

Down-To-Earth (Vic) Cooperative Society Limited

**Organising Committee
Executive arm of DTE**

Minutes

Date: **10/06/2021**

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>																
	9:21pm																	
2	<u>Election of Chair</u>	<i>Procedural</i>																
	Confirmation of Chairperson: John Magor, Rick Gill at 9:50pm, John Magor at 9:52pm, Rick at 9:58pm, John at 9:59pm, Rick chairs at 10:18pm, John at 10:22pm Confirm Minute Keeper: Vanessa Ernst																	
3	<u>Attendance</u>	<i>Procedural</i>																
	<table border="0"> <tr> <td>Steve Poynton</td> <td>Malcolm Matthews</td> </tr> <tr> <td>John Magor</td> <td>Rick Gill</td> </tr> <tr> <td>Lance Nash</td> <td>Kevin Taylor</td> </tr> <tr> <td>Kathy Ernst</td> <td>Mark Rasmussen</td> </tr> <tr> <td>Vanessa Ernst</td> <td>Martin Schwarz</td> </tr> <tr> <td>Suzie Helson</td> <td>Troy Reid</td> </tr> <tr> <td>Peter Tippett</td> <td>Walter Padovani</td> </tr> <tr> <td>Robin Macpherson</td> <td>Elisa Brock</td> </tr> </table>	Steve Poynton	Malcolm Matthews	John Magor	Rick Gill	Lance Nash	Kevin Taylor	Kathy Ernst	Mark Rasmussen	Vanessa Ernst	Martin Schwarz	Suzie Helson	Troy Reid	Peter Tippett	Walter Padovani	Robin Macpherson	Elisa Brock	
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4	<u>Confirmation of Previous Meeting Minutes</u>	<i>Procedural</i>																
	02/06/2021 OC Minutes Moved: Suzie Helson Seconded: Martin Schwarz 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 • 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 John Reid to contact Origin Energy about the key for the lock which they use to read the meter – Ongoing Peter Tippet to update data.dte so that agenda items are automatically left on the agenda for the next OC meeting - 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 13309: Membership	
	<p>Agenda details: We are still under covid restrictions which makes it hard for people to build up their hours contributed to the coop. To ensure an even representation of the membership I propose we offer those who wish to remain members the opportunity to do.</p> <p>Motion: That the coop contact all members and offer all who wish to remain members for 2021-2022 contact the coop to do so.</p>	<p><i>Moved: Martin Schwarz</i> <i>Seconded: Robin Macpherson</i></p>
	<p>Amended motion: that the OC emails the board requesting all members and offer all who wish to remain members for 2021-2022 contact the coop to do so.</p>	<p><i>Moved: Martin Schwarz</i> <i>Seconded: Robin Macpherson</i> <i>P.B.M.</i></p>
	Item 13312: SGM	
	<p>Agenda details: Does the OC need to set a date for another SGM and if so, when? Rule number: 43 43. Casual vacancy (1) Any vacancy occurring in the Board otherwise than by rotation of retirement, shall be filled by an election to be called as soon as practical at a Special General Meeting or the Annual General Meeting if applicable. (2) The election shall be conducted under the same procedure as set out by Rule 41 and Rule 42 but applying to Special General Meetings in lieu of annual general meetings. (3) The candidate so elected shall retire at the same time as the director he or she is replacing would have been due to retire.</p> <p>Motion: OC sets date for SGM, details to be decided by the OC.</p> <p style="text-align: center;"><i>Deferred until next meeting</i></p>	<p><i>Moved: Peter Tippet</i> <i>Seconded: Malcolm Matthews</i></p>
	<u>Carried Resolutions</u>	<i>Procedural</i>
	<ul style="list-style-type: none"> Item 13309: that the OC emails the board requesting all members and offer all who wish to remain members for 2021-2022 contact the coop to do so. 	
	<u>Actions to be taken</u>	<i>Procedural</i>
	<ul style="list-style-type: none"> Martin Schwarz to email the board requesting all members and offer all who wish to remain members for 2021-2022 contact the coop to do so (Item 13309) 	
	<u>Next Meeting Date & Time Confirmation</u>	<i>Procedural</i>
	24/06/2021 7:30pm	
	<u>Meeting Ended</u>	<i>Procedural</i>
	10:49pm	