

Down-To-Earth (Vic) Cooperative Society Limited

**Organising Committee
Executive arm of DTE**

Minutes

Date: **12/11/2020**
 Time: **Following the CC meeting**
 Venue: **Online via Zoom**
 Online: **<https://dte.coop/live.meeting>**

#	Item	Raised by:																										
1	<u>Meeting Started</u>	<i>Procedural</i>																										
	9:32pm																											
2	<u>Election of Chair</u>	<i>Procedural</i>																										
	Confirmation of Chairperson: Kate Sarah Confirm Minute Keeper: Vanessa Ernst																											
3	<u>Attendance</u>	<i>Procedural</i>																										
	<table border="0"> <tr> <td>Andrew Wilkinson</td> <td>Lindy Hunt</td> </tr> <tr> <td>Darren Gerarghty</td> <td>Mark Helsn</td> </tr> <tr> <td>Darrylle Ryan</td> <td>Mark Rasmussen</td> </tr> <tr> <td>David Cruise</td> <td>Marty Schwarz</td> </tr> <tr> <td>Deb Moerkerken</td> <td>Melody Braithwaite</td> </tr> <tr> <td>Elisa Brock</td> <td>Rick Gill</td> </tr> <tr> <td>Garry Lasky</td> <td>Robin Macpherson</td> </tr> <tr> <td>Ian Hales</td> <td>Skye Fitzpatrick</td> </tr> <tr> <td>John Magor</td> <td>Suzie Helson</td> </tr> <tr> <td>Jack Wells</td> <td>Tania Morsman</td> </tr> <tr> <td>John Reid</td> <td>Trevor Pitt</td> </tr> <tr> <td>Kathy Ernst</td> <td>Troy Reid</td> </tr> <tr> <td>Lance Nash</td> <td>Vanessa Ernst</td> </tr> </table>	Andrew Wilkinson	Lindy Hunt	Darren Gerarghty	Mark Helsn	Darrylle Ryan	Mark Rasmussen	David Cruise	Marty Schwarz	Deb Moerkerken	Melody Braithwaite	Elisa Brock	Rick Gill	Garry Lasky	Robin Macpherson	Ian Hales	Skye Fitzpatrick	John Magor	Suzie Helson	Jack Wells	Tania Morsman	John Reid	Trevor Pitt	Kathy Ernst	Troy Reid	Lance Nash	Vanessa Ernst	
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4	<u>Confirmation of Previous Meeting Minutes</u>	<i>Procedural</i>																										
	29/10/2020 OC Minutes	<i>Moved: Sarah Kate Seconded: Trevor Pitt P.B.C.</i>																										
	16/09/2020 OC Minutes – deferred until next meeting																											
5	<u>Task Check List</u>	<i>Procedural</i>																										
	<ul style="list-style-type: none"> David and Kate to find what Board minutes are missing from last 12 months and upload any approved minutes. To report back to OC with list of missing minutes. (Work in Progress) John to ensure deferred agenda items are relisted for next meeting. (Work in Progress) 	<p>NO PROGRESS WORK IN PROGRESS COMPLETE NO LONGER RELEVANT TAKEN OVER BY ?</p>																										

6	<u>Correspondence / Payments</u>	<i>Procedural</i>
	<ul style="list-style-type: none"> • Email from Peter Tippett advising he has not received access to SharePoint • Email from FinCom detailing recent invoices from TBT and Big Little Numbers • DTE funding application from FinCom • Email from FinCom detailing payments to Big Little Numbers • Confirmation that Big Little Numbers has received the payment • Email from Malcolm Matthews requesting FinCom take Section 47 into account when developing a financial policy • Email from Kate Shapiro regarding potential booking of outdoor site for AGM • Email from Suzie Helson advising that NRAR visited site on 27/10/2020 and were happy with the result • Origin Energy bill for Warooma (direct debited) • Notice from Origin Energy advising of fee rate changes • Email from Kate Sarah suspending the motion to require use of electronic postal ballot for general meeting motions • Email from Suzie Helson on behalf of FinCom in relation to the process for making donations to the cooperative • Email from secretary on behalf of the board advising the OC appoint an election scrutineer 	
7	<u>WH&S</u>	<i>Procedural</i>
8	<u>Agenda Items from Previous OC Meeting</u>	
	<u>OC Election Scrutineer</u>	
	Motion: that the OC appoints Trevor Pitt to be the OC nominated election scrutineer for the 2020 AGM director elections.	<i>Moved: Lindy Hunt Seconded: Melody Braithwaite P.B.C.</i>
	<u>Agenda Item 12859: Warooma Rates to pay</u>	
	<p>Agenda details: The rates for Warooma are overdue. I called the council to get copies of the rates notices.</p> <p>Motion: That the OC pays the 2020/2021 rates for Warooma: \$470 for Lot 1 and \$513.80 for Lot 51.</p> <p>Item by: Kathy Ernst</p>	<i>Moved: Kathy Ernst Seconded: Lindy Hunt P.B.C.</i>
	<u>Agenda Item 12858: Insurance Invoices to pay</u>	
	<p>Agenda details: The Acuri vehicle insurance invoices for the period 1/10/2020 to 1/10/2021 are due. \$2765 for Farm MV and \$1565 for CMV (fire truck). We will receive a \$2850 refund but for accounting reasons we should pay these invoices in full and receive the refund in a separate transaction.</p> <p>Motion: That the OC pays the Acuri vehicle insurance invoices of \$2765 for Farm MV and \$1565 for CMV (fire truck).</p> <p>Item by: Kathy Ernst</p>	<i>Moved: Kathy Ernst Seconded: Trevor Pitt P.B.C.</i>
	<u>Agenda Item 12856: FINCOM Funding Application</u>	
	Agenda details: Amended Agenda item ID: 12853 Listed: 2020-10-24 06:13:26 Meeting: OC Updated due to funds received for Item 12096 Paid today FINCOM requires further Funds distributed to FCM Card for payment of expected TBT & BLN Invoices relating to	<i>Moved: Skye Fitzpatrick</i>

	<p>Nov 2020 AGM Accounts and Audit. Details in linked Funding Application.</p> <p>Motion: That FINCOM Funding Budget of \$27,000 be approved by OC.</p> <p>Item by: Skye FitzPatrick 1659</p>	<p><i>Seconded: Lindy Hunt P.B.C.</i></p>
	<p>Motion: That the \$27,000 approved for FinCom be distributed to the card of Skye Fitzpatrick for payment of bills passed as motions of the OC.</p>	<p><i>Deferred to board meeting</i></p>
	<p><u>Carried Resolutions</u></p>	<p><i>Procedural</i></p>
	<ul style="list-style-type: none"> • That the OC appoints Trevor Pitt to be the OC nominated election scrutineer for the 2020 AGM director elections. • Item 12859: That the OC pays the 2020/2021 rates for Warooma: \$470 for Lot 1 and \$513.80 for Lot 51. • Item 12858: That the OC pays the Acuri vehicle insurance invoices of \$2765 for Farm MV and \$1565 for CMV (fire truck). • Item 12856: That FINCOM Funding Budget of \$27,000 be approved by OC. • That the \$27,000 approved for FinCom be distributed to the card of Skye Fitzpatrick for payment of bills passed as motions of the OC. 	
	<p><u>Actions to be taken</u></p>	<p><i>Procedural</i></p>
	<p><u>Next Meeting Date & Time Confirmation</u></p>	<p><i>Procedural</i></p>
	<p>26/11/2020 7:30pm</p>	
	<p><u>Meeting Ended</u></p>	<p><i>Procedural</i></p>
	<p>10:54pm</p>	