

Down-To-Earth (Vic) Cooperative Society Limited

DTE BOARD Meeting 02/12/2021

Minutes

Date: **02/12/2021**
 Time: **7:30pm**
 Venue: **Online via Zoom**
 Online: <https://dte.coop/live.meeting>

#	Item	Raised by:		
	<u>Acknowledgement of Country – Tania Morsman</u>			
	I would like to acknowledge the Quandamooka people and country of which I am standing on and pay my respects to Elders past, present and emerging and their continuing connection to land and sea.			
1	<u>Meeting Started</u>	<i>Procedural</i>		
	7.35PM			
2	<u>Election of Chair</u>	<i>Procedural</i>		
	Confirmation of Chairperson: Tania Morsman, (9.05 John Major, 9.21 Tania Morsman 10.20 Gary Lasky, 10.25 Robin Macpherson) Confirm Minute Keeper: Kathy Ernst, 8.16 Suzie Helson Host: Tania Morsman			
3	<u>Attendance</u>	<i>Procedural</i>		
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> Caryn Kettle David Cruise Elisa Brock Gary Lasky Linda Hunt John Magor John Reid Kate Sarah Kathy Ernst </td> <td style="width: 50%; vertical-align: top;"> Lance Nash Malcolm Matthews Marte Kinder Peter Tippet Rick Gill (unable to voice check, verified in chat) Robin Macpherson Suzie Helson Tania Morsman Trevor Pitt </td> </tr> </table>	Caryn Kettle David Cruise Elisa Brock Gary Lasky Linda Hunt John Magor John Reid Kate Sarah Kathy Ernst	Lance Nash Malcolm Matthews Marte Kinder Peter Tippet Rick Gill (unable to voice check, verified in chat) Robin Macpherson Suzie Helson Tania Morsman Trevor Pitt	
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4	<u>Confirmation of Previous Meeting Minutes</u>	<i>Procedural</i>		
		Moved: Seconded:		

5	Task Check List	Procedural
	<p><u>Gypsy Trailer</u> <u>2020 08 06 Trailer from Jessica Townsend re Transfer of ownership- Transfer document - and Query 1500 in Bank account left there or deposited until the transfer of ownership is sighted* Asset Management will follow through - Keep on list 21/01/2021 01 21 Follow up OC registration of trailer in March – SUZIE TO FOLLOW UP - Suzie and Malcolm following up. IN PROGRESS</u></p> <p><u>Gas Bottles and fuel</u> <u>2021 02 04 Suzie to write to OC informing them of the motion about storage of gas bottles and fuel – COMPLETED</u> <u>Suzie to write to OC enquiring on progress. IN PROGRESS</u></p> <p><u>Covid Safe Plan</u> <u>2021 06 05 Troy Reid to contact Kate Shapiro about Covid Safe Plan</u> <u>2021 03 18 Kate to work with others to make a Covid Safe Plan DEFERRED UNTIL AN EVENT IS BEING PLANNED – ONGOING</u></p> <p><u>Complaints File</u> <u>2021 07 01 Troy to help Elisa to set up a document library for complaint documents IN PROGRESS</u></p> <p><u>Complaints about inappropriate spending</u> <u>2021 07 01 Gary to draft the letter to send to people who send complaints or queries about inappropriate spending.</u> <u>Kathy has drafted a process and series of letters which has been sent to directors for comment and will be presented to Board after the AGM. IN PROGRESS</u></p> <p><u>Trevor Pitt</u> <u>2021 07 01 Troy and Elisa to write a letter to Trevor Pitt regarding his resignation REPLACED</u> <u>2021 08 19 Troy to carry out the actions in Trevor Pitt’s resignation letter (removal of all of Trevor Pitt’s information unless legally required) NOT REQUIRED</u> <u>2021 10 07 Kate to write a letter to Trevor Pitt thanking him for his years of work as a member. IN PROGRESS</u> <u>(Gary wrote to Trevor).</u></p> <p><u>Inactive members</u> <u>Inactive members have been given notice regarding their removal (agenda item 13250). Some members have requested an extension of their inactive period. The Board needs to decide whether to grant an extension and inform these members accordingly and remove the other inactive members. TO BE ACTIONED</u></p> <p><u>2021 08 19 Kate and Secretary to respond to Marty’s letter ONGOING</u></p> <p><u>Tania Morsman Director’s activity points ONGOING</u></p> <p><u>Elisa to distribute Water NSW Q4 Regulated Customer Newsletter to OC</u></p> <p><u>Trevor Pitt assist the Board with the upcoming mediation Gary to respond</u></p>	<p>NO PROGRESS WORK IN PROGRESS COMPLETE NO LONGER RELEVANT TAKEN OVER BY ?</p>

6	<u>Correspondence / Payments</u>	<i>Procedural</i>
7	<u>WH&S</u>	<i>Procedural</i>
8	<u>Agenda Item 13606</u>	
	<p>Agenda item: Welcome to the new board</p> <p>Agenda details: I thought it would be nice to take a moment to welcome the new board.</p> <p>Motion:</p> <p>Item by: Peter Tippett</p>	
	<u>Agenda Item 13610</u>	
	<p>Agenda item: Appointment of New Secretary for DTE</p> <p>Agenda details: Item 13229 since May: It was decided at an informal gathering after the new directors were appointed that a new secretary would take over the duties and role of Secretary as the current Coop secretary Troy Reid was unable to fulfil the role/duties due to work commitments.</p> <p>Motion: To appoint a Kathy Ernst as Secretary for the Cooperative to commence immediately.</p> <p>Item by: Gary Lasky</p> <p>Kate Shapiro asked the Chair to have our gratitude to the outgoing secretary minuted.</p>	<p><i>Moved:</i> Gary Lasky <i>Seconded:</i> Suzie Helson PBC</p>
	<u>Agenda Item 13608</u>	
	<p>Agenda item: Transfer money to new Secretary</p> <p>Agenda details: Troy Reid has resigned as Secretary. There is some Board money in his account which was approved for Secretarial expenses which may be needed by the new Secretary.</p> <p>Motion: That the money on Troy Reid's directors Bendigo Bank account be transferred to the DTE Bendigo Bank account of the new Secretary.</p>	<p><i>Moved:</i> Kathy Ernst <i>Seconded:</i> Gary Lasky PBC</p>

	Item by: Kathy Ernst	
	<u>Actions to be taken</u>	
	<p>As the new Secretary, the balance of \$412.70 on Troy Reid's directors Bendigo Bank account be transferred to Kathy Ernst's Bendigo Bank card -Suzie to action.</p> <p>Noted: Motions by circular not presented at this meeting need to be presented at next Board meeting.</p> <p>Noted: Director Inactivity Credits not recorded in this meeting and this needs to be noted at next Board meeting</p>	
	<u>Next Meeting Date & Time Confirmation</u>	<i>Procedural</i>
	Thursday 6 th January 2021 7.30 PM	
	<u>Meeting Ended</u>	<i>Procedural</i>
	10.30PM	