

Down-To-Earth (Vic) Cooperative Society Limited

**Organising Committee
Executive arm of DTE**

Minutes

Date: **08/04/2021**

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	Meeting Started	<i>Procedural</i>																								
	8:20pm																									
2	Election of Chair	<i>Procedural</i>																								
	Confirmation of Chairperson: John Magor, Mark Rasmussen at 9:14pm, John at 9:16pm, Robin at 9:32pm, John at 9:34pm, Kathy chairs at 10:21pm, John at 10:22pm Confirm Minute Keeper: Vanessa Ernst																									
3	Attendance	<i>Procedural</i>																								
	<table border="0"> <tr> <td>Andrew Wilkinson</td> <td>Malcolm Matthews</td> </tr> <tr> <td>Brian (fire team)</td> <td>Mark Helson</td> </tr> <tr> <td>Darrell Reid</td> <td>Mark Rasmussen</td> </tr> <tr> <td>David Cruise</td> <td>Martin Schwarz</td> </tr> <tr> <td>Elisa Brock</td> <td>Matthew Peers</td> </tr> <tr> <td>Glen Duncan</td> <td>Peter Tippett</td> </tr> <tr> <td>John Magor</td> <td>Rick Gill</td> </tr> <tr> <td>Kate Shapiro</td> <td>Robin Macpherson</td> </tr> <tr> <td>Kathy Ernst</td> <td>Suzie Helson</td> </tr> <tr> <td>Kevin Taylor</td> <td>Tania Morsman</td> </tr> <tr> <td>Lance Nash</td> <td>Troy Reid</td> </tr> <tr> <td></td> <td>Vanessa Ernst</td> </tr> </table>	Andrew Wilkinson	Malcolm Matthews	Brian (fire team)	Mark Helson	Darrell Reid	Mark Rasmussen	David Cruise	Martin Schwarz	Elisa Brock	Matthew Peers	Glen Duncan	Peter Tippett	John Magor	Rick Gill	Kate Shapiro	Robin Macpherson	Kathy Ernst	Suzie Helson	Kevin Taylor	Tania Morsman	Lance Nash	Troy Reid		Vanessa Ernst	
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4	Confirmation of Previous Meeting Minutes	<i>Procedural</i>																								
	29/03/2021 OC Minutes	<i>Moved: Kathy Ernst</i>																								
	Amendments: 'actions to be taken' to be changed to Malcolm Matthews to implement Item 13113 and Item 13097	<i>Seconded: Peter Tippett P.B.C</i>																								
	01/04/2021 OC Minutes	<i>Moved: Kathy Ernst</i>																								
	Amendments: minutes to include that 'the OC meeting April 1 was an unadvertised meeting and the co-operative members were not advised of this meeting'	<i>Seconded: Malcolm Matthews 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 • Malcolm Matthews to action Item 13108 – Ongoing 	NO PROGRESS WORK IN PROGRESS COMPLETE NO LONGER RELEVANT TAKEN OVER BY ?
6	<u>Correspondence / Payments</u>	<i>Procedural</i>
7	<u>WH&S</u>	<i>Procedural</i>
8	<u>Agenda Items from Previous OC Meeting</u>	
	Item 13099/13128: FYE2021 ICT Workgroup Budget	
	Agenda details: Motion: That the FYE2021 ICT workgroup budget application totaling \$10,601 is approved. Item by: Elisa Brock <i>Deferred until the bulk budget is broken down into individual budgets</i>	
	Agenda Item 13140: Car maintenance Budget	
	Agenda details: Motion: That \$495 is put on Andrew Wilkinson’s Bendigo Bank Account for car maintenance.	<i>Moved: Kathy Ernst</i> <i>Seconded: Kevin Taylor P.B.C.</i>
	Agenda Item 12964/13129: Financial reports	
	Agenda details: A document about a list of financial reports for the OC Motion: For discussion <i>Item discussed</i>	
	Item 13085/13126: Date for the next AGM	
	Agenda details: Discussion for the next AGM Motion: Discussion <i>Item discussed</i>	
	Item 13098/13127: breach of DTE Rule 53(1)(b)	
	Agenda details: I would like to discuss a breach of DTE Rule 53(1)(b). See linked document. Is it acceptable for a facilitator to take a loan or to spend money allocated for other purposes to avoid submitting a budget application? Is it acceptable for anyone to commit DTE to expenditure for which there is no budget approved? Motion: For discussion <i>Item discussed</i>	
	Item 13115/13130: Asbestos Check	
	Agenda details: There has been work approved at the house on the Bylands property. The house has asbestos present and considering this property constitutes a workplace, the WHS committee suggests that the house and surrounding land is checked for asbestos contamination.	

	Motion: That the OC organise an asbestos report as soon as possible and again after the renovations. <i>Item deferred to give Kate Shapiro or David Cruise time to provide the 2016 asbestos report.</i>	
	<u>Carried Resolutions</u>	<i>Procedural</i>
	<ul style="list-style-type: none"> Item 13140: That \$495 is put on Andrew Wilkinson's Bendigo Bank Account for car maintenance. 	
	<u>Actions to be taken</u>	<i>Procedural</i>
	<ul style="list-style-type: none"> Malcolm Matthews to forward the request for financial reports to FinCom 	
	<u>Next Meeting Date & Time Confirmation</u>	<i>Procedural</i>
	22/04/2021 7:30pm	
	<u>Meeting Ended</u>	<i>Procedural</i>
	10:38pm	