

Down-To-Earth (Vic) Cooperative Society Limited

**Organising Committee
Executive arm of DTE**

Minutes

Date: **22/04/2021**

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 | <u>Meeting Started</u> | <i>Procedural</i> | | | | | | | | | | | | | | | | | | | | | | | | |
| | 7:42pm | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | <u>Election of Chair</u> | <i>Procedural</i> | | | | | | | | | | | | | | | | | | | | | | | | |
| | Confirmation of Chairperson: John Magor, John Reid at 8:26pm, John Magor at 8:29pm, John Reid at 8:44pm, John Magor at 8:47pm Confirm Minute Keeper: Vanessa Ernst | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | <u>Attendance</u> | <i>Procedural</i> | | | | | | | | | | | | | | | | | | | | | | | | |
| | <table border="0"> <tr> <td>Andrew Wilkinson</td> <td>Malcolm Matthews</td> </tr> <tr> <td>Brian Denham</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>David Cruise</td> <td>Peter Tippett</td> </tr> <tr> <td>Elisa Brock</td> <td>Ray Higgins</td> </tr> <tr> <td>Garry Lasky</td> <td>Rick Gill</td> </tr> <tr> <td>Glen Duncan</td> <td>Robin Macpherson</td> </tr> <tr> <td>John Reid</td> <td>Suzie Helson</td> </tr> <tr> <td>Kathy Ernst</td> <td>Tania Morsman</td> </tr> <tr> <td>Kevin Taylor</td> <td>Troy Reid</td> </tr> <tr> <td>Lance Nash</td> <td>Vanessa Ernst</td> </tr> </table> | Andrew Wilkinson | Malcolm Matthews | Brian Denham | Mark Helson | Chris Wilson | Mark Rasmussen | Darrell Reid | Martin Schwarz | David Cruise | Peter Tippett | Elisa Brock | Ray Higgins | Garry Lasky | Rick Gill | Glen Duncan | Robin Macpherson | John Reid | Suzie Helson | Kathy Ernst | Tania Morsman | Kevin Taylor | Troy Reid | Lance Nash | Vanessa Ernst | |
| Andrew Wilkinson | Malcolm Matthews | | | | | | | | | | | | | | | | | | | | | | | | | |
| Brian Denham | Mark Helson | | | | | | | | | | | | | | | | | | | | | | | | | |
| Chris Wilson | Mark Rasmussen | | | | | | | | | | | | | | | | | | | | | | | | | |
| Darrell Reid | Martin Schwarz | | | | | | | | | | | | | | | | | | | | | | | | | |
| David Cruise | Peter Tippett | | | | | | | | | | | | | | | | | | | | | | | | | |
| Elisa Brock | Ray Higgins | | | | | | | | | | | | | | | | | | | | | | | | | |
| Garry Lasky | Rick Gill | | | | | | | | | | | | | | | | | | | | | | | | | |
| Glen Duncan | Robin Macpherson | | | | | | | | | | | | | | | | | | | | | | | | | |
| John Reid | Suzie Helson | | | | | | | | | | | | | | | | | | | | | | | | | |
| Kathy Ernst | Tania Morsman | | | | | | | | | | | | | | | | | | | | | | | | | |
| Kevin Taylor | Troy Reid | | | | | | | | | | | | | | | | | | | | | | | | | |
| Lance Nash | Vanessa Ernst | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | <u>Confirmation of Previous Meeting Minutes</u> | <i>Procedural</i> | | | | | | | | | | | | | | | | | | | | | | | | |
| | 08/04/2021 OC Minutes Moved: Brian Denham Seconded: Kathy Ernst P.B.C. | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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 | <p>NO PROGRESS WORK IN PROGRESS COMPLETE NO LONGER RELEVANT TAKEN OVER BY ?</p> | | | | | | | | | | | | | | | | | | | | | | | | |

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| | <p>Regarding Item 13048: Unused EFTPOS machine – to be taken over by Troy; see ‘actions to be taken’ section</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"> • John Reid to forward Peter Tippett’s Xero access request to the subscription holder – Ongoing • Malcolm Matthews to forward the request for financial reports to FinCom | |
| 6 | <u>Correspondence / Payments</u> | <i>Procedural</i> |
| | <ul style="list-style-type: none"> • Letter from HSE Australia with the results of asbestos test – no asbestos found • Chris Wilson installed electrical padlock | |
| 7 | <u>WH&S</u> | <i>Procedural</i> |
| 8 | <u>Agenda Items from Previous OC Meeting</u> | |
| | Item 13115/13142: Asbestos Check | |
| | <p>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.</p> <p>Motion: That the OC organise an asbestos report as soon as possible and again after the renovations.</p> <p><i>Deferred – Martin Schwarz will either put forward this or a new motion after discussing with Chris Wilson and others</i></p> | <i>Moved: Martin Schwarz</i> |
| | Item 13152: New Rodeo Registration | |
| | <p>Agenda details: Last year, an unregistered Holden Rodeo Ute was taken to Travis to be road-worthy. The roadworthy was completed about 12 months ago but the vehicle is still with Travis. The roadworthy will allow it to be registered in either NSW or Victoria. Does the OC want to register this vehicle? If so, please authorise the budget request so that Andrew and Richard can take it to Swan Hill to be registered.</p> <p>Motion: That Andrew and Richard are authorised to register the new Rodeo, to get the necessary details about the VicRoads account, and to place a direct debit for future registration renewals and that \$1000 is placed on Andrew Wilkinson’s account to pay for registration and associated costs.</p> | <i>Moved: Kathy Ernst Seconded: Mark Rasmussen P.B.C.</i> |
| | Item 13153: Privacy | |
| | <p>Agenda details: The privacy page on dte.coop is inappropriate and also does not align with a recent motion passed by the OC. Motion passed by the OC 11/3 - The OC informs all known facilitators, sub-committees and work groups that false promises of privacy should not be made and accordingly only the minimal relevant information required should be requested and that when a request for personal information is made those being requested to provide information are advised that privacy cannot be guaranteed.</p> <p>Motion: That Robin is instructed by the OC to update the privacy page located on dte.coop</p> | <i>Moved: Peter Tippett Seconded: Kathy Ernst P.B.M.</i> |

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| | <p>Item 13155: ICT - Bendigo Bank - 87.02</p> <p>Agenda details: https://dte.coop/online/ict-suppliers/184-ict-supplier-01</p> <p>Motion: The OC approves a budget for ICT - Bendigo Bank - 87.02</p> <p><i>Deferred until Robin can send out information about the budget and the membership can discuss, ask, and answer questions about it</i></p> | <p><i>Moved: Robin Macpherson</i> <i>Seconded: Lance Nash</i></p> |
| | <p>Item 13172: Tree planting at Woorooma Queens birthday weekend</p> <p>Agenda details: June 12/13 & 14. Ray Higgins needs 6 hardworking volunteers to plant trees.</p> <p>Motion: That a tree planting weekend over the Queens Birthday weekend is conducted. Ray Higgins is the facilitator. That a budget of \$499 to cover costs of trees and necessary items is granted. Budget application will be provided soon.</p> | <p><i>Moved: Ray Higgins</i> <i>Seconded: Kevin Taylor P.B.C.</i></p> |
| | <p><u>Carried Resolutions</u></p> | <p><i>Procedural</i></p> |
| | <ul style="list-style-type: none"> • Item 13152: That Andrew and Richard are authorised to register the new Rodeo, to get the necessary details about the VicRoads account, and to place a direct debit for future registration renewals and that \$1000 is placed on Andrew Wilkinson's account to pay for registration and associated costs. • Item 13153: That Robin is instructed by the OC to update the privacy page located on dte.coop • Item 13172: That a tree planting weekend over the Queen's Birthday weekend is conducted. Ray Higgins is the facilitator. That a budget of \$499 to cover costs of trees and necessary items is granted. Budget application will be provided soon. | |
| | <p><u>Actions to be taken</u></p> | <p><i>Procedural</i></p> |
| | <ul style="list-style-type: none"> • Troy to contact Bendigo bank about paying off the EFTPOS machine • Peter Tippett to forward Motion 13153 to Robin Macpherson | |
| | <p><u>Next Meeting Date & Time Confirmation</u></p> | <p><i>Procedural</i></p> |
| | <p>Thursday, 29/04/2021, 7:30pm</p> | |
| | <p><u>Meeting Ended</u></p> | <p><i>Procedural</i></p> |
| | <p>10:34pm</p> | |