

DTE BOARD MINUTES

Date: 3/03/2022

Time: 7:30 pm

Venue: Zoom

Join Online: https://data.dte.org.au/meeting/current_meeting/portal.php

1. Meeting Started

7:40

2. Chair and Minute keeper

Chair: Robin Macpherson

Minute keeper: Kathy Ernst

Hosts: Tania, Robin

3. Acknowledgement of Country

We gather on the lands of many Aboriginal Nations. We pay our respects to Elders past, present and emerging. Indigenous sovereignty has never been ceded in Australia and we should endeavour to be mindful of this in everything we do, given our focus is gathering to create better ways of living in our society, not just for festival attendees but for all.

4. Attendance

Kathy Ernst Suzie Helson Gary Lasky Tania Morsman Robin Macpherson Elisa Brock Not present Kate Schapiro – leave of absence	Peter Tippett Andrew Wilkinson Ray Higgins Rick Gill John Reid Mark Helson Trevor Pitt Darrylle Ryan	
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5. Confirmation of Previous Meeting Minutes

1) Date: 3/2/2022

Moved: Suzie, Seconded: Tania, PBC

6. Matters arising from Previous Meeting Minutes

1) Action points are required to follow up Membership Motions

7. Action tasks from previous meetings

1. *Gypsy Trailer*

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 NO ACTION

21/01/2021 01 21 Follow up OC registration of trailer in March – SUZIE TO FOLLOW UP

22 01 06 Suzie to write to OC to follow up. **IN PROGRESS**

22 02 03 Suzie has money to pay the registration and will continue to try to contact Jessica to finalise. **IN PROGRESS**

2. *Gas Bottles and fuel*

2021 02 04 Suzie to write to OC informing them of the motion about storage of gas bottles and fuel – **COMPLETED**

Suzie to write to OC enquiring on progress. **COMPLETED**

22 01 06 Suzie to write to OC enquiring on progress **COMPLETED**

22 02 03 Secretary to write to OC informing them of the motion about storage of gas bottles and fuel **COMPLETED**

22 03 03 Information has been received from the OC, Board to discuss **ONGOING**

3. *Covid Safe Plan*

2021 06 05 Troy Reid to contact Kate Shapiro about Covid Safe Plan

2021 03 18 Kate to work with others to make a Covid Safe Plan **DEFERRED UNTIL AN EVENT IS BEING PLANNED – ONGOING**

22 01 06 Kate to work with others to make a Covid Safe Plan – required now that ConFest is planned **IN PROGRESS**

22 02 03 Secretary to write to both OC and CC informing them that they must provide a Covid-safe plan whenever an event is held. **COMPLETED**

4. *Complaints File*

2021 07 01 Troy to help Elisa to set up a document library for complaint documents **IN PROGRESS**

2022 03 03 Robin to help Elisa to set up a document library for complaint documents **IN PROGRESS**

5. *Complaints about inappropriate spending*

21 07 01 Gary to draft the letter to send to people who send complaints or queries about inappropriate spending.

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.

22 02 03 Documents have been provided to the new Board but have not been approved yet **IN PROGRESS**

6. Inactive members

21 11 04 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.

22 02 03 MOTIONS PASSED DURING MEETING

22 03 03 Action points arising from these motions

Kathy following up with MemCom **ONGOING**

Kathy to follow up with BLN after Membership Register is updated **ONGOING**

Kathy to send correspondence to those whose inactive status has been extended **ONGOING**

7. Marty's Letter

21 08 19 Kate and Secretary (Troy) to respond to Marty's letter **ONGOING**

8. Tania's email

21 11 04 Tania Morsman email about Director's activity points. Elisa to draft response and send it to all directors. **CLOSED**

9. Newsletter

21 11 04 Elisa to distribute Water NSWQ4 Regulated Customer Newsletter to OC **CLOSED**

10. Leaves of absence

22 01 06 Gary to form a work group to investigate whether leaves of absence have been granted in excess of what is permitted by DTE Rules. **YET TO BE STARTED**

8. Correspondence

1) Correspondence Inward

22 02 16 LBN - BAS form

22 02 16 LBN - BAS

22 02 16 Peter Tippett - debit card
22 02 24 Malcolm Matthews - fuel and gas storage
22 02 28 LBN - BAS submitted
22 01 17 BCCM
22 01 31 Bank Aust Statement
22 02 04 Peter Tippett
22 02 05 Marty Schwarz
22 02 11 Aust Post Brunswick E
22 02 11 Aust Post Warrandyte
22 02 16 FinCom

a) Complaints

22 02 03 2 Kevin Taylor
22 02 05 Jude Murray
22 02 07 Robin Macpherson
22 02 23 1 Robin Macpherson
22 02 23 2 Robin Macpherson
22 02 03 1 Kevin Taylor

b) For the OC

22 01 25 local Land Services Bylands
22 01 25 Local Land Services Warooma
22 01 25 Local Land Services
22 02 08 Murray LLS -newsletter
22 02 18 Regional Roundup
22 02 21 Telstra
22 01 11 Water NSW 50AL501142 debt notice

2) **Correspondence Outward**

22 02 04 OC re fuel and gas bottles
22 2 10 ICDA
22 2 21 MemCom
22 2 27 BAS form signed
22 02 04 OC and CC re Covid Safe Plan.

3) **Motion:** That the Correspondence be accepted.

Moved: Robin, Seconded: Eliza, PBC

9. Matters arising from Correspondence

- 1) none

10. Motions by Circular

- 1) **26/2/22**

That Board advises that the process of site visit approval by the Board is suspended for the duration of the Easter 2022 working bees (Warooma 11th March to 20th April and Bylands 9th to 25th April) and it is the responsibility of the working bee facilitators/coordinators to approve site visits during these working bees.

Proposed: Kathy Supported Tania, Suzie, Robin Passed

- 2) **24/2/2022**

That Mark Rasmussen be advised that, in accord with the report prepared by Redd Consulting, he is not to take any position as a facilitator, or position of authority or similar, and that this is to be reconsidered at such time as the outstanding matters are resolved to the satisfaction of the Directors.

Proposed: Gary, Supported Tania, Suzie Opposed: Robin, Kathy Failed

- 3) **14/2/2022**

"The board approves funding of \$99 for Robin Macpherson to attend the following webinar [NFP Governance in 2022, Exploring The Future of Governance in the NFP Sector](#)"

1 x \$99 = \$99

Proposed: Robin Supported: Tania, Suzie, Kathy, Passed

- 4) **14/2/2022**

"The board approves funding of \$140 for Tania Morsman and Suzi Helsen to attend ICDA's webinar [Dealing with Toxicity](#) "

2 x \$70 = \$140

Proposed: Robin Failed

11. Agenda item ID: 13736 Post Office Boxes

Agenda details: We have received renewal notices for the PO Boxes at Brunswick East and Warrandyte. The Brunswick PO Box is essential but we do not need the Warrandyte one.

https://data.dte.org.au/files/get_file.php?id=626

https://data.dte.org.au/files/get_file.php?id=627

Motion: That the Board pays the invoice for \$139 for the PO Box at Brunswick East.

Moved: Kathy Seconded: Tania, PBC

12. Agenda Item ID: 13772 Letter of Demand to Troy Reid

Agenda details: Attempts have been made to contact Troy Reid to make reasonable arrangements to collect po box key, vehicle keys, and other keys. Also passwords and log ins to various websites. As Troy Reid has failed to reply to numerous emails and requests a letter of Demand and possible further action against Troy Reid be undertaken.

Motion: That the Board writes a letter of demand to Troy Reid for the immediately return of all items of importance- keys, codes,& passwords that are critical to DTE function. Failure to comply within 5 business days of the demand will ensue further & more serious action be taken.

Proposed: Gary, Seconded: Tania, motion withdrawn/replaced

Motion: That the Board writes an email to Troy Reid for the immediate return of all items belonging to DTE and requesting his response within 5 business days of the request to arrange the return.

Proposed: Gary, Seconded: Elisa, PBC

13. Agenda item ID: 13716 Membership register to be made available to all members 8/5/21 13251 13275 13305 13332 13349 13369 13410 13439 13450 13459 13493 13520 13676

Agenda details: The CNL Section 214 stipulates that a member must be able to inspect and copy the register of members. The CNR (Cooperatives National regulations) Schedule 2 stipulates what details must be included in the register. This includes the name and address of each member. Some people have suggested that allowing members this access to the register of members poses a security threat to some members, but not allowing access is contravening the CNL. I propose that DTE advises all members that the CNL requires the Register of Members to be made available to all members, allows members some time to cancel their membership or update their details, and then makes the Register of Members available to all members.

Motion: That DTE contacts all members and advises that the CNL requires the Register of Members to be made available to all members and that they have 28 days to cancel their membership or update their details if they have security concerns, and that 28 days after members have been contacted, the Register of Members is made available to all members.

<https://www.consumer.vic.gov.au/licensing-and-registration/co-operatives/membership-rights-and-responsibilities>

Item by: Kathy Ernst, Seconded: Tania, Failed

14. Summary of Carried Resolutions

- 1) That the Board pays the invoice for \$139 for the PO Box at Brunswick East.
- 2) That the Board writes an email to Troy Reid for the immediate return of all items belonging to DTE and requesting his response within 5 business days of the request to arrange the return.

15. Actions Tasks from this meeting

- 1) Kathy following up with MemCom regarding cancellation of inactive members
- 2) Kathy to follow up with BLN after Membership Register is updated
- 3) Kathy to send correspondence to those whose inactive status has been extended
- 4) Kathy to set up Auto responder on Secretary email
- 5) Robin to draft the response to be sent as the autoresponse
- 6) Pay PO Box account
- 7) Gary to draft a letter to Troy, to be sent out by Secretary once approved by directors
- 8) Robin to coordinate discussion about possible legal advisers

16. Director Inactivity Points from this meeting

- 1) 3 March 2022 – six directors attended, one director had leave of absence – no activity points were lost

17. Next Scheduled Meeting Date

Thursday 7 April 2022

18. Meeting ended

10:35 pm