

Down-To-Earth (Vic) Cooperative Society Limited

Special General Meeting

Minutes

Date: **18/02/2021**

Time: **7:30pm**

Venue: **Online via Zoom**

Online: <https://dte.coop/live.meeting>

#	Item	Raised by:																																										
1	Meeting Started	<i>Procedural</i>																																										
	7:46pm																																											
2	Election of Chair	<i>Procedural</i>																																										
	Confirmation of Chairperson: John Magor, Tania Morsman chairs at 9:23pm, John at 9:24pm, Tania at 9:26pm, John at 9:28pm, Tania at 9:54pm, John at 9:58pm, Tania at 10:15pm, John at 10:17pm Confirm Minute Keeper: Vanessa Ernst																																											
3	Attendance	<i>Procedural</i>																																										
	<table border="0"> <tr> <td>Aaron Shipperlee</td> <td>Jessica Townsend</td> <td>Peter Tippett</td> </tr> <tr> <td>Andrew Wilkinson</td> <td>John Magor</td> <td>Ray Higgins</td> </tr> <tr> <td>Angela Neal</td> <td>John Reid</td> <td>Rick Gill</td> </tr> <tr> <td>Coral Larke</td> <td>Kate Shapiro</td> <td>Robin Macpherson</td> </tr> <tr> <td>Darrell Reid</td> <td>Kevin Taylor</td> <td>Scouse</td> </tr> <tr> <td>Darrylle Ryan</td> <td>Kristen Joy</td> <td>Skye Fitzpatrick</td> </tr> <tr> <td>David Cameron</td> <td>Lance Nash</td> <td>Suzie Helson</td> </tr> <tr> <td>David Cruise</td> <td>Lindy Hunt</td> <td>Tania Morsman</td> </tr> <tr> <td>Don Royal</td> <td>Matt English</td> <td>Tom Robinson</td> </tr> <tr> <td>Elisa Brock</td> <td>Malcolm Matthews</td> <td>Trevor Pitt</td> </tr> <tr> <td>Ellen Brogan</td> <td>Mark Rasmussen</td> <td>Vanessa Ernst</td> </tr> <tr> <td>Gary Lasky</td> <td>Martin Schwarz</td> <td>Walter Padovani</td> </tr> <tr> <td>Ian Hales</td> <td>Melody Braithwaite</td> <td></td> </tr> <tr> <td>Jack Wells</td> <td></td> <td></td> </tr> </table>	Aaron Shipperlee	Jessica Townsend	Peter Tippett	Andrew Wilkinson	John Magor	Ray Higgins	Angela Neal	John Reid	Rick Gill	Coral Larke	Kate Shapiro	Robin Macpherson	Darrell Reid	Kevin Taylor	Scouse	Darrylle Ryan	Kristen Joy	Skye Fitzpatrick	David Cameron	Lance Nash	Suzie Helson	David Cruise	Lindy Hunt	Tania Morsman	Don Royal	Matt English	Tom Robinson	Elisa Brock	Malcolm Matthews	Trevor Pitt	Ellen Brogan	Mark Rasmussen	Vanessa Ernst	Gary Lasky	Martin Schwarz	Walter Padovani	Ian Hales	Melody Braithwaite		Jack Wells			
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4	Confirmation of Previous Meeting Minutes	<i>Procedural</i>																																										
	09/01/2020 (questions raised but it was determined they have already been accepted)																																											
	25/06/2020 – Part 1 (amendment: Aaron Shipperlee to be added to attendance list)	<i>Moved: Kathy Ernst Seconded: Coral Larke P.B.C.</i>																																										
	25/06/2020 – Part 2	<i>Moved: Suzie Helson Seconded: Coral Larke P.B.C.</i>																																										

	25/06/2020 – Part 3 – Postponed so Lindy Hunt can check details	
	Coral Larke will finish writing the AGM minutes	
6	Reports	<i>Procedural</i>
	No reports submitted to the meeting.	
7	Special Business	<i>Procedural</i>
8	Agenda Item 12991: FinCom Appropriation \$9,000	
	<p>Agenda details: The Finance Committee currently has insufficient remaining funds on FCM Card for expected Accounting and Bookkeeping Invoices until 30 June 2021. Attached link to this motion shows details of estimated future invoices and additional funds required.</p> <p>Motion: That FinCoM be appropriated an additional \$9,000 to pay future invoices incurred up to the end of this financial year</p>	<p><i>Proposed: Skye Fitzpatrick</i> <i>Supported: Kathy Ernst, Suzie Helson</i> <i>P.B.C.</i></p>
	Agenda Item 13001: Sydney Confest food	
	<p>Agenda details: On Thursday 2nd July 2020 the SGM passed a motion that DTE would not pay for any food or drink. After this was passed a discussion was had at which it was suggested that when DTE was again able to hold events that either new motions or amendments to the existing motion requesting budgets for food and drink could be put up for consideration. The motion below is seeking funds to provide basic supplies for Sydney Confest only.</p> <p>BACKGROUND: Food and chai are an integral part of all Sydney ConFester gatherings. We are extremely efficient in carrying over unused non-perishable stock to the next gathering where 95% perishable foods are donated by attendees such that the cost per meal averages \$1.38 per meal (based on Jan 2020 attendance). Since the early 2000s until January 2019 Sydney ConFesters has been able to remit a profit after the deduction of expenses (100% of gate takings) back to DTE. Since January 2019 gatherings have had to be held at expensive Sydney commercial camping site. Sydney ConFesters is committed to cost neutral gatherings and plan to raise attendance fees to achieve this outcome.</p> <p>Motion: Sydney Confest be allowed to, apply for up to \$10 per head of seeding money to be used for chai ingredients and other general food consumption goods, as part of future Sydney Confest Budget Applications.</p>	<p><i>Proposed: Melody Braithwaite</i> <i>Supported: Natalie Bull, Lindy Hunt, Kevin Taylor</i> <i>P.B.C.</i></p>
	Agenda Item 13002: OC Appropriation	
	<p>Agenda details: That the Organising Committee be appropriated an additional \$25,000 to be available until the end of the 2020/2021 financial year.</p> <p>Motion: That the Organising Committee be appropriated an additional \$25,000 to be available until the end of the 2020/2021 financial year.</p>	<p><i>Proposed and supported: Trevor Pitt, David Cruise, Coral Larke, Malcolm Matthews, Kevin Taylor, Kate Shapiro</i> <i>P.B.C.</i></p>
	<i>AMENDED MOTION:</i> That the Organising Committee be appropriated an additional \$16,000 to be available until the end of the 2020/2021 financial year.	<i>P.B.C.</i>
	Agenda Item 13003: Code of Conduct	
	<p>Agenda details: That this meeting endorses continuing work on transitioning to a new Code of Conduct based around the Contributor Code of Conduct.</p> <p>Motion: That this meeting endorses continuing work on transitioning to a new Code of Conduct based around the Contributor Code of Conduct.</p>	<p><i>Proposed and supported: Coral Larke, Lindy Hunt, John Magor, Trevor Pitt</i> <i>P.B.M.</i></p>

	<u>Agenda Item 13004: Working Bees</u>	
	<p>Agenda details: Working within the new 2020 OC reimbursement guidelines, to outline a clear structure for the moderate and appropriate use of DTE funds to facilitate necessary ongoing work on site and clarify how DTE can provide essential financial support for members to cover the costs of attending a working bee.</p> <p>Melbourne to site 386 lets say 400 km therefore \$150.00 Adelaide to site 565 lets say 600 km therefore \$225.00 Sydney to site 791 lets say 800 km therefore \$300.00 Brisbane to site 1496 lets say 1500 km therefore \$500.00 Site to Barham 2732 83.1 km 55 min Site to Swan Hill 3585 83,6 km 57 min Site to Deniliquin 2710 94 km 62 min</p> <p>Motion: 1 / No reimbursement for food or accommodation getting to or from Woorooma or Bylands site for a working bee will be covered by DTE.</p> <p>2 / The MAXIMUM round trip fuel claim or public transport with receipts for volunteers coming to site for a working bee that DTE will approve will be:- Travelling from:- Victoria \$ 150, South Australia \$ 225, New South Wales \$ 300, Queensland \$ 500. However volunteers on onsite for less than four days may only claim a pro rata rate ie. Two days on site only 50%</p> <p>3 / On Woorooma or Bylands sites an allowance of a maximum of \$11 per person per day for moderately priced food and non alcoholic drinks during the working bee.</p> <p>4 / When requested by the working bee facilitator to travel more than 70 kilometres off either Woorooma or Bylands site during a working bee to pick up a person, materials or supplies, up to \$20 per person allowance for lunch with receipts may be claimed.</p> <p>5 / To qualify for fuel reimbursement volunteers need to fill in an activity sheet with an average of 4 hours per day overall at a working bee, some days less, other days more hours - depending on individual energy levels on the day, weather conditions etc.</p> <p>6 / Within 60 days of completion of a Working Bee, a detailed project report including information under the following headings:- completed works with photos, attendees register, first aid, conflict resolution, testimonials and final expenditure to be forwarded on to the Directors and the OC.</p>	<p><i>Proposed and supported: Kevin Taylor, Lindy Hunt, Tania Morsman, Natalie Bull P.B.M.</i></p>
	<i>Meeting extended for an hour at 10:21pm</i>	
	<u>Agenda Item 13038: Board Appropriation</u>	
	<p>Agenda details: Motion 6. I propose/support the motion that the board be granted an appropriation of \$19,625 until end of financial year with funds to be available until another appropriation is approved.</p> <p>Motion: I propose/support the motion that the board be granted an appropriation of \$19,625 until end of financial year with funds to be available until another appropriation is approved.</p>	<p><i>Proposed: Kate Shapiro Supported: Dan Smith, Trevor Pitt, Caryn Kettle</i></p>
	<i>Meeting adjourned – Malcolm to continue speaking from this point when meeting readjourns. Speaking order is: Kathy Ernst, Peter Tippett, Robin Macpherson, Lindy Hunt, Tania Morsman</i>	

<u>Carried Resolutions</u>	<i>Procedural</i>
<ul style="list-style-type: none"> • Item 12991: That FinCoM be appropriated an additional \$9,000 to pay future invoices incurred up to the end of this financial year. • Item 13001: Sydney Confest be allowed to, apply for up to \$10 per head of seeding money to be used for chai ingredients and other general food consumption goods, as part of future Sydney Confest Budget Applications. • Item 13002: That the Organising Committee be appropriated an additional \$16,000 to be available until the end of the 2020/2021 financial year. • Item 13003: That this meeting endorses continuing work on transitioning to a new Code of Conduct based around the Contributor Code of Conduct. • Item 13004: 1 / No reimbursement for food or accommodation getting to or from Woorooma or Bylands site for a working bee will be covered by DTE. <p>2 / The MAXIMUM round trip fuel claim or public transport with receipts for volunteers coming to site for a working bee that DTE will approve will be:- Travelling from:- Victoria \$ 150, South Australia \$ 225, New South Wales \$ 300, Queensland \$ 500. However volunteers on onsite for less than four days may only claim a pro rata rate ie. Two days on site only 50%</p> <p>3 / On Woorooma or Bylands sites an allowance of a maximum of \$11 per person per day for moderately priced food and non alcoholic drinks during the working bee.</p> <p>4 / When requested by the working bee facilitator to travel more than 70 kilometres off either Woorooma or Bylands site during a working bee to pick up a person, materials or supplies, up to \$20 per person allowance for lunch with receipts may be claimed.</p> <p>5 / To qualify for fuel reimbursement volunteers need to fill in an activity sheet with an average of 4 hours per day overall at a working bee, some days less, other days more hours - depending on individual energy levels on the day, weather conditions etc.</p> <p>6 / Within 60 days of completion of a Working Bee, a detailed project report including information under the following headings:- completed works with photos, attendees register, first aid, conflict resolution, testimonials and final expenditure to be forwarded on to the Directors and the OC.</p>	
<u>Next Meeting Date & Time</u>	<i>Procedural</i>
25/02/2021 7:30pm	
<u>Meeting Ended</u>	<i>Procedural</i>
11:30pm	