

DTE OC Meeting 28/04/2022**Minutes**

Date: **28/04/2022**
 Time: **7:30pm**
 Venue: **Online via Zoom**
 Online: <https://dte.coop/live.meeting>

#	Item	Raised by:																				
	<u>Acknowledgement of Country – Lindy Hunt</u>																					
1	<u>Meeting Started</u>	<i>Procedural</i>																				
	7.47 PM																					
2	<u>Election of Chair</u>	<i>Procedural</i>																				
	Confirmation of Chairperson: Mark Rasmussen Confirm Minute Keeper: Suzie Helson Host: Peter Tippett																					
3	<u>Attendance</u>	<i>Procedural</i>																				
	<table border="0"> <tr> <td>Aaron Shipperlee</td> <td>Lindy Hunt</td> </tr> <tr> <td>Andrew Wilkinson</td> <td>Malcolm Matthews</td> </tr> <tr> <td>Brian Denham</td> <td>Mark Helson</td> </tr> <tr> <td>Darren Geraghty</td> <td>Mark Rasmussen</td> </tr> <tr> <td>David Cruise</td> <td>Marte Kinder</td> </tr> <tr> <td>Deb Moerkerken</td> <td>Martin Schwartz</td> </tr> <tr> <td>Ian Hales</td> <td>Peter Tippett</td> </tr> <tr> <td>John Reid</td> <td>Rick Gill</td> </tr> <tr> <td>Kathy Ernst</td> <td>Robin Macpherson</td> </tr> <tr> <td>Kevin Taylor</td> <td>Suzie Helson</td> </tr> </table>	Aaron Shipperlee	Lindy Hunt	Andrew Wilkinson	Malcolm Matthews	Brian Denham	Mark Helson	Darren Geraghty	Mark Rasmussen	David Cruise	Marte Kinder	Deb Moerkerken	Martin Schwartz	Ian Hales	Peter Tippett	John Reid	Rick Gill	Kathy Ernst	Robin Macpherson	Kevin Taylor	Suzie Helson	
Aaron Shipperlee	Lindy Hunt																					
Andrew Wilkinson	Malcolm Matthews																					
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David Cruise	Marte Kinder																					
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Ian Hales	Peter Tippett																					
John Reid	Rick Gill																					
Kathy Ernst	Robin Macpherson																					
Kevin Taylor	Suzie Helson																					
4	<u>Confirmation of Previous Meeting Minutes</u>	<i>Procedural</i>																				
	Minutes 05/04/2022 Presented These were deferred upon recognition of correspondence omitted.	<i>Moved:</i> <i>Peter Tippett</i> <i>Seconded:</i> <i>Mark Helson</i> <i>Deferred</i>																				
5	<u>Task List from Previous meetings</u>	<i>Procedural</i>																				
	Gypsy Trailer Transfer of Registration, Update from Suzie that Jessica is trying to get a road worthy certificate. ONGOING																					

	<p>task list showing repairs to the ambulance to be sent through for the minutes.</p> <p>Suzie to arrange a meeting on Site to discuss options for the on-going weed control. Contact Details sent to Andrew to arrange a suitable visit to site to discuss. ONGOING</p> <p>Kathy Ernst raised concern that the sale of water is still outstanding, David Cruise will check who Murray Ross was contacting in DTE direct</p> <p>Malcolm Matthews presented a P & L showing no transactions have been coded in Xero to date.</p>	
6	<u>Correspondence / Payments</u>	<i>Procedural</i>
	<p>OCM20220317KE_Tania'sResignation.pdf OCM20220317TM_Tania'sResignation.pdf OCM20220322TM_ReddConsulting.pdf OCM20220402SH_Vicroads_1PJ1VW.pdf OCM20220403DMcD_ban.pdf OCM20220403KT_EasterWorkingBee.pdf OCM20220408Secretary_CasualVacancy.pdf OCM20220413_VicRoads.pdf OCM20220420CWS_Activity Statement for DOWN TO EARTH (VIC) CO-OP LTD 01Mar2022-04Apr2022.pdf OCM20220420Fincom_CWS.pdf OCM20220420JR_WaterReport202204.pdf OCM20220420RedEnergy_Invoice7403328_1.pdf OCM20220421_SGM_202206CallForResolutions.pdf OCM20220421_SGM_DirectorNomination.pdf OCM20220424KT_TicketBooth.pdf OCM20220424KT_Truckport2.pdf OCM20220424KT_Truckport_extra.pdf OCM20220424KT_Truckport.pdf OCM20220424VicRoads_ADN279.pdf OCM20220426CoopSec_22 01 25 local Land Services Bylands.pdf OCM20220426CoopSec_22 01 25 Local Land Services.pdf OCM20220426CoopSec_22 01 25 Local Land Services Warooma.pdf OCM20220426CoopSec_22 02 08 Murray LLS -newsletter.pdf OCM20220426CoopSec_22 02 18 Regional Roundup.pdf OCM20220426CoopSec_22 03 02 Telstra Bill.pdf OCM20220426CoopSec_22 03 11 Murray Land Services Newsletter.pdf OCM20220426CoopSec_22 03 18 Regional Roundup - Ed 30.pdf OCM20220426CoopSec_22 04 08 Murray Land Services Newsletter.pdf OCM20220426CoopSec_22 04 12 Draft regional water strategies.pdf OCM20220426CoopSec_22 04 14 Regional Roundup.pdf OCM20220426CoopSec_22 04 14 WaterNSW metering info session.pdf</p>	
7	<u>WH&S</u>	<i>Procedural</i>
8	<u>Agenda Item</u>	
	<p>Motion - The OC writes to admins to remove the email ban of David McDonald.Any objections?</p> <p>Item by: Peter Tippett</p>	<p><i>Moved: Peter Tippett</i></p> <p><i>Seconded:</i></p> <p><i>Motion Failed</i></p>

<u>Agenda Item 13841</u>		
<p>Agenda ID: 13841 Date: 2022-04-28 20:44:17 Meeting: OC</p> <p>Agenda item: Bylands electricity</p> <p>Agenda details:</p> <p>Motion: That the invoice of \$185.48 for Red Energy at Bylands be approved for payment.</p> <p>Item by: John https://data.dte.org.au/files/get_file.php?id=734</p>	<p><i>Moved:</i> Lindy Hunt</p> <p><i>Seconded:</i> Kevin Taylor</p> <p>PBC</p>	
<u>Agenda Item 13842</u>		
<p>Agenda ID: 13842 Date: 2022-04-28 20:47:54 Meeting: OC</p> <p>Agenda item: LLS rates Bylands</p> <p>Agenda details:</p> <p>Motion: That the Local Land services rates for Bylands of \$163.04 be approved for payment, due 24/2/2022.</p> <p>Item by: John https://data.dte.org.au/files/get_file.php?id=755</p>	<p><i>Moved:</i> Lindy Hunt</p> <p><i>Seconded:</i> Kevin Taylor</p> <p>PBC</p>	
<u>Agenda Item 13843</u>		
<p>Agenda ID: 13843 Date: 2022-04-28 20:50:16 Meeting: OC</p> <p>Agenda item: LLS rates Woorooma</p> <p>Agenda details:</p> <p>Motion: That the Local Land Services rates for Woorooma of \$178.67 be approved for payment, due 24/2/2022.</p> <p>Item by: John https://data.dte.org.au/files/get_file.php?id=756</p>	<p><i>Moved:</i> Lindy Hunt</p> <p><i>Seconded:</i> Suzie Helson</p> <p>P.B.C.</p>	
<u>Agenda Item 13827</u>		
<p>Agenda: ID: 13827 Date: 2022-04-06 00:14:57 Meeting: OC</p> <p>Agenda item: Ocmail</p> <p>Agenda details: There has been a number of issues with how ocmail@dte.org.au has been handled in the past. I am offering to assist!</p>	<p><i>Moved:</i> Peter Tippett</p> <p><i>Seconded:</i> Deb Moerkerken</p> <p>P.B.C.</p>	

<p>Motion: That Peter Tippett be granted access to ocmail@dte.org.au to assist those who already have access with the tabling of documents for the OC.</p> <p>Item by: Peter Tippett</p>	
<p><u>Agenda Item 13828</u></p>	
<p><u>Agenda ID: 13828</u> <u>Date: 2022-04-06 00:14:57</u> <u>Meeting: OC</u></p> <p><u>Agenda item: Budget applications</u></p> <p><u>Agenda details: Budget applications are still being lost.</u></p> <p><u>Motion: All budget application forms are updated to show that budget applications are to be sent to ocmail@dte.org.au and ccmail@dte.org.au</u></p> <p><u>Item by: Peter Tippett</u></p>	<p><i>Moved: Peter Tippett</i></p> <p><i>Seconded: Deb Moerkerken</i></p> <p><i>P.B.C.</i></p>
<p><u>Agenda Item 13831</u></p>	
<p><u>Agenda ID: 13831</u> <u>Date: 2022-04-08 18:10:04</u> <u>Meeting: OC</u></p> <p><u>Agenda item: Woorooma Machinery Upkeep & Maintenance</u></p> <p><u>Agenda details: Various items listed on Budget application for Woorooma Machinery Upkeep & Maintenance</u></p> <p><u>Motion: That the \$400 Budget for various items listed on Budget application for Woorooma Machinery Upkeep & Maintenance, be approved and placed on Andrew Wilkinson's Bendigo Bank Account.</u></p> <p><u>Item by: Andrew Wilkinson</u> <u>https://data.dte.org.au/files/get_file.php?id=754</u></p>	<p><i>Moved Andrew Wilkinson</i></p> <p><i>Seconded Kevin Taylor</i></p> <p><i>P.B.C.</i></p>
<p><u>Agenda Item 13837</u></p>	
<p><u>Agenda ID: 13837</u> <u>Date: 2022-04-25 20:30:52</u> <u>Meeting: OC</u></p> <p><u>Agenda item: water reimbursement</u></p> <p><u>Agenda details: The support boom has been repaired so that the river pump is not resting on the river bed, but instead suspended in the water flow. This vastly improves the consistency of the water drawn from the river, as well as providing a cleaner starting point for producing drinking water. Unfortunately, when I arrived on site, there was not time to gain proper approval for expenditure. I believe this is a small expenditure for the work involved, and the importance of producing consistently clean water. See also Water Crew report.</u></p> <p><u>Motion: That the reimbursement application for \$57.63 for repairs to water pump and boom be approved, and the funds placed on John Reid's card.</u></p> <p><u>Item by: John Reid</u> <u>https://data.dte.org.au/files/get_file.php?id=725</u></p>	<p><i>Moved Lindy Hunt</i></p> <p><i>Seconded Kevin Taylor</i></p> <p><i>P.B.C.</i></p>
<p><u>Agenda Item</u></p>	

	<p><u>Agenda item from the Chat 02:47:58</u></p> <p><u>That the OC remove the \$2000 from Aaron Shipperlee’s BB account back to the OC Account.</u></p>	<p><i>Moved Suzie Helson</i></p> <p><i>Seconded Andrew Wilkinson</i></p> <p><i>P.B.C.</i></p>
	<p><u>Agenda Item 13834</u></p>	
	<p><u>Agenda ID: 13834</u> <u>Date: 2022-04-22 14:10:36</u> <u>Meeting: OC</u></p> <p><u>Agenda item: Water parts budget</u></p> <p><u>Agenda details: During the recent working bee, two parts were found to have failed. One water filter control unit is no longer operating, dead screen, and not backwashing. This controls one of a pair of "polishing" filters. The filter has been running for some time without backwashing, but is now clogged to the point where it is severely limiting the water flow into the storage tank. The filter itself will be useable again once it is backwashed, and for this we need the controller. There is a tiny, but possible risk that there is something else happening in the filter head, apart from the controller. In the unlikely event this is so, I will request a further budget for a complete replacement head. The float switch has become extremely unreliable, and causes water to overflow from the tanks when it fails to operate. A replacement will help the water plant operate smoothly.</u></p> <p><u>Motion: That the budget for \$595 for water treatment parts be approved and the funds placed on John Reid's card.</u></p> <p><u>Item by: John Reid</u> <u>https://data.dte.org.au/files/get_file.php?id=721</u></p>	<p><i>Moved: Lindy Hunt</i></p> <p><i>Seconded: Malcolm Matthews</i></p> <p><i>P.B.C.</i></p>
	<p><u>Agenda Item 13840</u></p>	
	<p><u>Agenda ID: 13840</u> <u>Date: 2022-04-28 10:54:31</u> <u>Meeting: OC</u></p> <p><u>Agenda item: Update of Dext App for receipts</u></p> <p><u>Agenda details: I have been using the Dext app for about a month. I have had 3 training sessions with our Auditor and have uploaded 11 receipts/tax invoices for the OC account. The Dext app is going to save a lot of work and may reduce our bookkeeping costs. I will provide a more details report after I have had a session with our bookkeeper and auditor. Last year DTE spent \$9336.50 on bookkeeping. This does also include costs for recoding and re-entry of data. I am working on a more detail report about this. The saving will be in the reduced time for the bookkeeper to down load and upload the tax invoice or receipt.</u></p> <p><u>Motion: Motion 1. That the OC approves that I continue trailing the DEXT app If motion 1 is passed 2. I can meet with our bookkeeper and auditor to complete the trail.</u></p> <p><u>Item by: Malcolm</u></p>	
	<p><u>Actions to be taken</u></p>	
	<p>Kathy Ernst raised concern that the sale of water is still outstanding, David Cruise will check who Murray Ross was contacting in DTE direct</p>	

Malcolm Matthews presented a P & L showing no transactions have been coded in Xero to date.

Suzie to action the disbursement of \$400 to Kathy Ernst's Bendigo Bank account, approved by agenda item 13814

Suzie to action the disbursement of \$499 to Andrew Wilkinson's Bendigo Bank account, approved by agenda item 13817

Suzie to action the disbursement of \$499 to Kevin Taylor's Bendigo Bank account, approved by agenda item 13819

Trevor Pitt to take on the emailing re Agenda Item 13821 -That: 1 . The OC request the working bee coordinators to provide a list of approved visitors to the Site Access Coordinator. 2.That the OC requests working bee coordinators to advise all site visitors they are required to log in and out of site using the site access register. Note: log in and out can be done by email siterequest@dte.coop or txt 0436625206

To be noted in the minutes...Marte Kinder is no longer responsible for the \$2000 that has been transferred from his BB Account.

Next Scheduled Meeting Date & Time Confirmation

Thursday 26/05/2022 at 7.30PM

Meeting Ended

10.48PM