

Down-To-Earth (Vic) Cooperative Society Limited

Board Meeting Minutes

Date: **11 January 2021**

Time: **7:30pm**

Venue: **by Zoom**

Online: https://data.dte.org.au/meeting/current_meeting/portal.php

#	<i>Item</i>				
1.	<u>Meeting Started</u>				
	7:40 pm				
2.	<u>Election of Chair</u>				
	Confirmation of Chairperson: John Magor, Tania Morsman, Elisa Brock Confirm Minute Keeper: Kathy Ernst				
3.	<u>Acknowledgement of Country</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.				
4.	<u>Attendance</u>				
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; vertical-align: top;"> Kathy Ernst Coral Larke Suzie Helson Gary Lasky Elisa Brock Kate Schapiro (left approx. 9:40) </td> <td style="width: 33%; vertical-align: top;"> Isaac Sutcliffe Malcolm Matthews John Magor Mark Helson Tania Morsman Peter Tippett </td> <td style="width: 33%; vertical-align: top;"> Rick Gill John Reid Trevor Pitt Andrew Wilkinson </td> </tr> </table>	Kathy Ernst Coral Larke Suzie Helson Gary Lasky Elisa Brock Kate Schapiro (left approx. 9:40)	Isaac Sutcliffe Malcolm Matthews John Magor Mark Helson Tania Morsman Peter Tippett	Rick Gill John Reid Trevor Pitt Andrew Wilkinson	
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5.	<u>Confirmation of Previous Meeting Minutes</u>				
	1. Minutes of 3/12/2020 not ready 2. 7/01/2021 moved Suzie seconded Kathy PBC				
3.	<u>Matters Arising; Agenda Items from Previous Board Meeting</u>				
	No matters arising				
4.	<u>Correspondence / Payments</u>				
	No correspondence tabled				
5.	<u>Action Task List Review</u>				

1. 25/11/2020 **Memcom**
Memcom to contact Members who are not currently recognised as active and reach out and work out ways we maybe able **ONGOING**
2. 19/11/2020 **Complaints**
There is nothing more to report at the moment - Grant will respond re the three complainants directly **BEING COMPLETED BY KATHY – One complaint answered – Two to go**
3. 12/08/2020 **Malcolm Matthews' correspondence**
- Kathy E - Coral sent 5th June as a draft response to Malcolm Matthews' correspondence, on which the board will vote and then secretary to send
Malcolm is still yet to receive a response despite many months since the enquiry was received. That the board will respond in 7 days to Malcolm **REPLACED – Waiting for new correspondence from Malcolm**
4. 06/08/2020 **Trailer from Jessica Townsend re Transfer of ownership**
- Transfer document - and Query 1500 in Bank account left there or deposited until the transfer of ownership is sighted
* Asset Management will follow through - Keep on list **COMPLETED BY SUZIE**
5. 19/08/2020 **Co-operative Donation**
- Notify a serious breach of the rules - Seek Legal Advice about how we fix up - Legal may have solution for example a Special resolution donation **WITHDRAWN**
6. 06/08/2020 **Obtain ANZ Land Title in regards to**
- Discharge Water License - ANZ have copy of the license as security against the mortgage. when the mortgage was repaid in full, when paid in full process discharge to get back the title, This was never completed **ONGOING**
7. 05/10/2020 **ICDA Subscription**
- 20200911 ICDA subscription renewal notice 230.00 **ONGOING**
8. Kate to complete minutes for 3/12/2020
9. Board will meet on Monday 11th January so that appropriation motions can be discussed before the deadline for motions. **COMPLETED**
10. Troy to forward the Annual Updates to Consumer Affairs **ONGOING**
11. Troy to write Letter to Tania as specified by the Motion by Circular proposed by Mark on 9/12/2020. **ONGOING**
12. Kate to write on behalf of the Board to TBT requesting that Xero access be revoked for Mark Rasmussen, Grant Waldram and Robin McPherson and that Xero access be given to Suzie Helson, Elisa Brock and Gary Lasky. **COMPLETED**

13. Suzie to write to the OC advising that the registration of the trailer purchased from Jessica Townsend for Gypsy should be transferred to DTE. **COMPLETED**
14. Kathy to write to Suzie Helson advising that the motions which formed the basis of her complaint have been rescinded i.e. the motion requiring Board reapproval of standing committee disbursement motions and the motion requiring payments greater than \$1000 to be paid from multiple to sign accounts. **COMPLETED**
15. Coral to update Bendigo Bank signatories. **ONGOING**

	<u>Motions by Circular</u>	
	<u>Motions and Agenda Items</u>	
6.	Directors' points	
	Peter Tippet raised the question of Directors' points	
7.	Comment by Peter Tippett in chat	
	The chair requested that this comment typed by Peter Tippett into chat at 8:20 be minuted 'I have an item up that could/should have been resolved last meeting. Am I wasting my time here?'	
8.	Meeting process	
	That we agree that we proceed with agenda item 12949 which was a late addition to the written agenda but included in 7/1/2021 directors meeting.	<i>Moved: Kate Seconded: Coral PBC</i>
9.	Appropriation discussion	
	It was decided that Kate would take the lead in formulating an appropriation motion with other directors to have active input.	<i>Discussion only</i>
10.	Xero access	
	Agenda details: Instruct the auditor to modify access for incoming and outgoing directors at the conclusion of each AGM Motion: The board instruct the subscription holder of Xero to modify Xero access to grant access Xero to incoming directors and remove Xero access to outgoing directors at the conclusion of each AGM.	<i>Moved: Suzie Seconded: Gary failed</i>
11.	Lone person on site?	
	Agenda details: It seems that we have a single person on site at Warooma. This is a contravention of DTE policy, but more importantly it is a safety concern. Motion: That the Board writes to Jack Wells reminding him that DTE has a policy that no person should be on site by themselves; that DTE has a duty of care to all volunteers and members; that we are concerned for his safety and wellbeing; and requesting that if he is on site by himself, he leaves site until Directors approve another person to join him. <i>Motion was withdrawn on the condition that Isaac and Jack keep in contact, John Reid and Isaac work together to fix the site phone and that we investigate alternatives if the site phone is not fixed.</i>	<i>withdrawn</i>
12.	<u>Carried Resolutions</u>	

1. That we agree that we proceed with agenda item 12949 which was a late addition to the written agenda but included in 7/1/2021 directors meeting.

13. Actions Tasks from this meeting

1. Kate to supply the information requested on 3/12/2020 i.e. "That Kathy Ernst, and any other director or director-elect wanting the information, is provided with the brief given to Redd Consulting. If there was no written brief, this should be stated and a summary of the verbal brief be given. This must be done within seven days".
2. Kate to take the lead on formulating an appropriation motion with other directors to have active input.
3. Jack and Isaac to keep in contact while Jack is the only person on site.
4. John Reid and Isaac to work on fixing the site phone.

14. Next Meeting Date & Time Confirmation

Thursday 21 January 2021 at 7:30 pm

15. Meeting Ended

11:10