questions listed in the email sent by Kathy Ernst to OC, pending a motion at the next OC meeting to cancel our SurveyGizmo subscription.  <i>..continued over page</i>	<i>Moved by Kathy Ernst</i>  <i>Seconded by John Magor</i>  <i>Motion PBC</i>

	<p><b>Details:</b> Over the last two years DTE has had various Survey Gizmo licences as follows:</p> <p><b>In Financial Year (FY) 18/19</b>  22 Feb; one "Monthly Explorer License' \$35 USD immediately upgraded to one "Monthly Adventurer License' \$135 USD.  22 Mar; one "Monthly Adventurer License' \$135 USD.  2 Apr; upgraded to two "Monthly Adventurer Licenses' prorate charge  23 Apr; two "Monthly Adventurer Licenses' \$135 USD.* 2 = \$270 USD  23 May; two "Monthly Explorer Licenses' \$35 USD.* 2 = \$70 USD  23 Jun; two "Monthly Explorer Licenses' \$35 USD.* 2 = \$70 USD</p> <p><u>Questions on FY 18/19</u></p> <ol style="list-style-type: none"> <li>1. How many DTE surveys conducted using Survey Gizmo in FY 18/19?</li> <li>2. What were the changes in DTE surveying requirements that required upgrading to "Adventurer"</li> <li>3. Why did we need 2 licences?</li> <li>4. Why couldn't we use the free version of Survey Gizmo or the free version of similar software?</li> </ol> <p><b>In Financial Year 19/20</b>  19 July; upgraded to one "Monthly Adventurer License' prorate charge  23 July; one "Monthly Adventurer License' \$135 USD.  24 July; upgraded to two "Monthly Adventurer Licenses' prorate charge  25 Jan; two "Monthly Adventurer Licenses' \$135 USD.* 2 = \$270 USD  then same USD270 charged for 25 Feb + 25 Mar + 25 Apr</p> <p>To April 2020 in this FY DTE has spent <b>\$2509.33 AUD</b> on Survey Gizmo.</p> <p><u>Questions on FY 19/20</u></p> <ol style="list-style-type: none"> <li>5. Same as Questions 1 to 4 for FY 19/20</li> </ol> <p>DTE currently has two Adventurer Licenses Survey Gizmo packages costing USD270 per month, about AUD \$400 (=around \$5000 a year) why?</p>	<p><i>John Reid send Survey Gizmo email from OC to Troy Reid</i></p> <p><i>Request reply within 7 days</i></p>
14	<b>Woorooma Caretakers</b>	
10:06 pm	<p><b>Agenda ID:</b> 8527 <span style="float: right;"><b>Item by:</b> Susie Helston</span></p> <p><b>Details:</b> That the OC formally recognise the members who chose to stay onsite following their eviction order delivered by 2 members of the Board. The members onsite were handed a letter of notice showing a motion from the Board of Directors instructing us to leave site within 2 days (notice attached). This motion was acted without the consultation or input of all directors and to the best of our ability cannot find any minutes of this Board meeting.</p> <p>The members who have chosen to stay onsite have been actively engaged in various activities including site clean up, weed eradication, slashing, creating new vegetables gardens, water works (clarity is down to 0.8 - better than Moulamein supply) and general maintenance of the property.</p> <p><b>Motion: That the OC committee formally recognises the work efforts of those currently at Woorooma and recognises them as an onsite working crew.</b></p>	<p><b>Moved by</b>  <b>Kathy Ernst</b></p> <p><b>Seconded by</b>  <b>John Magor</b></p> <p><b>PBC</b></p>

15	<b>General Business</b>	
	<p><b>Active 2 Email</b></p> <ul style="list-style-type: none"> <li>• Peter Tippett suggested turning off email alerts when new OC agenda items are put up</li> <li>• Not all OC attendees at this meeting are Active 2 email subscribers, some like receiving these new agenda notifications</li> </ul> <p><b>Agenda Item Maintenance</b></p> <ul style="list-style-type: none"> <li>• Peter Tippett recommended Agenda Items should be cleared at the end of meetings automatically</li> <li>• People are not being responsible in clearing them, often causes delays at beginning of subsequent meetings discussing agenda</li> <li>• John Reid recommended remove after two months at least have them up for at least two meetings</li> <li>• Board agenda items need to be left there they tackle a backlog</li> </ul>	<i>Discussion</i>
21	<b>Carried Resolutions</b>	<i>Procedural</i>
	<p><b>Motion: That the OC requests two seperate detailed invoices from TBT for (1) FinCoM and OC activities (includes annual auditing, advice to FinCoM, bookkeeper, OC work) and (2) DTE Board matters (includes costs incurred by the Board, Directors or other members delegated to act on behalf of the Board). The TBT invoice relating to OC costs will be paid by the OC.</b></p>	<p><i>Moved Kathy Ernst</i></p> <p><i>Seconded Lindy Hunt Malcolm Matthews</i></p> <p><i>Motion PBC</i></p>
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<b>22</b>	<b><u>Next Meeting Date &amp; Time Confirmation</u></b>	<i>Procedural</i>
	Thursday 18 June 2020 Chair Volunteer: Scouse 1619	
<b>23</b>	<b><u>Meeting Ended</u></b>	<i>Procedural</i>
	10.22pm (Duration 2 hours 34 minutes)	