

Down-To-Earth (Vic) Cooperative Society Limited

**Organising Committee
Executive arm of DTE**

Minutes

Date: **15 July 2021**

Time: **7:30pm**

Venue: **CERES, Learning Centre Rm,1-2 Lee St, Brunswick East VIC**

Online: <https://dte.coop/live.meeting>

#	Item	Raised by:			
1	<u>Meeting Started</u>	<i>Procedural</i>			
	7:46pm				
2	<u>Election of Chair</u>	<i>Procedural</i>			
	Confirmation of Chairperson: John Magor Confirm Minute Keeper: Kathy Ernst				
3	<u>Attendance</u>	<i>Procedural</i>			
	<table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">Andrew Wilkinson Dan Smith Darrell Reid Darren Gerraghty Darrylle Ryan David Cruise Deb Moerkerken Elisa Brock Graham Fleming Ian Hales Jessica Townsend John Magor</td> <td style="width: 33%;">Kathy Ernst Kevin Taylor Lance Nash Malcolm Matthews Mark Helson Marty Schwartz Peter Tippett Rick Gill, Robin Macpherson, Steve Poynton, Tania Morsman Suzie Helson</td> <td style="width: 33%;">John Reid Gary Lasky Robin McPherson Jack Wells Craig Newcombe</td> </tr> </table>	Andrew Wilkinson Dan Smith Darrell Reid Darren Gerraghty Darrylle Ryan David Cruise Deb Moerkerken Elisa Brock Graham Fleming Ian Hales Jessica Townsend John Magor	Kathy Ernst Kevin Taylor Lance Nash Malcolm Matthews Mark Helson Marty Schwartz Peter Tippett Rick Gill, Robin Macpherson, Steve Poynton, Tania Morsman Suzie Helson	John Reid Gary Lasky Robin McPherson Jack Wells Craig Newcombe	
Andrew Wilkinson Dan Smith Darrell Reid Darren Gerraghty Darrylle Ryan David Cruise Deb Moerkerken Elisa Brock Graham Fleming Ian Hales Jessica Townsend John Magor	Kathy Ernst Kevin Taylor Lance Nash Malcolm Matthews Mark Helson Marty Schwartz Peter Tippett Rick Gill, Robin Macpherson, Steve Poynton, Tania Morsman Suzie Helson	John Reid Gary Lasky Robin McPherson Jack Wells Craig Newcombe			
4	<u>Confirmation of Previous Meeting Minutes</u>	<i>Procedural</i>			
	22 June 2021 Moved: Peter Tippet Seconded: Marty Schwartz PBC				
5	<u>Task Check List</u>	<i>Procedural</i>			
	<p><u>Carried across without discussion</u></p> <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 				

	<ul style="list-style-type: none"> • Malcolm Matthews to action Item 13108 – Ongoing • 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 Tippett to update data.dte so that agenda items are automatically left on the agenda for the next OC meeting – Ongoing • 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) 	
6	<u>Correspondence / Payments</u>	<i>Procedural</i>
7	<u>WH&S</u>	<i>Procedural</i>
8	<u>OC email team</u>	
	<p>Agenda item ID: 13334 Agenda item: OC mail</p> <p>Agenda details: The OC email needs to be a trusted source of information. To ensure it remains this way I suggest we setup a team to handle it rather than one person. This is to protect any one person from accusations as well. All outgoing correspondence should be approved by a majority of the team. Any misleading emails should be addressed by the OC to ensure it is resolved.</p> <p>Motion: That a team of three is assigned to handle OC mail and that outgoing emails are signed off by two of the three. Disputes to be handled by OC.</p> <p>Item by: Martin Schwarz 1731</p> <p>Deferred as Marty would like to rewrite the motion</p>	
9	<u>SGM</u>	
	<p>Agenda item ID: 13352 Agenda details: What needs to be done and who is going to do it? I feel there are some things to sort out regarding the SGM.</p> <p>Motion: Relevant motions to be decided by the OC during the meeting.</p> <p>Item by: Peter Tippett Discussion only</p>	
10	<u>Manner of election</u>	
	<p>Motion: That the election on the 9/8 is conducted in the same manner as the previous election.</p> <p>Moved: Peter Tippett Seconded: Marty Schwartz PBC</p>	
11	<u>appoint a Returning Officer and Scrutineers</u>	
	<p>Motion: That the OC appoint a Returning Officer and Scrutineers</p> <p>Moved: Peter Tippett Seconded: Marty Schwartz PBM</p>	
12	<u>August SGM cut off date for motions</u>	

	<p>Agenda item ID: 13353</p> <p>Motion: That the cut-off date for submission of motions for the August SGM be extended to 7pm on Saturday 17 July.</p> <p>Moved: Kathy Ernst Seconded: Suzie Helson PBC</p>	
13	Storage King	
	<p>Motion: That the OC allocate emergency funds of \$362 to pay the Storage King invoice until the end of August.</p> <p>Moved: Gary Seconded: Suzie PBC</p>	
14	Black Territory	
	<p>Agenda item ID: 13354 Agenda item: Black Territory Repair</p> <p>Agenda details: https://data.dte.org.au/files/Quote%20for%20Black%20Territory%20repair.pdf</p> <p>Motion: That DTE accepts the quote for \$1177.42 to get the Black Territory running again, transfers \$1182 to the DTE account held by Kathy Ernst and sells the Black Territory when repaired.</p> <p>Item by: Kathy Ernst https://data.dte.org.au/files/2021%2007%2012%20Budget%20App%20Black%20Terr%20\$1182.pdf</p>	
	<p>Amended Motion: That DTE sells the 2009 Black Ford Territory.</p> <p>Moved: Kathy Seconded: Gary Seconded: PBC</p>	
	<p>Amended Motion: That DTE accepts the quote for \$1177.42 to get the Black Territory running again and transfers \$1182 to the DTE account held by Kathy Ernst</p> <p>Moved: Kathy Seconded: Gary PBC</p>	
15	Member Information	
	<p>Motion: That TBT is requested by the OC to release relevant member information to the returning officer and scrutineers to assist with the election on 9/8</p> <p>Moved: Peter Tippett Seconded: Robin PBC</p>	
	<u>Carried Resolutions</u>	<i>Procedural</i>
	<ul style="list-style-type: none"> That the election on the 9/8 is conducted in the same manner as the previous election. 	

	<ul style="list-style-type: none"> • That the OC appoint a Returning Officer and Scrutineers • That the cut-off date for submission of motions for the August SGM be extended to 7pm on Saturday 17 July. • That the OC allocate emergency funds of \$362 to pay the Storage King invoice until the end of August. • That DTE sells the 2009 Black Ford Territory • That DTE accepts the quote for \$1177.42 to get the Black Territory running again and transfers \$1182 to the DTE account held by Kathy Ernst • That TBT is requested by the OC to release relevant member information to the returning officer and scrutineers to assist with the election on 9/8 	
	<u>Actions to be taken</u>	<i>Procedural</i>
	<ul style="list-style-type: none"> • Gary Lasky to be the returning officer • Scrutineers – Rick Gill, Tania Morsman, Deb Moerkerken • Gary to send postal ballots by Express Post • Suzie to write to Kate about emptying the storage locker • Richard to arrange repair and sale of the Black Territory • John Reid to send Notice of Meeting for the SGM 	
	<u>Next Meeting Date & Time Confirmation</u>	<i>Procedural</i>
	29 July 2021 at 7:30 pm	
	<u>Meeting Ended</u>	<i>Procedural</i>
	10:20	