

Down-To-Earth (Vic) Cooperative Society Limited

**Organising Committee  
Executive arm of DTE**

**Minutes**

Date: **27/08/2020**  
 Time: **7:30pm**  
 Venue: **Online via Zoom**  
 Online: <https://dte.coop/live.meeting>

#	Item	Raised by:																																				
1	<b><u>Meeting Started</u></b>	<i>Procedural</i>																																				
	7:36pm																																					
2	<b><u>Election Of Chair</u></b>	<i>Procedural</i>																																				
	Confirmation of Chairperson: Tania Morsman until Trevor Pitt becomes chair at 9:35pm Confirm Minute Keeper: Vanessa Ernst																																					
3	<b><u>Attendance</u></b>	<i>Procedural</i>																																				
	<table border="0"> <tr> <td>Tania Morsman</td> <td>Ellen Brogan</td> <td>Kathy Ernst</td> </tr> <tr> <td>Ian Hales</td> <td>Denise Banville</td> <td>Vanessa Ernst</td> </tr> <tr> <td>Malcolm Matthews</td> <td>Lindy Hunt</td> <td>Mark Rasmussen</td> </tr> <tr> <td>Scouse</td> <td>Aaron Shipperlee</td> <td>Mark Helson</td> </tr> <tr> <td>Jack Wells</td> <td>Matt Dean</td> <td>Sue Helson</td> </tr> <tr> <td>Robin Macpherson</td> <td>Chris Wilson</td> <td>Melody Braithwaite</td> </tr> <tr> <td>David Cruise</td> <td>John Magor</td> <td>Peter Tippett</td> </tr> <tr> <td>Don Royal</td> <td>Steve Poynton</td> <td>Skye Fitzpatrick</td> </tr> <tr> <td>Deb Moerkerken</td> <td>Andrew Wilkinson</td> <td>Trevor Pitt</td> </tr> <tr> <td>Darren Geraghty</td> <td>Bruce Pinney</td> <td>Martin Schwarz</td> </tr> <tr> <td>Gary Lasky</td> <td>John Reid</td> <td>Elisa Brock</td> </tr> <tr> <td>Darrylle Ryan</td> <td>Lars Nissen</td> <td>Matt English</td> </tr> </table>	Tania Morsman	Ellen Brogan	Kathy Ernst	Ian Hales	Denise Banville	Vanessa Ernst	Malcolm Matthews	Lindy Hunt	Mark Rasmussen	Scouse	Aaron Shipperlee	Mark Helson	Jack Wells	Matt Dean	Sue Helson	Robin Macpherson	Chris Wilson	Melody Braithwaite	David Cruise	John Magor	Peter Tippett	Don Royal	Steve Poynton	Skye Fitzpatrick	Deb Moerkerken	Andrew Wilkinson	Trevor Pitt	Darren Geraghty	Bruce Pinney	Martin Schwarz	Gary Lasky	John Reid	Elisa Brock	Darrylle Ryan	Lars Nissen	Matt English	
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4	<b><u>Confirmation of Previous Meeting Minutes</u></b>	<i>Procedural</i>																																				
	18/08/2020 OC Minutes Amendments made to include Troy Reid, Darrylle Ryan, Vanessa Ernst, Matt English, and David Cruise in the attendance list and add truncated word 'membership' in the 'Actions to be taken' section	<i>Moved: Kathy Ernst Seconded: Tania Morsman P.B.C.</i>																																				
5	<b><u>Task Check List</u></b>	<i>Procedural</i>																																				
	<ul style="list-style-type: none"> <li>Robin to provide the legal advice received by the board regarding extending membership (ongoing, WIP)</li> <li>Coral to follow up LinkT accounts, Tania will call Coral. Three people offered to collect the mail free of charge but there was no response from secretary who left the meeting</li> </ul>	<p><b>NO PROGRESS</b>  <b>WORK IN PROGRESS</b>  <b>COMPLETE</b>  <b>NO LONGER RELEVANT</b>  <b>TAKEN OVER BY ?</b></p>																																				

<b>6</b>	<b><u>Correspondence / Payments</u></b>	<i>Procedural</i>
	<ul style="list-style-type: none"> <li>Email from Troy Reid on behalf of asset management stating that the correspondence requesting a vehicle asset register will be tabled at the next meeting of the asset management sub committee</li> <li>Email from Troy in response to correspondence from John Reid instructing Troy to cancel the SurveyGizmo account, stating that the SurveyGizmo account was downgraded to a free subscription</li> <li>There was correspondence not covered that needs to be discussed next meeting</li> </ul>	
<b>7</b>	<b><u>WH&amp;S</u></b>	<i>Procedural</i>
<b>8</b>	<b><u>Agenda Items From Previous OC Meeting</u></b>	
	<b>Agenda Item 10249: Fin com Budget approval request to cover expenses through to AGM in November 2020</b>	
	<p>Agenda details: Agenda item: FinCoM budget approval request to cover expenses up until AGM November 2020 Agenda details: FinCom is responsible for administering financial and bookkeeping processes on behalf of DTE, Fincom use Upworks (outsourced book keeping) for uploading receipts via dropbox to cardholders G-Sheets, Big Little Numbers (Bookkeeper) to upload financial data and receipts from G-Sheets to Xero Accounting Software. We also have TBT Accounting Services who we have meetings with to check that we are on track for E.O.F.Y. and Dropbox which is used to upload receipts. This application is for funds to pay invoices through to the AGM November 2020.</p> <p>Motion: That Fincom receive a budget of \$6,000 as per DTE Budget application to cover payment of invoices incurred for financial processing costs up to the AGM November 2020. Being BLN \$3000, Dropbox \$1,000, Upworks \$1,000, and TBT \$1,000. If approved could the \$6,000 be put onto Skye Fitzpatrick's Fincom card.</p> <p>Item by: Suzie Helson on behalf on Fincom</p>	<p><i>Moved: Elisa Brock</i>  <i>Seconded: Lindy Hunt</i>  <i>P.B.M.</i></p>
	<b><u>Carried Resolutions</u></b>	<i>Procedural</i>
	<ul style="list-style-type: none"> <li>Item 10249: That Fincom receive a budget of \$6,000 as per DTE Budget application to cover payment of invoices incurred for financial processing costs up to the AGM November 2020. Being BLN \$3000, Dropbox \$1,000, Upworks \$1,000, and TBT \$1,000. If approved could the \$6,000 be put onto Skye Fitzpatrick's Fincom card.</li> </ul>	
	<b><u>Actions to be taken</u></b>	<i>Procedural</i>
	<ul style="list-style-type: none"> <li>Attendance to be confirmed for the 11/08/2020 OC minutes</li> <li>Mark to email OC with a list of asset management subcommittee members</li> </ul>	
	<b><u>Next Meeting Date &amp; Time Confirmation</u></b>	<i>Procedural</i>
	31/08/2020 7:30pm	
	<b><u>Meeting Ended</u></b>	<i>Procedural</i>
	9:34pm	