

DTE BOARD MINUTES

Date: 2/6/2022

Time: 7:30 pm

Venue: Zoom

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

1. Meeting Started

7:38

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 Suzie Helson Not present Gary Lasky Kate Schapiro	Peter Tippet Corrinne Armstrong Malcolm Matthews Brian Denham Lance Nash Darrylle Ryan Mark Rasmussen John Magor Jack Wells	
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5. Director Inactivity Credits at start of meeting

INACTIVITY CREDITS LOST							
Date	Kate	Kathy	Susie	Gary	Elisa	Robin	???
20/5/21	4						
7/7/21	4						
7/4/22				4			
5/5/22	1						
TOTAL	9			4			

6. Confirmation of Previous Meeting Minutes

1) Date: 5/5/2022

Moved: Kathy, Seconded: Elisa, PBC

7. Matters arising from Previous Meeting Minutes

1) ASIC – The attempt to get the ASIC key failed but a password has been provided. The user ID for our ASIC account is finance@dte.org.au. The Secretary will write to David Cruise requesting that emails to this address are forwarded to the Secretary.

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**

22 06 02 Suzie has tried to contact Jessica on 11 May and had no reply, will try to contact her in person when in Melbourne **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**

2022 06 02 Waiting for technical assistance **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

2022 06 02 Motion on agenda **PROCESS ACCEPTED DURING THIS MEETING**

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**

22 06 02 Updates still not done **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 **WITHDRAWN**

22 03 03 Robin to draft the response to be sent as the auto response **WITHDRAWN**

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. Sale of water

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

22 06 02 **COMPLETED**

11. Dealing with Correspondence

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

12. Site request

22 05 05 Elisa to write to Ingrid requesting more details and advising her when Andrew will be leaving site.

22 06 02 **COMPLETED**

13. ASIC Third party request

22 05 05 Kathy to progress with the 'Third Party Request for ASIC Key' and Elisa and Robin to assist by signing the document.

22 06 02 An alternative solution has been found **NOT NEEDED**

14. Appointment of Returning Officer

22 05 05 Secretary to write to Daniel Tai confirming that he has been appointed as returning officer.
COMPLETED

15. Scrutineers

22 05 05 Gary to write the letter about scrutineers to send to Secretary to send to OC **NOT COMPLETED**

9. Correspondence

1) Inwards

- a) 22 04 30 Bank Aust Stmt
- b) 22 05 06 Darrylle Ryan - BB Card
- c) 22 05 09 ASIC Inquiry Ref Num 1-48803235479
- d) 22 05 09 CAV - Annual Return processed
- e) 22 05 09 CAV - Receipt
- f) 22 05 09 Daniel Tai - returning officer
- g) 22 05 10 ASIC - request rejected
- h) 22 05 15 Marty Schwarz
- i) 22 05 21 Bank Australia - address
- j) 22 05 30 CAV - Annual Return

2) Inwards - For the OC

- a) 22 05 06 Local Land Services Newsletter
- b) 22 05 13 Dept Planning & Envir - Water Metering
- c) 22 05 20 Regional Roundup ed 32
- d) 22 04 30 Local Land Services 109829143 Account
- e) 22 04 30 Local Land Services 109831842 Account
- f) 22 05 02 Telstra Invoice

3) Correspondence Outward

- a) 22 05 08 Daniel Tai - official address
- b) 22 05 08 Darrylle Ryan - BB Card

- c) 22 05 09 Daniel Tai - returning officer duties & timeline
- d) 22 05 18 BB Card Holders - old cards
- e) 22 05 22 Daniel Tai & OC - scrutineer appointed
- f) 22 05 06 Daniel Tai - appointment as returning officer
- g) 22 05 06 Daniel Tai - appointment as returning officer

4) **Activity Forms**

- a) 22 05 13 Darrell Reid
- b) 22 05 13 Darrylle Ryan
- c) 22 05 13 Glen Duncan
- d) 22 05 13 Lesley Hills
- e) 22 05 13 Marcia Svenson
- f) 22 05 13 Peter Night

5) **Membership Applications**

- a) 22 05 13 Marcia Svenson payment
- b) 22 05 13 Marcia Svenson

6) **Acceptance of correspondence**

Motion: That the Correspondence be accepted.

Moved: Robin, Seconded: Suzie, PBC

10. Matters arising from Correspondence

- 1) CAV has sent a paper copy of the Annual Report Form. This is in a different format from previous years and includes some information about DTE which is clearly wrong. It appears details were not updated after the 2020 AGM. Dealing with CAV is slow and difficult, but the Secretary will attempt to rectify.
- 2) Bendigo Bank – Many cards have not been distributed to card holders. The BB postal address has been changed to the official PO address at Brunswick East. The Secretary will readdress cards but will not be taking responsibility for all BB matters. Kathy has identified some problems with signatories. Elisa offered to work on fixing this.
- 3) Peter Tippet reported that he has sent correspondence applying for a Bendigo Bank account but has not received a reply.
- 4) Robin talked about how we respond to correspondence as it is not possible to deal with each item during Board meetings. Directors agreed that if a director sees an item that they consider requires a response, they should draft a reply and distribute to other directors for approval. The draft folder on the Board Gdrive can be used for drafts of more complex replies.

11.Membership

1) Suzie spoke about Marcia Svenson's contribution at the working bee.

Motion: That we accept Marcia Svenson as a member and allocate folio number 1918.

Moved: Suzie, Seconded: Kathy, PBC

12.Motions by Circular

1) **18/5/22**

That the Board appoint Kathy Ernst as Scrutineer for the upcoming casual Director election.

Proposed: Susie, Supported Robin, Elisa, Kathy, Gary Passed 20/5/22

2) **18/5/22**

That Kathy Ernst, Suzie Helson and Robin Macpherson, jointly and acting on behalf of DTE, are authorised to source legal advice regarding options when somebody has DTE passwords, keys or authorities but is not using them to perform tasks on behalf of DTE but is refusing to hand them over.

Proposed: Kathy, Supported Susie, Robin, Elisa, Passed 21/5/22

3) **22/5/22**

That the Membership Register is moved to the office of Ax3 with all Directors to have Read access and the Board to appoint two people (Directors or other Members) to have Update access.

Proposed by Kathy, Supported by Susie, Failed

13.Agenda item ID: 13892 Misspending Complaints Process previously 13847

Motion: That the Board accepts the Misspending Complaints Process and that the Secretary emails members advising that the process is now in place.

Moved: Kathy, Seconded: Suzie, PBC

14.Agenda item ID: 13895 Solving Woorooma's Prickle Problem

Agenda details: Woorooma has a serious prickle problem. The plain and parking areas are not currently suitable for hosting a festival, and this must change in order to hold ConFest next Easter.

Motion: That the Board writes to the Organising Committee, requesting that it provides to the board a plan for ridding the current festival site at Woorooma of prickle bushes so as to be suitable for holding a festival over Easter 2023. The plan is to be submitted by 31 July 2022, with progress reports submitted monthly thereafter until completion or until Easter 2023, whichever occurs first.

Moved: Elisa, Seconded: Robin, Failed

15. Agenda item ID: 13894 Secretary email address 13850

Motion: That the Board requests the ICT Subcommittee upgrades the secretary@dte.coop email address to be a fully functional, independent and freestanding email address complete with its own password.

Moved: Kathy, Seconded: Suzie, PBC

16. Summary of Carried Resolutions

- 1) That the Board accepts the Misspending Complaints Process and that the Secretary emails members advising that the process is now in place.
- 2) That the Board requests the ICT Subcommittee upgrades the secretary@dte.coop email address to be a fully functional, independent and freestanding email address complete with its own password.

17. Actions Tasks from this meeting

- 1) Secretary to write to David Cruise requesting that emails received at finance@dte.org.au are forwarded to the Secretary
- 2) Elisa to work on rectifying Bendigo Bank signatories
- 3) Secretary to attempt to rectify the CAV information
- 4) Secretary to email Marcia welcoming her as a member.
- 5) Secretary to email Kristi asking her to reconcile Marcia's share payment.
- 6) Secretary to add the addition of Marcia as a member to the list of updates required to the Membership Register.
- 7) Secretary to email members advising that the Misspending Complaints Process is now in place.
- 8) Secretary to email ICT requesting upgrade to secretary@dte.coop .

18. Director Inactivity Points from this meeting

- 1) 6 June 2022 – four directors attended
- 2) Leave of absence approved for Gary
- 3) Leave of absence not yet approved for Kate

19. Next Scheduled Meeting Date

Thursday 7 July 2022

20. Meeting ended

10: 30 pm