Down-To-Earth (Vic) Cooperative Society Limited

Board of Directors

Minutes

Date: 7 October 2021

Scheduled Start: 7.30 PM

Audio: http://dte.org.au/audiominutes
200m Connect: https://dte.coop/to/zoom

Item		Result
1. Acknowledgement of traditional owners a	nd ongoing custodians of the land	Procedural
by Rick Gill		
2. Meeting opened		Procedural
7:42pm		
3. Meeting coordinators		Procedural
Chairperson: Gary Lasky, John Magor Minute Keeper: Elisa Brock Host: Gary Lasky, John Reid		
4. Attendance		Procedural
Gary Lasky Kathy Ernst Elisa Brock Kate Shapiro Coral Larke Suzie Helson Troy Reid (7:58pm)	Andrew Wilkinson Caryn Kettle Chris Wilson Darylle Ryan Deb Moerkerken John Magor John Reid Lance Nash Lindy Hunt (8:30pm) Malcolm Matthews Rick Gill Robin MacPherson Trevor Pitt	
5. Confirmation of previous minutes		Procedural
Minutes: 1 April 2021 Minutes: 5 August 2021	Moved: Kathy Seconded: Suzie	failed
amendment: The correspondence was tabl	ed but not discussed. Moved: Kathy Seconded: Suzie	PBC

Minutes: 19	August 2021	
note to	minutes: accepted with the note that action items are missing and Kathy will do	
an aud	it of action tasks to present to the next meeting	
	Moved: Kathy	PBC
	Seconded: Suzie	. 50
Action	Kathy to perform an audit of action tasks and present a list to the next meeting.	action
Minutes: 23	September 2021	
	Iment: Item 13 'Action tasks from this meeting' should be removed, as it was not	
	ed in the meeting.	
	Moved: Kathy	
	Seconded: Suzie	PBC
6. Matter	s arising from minutes	Procedural
From meeting	-	
	to members re active membership continuation - was not written up as an action	
task; hasn't be	en actioned and needs to be.	
		action
	Secretary to write letter to active members informing them of their continuing	action
active	membership status.	
F	10 A 2021	
From meeting	-	
	r Pitt's resignation - has the letter to Trevor thanking him for his volunteering been be reissued. Wording to be specified more clearly this time.	
Sent: Task to k	e reissued. Wording to be specified more clearly this time.	
Action	Kate to write a letter to Trevor Pitt thanking him for his years of work as a member.	action
Action	Trace to write a retter to frevor the chanking militar his years of work as a member.	
Action items fr	om other meetings	
	t meeting, awaiting list to be collated by Kathy.	
	,	
7. Corres	pondence	
		deferred
8. Motio	ns passed by circulation of documents	
Date	Motion	
26-09-2021	That a budget of \$4,000 be approved for the preliminary investigation	
	into an allegation of serious misconduct, and that the money be	
	transferred to Coral's DTE account.	

Agenda Items	
9. Arcuri Association Liability Insurance	
Motion: That the Board pays Arcuri Invoice for Association Liability Insurance: invoice number 00362104 for \$2410. Moved: Kathy Seconded: Suzie	PBC
10. Appoint AX3 to utilise ElectionBuddy for the 2021 AGM.	
Agenda details: The quote to facilitate the Election is \$950+GST. This includes the cost of the subscription to the software.	
Motion: To rescind the previous motion relating to GoVote and appoint AX3 as the returning officer and to utilise electionbuddy as the voting system for the 2021 AGM. Moved: Coral Seconded: Troy	РВС
11. Pay invoice from Mark Williams, solicitor	
Motion: That the Board pays Mark Williams Solicitor Inv 3113 totalling \$3,415.50	deferred
12. Correspondence in: invoice from Work Logic	
Supplier: Work Logic Invoice: INV-6266 Amount: \$207.90 Due date: 22-09-2021	deferred
13. Fixed Assets register with help from Ax3	
Motion: That the Board engages Ax3 accountants as quoted to establish in Xero a Fixed Assets Register for the cooperative's fixed assets, and to train our bookkeeper in ongoing maintenance of the Fixed Assets module. [9:51pm John M chairing] Amendment:	
That the Board pays Ax3 accountants \$200 plus GST as quoted to format our fixed asset register in a format to put into our Annual Financial Report Moved: Gary Seconded: Kathy	PBC
Motion as amended: That the Board pays Ax3 accountants \$200 plus GST as quoted to format our fixed asset register in a format to put into our Annual Financial Report Moved: Kathy Seconded: Gary	PBC

14	. Correspondence to Secretary to be forwarded	
Motion: That the Secretary email address secretary@dte.coop is reconfigured so that incoming and outgoing correspondence is forwarded to all Directors immediately and if this cannot be done, we set up secretary@dte.org.au to do this. Moved: Kathy Seconded: Suzie		meeting time expired; matter not resolved
	Closing	
15	. Action tasks	Procedural
1.	Kathy to perform an audit of action tasks and present a list to the next meeting.	
2.	Secretary to write a letter to active members informing them of their continuing active membership status.	
3.	Kate to write a letter to Trevor Pitt thanking him for his years of work as a member.	
16	. Carried resolutions	Procedural
1.	[passed by circular] That a budget of \$4,000 be approved for the preliminary investigation into an allegation of serious misconduct, and that the money be transferred to Coral's DTE account.	
2.	That the Board pays Arcuri Invoice for Association Liability Insurance: invoice number 00362104 for \$2410.	
3.	To rescind the previous motion relating to GoVote and appoint AX3 as the returning officer and to utilise election buddy as the voting system for the 2021 AGM.	
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4.	and to utilise election buddy as the voting system for the 2021 AGM. That the Board pays Ax3 accountants \$200 plus GST as quoted to format our fixed asset	Procedural
4.	and to utilise electionbuddy as the voting system for the 2021 AGM. That the Board pays Ax3 accountants \$200 plus GST as quoted to format our fixed asset register in a format to put into our Annual Financial Report.	Procedural
4. 17	and to utilise electionbuddy as the voting system for the 2021 AGM. That the Board pays Ax3 accountants \$200 plus GST as quoted to format our fixed asset register in a format to put into our Annual Financial Report. Next meeting date & time confirmation	Procedural Procedural