

Down-To-Earth (Vic) Cooperative Society Limited

**Organising Committee
Executive arm of DTE**

Minutes

Date: **25/03/2021**

Time: **7:30pm**

Venue: **Online via Zoom**

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

DTE OC Online Finances:

https://docs.google.com/spreadsheets/d/1aMX_q26pXTMsa0EkSQ61LUgh-INJDN428r7YLDZWb5Y/edit#gid=1128064736

#	Item	Raised by:																												
1	<u>Meeting Started</u>	<i>Procedural</i>																												
	7:41pm																													
2	<u>Election of Chair</u>	<i>Procedural</i>																												
	Confirmation of Chairperson: John Magor, Mark Rasmussen chairs at 9:22pm, John at 9:26pm, Mark at 10:28pm, John at 10:29pm Confirm Minute Keeper: Vanessa Ernst																													
3	<u>Attendance</u>	<i>Procedural</i>																												
	<table border="0"> <tr> <td>Aaron Shipperlee</td> <td>Malcolm Matthews</td> </tr> <tr> <td>Andrew Wilkinson</td> <td>Mark Helson</td> </tr> <tr> <td>Chris Wilson</td> <td>Mark Rasmussen</td> </tr> <tr> <td>Darrell Reid</td> <td>Martin Schwarz</td> </tr> <tr> <td>Darrylle Ryan</td> <td>Matthew Pearce</td> </tr> <tr> <td>David Cruise</td> <td>Peter Tippet</td> </tr> <tr> <td>Elisa Brock</td> <td>Richard Woodgate</td> </tr> <tr> <td>Ian Hales</td> <td>Rick Gill</td> </tr> <tr> <td>John Magor</td> <td>Robin Macpherson</td> </tr> <tr> <td>John Reid</td> <td>Skye Fitzpatrick</td> </tr> <tr> <td>Kate Shapiro</td> <td>Suzie Helson</td> </tr> <tr> <td>Kathy Ernst</td> <td>Tania Morsman</td> </tr> <tr> <td>Kevin Taylor</td> <td>Trevor Pitt</td> </tr> <tr> <td>Lance Nash</td> <td>Vanessa Ernst</td> </tr> </table>	Aaron Shipperlee	Malcolm Matthews	Andrew Wilkinson	Mark Helson	Chris Wilson	Mark Rasmussen	Darrell Reid	Martin Schwarz	Darrylle Ryan	Matthew Pearce	David Cruise	Peter Tippet	Elisa Brock	Richard Woodgate	Ian Hales	Rick Gill	John Magor	Robin Macpherson	John Reid	Skye Fitzpatrick	Kate Shapiro	Suzie Helson	Kathy Ernst	Tania Morsman	Kevin Taylor	Trevor Pitt	Lance Nash	Vanessa Ernst	
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4	<u>Confirmation of Previous Meeting Minutes</u>	<i>Procedural</i>																												
	11/03/2021 OC	<i>Moved: Kathy Seconded: Suzie P.B.C.</i>																												
5	<u>Task Check List</u>	<i>Procedural</i>																												
	<ul style="list-style-type: none"> Coordination Group for Change of Auditors - to be progressed after AGM, ideally auditors and accountants who work in Xero - need to be interviewed – Ongoing DTE Attendance Criteria to be discussed after the AGM – Ongoing 	<p>NO PROGRESS WORK IN PROGRESS COMPLETE NO LONGER RELEVANT</p>																												

	<ul style="list-style-type: none"> • Kate Shapiro to resolve outstanding ICT accounts – Ongoing • Malcolm Matthews to contact Optus and Telstra before paying the phone bills to set up direct debits – Nearly there with Optus, Telstra more difficult – Ongoing • Kevin Taylor to write to asset manager Mark Rasmussen to transfer registration of the trailer bought from Jessica Townsend into DTE’s name – Ongoing • Malcolm Matthews and John Reid to contact Red Energy about setting up direct debit and more accurate estimates – Ongoing • 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 – Ongoing • On behalf of the OC, Malcolm Matthews/Lance Nash to investigate and provide details and costings for the safe storage of fuel and gas on site – Ongoing • 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 – Ongoing <p>Regarding Item 13048: Unused EFTPOS machine – Ongoing</p> <ol style="list-style-type: none"> 1. John Reid to approach Bendigo Bank to find out what a new EFTPOS machine and/or lost machine would cost 2. Trevor Pitt to investigate/network/ask around about where the EFTPOS machine may be 3. Kevin Taylor, Andrew Wilkinson, and John Reid to have a thorough rummage around site for the EFTPOS machine 4. Kathy Ernst to collate information and write a motion based on findings <ul style="list-style-type: none"> • Mark Rasmussen to follow up trailer registration transfer with Jessica Townsend – Ongoing • David Cruise to follow up with Nathan Somerville from Barrier Signs regarding site access – Ongoing • John Reid to forward Peter Tippet’s Xero access request to the subscription holder – Ongoing • Kathy Ernst to write to FinCom requesting Malcolm Matthews be given access to OC Gsheet and OC Gdrive – Completed • Peter Tippet to send John Reid a notice to be sent out to the OC informing them of Agenda Item 13036/13055: Privacy – Ongoing • Malcolm to contact John Reid to write to the board about whether the Association Incorporation Reform Act 2012 applies to DTE – Ongoing 	TAKEN OVER BY ?
6	<u>Correspondence / Payments</u>	<i>Procedural</i>
	<p>OCM20210311_containersOnGroundCorrection.pdf OCM20210313_Fincom_MMatthewsAccess.pdf OCM20210314_ContainersOnGround_KTResponse.pdf OCM20210314_DB_FundingFormInfoReq.pdf OCM20210316_FYE2021_ICT_Budget_Application_Form_p1.pdf OCM20210316_FYE2021_ICT_Budget_Application_Form_p2.pdf OCM20210316_FYE2021_ICT_Budget_Application_Form_p3.pdf OCM20210316_ICTReport.pdf OCM20210318_GW_ResponseToPrivacyEmail.pdf OCM20210324_BylandsPowerCoLock.pdf OCM20210324_PT_ICTReport.pdf</p>	

	OCM20210324_TP_ICTReport.pdf OCM20210324_TR_ICTReport.pdf OCM20210325_AdviceOfBreachOfRule53.pdf OCM20210325_Letter advising of Breach of Rule 53.pdf OCM202011012_Fincom_Rule53.pdf	
7	<u>WH&S</u>	<i>Procedural</i>
8	<u>Agenda Items from Previous OC Meeting</u>	
	Motion	
	Motion: That the budget funding applications email is forwarded to ocmail@dte.org.au	<i>Moved: Kathy Ernst Seconded: Kate Shapiro P.B.C.</i>
	Agenda Item 13000/13090: ICT	
	Agenda details: ICT has really let DTE down. It is time to get down to Earth. Motion: The OC formally advises the ICT workgroup that ICT bulk budgets will no longer be approved. All current subscriptions and services are not to be renewed without budget approval. Individual projects going forward will need their own budget application presented for approval by the OC.	<i>Moved: Peter Tippett Seconded: Trevor Pitt P.B.M.</i>
	Agenda Item 13096: Payment for Zoom account	
	Agenda details: The Zoom account is overdue (was due on 4 March). This will cause major disruption to our meetings if cancelled due to non-payment. Also do we really need two Zoom accounts? Even recent directors' discussions have used the same Zoom account as the other meetings. Motion: That the OC, urgently and directly from the OC account, pays the Zoom invoice for one 'Standard Pro Annual' account and cancels the other one.	<i>Moved: Kathy Ernst Seconded: Suzie Helson</i>
	Proposed amendment: Pay for the outstanding Zoom account.	<i>Moved: Mark Rasmussen Seconded: Aaron Shipperlee Amendment fails</i>
	<i>Motion deferred</i>	
	<u>Carried Resolutions</u>	<i>Procedural</i>
	<ul style="list-style-type: none"> Motion: That the budget funding applications email is forwarded to ocmail@dte.org.au Agenda Item 13000/13090: The OC formally advises the ICT workgroup that ICT bulk budgets will no longer be approved. All current subscriptions and services are not to be renewed without budget approval. Individual projects going forward will need their own budget application presented for approval by the OC. 	
	<u>Actions to be taken</u>	<i>Procedural</i>
	<ul style="list-style-type: none"> Kathy Ernst to investigate whether \$48 had been credited to John Reid's card for pH correction as per Item 13070 John Reid and Robin Macpherson to look into the applications email be redirected to ocmail 	
	<u>Next Meeting Date & Time Confirmation</u>	<i>Procedural</i>
	29/03/2021 7:30pm	
	<u>Meeting Ended</u>	<i>Procedural</i>
	10:49pm	