

# DTE BOARD MINUTES

**Date: 5/5/2022**

Time: 7:30 pm

Venue: Zoom

Join Online: [https://data.dte.org.au/meeting/current\\_meeting/portal.php](https://data.dte.org.au/meeting/current_meeting/portal.php)

## 1. Meeting Started

7:58

(meeting delayed due to Zoom problems)

Meeting extended at 10:35

## 2. Chair and Minute keeper

Chair: Robin Macpherson

Minute keeper: Kathy Ernst

Hosts: Elisa Brock

## 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 Robin Macpherson Elisa Brock Gary Lasky Kate Schapiro arrived 8:24	John Reid Kim Chadwick Malcolm Matthews Lance Nash Mark Rasmussen Peter Tippett Skye Fitzpatrick Rick Gill	Trevor Pitt Deb Moerkerken Darren Gerraghty Yanni Laan Andrew Wilkinson Steve Gregory David Cruise
Not present Suzie Helson (leave of absence)		

## 5. Director Inactivity Credits at start of meeting

<b>INACTIVITY CREDITS LOST</b>							
Date	Kate	Kathy	Susie	Gary	Elisa	Robin	???
6/5/21	4						
20/5/21	4						
7/7/21	4						
7/4/22				4			
<b>TOTAL</b>	12			4			

## 6. Confirmation of Previous Meeting Minutes

1) Date: 7/4/2022

It is noted that an apology should have been recorded for Gary.

The date on the minutes should be 7/4/2022

Moved: Kathy, Seconded: Elisa, PBC

## 7. Matters arising from Previous Meeting Minutes

1) None

## 8. 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.

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

22 04 07 Suzie has had further contact with Jessica. **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. Complaints File**

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

2022 03 03 Robin to help Elisa to set up a document library for complaint documents **MOVING FORWARD**

2022 05 05 Robin to help Elisa to set up a document library for complaint documents **IN PROGRESS**

### **4. 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 yet been approved **IN PROGRESS**

2022 05 05 Motion on agenda

### **5. 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 **WAITING FOR MEMCOM**

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

22 04 07 Kathy has sent another email to MemCom **ONGOING**

22 05 05 Kathy has sent another email to MemCom **ONGOING**

### **6. 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**

**22 05 05 ONGOING**

### **7. Autoresponder to Correspondence to Secretary**

22 03 03 Kathy to set up auto responder on Secretary email **ONGOING**

22 03 03 Robin to draft the response to be sent as the auto response **ONGOING**

**8. Letter to Troy – return of items belonging to DTE**

22 03 03 Gary to draft a letter to Troy, to be sent out by Secretary once approved by directors **NOT STARTED**

22 05 05 **NOT STARTED**

**9. Legal advisors**

22 03 03 Robin to coordinate discussion about possible legal advisers **ONGOING**

22 05 05 **IN PROGRESS**

**10. Correspondence to Board**

22 04 07 Secretary to send email to all members explaining how to send correspondence to the Board to be tabled at the next meeting to all members **COMPLETED**

**11. ICDA Subscription**

22 04 07 Pay ICDA Subscription **COMPLETED**

**12. Sale of water**

22 04 07 Kathy to arrange sale of water **ONGOING**

**13. Legal advisors**

22 04 07 Board to have working meeting to discuss procedure to deal with replies to correspondence. **ONGOING**

**9. Correspondence**

**1) Inwards**

- a. 22 04 30 Scouse - email ban
- b. 22 05 01 Elisa - permission
- c. 22 05 04 Peter Tippett
- d. 22 05 05a Trevor Pitt - site access
- e. 22 05 05b Trevor Pitt - inactivity points
- f. ICDA - OC173451 – Invoice

g. 22 03 31 Bank Aust Statement

## 2) Inwards - For the OC

- a. 22 04 14 Regional Roundup
- b. 22 04 14 WaterNSW metering info session
- c. 22 04 21 Telstra Invoice
- d. 22 04 08 Murray Land Services Newsletter
- e. 22 04 12 Draft regional water strategies

## 3) Correspondence Outward

- a. 22 04 26 BLN - Write off Coop Fed share
- b. 22 04 26 MemCom - updates required
- c. 22 04 29 ICT - request for assistance
- d. 22 04 30 Advice to members re correspondence
- e. 22 05 01 ICT - request for fully functional email address
- f. 22 05 01 Members - correspondence to DTE
- g. 22 05 03 CAV - FW - forms sent
- h. 22 05 05 ICT - reinstatement to emails
- i. 22 05 05 Scouse, David McDonald - reinstatement
- j. 22 04 08 OC Casual vacancy

## 4) Acceptance of correspondence

Motion: That the Correspondence be accepted.

Moved: Kathy, Seconded: Robin, PBC

## 10. Matters arising from Correspondence

- 1) Request from Ingrid to visit site: Elisa to write to Ingrid requesting more details and advising her when Andrew will be leaving site.

## 11. Motions by Circular

### 1) 26/4/22

That Steve Gregory and David McDonald are reinstated on all email groups and that the Secretary writes to the ICT subcommittee and David Cruise requesting this and that the Secretary writes to Steve and Dave informing them of their reinstatement and reminding them of the Code of Conduct and the escalating consequences for breaches.

Proposed: Kathy, Supported Suzie, Gary, Robin Passed 1/5/22

### 2) 11/4/22

"that subject to DTE rule 5 clause 5(f) and in response to Board correspondence from an active member reporting a membership irregularity relating to COVID-19 pandemic disrupting the primary activity of the cooperative, the Board hereby determines that all currently active members are deemed to have fulfilled the active membership provisions for financial year ending 30 June 2022 and that such determination be immediately communicated to all active members."

Proposed: Robin, Opposed Kathy, Failed

## **12. Agenda item ID: 13848 ASIC Key**

Agenda details: ASIC Key

Motion: That Kathy Ernst is authorised to make a 'Third Party Request for ASIC Key' to be sent to secretary@dte.coop.

Moved: Kathy, Seconded: Elisa, PBC

## **13. Agenda item ID: 13486 Secretary Budget 2022/23**

Agenda details: Secretary Budget 2022/23

Motion: That the Secretary receives a budget of \$800 for 2022/23 and that the money is transferred to the BB account held by Kathy Ernst on/after 1 July 2022.

Moved: Kathy, Seconded: Elisa, PBC

## **14. Agenda item ID: 13852 Budget 1000 for Auditor and Bookkeeper re Dext**

Agenda details: That the board approves a budget of \$1000 to cover the costs of our bookkeeper, Kristi Cairns meeting with our auditor, Daniel Tai to assess feasibility of implementing the DEXT system for upload of receipts for DTE. This meeting would be for Daniel and Kristi to assess feasibility work out the details, and then brief the board.

Motion: That the board approves a budget of \$495 to cover the costs of our bookkeeper, Kristi Cairns meeting with our auditor, Daniel Tai to implement the DEXT system for upload of receipts for DTE. This meeting would be for Daniel and Kristi to a work out the details, and then brief the board.

Moved: Robin, Seconded: Elisa, PBC

## **15. Agenda item ID: 13849 Returning Officer**

Agenda details:

Motion: That Daniel Tai of Ax3 is appointed Returning Officer for the June 2022 SGM.

Moved: Elisa, Seconded: Gary PBC

## **16. Agenda item ID: 13860 Request OC to appoint Electoral Officer & Scrutineers**

Agenda details: the Board request the OC to appoint an Electoral officer and scrutineers for the upcoming election for the vacant board position.

Motion: that a formal request be sent to the OC to appoint two scrutineers for the upcoming election for the current vacant board position.

Moved: Gary, Seconded: Kate PBC

## 17. Agenda item ID: Zoom Account

Agenda details:

Motion: That the board acts on behalf of the OC to pay the amount outstanding for the Zoom account.

Moved: Kate, Seconded: Elisa, Failed

## 18. Summary of Carried Resolutions

- 1) That Kathy Ernst is authorised to make a 'Third Party Request for ASIC Key' to be sent to secretary@dte.coop.
- 2) That the Secretary receives a budget of \$800 for 2022/23 and that the money is transferred to the BB account held by Kathy Ernst on/after 1 July 2022.
- 3) That the board approves a budget of \$495 to cover the costs of our bookkeeper, Kristi Cairns meeting with our auditor, Daniel Tai to implement the DEXT system for upload of receipts for DTE. This meeting would be for Daniel and Kristi to work out the details, and then brief the board.
- 4) That That Daniel Tai of Ax3 is appointed Returning Officer for the June 2022 SGM.

## 19. Actions Tasks from this meeting

- 1) Elisa to write to Ingrid requesting more details and advising her when Andrew will be leaving site.
- 2) Kathy to progress with the 'Third Party Request for ASIC Key' and Elisa and Robin to assist by signing the document.
- 3) Secretary to write to Daniel Tai confirming that he has been appointed as returning officer.
- 4) Gary to write the letter about scrutineers to send to Secretary to send to OC

## 20. Director Inactivity Points from this meeting

- 1) 5 May 2022 – five directors attended
- 2) Leave of absence approved for Susie on 5/5/22
- 3) Kate arrived at 8:24. Kate accepted that she had lost 1 point although she claimed to have been stuck in the waiting room.

## 21. Next Scheduled Meeting Date

Thursday 2 June 2022

22.Meeting ended

11: 16 pm