

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>  
**Zoom Connect:** <https://dte.coop/to/zoom>

<i>Item</i>	<i>Result</i>		
<b>1. Acknowledgement of traditional owners and ongoing custodians of the land</b>	<i>Procedural</i>		
by Rick Gill			
<b>2. Meeting opened</b>	<i>Procedural</i>		
7:42pm			
<b>3. Meeting coordinators</b>	<i>Procedural</i>		
Chairperson: <b>Gary Lasky, John Magor</b> Minute Keeper: <b>Elisa Brock</b> Host: <b>Gary Lasky, John Reid</b>			
<b>4. Attendance</b>	<i>Procedural</i>		
<table border="0"> <tr> <td><b>DIRECTORS</b> Gary Lasky Kathy Ernst Elisa Brock Kate Shapiro Coral Larke Suzie Helson Troy Reid (7:58pm)</td> <td><b>GUESTS</b> 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</td> </tr> </table>	<b>DIRECTORS</b> Gary Lasky Kathy Ernst Elisa Brock Kate Shapiro Coral Larke Suzie Helson Troy Reid (7:58pm)	<b>GUESTS</b> 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	
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<b>5. Confirmation of previous minutes</b>	<i>Procedural</i>		
<p><b>Minutes: 1 April 2021</b></p> <p style="text-align: right;"><b>Moved:</b> Kathy <b>Seconded:</b> Suzie</p>	<b>failed</b>		
<p><b>Minutes: 5 August 2021</b> <b>amendment:</b> The correspondence was tabled but not discussed.</p> <p style="text-align: right;"><b>Moved:</b> Kathy <b>Seconded:</b> Suzie</p>	<b>PBC</b>		

<p><b>Minutes: 19 August 2021</b>  <b>note to minutes:</b> accepted with the note that action items are missing and Kathy will do an audit of action tasks to present to the next meeting</p> <p style="text-align: right;"><b>Moved:</b> Kathy  <b>Seconded:</b> Suzie</p> <p><b>Action:</b> Kathy to perform an audit of action tasks and present a list to the next meeting.</p> <p><b>Minutes: 23 September 2021</b>  <b>Amendment:</b> Item 13 'Action tasks from this meeting' should be removed, as it was not discussed in the meeting.</p> <p style="text-align: right;"><b>Moved:</b> Kathy  <b>Seconded:</b> Suzie</p>	<p>PBC</p> <p>action</p> <p>PBC</p>				
<p><b>6. Matters arising from minutes</b></p>	<p><i>Procedural</i></p>				
<p><b>From meeting 19 Aug 2021</b>  Item 15 - letter to members re active membership continuation - was not written up as an action task; hasn't been actioned and needs to be.</p> <p><b>Action:</b> Secretary to write letter to active members informing them of their continuing active membership status.</p> <p><b>From meeting 19 Aug 2021</b>  Item 14 - Trevor Pitt's resignation - has the letter to Trevor thanking him for his volunteering been sent? Task to be reissued. Wording to be specified more clearly this time.</p> <p><b>Action:</b> Kate to write a letter to Trevor Pitt thanking him for his years of work as a member.</p> <p><b>Action items from other meetings</b>  deferred to next meeting, awaiting list to be collated by Kathy.</p>	<p>action</p> <p>action</p>				
<p><b>7. Correspondence</b></p>					
	<p>deferred</p>				
<p><b>8. Motions passed by circulation of documents</b></p>					
<table border="1" data-bbox="97 1581 1166 1742"> <thead> <tr> <th data-bbox="97 1581 279 1621">Date</th> <th data-bbox="279 1581 1166 1621">Motion</th> </tr> </thead> <tbody> <tr> <td data-bbox="97 1621 279 1742">26-09-2021</td> <td data-bbox="279 1621 1166 1742">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.</td> </tr> </tbody> </table>	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.	
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<b>14. Correspondence to Secretary to be forwarded</b>	
<p>Motion:  <b>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.</b></p> <p style="text-align: right;">Moved: Kathy  Seconded: Suzie</p>	meeting time expired; matter not resolved
<b>Closing</b>	
<b>15. Action tasks</b>	<i>Procedural</i>
<ol style="list-style-type: none"> <li>1. <b>Kathy</b> to perform an audit of action tasks and present a list to the next meeting.</li> <li>2. <b>Secretary</b> to write a letter to active members informing them of their continuing active membership status.</li> <li>3. <b>Kate</b> to write a letter to Trevor Pitt thanking him for his years of work as a member.</li> </ol>	
<b>16. Carried resolutions</b>	<i>Procedural</i>
<ol style="list-style-type: none"> <li>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.</li> <li>2. That the Board pays Arcuri Invoice for Association Liability Insurance: invoice number 00362104 for \$2410.</li> <li>3. 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.</li> <li>4. 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.</li> </ol>	
<b>17. Next meeting date &amp; time confirmation</b>	<i>Procedural</i>
Thursday, 4 November	
<b>18. Meeting closed</b>	<i>Procedural</i>
10:31pm	