

Down-To-Earth (Vic) Cooperative Society Limited

**Organising Committee  
Executive arm of DTE**

**Minutes**

Date: **28/09/2020**  
 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>																												
	7:34pm																													
2	<b><u>Election Of Chair</u></b>	<i>Procedural</i>																												
	Confirmation of Chairperson: Peter Tippett Confirm Minute Keeper: Vanessa Ernst																													
3	<b><u>Attendance</u></b>	<i>Procedural</i>																												
	<table border="0"> <tr> <td>Andrew Wilkinson</td> <td>Kate Shapiro</td> </tr> <tr> <td>Bruce Pinney</td> <td>Lindy Hunt</td> </tr> <tr> <td>Coral Larke</td> <td>Malcolm Matthews</td> </tr> <tr> <td>Darrell Reid</td> <td>Kathy Ernst</td> </tr> <tr> <td>David Cruise</td> <td>Mark Helson</td> </tr> <tr> <td>Deb Moerkerken</td> <td>Mark Rasmussen</td> </tr> <tr> <td>Darren Gerraghty</td> <td>Melody Braithewaite</td> </tr> <tr> <td>Donald Royal</td> <td>Peter Tippett</td> </tr> <tr> <td>Elisa Brock</td> <td>Skye Fitzpatrick</td> </tr> <tr> <td>Ian Hales</td> <td>Suzie Helson</td> </tr> <tr> <td>Jack Wells</td> <td>Tania Morsman</td> </tr> <tr> <td>John Magor</td> <td>Trevor Pitt</td> </tr> <tr> <td>John Reid</td> <td>Troy Reid</td> </tr> <tr> <td></td> <td>Vanessa Ernst</td> </tr> </table>	Andrew Wilkinson	Kate Shapiro	Bruce Pinney	Lindy Hunt	Coral Larke	Malcolm Matthews	Darrell Reid	Kathy Ernst	David Cruise	Mark Helson	Deb Moerkerken	Mark Rasmussen	Darren Gerraghty	Melody Braithewaite	Donald Royal	Peter Tippett	Elisa Brock	Skye Fitzpatrick	Ian Hales	Suzie Helson	Jack Wells	Tania Morsman	John Magor	Trevor Pitt	John Reid	Troy Reid		Vanessa Ernst	
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4	<b><u>Confirmation of Previous Meeting Minutes</u></b>	<i>Procedural</i>																												
	24/09/2020 OC Minutes	<i>Moved: Malcolm Matthews Seconded: Suzie Helson P.B.C.</i>																												
5	<b><u>Task Check List</u></b>	<i>Procedural</i>																												
	<ul style="list-style-type: none"> <li>Kathy Ernst, John Reid, and Skye Fitzpatrick to discuss the CWS invoices not adding up to the outstanding amount owing</li> <li>John Reid to provide prenotice to members for director nominations</li> </ul>																													

<b>6</b>	<b><u>Correspondence / Payments</u></b>	<i>Procedural</i>
	<ul style="list-style-type: none"> <li>Email from Troy Reid regarding holding AGMs online</li> <li>Email from Kathy Ernst regarding outstanding invoices from CWS</li> <li>Email from Coral Larke with correspondence from NSW Health Pathology</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 12078: Late payments due to delays in receiving invoices</b>	
	<p>Agenda details: Some accounts have been late to be paid by the OC. Sometimes this has been due to late receipt of invoices by the OC.  <a href="https://drive.google.com/file/d/1ItUHxvjjHBx-9hIR5eYiykGo51T0oTIA/view?usp=sharing">https://drive.google.com/file/d/1ItUHxvjjHBx-9hIR5eYiykGo51T0oTIA/view?usp=sharing</a></p> <p>Motion: That all accounts for which the OC is responsible for paying and correspondence associated with these accounts should be addressed to ocmail@dte.org.au and optionally also additionally to any other parties.</p> <p>Amendment: That all accounts for which the OC is responsible for paying and correspondence associated with these accounts should be addressed to accounts@dte.coop and optionally also additionally to any other parties.  Moved: Kate, seconded: Troy, <i>amendment failed</i></p> <p>Amended Motion: That all accounts for which the OC is responsible for paying and correspondence associated with these accounts should be addressed to accounts@dte.org.au.</p> <p>Item by: Kathy Ernst</p>	<p><i>Moved: Kathy Ernst  Seconded: Deb Moerkerken  P.B.C.</i></p>
	<b>Agenda Item 12077: Code of Conduct</b>	
	<p>Agenda details: DTE needs a workable Code of Conduct. It can be viewed as a work in progress and adapted as necessary.</p> <p>Motion: That the OC in principle adopt the contributor code of conduct.</p> <p>Item by: DR CHIG</p>	<p><i>Moved: Coral Larke  Seconded: Tania Morsman  P.B.C.</i></p>
	<b>Agenda Item 12084: How to action motion to stop unauthorised direct debits on the OC account</b>	
	<p>Agenda details: I would like to discuss how we can action the motion of 24 September to stop unauthorised direct debits on the OC account.</p> <p>Motion:</p> <p>Item by: Kathy Ernst</p>	<i>Discussion only</i>
	<b>Agenda Item 10245: Registration of Vehicles</b>	
	<p>Agenda details:</p> <p>Motion: That once vehicles (except trailers) are moved to Warooma, the registration of each DTE vehicle, except for one Great Wall, are cancelled and all direct debits from DTE accounts for registration, except for the one Great Wall, are cancelled.</p> <p>Item by: Kathy Ernst</p>	<p><i>Moved: Kathy Ernst  Seconded: Troy Reid  WITHDRAWN</i></p>

	<b><u>Carried Resolutions</u></b>	<i>Procedural</i>
	<ul style="list-style-type: none"> <li>Item 12078: That all accounts for which the OC is responsible for paying and correspondence associated with these accounts should be addressed to accounts@dte.org.au.</li> <li>Item 12077: That the OC in principle adopt the contributor code of conduct.</li> </ul>	
	<b><u>Actions to be taken</u></b>	<i>Procedural</i>
	<b><u>Next Meeting Date &amp; Time Confirmation</u></b>	<i>Procedural</i>
	29/10/2020 7:30pm	
	<b><u>Meeting Ended</u></b>	<i>Procedural</i>
	10:17pm	