

Organising Committee Minutes

Date: 18th June, 2020
Scheduled Start: 7.30 PM
Venue: Online via Zoom
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>	<i>Procedural</i>																																
	7:33pm																																	
3	<u>Meeting coordinators</u>	<i>Procedural</i>																																
	Chairperson: Matt English, Tania Morsman chairs at 8:30pm, Matt English chairs at 8:35pm Minute Keeper: Vanessa Ernst Host: Matt English																																	
4	<u>Attendance</u>	<i>Procedural</i>																																
	<table border="0"> <tr> <td>1. David Cruise</td> <td>17. Kevin Taylor</td> </tr> <tr> <td>2. Skye Fitzpatrick</td> <td>18. Mark Helson</td> </tr> <tr> <td>3. Jack Wells</td> <td>19. Matt English</td> </tr> <tr> <td>4. Peter Tippet</td> <td>20. Melody Braithewaite</td> </tr> <tr> <td>5. Andrew Wilkinson</td> <td>21. Naomi Anderson</td> </tr> <tr> <td>6. Denise Banville</td> <td>22. Suzie Helson</td> </tr> <tr> <td>7. Elisa Brock</td> <td>23. Tania Morsman</td> </tr> <tr> <td>8. John Magor</td> <td>24. Trevor Smith</td> </tr> <tr> <td>9. Kathy Ernst</td> <td>25. Lindy Hunt</td> </tr> <tr> <td>10. Jenni Tarr</td> <td>26. Robin Macpherson</td> </tr> <tr> <td>11. Kevin Elliot</td> <td>27. John Reid</td> </tr> <tr> <td>12. Mark Rasmussen</td> <td>28. Coral Larke</td> </tr> <tr> <td>13. Troy Reid</td> <td>29. Darrylle Ryan</td> </tr> <tr> <td>14. Malcolm Matthews</td> <td>30. Kate Shapiro</td> </tr> <tr> <td>15. Marty Schwarz</td> <td>31. David McDonald</td> </tr> <tr> <td>16. Scouse</td> <td>32. Chris Wilson</td> </tr> </table>	1. David Cruise	17. Kevin Taylor	2. Skye Fitzpatrick	18. Mark Helson	3. Jack Wells	19. Matt English	4. Peter Tippet	20. Melody Braithewaite	5. Andrew Wilkinson	21. Naomi Anderson	6. Denise Banville	22. Suzie Helson	7. Elisa Brock	23. Tania Morsman	8. John Magor	24. Trevor Smith	9. Kathy Ernst	25. Lindy Hunt	10. Jenni Tarr	26. Robin Macpherson	11. Kevin Elliot	27. John Reid	12. Mark Rasmussen	28. Coral Larke	13. Troy Reid	29. Darrylle Ryan	14. Malcolm Matthews	30. Kate Shapiro	15. Marty Schwarz	31. David McDonald	16. Scouse	32. Chris Wilson	
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5	<u>Confirmation of previous minutes</u>	<i>Procedural</i>																																
	Date: 01/06/2020 Moved: Kathy Ernst Seconded: John Magor PBC Correction needed: Question 6 of Section 13 SurveyGizmo Query should be: 'Why do we need "Adventurer Licences"?'																																	

6	Matters Arising	<i>Procedural</i>
	It was noted that there had been no reply from Troy regarding SurveyGizmo.	
7	Correspondence	
8	Action Tasks	
9	Agenda Item 8525: Survey Gizmo	
	<p>Agenda details: Agenda details: I have sent an email to OC with questions about Survey Gizmo</p> <p>Motion: 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.</p> <p>Item by: Kathy Ernst</p> <p>DEFERRED until next meeting as Troy did not receive email and hence did not reply.</p>	<p><i>Moved:</i> Kathy Ernst <i>DEFERRED</i></p>
10	Agenda Item 8530: TBT Invoice	
	<p>Agenda details: TBT Accounting provides audit and bookkeeping services to the DTE Board and the OC subcommittee FinCom. TBT Invoice 46321 for \$1,683 issued 2 June 2020 (Due 16 June 2020) covered professional services 13 March to 31 May 2020. FinCom is responsible for a \$297 portion of the total invoice amount (refer to funding application for details). The balance of the invoice is a DTE Board expense.</p> <p>Motion: That the OC approve the payment of \$297 (a portion of invoice total \$1,683) towards TBT invoice 46321 issued 2nd June 2020 and due 16 June 2020, with the amount to be transferred to the FinCom debit card.</p> <p>Item by: Skye for FinCom</p>	<p><i>Moved:</i> Skye Fitzpatrick <i>Seconded:</i> Kate Shapiro P.B.C.</p>
11	Agenda Item 8655: Budget request	
	<p>Agenda details: Independent consultants outside of Down to Earth have been located for engagement however a budget is needed for work to go ahead. Written items and complaint details would be referred directly to them to contact and follow up with the persons involved directly. They would also follow up directly with people that breach policies so that this is done in a way that is fair, appropriate and timely, and can advise on new policy or policy changes and additions.</p> <p>Motion: That the initial budget request of \$5,000 for human resource services by Kate Shapiro be approved.</p> <p>Item by: Kate Shapiro</p> <p>DEFERRED</p>	<p><i>DEFERRED</i></p>
12	Agenda Item 8567: Recognition of DR CHIG	
	<p>Agenda details:</p> <p>Motion: That the OC recognises the Dispute Resolution Complaints Handling Implementation Group as a subcommittee of the OC.</p> <p>Item by: DR CHIG</p>	<p><i>Moved:</i> Coral Larke <i>Seconded:</i> Denise Banville P.B.C.</p>
13	Agenda Item 8542: Andrew McLean - Reimbursement	
	<p>Agenda details: Agenda details: My budget was already passed at an OC meeting re: ConFest Set up for Vehicle Maintenance. I traveled early and used my own finances to get to site. I am seeking reimbursement for out of pocket expenses that my budget allowed for.</p> <p>Motion: Motion: that Andrew McLean be reimbursed the amount of \$391.33 as per budget application submitted to fincom, applications and ocmail on the (date).</p> <p>Item by: Tania Morsman on behalf of Andrew McLean</p>	<p><i>Moved:</i> Tania Morsman <i>Seconded:</i> Denise Banville P.B.C.</p>

14	Agenda Item 8645: Easter Working Bee CWS Invoice # 19293	
	<p>Agenda details: DTE owes CWS more than \$2,010 with unpaid invoices dating back to March 2020. They have requested payment of all outstanding Invoices by EOFY. As a gesture of intention to comply with this reasonable request it is proposed to pay the largest invoice for OC to agree payment of CWS from Working Bee Allocated Funds as this invoice exceeds the usual monthly costs of \$241 while leaving funds to cover other Asset Management Direct Debits in that account.</p> <p>Motion: That OC approve payment of overdue Country Waste Services Invoice # 19293 due 30/4/20 Invoice and recent Statement emailed to ocmail on 16/6/20.</p> <p>Item by: Mark Rasmussen</p>	<p><i>Moved:</i> Robin Mac <i>Seconded:</i> David Cruise P.B.C.</p>
15	Motion Arising from Meeting	
	<p>Motion: We acknowledge the error in fund distribution for the Community Grants taken from the Organising Committee and send correspondence for the CC to please rectify the matter via internal transfer reimbursement.</p>	<p><i>Moved:</i> Robin <i>Seconded:</i> Lindy Hunt P.B.C.</p>
20	Action Tasks Resulting from Meeting	
	<ul style="list-style-type: none"> • John Reid to send letter to Troy regarding SurveyGizmo to allow him to reply before Item 8525 is voted upon • The community grants were incorrectly paid from the OC accounts instead of CC accounts, Robin will rectify this • Follow up on Coral's idea of somebody monitoring budgets – variant analysis • Follow up on why Item 8645 was not budgeted for and is being requested to be paid by OC • Robin to action Item 8645 to pay the CWS invoices • FinCom to deposit the money for Item 8542 into the budget bank account 	
21	Carried Resolutions	
	<ul style="list-style-type: none"> • Item 8530: that the OC approve the payment of \$297 (a portion of invoice total \$1,683) towards TBT invoice 46321 issued 2nd June 2020 and due 16 June 2020, with the amount to be transferred to the FinCom debit card. • Item 8567: that the OC recognises the Dispute Resolution Complaints Handling Implementation Group as a subcommittee of the OC. • Item 8542: that Andrew McLean be reimbursed the amount of \$391.33 as per budget application submitted to fincom, applications and ocmail on the (date). • Item 8645: that OC approve payment of overdue Country Waste Services Invoice # 19293 due 30/4/20 Invoice and recent Statement emailed to ocmail on 16/6/20. • We acknowledge the error in fund distribution for the Community Grants taken from the Organising Committee and send correspondence for the CC to please rectify the matter via internal transfer reimbursement. 	
22	Next Meeting Date & Time Confirmation	
	Not discussed	
23	Meeting Ended	
	10:35pm	