

# Down To Earth (Vic) Co-operative Society Ltd ConFest Market Committee Meeting

## Minutes

**Date:** Wednesday 8 June 2022  
**Time:** 8:30pm  
**Location:** Online via Zoom  
<https://monash.zoom.us/j/83794113305?pwd=V0R1bUISNlhqQ055bFA4RG1TeXo0QT09>

**Chairperson:** Emma Bennett  
**Minuter Keeper:** Corinne Armstrong

### 1 Welcome

The Chairperson declared the meeting open at: 8:40pm

### 2 Acknowledgement of Country

Acknowledgement to Country delivered by Corinne as follows:

We would like to begin by acknowledging the Traditional Custodians of the land on which we meet today. We pay my respects to their Elders past, present and emerging. And we would also like to acknowledge everyone who has joined us here today.

### 3 Attendance

**Members:**

Emma Bennett

Fulvio Gerardi

Steve (Scouse) Gregory

**Non-members:**

Corinne Armstrong

**Quorum Meet:** YES

### 4 Confirmation of Previous Minutes

**Motion:**

That the Minutes of the ConFest Market Committee held on 25/5/2022 be circulated to MC members by email for Acceptance.

Moved: Emma  
Seconded: Scouse  
PBC

## 5 Action Tasks from Previous Minutes

Meeting Action No.	Person Responsible	Action Item	Status
20220525.01	Fulvio	Create a Messenger group chat to provide quick communication	Complete
20220525.02	Corinne	Create Critical Path / Timeline to Easter ConFest 2023	Complete
20220525.03	Emma	Draft email to be email blast to stall holders know we are working towards Easter 2023	Complete
20220525.04	Fulvio/Corinne	Trello training session	WIP
20220525.05	Emma/Fulvio	Create budget for ConFest Market	WIP
20220525.06	Emma	Invite Don Royal to be on the Elders Panel of the MC	WIP
20220525.07	Emma	To write Policy on 3-year transition to zero noise and zero emissions	WIP
20220525.08	Emma	Market Values Statement, representative of all stakeholders	WIP
20220525.09	ALL	Create Volunteer Allocation List of existing MC and those required to be filled by new members.	Complete

Action item 20220525.05 - sullage expenditure and planning was raised, as relates to finding solutions to the perpetual problems of sullage. Scouse advised that sullage was his primary concern, and would therefore draw up some plans and provide Emma with related quotes for her to factor into the budget.

Action Item 20220525.06 – Emma apologised for not having found the time to call Don. Scouse offered to call him instead. Note Scouse as the Person Responsible for this Action Item going forward.

## 6 Market Committee Membership re DTE Rules

Follow up discussion took place on last meeting's proposed amendments to DTE Rules relating to the Market Committee. Emma advised she would formalise the proposed amendments and submit them for approval as per DTE Cooperative Rules.

### Motion:

To become a member of the Market Committee a person must be nominated by an existing member of the Market Committee, and approved by the majority.

Moved: Emma  
Seconded: Fulvio  
PBC

## 7 Review of the Meetings Actions Register

The Meetings Actions Register created by Corinne and located in the MC Google Docs share folder was presented on share screen for review. MC members agreed it was a suitable key document for ongoing use by the MC.

## 8 Review of Volunteer Allocation List

The Volunteer Allocation List created by Corinne and located in the MC Google Docs share folder was presented on share screen for review. MC members agreed it was a suitable key document for ongoing use by the MC.

## 9 Review of Critical Path

The Critical Path document created by Corinne and located in the MC Google Docs share folder was presented on share screen for review. MC members agreed it was a suitable key document for ongoing use by the MC.

## 10 Vendor Application Forms

It was pointed out that although the ConFest Market Food and Craft Vendor Application forms are located on both [www.confest.org.au](http://www.confest.org.au) and [www.dte.org.au](http://www.dte.org.au), the MC confirmed that all the vendors know to source the forms from [www.dte.org.au](http://www.dte.org.au). And that the MC recognise [www.dte.org.au](http://www.dte.org.au) as the official DTE website for uploading such forms.

Corinne and Scouse agreed to rewrite the Vendor Forms to clearly denote a Guidelines & Agreement section. And to present the forms in a more professional fashion.

### Motion:

A reminder in the rewriting of the Vendor Application Forms to emphasis that the ConFest Market Committee ban the use of noisy electric generators for non-food stalls.

Moved: Emma  
Seconded: Scouse  
PBC

## 12 Actions from meeting

Meeting Action No.	Person Responsible	Action Item
20220608.01	Corinne/Emma	Seek Acceptance of the MC Minutes of 25/5/2022 by email circulation.
20220608.02	Scouse	Draw up plans for sullage
20220608.03	Scouse	Obtain quotes for sullage materials, and provide Emma with related quotes for her to factor into the budget.
20220608.04	Emma	Emma to formalise the MC's proposed amendments to the DTE Rules relating to the Market Committee clauses, and to formally submit them for acceptance by DTE Members as per the Cooperative's Rules.
20220608.05	Corinne & Scouse	Rewrite the Vendor Forms to clearly denote a Guidelines & Agreement section. And to present the forms in a more professional fashion

## 14 Next Meeting

8:30pm on Wednesday 13 July 2022

### Motion:

That Market Committee Meetings be held on the second Wednesday of every month at 8:30pm.

Moved: Emma  
Seconded: Fulvio  
PBC

**Meeting Closed: 11:10pm**

## 47. Proceedings and responsibilities of the Board

(b) The Market Committee

The sole role of the Market Committee is the organising and management of the ConFest market.

(i) The Market Committee meetings:

- a. are held as required;
- b. are to be announced on "~~Message Bank DTE or ConFest website and other media as appropriate~~";
- c. will be held on the ConFest site or via online platforms ~~daily or~~ as required, prior, during and after ConFest;
- ~~d. are limited to two hours duration;~~
- ~~e. cannot be adjourned.~~

(ii) The quorum of the Market Committee is three (3) active members.

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(iii) The Market Committee may delegate specific functions to individuals or sub-committees.

(iv) The Market Committee will follow financial procedures as set out by the Board.

(v) The Market Committee shall complete its accounts within 60 days after the final day of ConFest.

(vi) All matters that may impact on the Board's liability shall be presented to the Board for its consideration.

(vii) The Market Committee will provide meeting minutes ~~publish a progressive report on the Member's section of the DTE website after each Market Committee meeting with 6 hard copies available at~~ to the next Board and ~~or~~ Market Committee meeting. Minutes will be made available online to members.

(viii) ~~A~~The market committee shall prepare an annual budget and ~~monies funds are to~~will be allocated to ~~an individual for a specific task in the running of the Market~~a nominated representative of the

| market committee. That individual is ~~entirely~~ responsible for the proper accounting of the funds advanced.

