

Down-To-Earth (Vic) Cooperative Society Limited

**Organising Committee
Executive arm of DTE**

Minutes

Date: **18/08/2020**

Time: **7:30pm**

Venue: **Online via Zoom**

Online: **<https://dte.coop/live.meeting>**

| # | Item | Raised by: | | | | | | | | | | | | | | | | | | | | | |
|-----------------|--|---|-------------|------------|--------------|---------------|--------------|-------------|---------------|---------------|-----------------|--------------|-----------|----------------|---------------|-----------------|-----------|--------------|------------------|---------------|--|--|--|
| 1 | <u>Meeting Started</u> | <i>Procedural</i> | | | | | | | | | | | | | | | | | | | | | |
| | 7:50pm | | | | | | | | | | | | | | | | | | | | | | |
| 2 | <u>Election Of Chair</u> | <i>Procedural</i> | | | | | | | | | | | | | | | | | | | | | |
| | Confirmation of Chairperson: Tania Morsman Confirm Minute Keeper: Malcolm Matthews/Vanessa Ernst | | | | | | | | | | | | | | | | | | | | | | |
| 3 | <u>Attendance</u> | <i>Procedural</i> | | | | | | | | | | | | | | | | | | | | | |
| | <table border="0"> <tr> <td>Elisa Brock</td> <td>Mark Helson</td> <td>Jack Wells</td> </tr> <tr> <td>David Cruise</td> <td>Peter Tippett</td> <td>Matt English</td> </tr> <tr> <td>Kathy Ernst</td> <td>Steve Poynton</td> <td>Vanessa Ernst</td> </tr> <tr> <td>Darren Geraghty</td> <td>Suzie Helson</td> <td>John Reid</td> </tr> <tr> <td>Deb Moerkerken</td> <td>Tania Morsman</td> <td>Robin McPherson</td> </tr> <tr> <td>Troy Reid</td> <td>David Cruise</td> <td>Malcolm Matthews</td> </tr> <tr> <td>Darrylle Ryan</td> <td></td> <td></td> </tr> </table> | Elisa Brock | Mark Helson | Jack Wells | David Cruise | Peter Tippett | Matt English | Kathy Ernst | Steve Poynton | Vanessa Ernst | Darren Geraghty | Suzie Helson | John Reid | Deb Moerkerken | Tania Morsman | Robin McPherson | Troy Reid | David Cruise | Malcolm Matthews | Darrylle Ryan | | | |
| Elisa Brock | Mark Helson | Jack Wells | | | | | | | | | | | | | | | | | | | | | |
| David Cruise | Peter Tippett | Matt English | | | | | | | | | | | | | | | | | | | | | |
| Kathy Ernst | Steve Poynton | Vanessa Ernst | | | | | | | | | | | | | | | | | | | | | |
| Darren Geraghty | Suzie Helson | John Reid | | | | | | | | | | | | | | | | | | | | | |
| Deb Moerkerken | Tania Morsman | Robin McPherson | | | | | | | | | | | | | | | | | | | | | |
| Troy Reid | David Cruise | Malcolm Matthews | | | | | | | | | | | | | | | | | | | | | |
| Darrylle Ryan | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | <u>Confirmation of Previous Meeting Minutes</u> | <i>Procedural</i> | | | | | | | | | | | | | | | | | | | | | |
| | Date of previous minutes: 11/08/2020 Amendments: Elisa Brock and David McDonald to be included in attendance list | <i>Moved: Deb Moerkerken Seconded: Kathy Ernst P.B.C.</i> | | | | | | | | | | | | | | | | | | | | | |
| 5 | <u>Task Check List</u> | <i>Procedural</i> | | | | | | | | | | | | | | | | | | | | | |
| | <ul style="list-style-type: none"> John Reid to send email from OC Mail about Survey Gizmo (WIP) Coral to follow up LinkT accounts (WIP) Kathy contacted Tania Eade-Smith regarding NRAR requirements to tidy Warooma (completed) | <i>NO PROGRESS WORK IN PROGRESS COMPLETE NO LONGER RELEVANT TAKEN OVER BY ?</i> | | | | | | | | | | | | | | | | | | | | | |
| 6 | <u>Correspondence / Payments</u> | <i>Procedural</i> | | | | | | | | | | | | | | | | | | | | | |
| | <ul style="list-style-type: none"> Invoice from Country Waste Systems Electricity bill for Warooma (direct debit) | | | | | | | | | | | | | | | | | | | | | | |
| 7 | <u>WH&S</u> | <i>Procedural</i> | | | | | | | | | | | | | | | | | | | | | |
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| 8 | <u>Agenda Items From Previous OC Meeting</u> | | | | | | | | | | | | | | | | | | | | | | |

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| | Agenda Item 10246: Country Waste Systems Invoice | |
| Agenda details: | | <i>Moved: Elisa Brock</i> |
| Motion: That the invoice from CWS for \$205 be paid. | | <i>Seconded: Tania Morsman P.B.C.</i> |
| Item by: John Reid for Fincom | | |
| | Agenda Item 9689: That a work group be authorised to review receipts to check compliance | |
| Agenda details: Motion: That a work group be authorised to review receipts to check compliance with the use of DTE funds for the proposed purpose. to identify items that may qualify as assets of the Co-op. the work group is not restricted to these functions. The work group will have unrestricted read only access to the Co-op's XERO cloud accounts. Appointment to the work group will be from members who can vote in the OC or CC, they may remain in the group provided they continue as active members of DTE Co-op The work group members are to be appointed by an OC motion This motion was passed 2nd July, 2020 | | <i>Moved: David Cruise</i> |
| Motion: That the process for the Organising Committee to appoint the members of the work group start | | <i>Seconded: Malcolm Matthews, Steve Poynton P.B.M.</i> |
| Item by: David Cruise | | |
| | Agenda Item 10244: Location of Vehicles | |
| Agenda details: | | <i>Moved: Kathy Ernst</i> |
| Motion: That all DTE vehicles are either to be sold or based at Warooma and that as soon as the Victoria/NSW border opens and the lockdown situation allows, the OC finds volunteers to drive any DTE vehicles not at Warooma to Warooma and to transport these drivers back to Melbourne. | | <i>Seconded: Deb Moerkerken P.B.M.</i> |
| Item by: Kathy Ernst | | |
| | Agenda Item 10242: Letter to Members Re Membership | |
| Agenda details: A motion for long term members to have a simpler process for declaring their involvement was passed last SGM. This motion is for the OC to action that motion. | | <i>Moved: Steve Poynton</i> |
| Motion: That the letter is sent to all members based on the SGM motion for membership. Due to the current situation with COVID-19 DTE will not be holding ConFest in the foreseeable future. The Australian Government has been quite clear that large gatherings such as ConFest will not happen until a vaccine for COVID-19 is available. It is unlikely that we will be able to hold a full scale ConFest next year, with some predictions estimating 5 years before events such as ConFest will be allowed to happen. Hours volunteering at ConFest are the most common method for submitting hours for active membership, however this is not possible in the current situation because DTE has been unable to | | <i>Seconded: Tania Morsman</i> |
| | | WITHDRAWN |

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| | <p>provide the opportunity for many of these members to contribute directly to the festival. In recognition of the many unclaimed hours that our long term volunteers have submitted over the years, the members at a General Meeting voted that all current members who have been active for 2 or more years, and notify the board in writing that they wish to continue to be involved and they have attempted and been available to satisfy the requirements along with a brief description of their involvement, remain as active members. What does this mean to you. If you have been an active member for 2 or more years send in writing to the board the following information: 1. A statement of your intention to remain a member and that you were available to volunteer at ConFest. 2. A Brief Description of your involvement at Confest. To assist members the following link is to a form which when submitted will automatically email the board. http://data.dte.org.au/activity/covid/ If you are a new member with less that two years active membership, or you wish to become a member you will need to fill out a timesheet as in normal years. You can claim hours volunteering on site, for those that have done this, hours attending meetings, or quantifiable hours spent on DTE or ConFest projects.</p> <p>Item by: Steve Poynton</p> <p style="text-align: center;"><i>WITHDRAWN</i></p> | |
| | <p>Agenda Item 8650: Action for Cardholders with Outstanding Receipts over 90 days</p> | |
| | <p>Agenda details: Last week's CC meeting (11 June 2020) passed this motion to apply to CC cardholders. FinCom requests the OC pass the same motion to apply to OC cardholders as well.</p> <p>Motion: If receipts for OC transactions on a card are outstanding for more than 90 days, the card will have OC funds removed unless other arrangements are passed by the OC, or Fincom, ----- or as arranged with either of the above via negotiations with the dispute resolution / complaints handling process.</p> <p>Item by: Sue Helson</p> | <p><i>Moved: Sue Helson Seconded: Deb Moerkerken P.B.C.</i></p> |
| | <p><u>Carried Resolutions</u></p> | <p><i>Procedural</i></p> |
| | <ul style="list-style-type: none"> • Item 10246: Country Waste Systems Invoice • Item 9689: That a work group be authorised to review receipts to check compliance • Item 10244: Location of Vehicles • Item 8650: Action for Cardholders with Outstanding Receipts over 90 days | |
| | <p><u>Actions to be taken</u></p> | <p><i>Procedural</i></p> |
| | <ul style="list-style-type: none"> • Troy to send latest email from NRAR to OC • Robin to provide the legal advice received by the board regarding extending membership • Kathy to email asset management on behalf of OC Mail for a list of all registered vehicles and trailers | |
| | <p><u>Next Meeting Date & Time Confirmation</u></p> | <p><i>Procedural</i></p> |
| | <p>27/08/2020 7:30pm</p> | |

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| | <u>Meeting Ended</u> | <i>Procedural</i> |
| | 10:46pm | |