

Down-To-Earth (Vic) Cooperative Society Limited

**Organising Committee
Executive arm of DTE**

Minutes

Date: **13/05/2021**

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

#	Item	Raised by:																
1	<u>Meeting Started</u>	<i>Procedural</i>																
	9:40pm																	
2	<u>Election of Chair</u>	<i>Procedural</i>																
	Confirmation of Chairperson: Rick Gill Confirm Minute Keeper: Vanessa Ernst																	
3	<u>Attendance</u>	<i>Procedural</i>																
	<table border="0"> <tr> <td>Peter Tippet</td> <td>Andrew Wilkinson</td> </tr> <tr> <td>David Cruise</td> <td>John Magor</td> </tr> <tr> <td>Ian Hales</td> <td>Kathy Ernst</td> </tr> <tr> <td>Lance Nash</td> <td>Malcolm Matthews</td> </tr> <tr> <td>Robin Macpherson</td> <td>Mark Helson</td> </tr> <tr> <td>Vanessa Ernst</td> <td>Suzie Helson</td> </tr> <tr> <td>Rick Gill</td> <td>Martin Schwarz</td> </tr> <tr> <td>Gary Lasky</td> <td></td> </tr> </table>	Peter Tippet	Andrew Wilkinson	David Cruise	John Magor	Ian Hales	Kathy Ernst	Lance Nash	Malcolm Matthews	Robin Macpherson	Mark Helson	Vanessa Ernst	Suzie Helson	Rick Gill	Martin Schwarz	Gary Lasky		
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4	<u>Confirmation of Previous Meeting Minutes</u>	<i>Procedural</i>																
	04/05/2021 OC Minutes																	
	Moved: Kathy Ernst Seconded: Peter Tippet 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 • Regarding Item 13048: Unused EFTPOS machine – taken over by Troy – Ongoing • John Reid to forward Peter Tippet’s Xero access request to the subscription holder – Ongoing • Malcolm Matthews to forward the request for financial reports to FinCom – Ongoing 	<p>NO PROGRESS WORK IN PROGRESS COMPLETE NO LONGER RELEVANT TAKEN OVER BY ?</p>																

	<ul style="list-style-type: none"> • Troy to contact Bendigo bank about paying off the EFTPOS machine – Ongoing • Peter Tippett to forward Motion 13153 to Robin Macpherson – Complete • John Reid to contact Origin Energy about the key for the lock which they use to read the meter – Ongoing 	
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 13254: Directors inactivity credits	
	<p>Agenda details: This item has been on the agenda for the board since last year and was also an issue leading into the AGM. The board has not found the time to consider the topic so I present it to the OC for consideration.</p> <p>What is the score? Can the board confirm that all board meetings are calculated as board meetings and advise the OC being the committee responsible to call a GM to fill vacancies of the current score at the conclusion of each meeting?</p> <p>DTE rule 27 Special General Meetings (1) A Special General Meeting of the Co-operative may be convened at any time by the Organising Committee of the Board.</p> <p>DTE rule 40 (4) Any vacancy occurring in the Board otherwise than by rotation of retirement, shall be filled at a Special general meeting by electing a person thereto as required by rule 41 (5) A retiring Director is eligible for re-election.</p> <p>The past tense of apply is applied. The third-person singular simple present indicative form of apply is applies. The present participle of apply is applying. The past participle of apply is applied.</p> <p>DTE rule 44 (5) A Director may apply for a leave of absence without loss of inactivity credits. The majority of the remaining board may, within seven days of the request, accept or deny the application but the Board shall not grant a leave of absence for more than three monthly meetings.</p> <p>DTE rule 47 (3) A Director may call a Thursday night meeting of the Board by giving notice individually to every other Director, and with the agreement of three others, the meeting will be binding on all Directors. (4) On their election, Directors are to nominate a reasonable form for their meeting notice and inform each other Director. (5) Except in special circumstances determined by the chairperson, that is a meeting called for an evening other than a Thursday, at least 48 hours notice shall be given for a Directors Meeting. (6) All Board meetings, and committees of the Board meetings, shall be open and be announced on the D.T.E. Information Line. (telephone, Message Bank) and by Internet.</p> <p>Motion: That the organising committee requests that the board advises the organising committee by correspondence inwards sent to ocmail@dte.org.au of all director inactivity credits remaining during the interval between each meeting of the board, preferably at the conclusion of each meeting of the board.</p>	<p><i>Moved: Peter Tippett</i> <i>Seconded: Suzie Helson</i> <i>P.B.C.</i></p>

	<u>Carried Resolutions</u>	<i>Procedural</i>
	<ul style="list-style-type: none"> Item 13254: That the organising committee requests that the board advises the organising committee by correspondence inwards sent to ocmail@dte.org.au of all director inactivity credits remaining during the interval between each meeting of the board, preferably at the conclusion of each meeting of the board. 	
	<u>Actions to be taken</u>	<i>Procedural</i>
	<ul style="list-style-type: none"> Peter Tippett to forward Item 13254 to the Board 	
	<u>Next Meeting Date & Time Confirmation</u>	<i>Procedural</i>
	27/05/2021 7:30pm	
	<u>Meeting Ended</u>	<i>Procedural</i>
	10:06pm	