

Organising Committee Executive arm of DTE

Minutes

Date: **11/02/2021**
 Time: **7:30pm**
 Venue: **Online via Zoom data.dte.org.au**
 Online: **<https://dte.coop/live.meeting>**

1	<u>Meeting Started</u>		<i>Procedural</i>
	8.30PM		
2	<u>Election of Chair</u>		<i>Procedural</i>
	Confirmation of Chairperson: John Major, Elisa Brock at 10.22-10.24PM, 10.50-10.51PM, 11.23-11.25PM Confirm Minute Keeper: Suzie Helson Host: Elisa Brock		
4	<u>Attendance</u>		<i>Procedural</i>
	Darrell Reid Darrylle Ryan Denise Banville Elisa Brock Gary Lasky John Magor John Reid Jon Drews Kathy Ernst Kristen Joy	Lance Nash Malcolm Matthews Mark Helson Marte Kinder Martin Schwarz Peter Tippett Rick Gill Robin Macpherson Suzie Helson Trevor Pitt	
5	<u>Confirmation of Previous Meeting Minutes</u>		<i>Procedural</i>
	04/02/2020 OC Minutes-Note: Trevor Pitt advised that while he was registered as an attendee on 04/02/2020, he cannot confirm that the meeting minutes are accurate given this meeting was 12 months ago. 26/11/2020 OC Minutes- Amendment to Point 7.2, membership status of Les Spencer appears to contain an inaccuracy. He is actually not listed as an active member. 28/01/2021 OC Minutes		<i>Moved:</i> <i>Kathy Ernst</i> <i>Seconded:</i> <i>John Major</i> <i>P.B.C</i> <i>Moved:</i> <i>Kathy Ernst</i> <i>Seconded:</i> <i>John Major P.B.C.</i> <i>Trevor Pitt</i> <i>Seconded:</i> <i>John Major</i> <i>P.B.C..</i>
	<u>Matters Arising</u>		
	*John Reid is chasing up Red Energy for Bylands to do a new reading and hopefully have them issue a credit		

	Task Check List	<i>Procedural</i>
	<p><u>From 26/11/20 Minutes-</u></p> <p><u>Motor Vehicle Registration</u></p> <ul style="list-style-type: none"> • <u>Coral Larke sent the Motor Vehicles list to the OC email – List provided by Coral</u> • <u>Asset Management should be reporting to OC what motor vehicles including trailers and insurances are being renewed – Information provided, not by Asset Mgmt</u> • <u>Coordination Group for Change of Auditors - to be progressed after AGM, ideally auditors and accountants who work in Xero - need to be interviewed – Ongoing</u> • <u>DTE Attendance Criteria to be discussed after the AGM – Ongoing</u> <hr/> <ul style="list-style-type: none"> • <u>Kate Shapiro to resolve outstanding ICT accounts – Ongoing</u> • <u>Kathy Ernst to contact Optus and Telstra before paying the phone bills to set up direct debits – Nearly there with Optus, Telstra more difficult- Ongoing</u> - • <u>Coral Larke to write to asset manager Mark Rasmussen to transfer registration of the trailer bought from Jessica Townsend into DTE’s name – Ongoing</u> • <u>Kathy Ernst and John Reid to contact Red Energy about setting up direct debit and more accurate estimates – Ongoing</u> 	<p>No progress Work In Progress Complete No longer relevant Taken Over By ?</p>
7	<u>Correspondence / Payments</u>	<i>Procedural</i>
	<p>Bendigo Bank confirmation of T.B.T Invoices paid totalling \$20,113.00, Fincom email presented as correspondence inwards - OC meeting 28/01/2.</p> <p>Optus are now sending accounts to accounts@dte.org.au for the two services at Woorooma .</p> <p>Notification to members of upcoming SGM</p> <p>CWS Statement – Nil Balance</p> <p>Origin Energy Statement for Woorooma \$981.80 now being paid by Direct Debit</p> <p>Email from the Board asking the OC to prioritise the safe storage of both fuel and gas as per Agenda Item 12989, passed at Board meeting 04/02/21</p> <p>Password restrictions have been placed on written and audio minutes, user name: member password: activedte</p> <p>John Reid has communicated with Red Energy to enter Bylands for a metre reading.</p> <p>OC mail members list</p>	
8	<u>WH&S</u>	<i>Procedural</i>
9	<u>Agenda Item 13031 – ConFesters Gatherings</u>	

	<p>Agenda details:</p> <p>Gatherings of ConFesters are being planned, probably in March. Item for interest only. Not DTE events.</p> <p>Item by: Lance Nash</p>	
	<p>Lance is looking towards coordinating small gatherings of ConFesters having picnic type get together's around Australia in March 2021. He has coordinators for Sydney, W.A. And Nth East N.S.W. Anyone that would like to help organise can contact Lance either by Facebook or Messenger.</p>	
	<p>Agenda Item 13027 - Reduced Bike Crew budget request</p>	
	<p>Agenda details: Bike Crew's needs funding to do important maintenance, repairs, painting, moving and building footings for our shipping container regardless of when the next festival will occur. Bike Crew will attend site before Easter 2021. We have Board approval for a Bike Crew working bee (Agenda Item 12966 passed by consensus) BUT WE DO NOT WANT ANY FUNDS FOR FOOD OR REFRESHMENTS OR PETROL! Our budget application is only for the tools and materials we need in our work. Note: Item (29) Contingency to relocate the Bike Crew 20ft Shipping Container with cafe Door has been given special status by the Confest Committee Meeting of 14 May 2020 (agenda item 8370) which passed the following motion by consensus: That the Confest Committee acknowledge that the bike crew container has not been moved to the requested location. That the bike crew container will be relocated prior to the next Confest. That the budget for the relocation was approved prior to Autumn Confest 2020. The Onsite Storage Policy document is to be adhered to and the construction of footings for the Bike Crew shipping container that meet the policy standard and implementation of passed motion 8370 gives effect to that adherence. Items (31) and (35) to (43) are for the purpose of the construction of footings WAS \$2321.96 in agenda item 12965 LESS SAVING \$ -1003.50 NOW REDUCED TO \$1318.45</p> <p>Motion: The OC approves the reduced Budget Application by Bike Crew for \$1318.45</p> <p>Item by: Marte Kinder https://www.facebook.com/confestbikecrew/</p>	<p><i>Moved:</i> Marte Kinder <i>Seconded:</i> Mark Helson P.B.M.</p>
	<p>Agenda Item 13028 - Containers directly on ground</p>	
	<p>Agenda details: Containers are currently sitting directly on the ground at Woorooma. While I do not support unnecessary expenditure, we need to protect our assets and have sufficient money to hire lifting equipment if needed.</p>	<p><i>Moved :</i> Kathy Ernst <i>Seconded:</i> Suzie Helson P.B.C.</p>

	<p>Motion: That the OC writes to the Asset Management Subcommittee and the Asset Management Facilitator requesting a report on containers which are currently sitting directly on the ground and a plan to rectify this and that if this report is not received within 28 days, the OC appoints another volunteer or group to take on this task.</p> <p>Item by: Kathy Ernst</p>	
	<p>Agenda item 12945/13022 : Outwards Correspondence</p>	
	<p>Agenda item: Outwards correspondence</p> <p>Agenda details: Item to discuss and approve by the OC the outwards correspondence policy. See link.</p> <p>Motion: That all correspondence from the OC and sub-committees of the OC include the senders name and the capacity in which they are acting.</p> <p>Item by: Peter Tippett https://data.dte.org.au/files/Outward%20Correspondence%20Policy.pdf</p>	<p><i>Moved : Peter Tippett Seconded: Suzie Helson P.B.C.</i></p>
	<p><u>Discussion</u> <u>*Peter Tippett wanted to make the OC aware of the New Chat</u></p> <p><u>*Malcolm Matthews would like input on the document he is developing as a process for the OC to follow in regard to OC members being given read only access to Xero -</u> https://data.dte.org.au/files/Process%20for%20requesting%20access%20to%20Xero.pdf</p>	
	<p><u>Carried Resolutions</u></p>	
	<p>Item 13027 : The OC approves the reduced Budget Application by Bike Crew for \$1318.45 – Note - Denise Banville would like to have her objection recorded to the use of White Map referring to areas on site.</p> <p>Item 13028 : That the OC writes to the Asset Management Subcommittee and the Asset Management Facilitator requesting a report on containers which are currently sitting directly on the ground and a plan to rectify this and that if this report is not received within 28 days, the OC appoints another volunteer or group to take on this task.</p> <p>Item 12945/13022: That all correspondence from the OC and sub-committees of the OC include the senders name and the capacity in which they are acting.</p>	
	<p><u>Actions to be taken</u></p>	<p><i>Procedural</i></p>
	<ul style="list-style-type: none"> • <u>OC to appoint a person to look after all regular bills as Kathy is stepping down from this task. Email address - accounts@dte.org.au. Malcolm Matthews has offered to take on the task of attending to incoming Mail to this address</u> • <u>On behalf of the OC, Malcolm Matthews/LanceNash to investigate and provide details and costings for the safe storage of fuel and gas on site.</u> 	

• On behalf of the OC Denise Banville will research and advise outcome on the following

- 1) Who receives the budget application mail
- 2) Who/ Which group decides how such emails are directed

• On behalf of OC, Kath Ernst to write to Asset Management Subcommittee and Asset Management Facilitator in reference to Agenda Item 13028

<u>Next Meeting Date & Time Confirmation</u>	<i>Procedural</i>
Thursday 25/02/2021 7.30pm	
<u>Meeting Ended</u>	<i>Procedural</i>
11.34PM	