

Down-To-Earth (Vic) Cooperative Society Limited

**Organising Committee  
Executive arm of DTE**

**Minutes**

Date: **04/05/2021**

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

#	Item	Raised by:																						
1	<b><u>Meeting Started</u></b>	<i>Procedural</i>																						
	7:45pm																							
2	<b><u>Election of Chair</u></b>	<i>Procedural</i>																						
	Confirmation of Chairperson: John Magor, Troy Reid chairs at 9:34pm, John Magor at 9:37pm, John Reid at 10:15pm, Troy Reid chairs at 10:17pm, John Reid at 10:24pm, Troy Reid at 10:25pm, John Reid at 10:25, Confirm Minute Keeper: Vanessa Ernst																							
3	<b><u>Attendance</u></b>	<i>Procedural</i>																						
	<table border="0"> <tr> <td>Aaron Shipperlee</td> <td>Lance Nash</td> </tr> <tr> <td>Andrew Wilkinson</td> <td>Lindy Hunt</td> </tr> <tr> <td>Craig Newcombe</td> <td>Malcolm Matthews</td> </tr> <tr> <td>David Cruise</td> <td>Mark Rasmussen</td> </tr> <tr> <td>Elisa Brock</td> <td>Marte Kinder</td> </tr> <tr> <td>Ian Hales</td> <td>Peter Tippet</td> </tr> <tr> <td>John Magor</td> <td>Rick Gill</td> </tr> <tr> <td>John Reid</td> <td>Robin Macpherson</td> </tr> <tr> <td>Kathy Ernst</td> <td>Suzie Helson</td> </tr> <tr> <td>Kevin Taylor</td> <td>Troy Reid</td> </tr> <tr> <td></td> <td>Vanessa Ernst</td> </tr> </table>	Aaron Shipperlee	Lance Nash	Andrew Wilkinson	Lindy Hunt	Craig Newcombe	Malcolm Matthews	David Cruise	Mark Rasmussen	Elisa Brock	Marte Kinder	Ian Hales	Peter Tippet	John Magor	Rick Gill	John Reid	Robin Macpherson	Kathy Ernst	Suzie Helson	Kevin Taylor	Troy Reid		Vanessa Ernst	
Aaron Shipperlee	Lance Nash																							
Andrew Wilkinson	Lindy Hunt																							
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Kevin Taylor	Troy Reid																							
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4	<b><u>Confirmation of Previous Meeting Minutes</u></b>	<i>Procedural</i>																						
	29/04/2021 OC Minutes Moved: Kathy Ernst                      Seconded: John Magor                      P.B.C.																							
	<b>Matters arising:</b> Item 13156/13186 that "the OC approves a budget for ICT - 3CX Software - 420.00" was approved but the money was spent on Zoom instead of 3CX because the amount was automatically direct debited																							

<b>5</b>	<b><u>Task Check List</u></b>	<i>Procedural</i>
	<ul style="list-style-type: none"> <li>• Coordination Group for Change of Auditors - to be progressed after AGM, ideally auditors and accountants who work in Xero - need to be interviewed – Ongoing</li> <li>• DTE Attendance Criteria to be discussed after the AGM – Ongoing</li> <li>• Malcolm Matthews to action Item 13108 – Ongoing</li> <li>• Regarding Item 13048: Unused EFTPOS machine – taken over by Troy – Ongoing</li> <li>• John Reid to forward Peter Tippet’s Xero access request to the subscription holder – Ongoing</li> <li>• Malcolm Matthews to forward the request for financial reports to FinCom – Ongoing</li> <li>• Troy to contact Bendigo bank about paying off the EFTPOS machine – Ongoing</li> <li>• Peter Tippet to forward Motion 13153 to Robin Macpherson – Complete</li> <li>• John Reid to contact Origin Energy about the key for the lock which they use to read the meter – Ongoing</li> </ul>	NO PROGRESS WORK IN PROGRESS COMPLETE NO LONGER RELEVANT TAKEN OVER BY ?
<b>6</b>	<b><u>Correspondence / Payments</u></b>	<i>Procedural</i>
<b>7</b>	<b><u>WH&amp;S</u></b>	<i>Procedural</i>
<b>8</b>	<b><u>Agenda Items from Previous OC Meeting</u></b>	
	<b>Item 13204/13226: Fuel for Andrew</b>	
	<p>Agenda details: Grass and weed control is an important aspect of maintaining our properties, and this budget is to ensure this work can continue.</p> <p>Motion: That the OC approve budget of \$1600 for fuel and miscellaneous items, and the money be placed on Andrew Wilkinson's card.</p>	Moved: Kevin Taylor Seconded: Mark Rasmussen P.B.C.
	<b>Item 13205/13227: UV tube replacement</b>	
	<p>Agenda details: The current UV tubes are past their recommended 12-month life, and are due for replacement.</p> <p>Motion: That the budget for \$220, for replacement of UV tubes be approved, and the funds be placed on John Reid's card.</p>	Moved: Troy Reid Seconded: Mark Rasmussen P.B.C.
	<b>Item 13206/13228: GM notice budget</b>	
	<p>Agenda details: This budget is for reimbursement for 2 sets of notices sent earlier this FY, and for the upcoming June SGM.</p> <p>Motion: That the OC approves the budget of \$72 for general meeting notices, and the funds be placed on John Reid's card.</p>	Moved: Troy Reid Seconded: Mark Rasmussen P.B.C.
	<b>Item 13207/13224: Rubbish removal from Bylands funding request</b>	
	<p>Agenda details: There is a lot of rubbish at Bylands. Some is being burned and reusable items are being kept. Richard and Andrew are prepared to stack the rest in bins provided by CWS. Most cost effective option negotiated with CWS is to have two 3 cubic metre bins delivered to Bylands, left on site for 2 weeks then removed when full.</p> <p>Motion: That \$440 is transferred to the Bendigo Bank account of Kathy Ernst to pay for delivery and removal of bins for Bylands rubbish removal.</p> <p style="text-align: center;"><i>Item Deferred</i></p>	

<b>Item 13209/13235: ICT - MyNetFone - 254.91</b>		
Agenda details: <a href="https://dte.coop/online/ict-suppliers/200-ict-supplier-17">https://dte.coop/online/ict-suppliers/200-ict-supplier-17</a>		<i>Moved: Troy Reid Seconded: Mark Rasmussen</i>
Motion: The OC approves a budget for ICT - MyNetFone - 254.91		
Amendment: the OC approves a budget for ICT - MyNetFone - of \$60 for April, May and June		<i>Moved: Kathy Ernst Seconded: Peter Tippett P.B.C</i>
Amended motion: the OC approves a budget for ICT - MyNetFone - of \$60 for April, May and June		<i>Moved: Troy Reid Seconded: Mark Rasmussen P.B.C.</i>
<b>Item 13210 13230: ICT - DNSfilter - Subscription - 335.20</b>		
Agenda details: <a href="https://dte.coop/online/ict-suppliers/191-ict-supplier-08">https://dte.coop/online/ict-suppliers/191-ict-supplier-08</a>		<i>Moved: Troy Reid Seconded: Mark Rasmussen</i>
Motion: The OC approves a budget for ICT - DNSfilter - Subscription - 335.20		
Amendment: The OC approves a budget for ICT - DNSfilter - Subscription - \$27 for June		<i>Moved: Kathy Ernst Seconded: Troy Reid P.B.C</i>
Amended motion: The OC approves a budget for ICT - DNSfilter - Subscription - \$27 for June		<i>Moved: Troy Reid Seconded: Mark Rasmussen P.B.C.</i>
<b>Item 13212 13233: ICT - Zoho Subscription - 600.00</b>		
Agenda details: <a href="https://dte.coop/online/ict-suppliers/198-ict-supplier-15">https://dte.coop/online/ict-suppliers/198-ict-supplier-15</a>		
Motion: The OC approves a budget for ICT - Zoho Subscription - 600.00		
		<i>Motion Withdrawn</i>
<b>Item 13214 13225: ICT - cPanel Software Subscription - 553.93</b>		
Agenda details: <a href="https://dte.coop/online/ict-suppliers/190-ict-supplier-07">https://dte.coop/online/ict-suppliers/190-ict-supplier-07</a>		<i>Moved: Troy Reid Seconded: Lance Nash</i>
Motion: The OC approves a budget for ICT - cPanel Software Subscription - 553.93		
Amendment: The OC approves a budget for ICT - cPanel Software Subscription - \$100 for May and June		<i>Moved: Kathy Ernst Seconded: Malcolm Matthews P.B.M.</i>
Amended motion: The OC approves a budget for ICT - cPanel Software Subscription - \$100 for May and June		<i>Moved: Troy Reid Seconded: Lance Nash P.B.C.</i>
<b>Item 13217 13231: ICT - Joomla CMS Extensions - 400.00</b>		
Agenda details: <a href="https://dte.coop/online/ict-suppliers/195-ict-supplier-12">https://dte.coop/online/ict-suppliers/195-ict-supplier-12</a>		<i>Moved: Robin Macpherson Seconded: Lance Nash Motion fails</i>
Motion: The OC approves a budget for ICT - Joomla CMS Extensions - 400.00		
<b>Item 13192 13211: ICT - AnyDesk - 96.00</b>		
Agenda details: <a href="https://dte.coop/online/ict-suppliers/187-ict-supplier-04">https://dte.coop/online/ict-suppliers/187-ict-supplier-04</a>		
Motion: The OC approves a budget for ICT - AnyDesk - 96.00		
		<i>Motion Deferred</i>

<b>Item 13202/13221: ICT - RDPGuard Software Maintenance 140.00</b>		
Agenda details: <a href="https://dte.coop/online/ict-suppliers/196-ict-supplier-13">https://dte.coop/online/ict-suppliers/196-ict-supplier-13</a>	Motion: The OC approves a budget for ICT - RDPGuard Software Maintenance 140.00	Moved: Troy Reid Seconded: Elisa Brock
Amendment: that budget for RDPGuard is revised to \$70 for this FYE		Moved: Troy Reid Seconded: Elisa Brock P.B.C.
Amended motion: The OC approves a budget for ICT - RDPGuard Software Maintenance 70.00		Moved: Troy Reid Seconded: Elisa Brock P.B.C.
<b>Item 13203/13222: ICT - Zoom Subscription - 419.80</b>		
Agenda details: <a href="https://dte.coop/online/ict-suppliers/199-ict-supplier-16">https://dte.coop/online/ict-suppliers/199-ict-supplier-16</a>	Motion: The OC approves a budget for ICT - Zoom Subscription - 419.80	Moved: Elisa Brock Seconded: Troy Reid P.B.M.
<b><u>Carried Resolutions</u></b>		<i>Procedural</i>
<ul style="list-style-type: none"> <li>Item 13204/13226: That the OC approve budget of \$1600 for fuel and miscellaneous items, and the money be placed on Andrew Wilkinson's card.</li> <li>Item 13205/13227: That the budget for \$220, for replacement of UV tubes be approved, and the funds be placed on John Reid's card.</li> <li>Item 13206/13228: That the OC approves the budget of \$72 for general meeting notices, and the funds be placed on John Reid's card.</li> <li>Item 13209/13235: the OC approves a budget for ICT - MyNetFone - of \$60 for April, May and June</li> <li>Item 13210 13230: The OC approves a budget for ICT - DNSfilter - Subscription - \$27 for June</li> <li>Item 13214 13225: The OC approves a budget for ICT - cPanel Software Subscription - \$100 for May and June</li> <li>Item 13202/13221: The OC approves a budget for ICT - RDPGuard Software Maintenance 70.00</li> <li>Item 13203/13222: The OC approves a budget for ICT - Zoom Subscription - 419.80</li> </ul>		
<b><u>Actions to be taken</u></b>		<i>Procedural</i>
<b><u>Next Meeting Date &amp; Time Confirmation</u></b>		<i>Procedural</i>
27/05/2021, 7:30pm		
<b><u>Meeting Ended</u></b>		<i>Procedural</i>
10:48pm		