

Down-To-Earth (Vic) Cooperative Society Limited

**Organising Committee  
Executive arm of DTE**

**Minutes**

Date: **28/01/2021**  
 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>																		
	7:46pm																			
2	<b><u>Election of Chair</u></b>	<i>Procedural</i>																		
	Confirmation of Chairperson: Coral Larke, John Magor chairs at 10:28pm, Coral at 10:30pm, John at 10:32pm, Coral at 10:34pm Confirm Minute Keeper: Vanessa Ernst																			
3	<b><u>Attendance</u></b>	<i>Procedural</i>																		
	<table border="0"> <tr> <td>Elisa Brock</td> <td>Robin Macpherson</td> </tr> <tr> <td>David Cruise</td> <td>John Magor</td> </tr> <tr> <td>Kathy Ernst</td> <td>Malcolm Matthews</td> </tr> <tr> <td>Vanessa Ernst</td> <td>Lance Nash</td> </tr> <tr> <td>Skye Fitzpatrick</td> <td>Trevor Pitt</td> </tr> <tr> <td>Rick Gill</td> <td>Martin Schwarz</td> </tr> <tr> <td>Ian Hales</td> <td>Kevin Taylor</td> </tr> <tr> <td>Marte Kinder</td> <td>Peter Tippett</td> </tr> <tr> <td>Gary Lasky</td> <td></td> </tr> </table> <p>Apologies from Suzie and Mark Helson and Kate Shapiro</p>	Elisa Brock	Robin Macpherson	David Cruise	John Magor	Kathy Ernst	Malcolm Matthews	Vanessa Ernst	Lance Nash	Skye Fitzpatrick	Trevor Pitt	Rick Gill	Martin Schwarz	Ian Hales	Kevin Taylor	Marte Kinder	Peter Tippett	Gary Lasky		
Elisa Brock	Robin Macpherson																			
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Skye Fitzpatrick	Trevor Pitt																			
Rick Gill	Martin Schwarz																			
Ian Hales	Kevin Taylor																			
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Gary Lasky																				
4	<b><u>Confirmation of Previous Meeting Minutes</u></b>	<i>Procedural</i>																		
	13/01/2021 OC Minutes	<i>Moved: Kathy Ernst                      Seconded: Trevor Pitt                      P.B.C.</i>																		
5	<b><u>Task Check List</u></b>	<i>Procedural</i>																		
	<ul style="list-style-type: none"> <li>Trevor Pitt to get together with others interested in assisting with the development of appropriations, allowing time for discussion, endeavouring to alleviate workshopping at the SGM (COMPLETED).</li> <li>John Reid to notify members of the extended SGM motion submission deadline (COMPLETED)</li> <li>Kate Shapiro to resolve outstanding ICT accounts (IN PROGRESS)</li> </ul>	<i>NO PROGRESS                      WORK IN PROGRESS                      COMPLETE                      NO LONGER RELEVANT                      TAKEN OVER BY ?</i>																		

<b>6</b>	<b><u>Correspondence / Payments</u></b>	<i>Procedural</i>
	<ul style="list-style-type: none"> <li>Email from Darrylle Ryan wanting a container for ice sales, support for purchasing a lifting lug, information about going to site at Easter, to borrow a trailer to take things to site</li> <li>Melody Braithewaite emailed 26/11/20 OC minutes</li> <li>Tania Morsman emailed ConFest discussion notes</li> <li>Four TBT invoices from FinCom relating to David Taplin's attendance at the AGM, auditing fees, Xero subscription, and monitoring election buddy</li> <li>Email from Skye Fitzpatrick requesting an update of FinCom SGM Appropriations</li> <li>Invoice from Red Energy Electricity</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><u>Outstanding Phone Bills</u></b>	
	Motion: That the OC pays Optus \$398 and Telstra \$60 for the December and January phone bills.	<i>Moved: Kathy Ernst Seconded: Coral Larke P.B.C.</i>
	<b><u>Telstra and Optus Direct Debit</u></b>	
	Motion: That the OC establishes direct debits on the OC account for the monthly Telstra and Optus bills for Warooma starting in February 2021.	<i>Moved: Kathy Ernst Seconded: Elisa Brock P.B.C.</i>
	<b><u>Outstanding Electricity Bill</u></b>	
	Motion: That the OC pays the Red Energy Electricity bill of \$450.54 due on 10 February 2021.	<i>Moved: Kathy Ernst Seconded: Malcolm Matthews P.B.C.</i>
	<b><u>Red Energy Direct Debit</u></b>	
	Motion: That the OC establishes a direct debit on the OC account for the Red Energy account.	<i>Moved: Kathy Ernst Seconded: Malcolm Matthews P.B.C.</i>
	<b><u>Agenda Item 12965: Bike Crew budget request</u></b>	
	<p>Agenda details: Bike Crew's needs funding to prepare for the next festival and do important maintenance, repairs, painting, moving and building footings for our shipping container. Bike Crew would like to attend site before Easter 2021 regardless of whether a festival will go ahead or not. We intend to have a Bike Crew working bee BUT WE DO NOT WANT ANY FUNDS FOR FOOD OR REFRESHMENTS! Our budget application is only for the tools and materials we need in our work.</p> <p>Motion: The OC approves the Budget Application by Bike Crew for \$2321.96.</p>	<i>Moved: Marte Kinder Seconded: Coral Larke Motion fails</i>
	<b><u>Agenda Item 12981: Fuel budget January 2021</u></b>	
	<p>Agenda details:</p> <p>Motion: That the OC approves a budget of \$1500 for fuel, oil and bits and pieces for equipment repair etc, and the money is put in Andrew Wilkinson's DTE account.</p>	<i>Moved: Kathy Ernst Seconded: David Cruise P.B.C.</i>

	<b>Agenda Item 12952: Do we still have an ICT facilitator and an ICT subcommittee?</b>	
	<p>Agenda details: Do we still have an ICT facilitator and an ICT subcommittee? There has been no ICT budget application for 2020/2021. ICT expenses for the first half of 2020/2021 were paid from money left over from the previous financial year. There is almost no money left in that account. The December telephone direct debits have been dishonoured and other payments which were being made monthly have stopped.</p> <p>Motion: No motion at this stage. Just discussion and a request for information.</p> <p>DISCUSSION: Robin Macpherson advises that the budget will be coming through</p>	
	<p>Motion: That the OC write to ICT and request a status report of the ICT sub-committee</p>	<p><i>Moved: Trevor Pitt</i>  <i>Seconded: Coral Larke P.B.C.</i></p>
	<b>Agenda Item 12960: Covid-19 liability</b>	
	<p>Agenda details: Last meeting of the board liability and covid-19 were used to attack an individual member by name who was not present during the meeting while ignoring other covid-19 related issues raised during the meeting and failing to acknowledge the legal obligations to implement contact tracing to assist with authorised health authorities. The issue of liability of costs incurred by volunteers who may be caught up with future boarder restrictions was also raised but ignored by the board.</p> <p>Motions:</p>	
	<p>Motion 1: The OC formally acknowledges the work conducted by DTE volunteers to produce a covid-19 contact tracing solution at no cost to DTE that meets legal and health authority requirements while also protecting DTE member and volunteer privacy and also recommends the use of the contact tracing solution found on data.dte (se link) to meet legal obligations.</p>	<p><i>Moved: Peter Tippett</i>  <i>Seconded: John Magor P.B.C.</i></p>
	<p>Motion 2: The OC formally advises all members that DTE will not be held liable for any expenses or loss of income due to boarder closures and travel restrictions implemented due to covid-19.</p>	<p><i>Moved: Peter Tippett</i>  <i>Seconded: John Magor P.B.C.</i></p>
	<b>Agenda Item 12961: OC members list</b>	
	<p>Agenda details: OC needs to maintain a members list.</p> <p>Motion: The OC maintains its own membership list containing first name last name folio number and active status. List to be established and maintained by Tania Moresman or others nominated by the OC.</p>	<p><i>Moved: Peter Tippett</i>  <i>Seconded: David Cruise P.B.C.</i></p>
	<b>Carried Resolutions</b>	<i>Procedural</i>
	<ul style="list-style-type: none"> <li>• That the OC pays Optus \$398 and Telstra \$60 for the December and January phone bills.</li> <li>• That the OC establishes direct debits on the OC account for the monthly Telstra and Optus bills for Warooma starting in February 2021.</li> <li>• That the OC pays the Red Energy Electricity bill of \$450.54 due on 10 February 2021.</li> <li>• That the OC establishes a direct debit on the OC account for the Red Energy account.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Item 12981: That the OC approves a budget of \$1500 for fuel, oil and bits and pieces for equipment repair etc, and the money is put in Andrew Wilkinson's DTE account.</li> <li>• That the OC write to ICT and request a status report of the ICT sub-committee</li> <li>• The OC formally acknowledges the work conducted by DTE volunteers to produce a covid-19 contact tracing solution at no cost to DTE that meets legal and health authority requirements while also protecting DTE member and volunteer privacy and also recommends the use of the contact tracing solution found on data.dte (se link) to meet legal obligations.</li> <li>• The OC formally advises all members that DTE will not be held liable for any expenses or loss of income due to boarder closures and travel restrictions implemented due to covid-19.</li> <li>• The OC maintains its own membership list containing first name last name folio number and active status. List to be established and maintained by Tania Morsman or others nominated by the OC.</li> </ul>	
	<b><u>Actions to be taken</u></b>	<i>Procedural</i>
	<ul style="list-style-type: none"> <li>• Kathy Ernst to contact Optus and Telstra before paying the phone bills to set up direct debits</li> <li>• Coral Larke to write to asset manager Mark Rasmussen to transfer registration of the trailer bought from Jessica Townsend into DTE's name</li> <li>• Kathy Ernst to contact Red Energy about setting up direct debit and more accurate estimates</li> <li>• Skye to pay invoices from TBT</li> <li>• Trevor Pitt to write to ICT and request a status report of the ICT subcommittee</li> </ul>	
	<b><u>Next Meeting Date &amp; Time Confirmation</u></b>	<i>Procedural</i>
	25/02/2021 7:30pm	
	<b><u>Meeting Ended</u></b>	<i>Procedural</i>
	10:42pm	