

Down-To-Earth (Vic) Cooperative Society Limited

**Organising Committee  
Executive arm of DTE**

**Minutes**

Date: **29/07/2021**

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>																																		
	7:38pm																																			
2	<b><u>Election of Chair</u></b>	<i>Procedural</i>																																		
	Confirmation of Chairperson: John Magor, Tania Morsman chairs at 8:43pm, John chairs at 8:45pm, Tania at 9:14m, John at 9:17pm Confirm Minute Keeper: Vanessa Ernst																																			
3	<b><u>Attendance</u></b>	<i>Procedural</i>																																		
	<table border="0"> <tr> <td>Peter Tippett</td> <td>Ian Hales</td> </tr> <tr> <td>John Magor</td> <td>Darrylle Ryan</td> </tr> <tr> <td>Deb Moerkerken</td> <td>Vanessa Ernst</td> </tr> <tr> <td>Darren Geraghty</td> <td>Kevin Taylor</td> </tr> <tr> <td>Flynny</td> <td>John Reid</td> </tr> <tr> <td>Kathy Ernst</td> <td>Tania Morsman</td> </tr> <tr> <td>Martin Schwarz</td> <td>Graham Fleming</td> </tr> <tr> <td>Rick Gill</td> <td>Mark Helson</td> </tr> <tr> <td>Lance Nash</td> <td>Suzie Helson</td> </tr> <tr> <td>Andrew Wilkinson</td> <td>Robin Macpherson</td> </tr> <tr> <td>Jack Wells</td> <td>Trevor Pitt</td> </tr> <tr> <td>Caryn Kettle</td> <td>David Cruise</td> </tr> <tr> <td>Skye Fitzpatrick</td> <td>Aaron Shiperlee</td> </tr> <tr> <td>Troy Reid</td> <td>Mark Rasmussen</td> </tr> <tr> <td>Gary Lasky</td> <td>Malcolm Matthews</td> </tr> <tr> <td>Ian Hales</td> <td>Rohan Levy</td> </tr> <tr> <td>Lindy Hunt</td> <td>Marte Kinder</td> </tr> </table>	Peter Tippett	Ian Hales	John Magor	Darrylle Ryan	Deb Moerkerken	Vanessa Ernst	Darren Geraghty	Kevin Taylor	Flynny	John Reid	Kathy Ernst	Tania Morsman	Martin Schwarz	Graham Fleming	Rick Gill	Mark Helson	Lance Nash	Suzie Helson	Andrew Wilkinson	Robin Macpherson	Jack Wells	Trevor Pitt	Caryn Kettle	David Cruise	Skye Fitzpatrick	Aaron Shiperlee	Troy Reid	Mark Rasmussen	Gary Lasky	Malcolm Matthews	Ian Hales	Rohan Levy	Lindy Hunt	Marte Kinder	
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4	<b><u>Confirmation of Previous Meeting Minutes</u></b>	<i>Procedural</i>																																		
	<b>15/07/2021 OC Minutes</b>																																			
	Moved: Kathy Ernst                      Seconded: Suzie Helson                      P.B.C.																																			

5	<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>• Troy to contact Bendigo bank about paying off the EFTPOS machine – Ongoing</li> <li>• John Reid to contact Origin Energy about the key for the lock which they use to read the meter – Ongoing</li> <li>• Peter Tippett to update data.dte so that agenda items are automatically left on the agenda for the next OC meeting – Ongoing</li> <li>• 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) – Completed</li> <li>• Gary Lasky to be the returning officer – Completed</li> <li>• Scrutineers – Rick Gill, Tania Morsman, Deb Moerkerken – Completed</li> <li>• Gary to send postal ballots by Express Post – No longer required</li> <li>• Suzie to write to Kate about emptying the storage locker – Completed (sent message to Kate but didn't cc' OC)</li> <li>• Richard to arrange repair and sale of the Black Territory – Ongoing</li> <li>• John Reid to send Notice of Meeting for the SGM – Completed</li> </ul>	<p style="text-align: center; color: red;">NO PROGRESS WORK IN PROGRESS COMPLETE NO LONGER RELEVANT TAKEN OVER BY ?</p>
6	<b><u>Correspondence / Payments</u></b>	<i>Procedural</i>
	<ul style="list-style-type: none"> <li>• Kevin Taylor's application for funding for trailers</li> <li>• Funding application for working bee</li> <li>• Request from Malcolm Matthews that financial reports be provided</li> <li>• Request from Malcolm Matthews that details about Telstra account be forwarded to the board</li> <li>• Email from Kathy Ernst regarding directors' inactivity points</li> <li>• TBT invoice for Xero accounting software</li> <li>• Email from FinCom advising payment</li> <li>• List from Elisa Brock of minutes from general meetings that are yet to be ratified</li> <li>• Email from Troy Reid regarding activity points</li> <li>• Membership resignation from Trevor Pitt</li> <li>• Storage King invoice for storage of medical equipment</li> <li>• Email from Gary Lasky advising some of the storage payments are overdue</li> <li>• Email from Suzie Helson confirming that storage payments were up to date</li> <li>• Electricity statement for Bylands from Red Energy</li> <li>• Email from the Board asking for a notice to be sent out advising the elections are postponed until further notice</li> <li>• Response from John Reid recommending the board send this notice out themselves</li> </ul>	
8	<b><u>Agenda Items from Previous OC Meeting</u></b>	
	<b>Item 13355: Store first aid items in Denise Banville's garage</b>	
	<p>Agenda details: First aid items are currently stored in a Storage King locker at Clayton at a cost of \$ 2040 per year (plus overdue charges). Denise has offered to store these items in her garage until they can be moved to site.</p> <p>Motion: That the contents of the Storage King locker at Clayton are moved to Denise Banville's garage.</p> <p>Item by: Kathy Ernst  <a href="https://data.dte.org.au/files/2021-07-08%20Storage%20King%20Invoice.pdf">https://data.dte.org.au/files/2021-07-08%20Storage%20King%20Invoice.pdf</a></p>	<p style="text-align: right;"><i>Moved: Kathy Ernst Seconded: Suzie Helson P.B.M.</i></p>

	<p><b>Item 13366: Sale of the White Ford Territory</b></p> <p>Agenda details: Due to current mechanical issues with the Black Territory and recommendations to sell both vehicles plus the buoyant current 2nd hand climate it has been advised by Richard to sell the White before it has mechanical issues.</p> <p>Motion: To obtain the immediate return of the White Ford Territory for preparation and sale.</p> <p>Item by: Gary Lasky</p>	<p><i>Moved: Gary Lasky</i>  <i>Seconded: Deb Moerkerken</i>  <i>P.B.M.</i></p>
	<p><b>Item 13373: Legal costs</b></p> <p>Agenda details: The board has attempted to pass motions before receiving legal advice regarding director inactivity credits. The board is now waiting on legal advice and has yet to inform members of what was asked or provided or any advice given.</p> <p>Motion: The OC sets aside \$25,000 for legal advice and associated costs on how best to resolve vacancies on the board.</p> <p>Item by: Peter Tippett</p>	<p><i>Moved: Peter Tippett</i>  <i>Seconded: Malcolm Matthews</i>  <i>P.B.M.</i></p>
	<p>Official warning given to Marte Kinder at 9:59pm</p>	
	<p><b>Item 13374: Application to refund Kevin Elliott for materials he has paid for</b></p> <p>Agenda details: Application to refund Kevin Elliott \$ 1554.72 for materials he has paid for to fabricate luggage frames for the bus trailer and two boom gates for the stay put area.</p> <p>Motion: To place money on Kevin Taylor's card to refund Kevin Elliott \$ 1554.72 for materials he has paid for to fabricate luggage frames for the bus trailer and two boom gates for the stay put area.</p> <p>Item by: Kevin Taylor  <a href="https://docs.google.com/document/d/1oOVxqDDGKWAmxyW2gDvxpsvYimbK-_skojpPByl-NXc/edit?usp=sharing">https://docs.google.com/document/d/1oOVxqDDGKWAmxyW2gDvxpsvYimbK-_skojpPByl-NXc/edit?usp=sharing</a></p>	<p><i>Moved: Kevin Taylor</i>  <i>Seconded: Troy Reid</i>  <i>P.B.C.</i></p>
	<p><b>Item 13375: Date for the Next AGM</b></p> <p>Agenda details: Discussion paper on sharepoint  <a href="https://sharepoint.dte.coop/oc/_layouts/15/WopiFrame.aspx?sourcedoc={BA232D9E-5CF4-412A-AFAE-45017F7B7A3C}&amp;file=Date%20for%20the%20next%20AGM.docx&amp;action=default">https://sharepoint.dte.coop/oc/_layouts/15/WopiFrame.aspx?sourcedoc={BA232D9E-5CF4-412A-AFAE-45017F7B7A3C}&amp;file=Date%20for%20the%20next%20AGM.docx&amp;action=default</a>  Most of the point for this motion is in the paper.</p> <p>Motion: That the date for the next AGM be the 14th October 2021</p> <p>Item by: Malcolm</p> <p style="text-align: center;"><i>Deferred</i></p>	<p><i>Moved: Malcolm Matthews</i>  <i>Seconded: Troy Reid</i></p>
	<p><b>Carried Resolutions</b></p> <ul style="list-style-type: none"> <li>• Item 13355: That the contents of the Storage King locker at Clayton are moved to Denise Banville's garage.</li> <li>• Item 13366: To obtain the immediate return of the White Ford Territory for preparation and sale.</li> <li>• Item 13373: The OC sets aside \$25,000 for legal advice and associated costs on how best to resolve vacancies on the board.</li> </ul>	<p><i>Procedural</i></p>

	<ul style="list-style-type: none"> <li>Item 13374: To place money on Kevin Taylor's card to refund Kevin Elliott \$ 1554.72 for materials he has paid for to fabricate luggage frames for the bus trailer and two boom gates for the stay put area</li> </ul>	
	<b><u>Actions to be taken</u></b>	<i>Procedural</i>
	<ul style="list-style-type: none"> <li>John Reid to forward the email to Telstra account to the Board</li> <li>Kathy Ernst to coordinate that Item 13355 (storage of first aid equipment at Denise's garage) be carried out</li> <li>Gary Lasky to arrange for the White Ford Territory to be returned and prepared for sale (Item 13366)</li> </ul>	
	<b><u>Next Meeting Date &amp; Time Confirmation</u></b>	<i>Procedural</i>
	Tuesday 3 <sup>rd</sup> August 2021, 7:30pm	
	<b><u>Meeting Ended</u></b>	<i>Procedural</i>
	10:40pm	