

Down-To-Earth (Vic) Cooperative Society Limited

Organising Committee
Executive arm of DTE

Minutes

Date: **30th June 2022**

Time: **7:30pm**

Venue: **Online via Zoom**

Online: <https://dte.coop/live.meeting>

#	Item	Raised by:		
1	<u>Meeting Started</u>	<i>Procedural</i>		
	07:54			
2	<u>Election of Chair</u>	<i>Procedural</i>		
	Confirmation of Chairperson: Peter Tippett Minutes: Malcolm Matthews Acknowledgement of country: Darrylle Ryan			
3	<u>Attendance</u>	<i>Procedural</i>		
	<table border="0"> <tr> <td>Corinne Armstrong, Brian Denham Darrell Reid, Darrylle Ryan, David Cameron, David Cruise, Gary Lasky Ian Hales, John Magor John Reid, Kathy Ernst, Kevin Taylor, Lindy Hunt</td> <td>Mark Helson Malcolm Matthews, Martin Schwarz , Melody Braithwaite, Peter Tippett, John Magor Robyn MacPherson Rick Gill Suzie Helson</td> </tr> </table>	Corinne Armstrong, Brian Denham Darrell Reid, Darrylle Ryan, David Cameron, David Cruise, Gary Lasky Ian Hales, John Magor John Reid, Kathy Ernst, Kevin Taylor, Lindy Hunt	Mark Helson Malcolm Matthews, Martin Schwarz , Melody Braithwaite, Peter Tippett, John Magor Robyn MacPherson Rick Gill Suzie Helson	
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4	<u>Confirmation of Previous Meeting Minutes</u>	<i>Procedural</i>		
	09/06/2021 OC Minutes Moved: Malcolm Matthews Seconded: Darrylle Ryan P.B.C.			
	<u>Question about the previous minutes</u>			
	<u>Agenda Item 13861</u> there was no seconder for this motion			
	<u>Financial Report Profit and Loss Statement</u>			
	https://data.dte.org.au/files/get_file.php?id=941			
5	<u>Task Check List</u>	<i>Procedural</i>		
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6	<u>Correspondence / Payments</u>	<i>Procedural</i>		
7	<u>WH&S</u>	<i>Procedural</i>		

8	<u>Agenda Items from Previous OC Meeting</u>	
	<p>Item 13926 Reimbursement for Optus payments</p> <p>Agenda item: reimbursement for Optus payments</p> <p>Agenda details: In March, the Optus account was transferred to Lindy's name. As part of that process, Optus required the new transactions to be processed through a card. We believe this has now been restored to a direct debit from the OC account. This motion is to approve the transactions already processed through John's DTE card, that in the normal course of events would have come directly from the OC account.</p> <p>Motion: That the linked reimbursement for payments to Optus of \$507.24 be approved and placed on John Reid's card.</p> <p>Item by: John Reid https://data.dte.org.au/files/get_file.php?id=926</p>	<p><i>Moved Malcolm Mathews</i> <i>Seconded: Melody Braithwaite</i> <i>Passed PBC</i></p>
	<p>Agenda item ID: 13927: reimbursement for GM notices</p> <p>Agenda details: General Meetings are a required part of the operation of the Co-op. John has self-funded the postage and supplies, and requests reimbursement of the costs involved.</p> <p>Motion: That the linked application for reimbursement of \$317.30 be approved for withdrawal from John's current card balance.</p> <p>Item by: John Reid https://data.dte.org.au/files/get_file.php?id=927</p>	<p><i>Moved Kathy Ernst</i> <i>Seconded: Melody Braithwaite</i> <i>P.B.C.</i></p>
	<p>Item 13928 Water Crew Budget</p> <p>Agenda item: budget Q1 new FY</p> <p>Agenda details: This budget covers some essentials for water production and testing. There is also a small amount for some minor upgrades to make the treatment plant more manageable. This is for the first FY quarter only</p> <p>. Motion: That the linked budget of \$1142 for water production and testing be approved, and be placed on John Reid's card for the new financial year. Item by John Reid https://data.dte.org.au/files/get_file.php?id=928 :</p>	<p><i>Moved Malcolm Mathews</i> <i>Seconded: Melody Braithwaite</i> <i>PBC</i></p>
	<p>Agenda item ID: 13929 Vonex FY 2022-23</p> <p>Agenda details:</p>	<p>Moved Kathy</p>

	<p>Vonex supply the connection between the Woorooma phone system and the phone network. It is only part of the overall system. This budget includes a setup fee for a new connection, to allow those currently involved to have access to Vonex support.</p> <p>Motion: That the linked budget for Vonex of \$350 be approved and placed on John Reid's card in the first week of the new FY Item by: John Reid</p> <p>https://data.dte.org.au/files/get_file.php?id=929</p>	<p>Ernst Second Melody Braithwaite PBC</p>
Agenda item ID: 13933 Access to Xero		
	<p>Access to Xero for Melody Braithwaite</p> <p>Motion: That Melody Braithwaite be given read only access to Xero Item by: Malcolm</p>	<p>Moved Malcolm Matthews Second Kevin Taylor PBC</p>
Agenda item ID: 13911 Banning Craig Newcombe from using any HEAVY MACHINERY		
	<p>Agenda item: Banning Craig Newcombe from using any HEAVY MACHINERY on site for 12 Months.</p> <p>Agenda details: Craig Newcombe was on site recently using the CAT and I am to understand drove into a stump bending the front right steering arm.</p> <p>Motion: That the OC supports, acknowledges and endorses the decision of the asset management group to ban Craig Newcombe from using any HEAVY MACHINERY on site for a period of 12 months ending July 2023 Item by: Kevin Taylor</p> <p>Amendment to motion That the OC supports, acknowledges and endorses the decision of the asset management group to ban Craig Newcombe from using any HEAVY MACHINERY on site future use requires approval from the OC</p> <p>Amendment moved as motion That the OC supports, acknowledges and endorses the decision of the asset management group to ban Craig Newcombe from using any HEAVY MACHINERY on site future use requires approval from the OC</p>	<p><i>Moved Kevin Taylor Second Brian Denham</i></p> <p><i>Moved David Cruise Second Suzie Helson PBC</i></p> <p><i>Moved Brian Dehman Second Suzie Helson PBC</i></p>
Agenda item ID: 13932 OC contact with BLN		
	<p>Details: This OC needs to have a contact with our bookkeeper. If the accounts have to be completed in 30 days, then the OC need to be able to work with bookkeeper to carry out this task the working group need to be able to have direct contact with the bookkeeper</p> <p>Motion: That the OC appoints Melody Braithwaite as the committee contact with BLN Item by: Malcolm</p>	<p>Moved Malcolm Matthews Second Gary Lasky PBC</p>
Agenda item ID: 13925 End of financial year accounts		
	<p>Rule 47 (xiii) The Organising Committee shall complete its accounts within 30 days of the end of the financial year.</p> <p>Motion: for discussion Item by: Malcolm</p> <p>Discussion that OC is responsible for all accounts.</p>	

	Agenda ID: 13866 Payment to Pryor Motors	
	<p>Agenda item: Payment to Pryor Motors for work done Agenda details: Travis Pryor has completed work on the Black Ford Territory and needs to be paid . Motion: That Travis Pryor be paid \$751 98 for work carried out on the black Ford Territory Item by: Andrew Wilkinson https://data.dte.org.au/files/get_file.php?id=941</p> <p>This item has been paid no discussion</p>	
	Agenda item ID: 13934 Return of Assets by past Board members	
	<p>Agenda details: Once a director retires a letter needs to be sent to directors for the return of assets purchased using director funds and appoint members with the necessary authority & the appropriate means to obtain the return of All assets previously utilised by directors.</p> <p>Motion: That notification be sent to directors from the previous 2 terms(4years) requesting the return of all assets purchased with DTE directors funds or if valueless the cost of those assets reimbursed.</p> <p>Item by: Gary Lasky</p> <p>Amended motion That notification be sent to card holders requesting the return of all assets purchased with DTE directors funds or if valueless the cost of those assets reimbursed Amendment Failed</p> <p>Motion put and failed</p>	<i>Moved Gary Lasky</i>
	Agenda item ID: 13936 Simon Shearing, Biker Mark and Brian Denham Co Facitate	
	<p>Motion: Move that Simon Shearing, Biker Mark and Brian Denham Co Facitate the Fire Team Lead position</p> <p>Agenda item not put</p>	
	Agenda item ID: 13937 Fire truck and pump service	
	<p>Agenda details: Local mechanic to quote on service of the fire trucks and pumps</p> <p>Motion: That Brian Denham makes contact with our local mechanic to organise a quote on service of the fire trucks and pumps in preparation of the next ConFest Gathering 2023 Item by: Brian Denham</p>	<i>Moved Brian Denham Second Robyn MacPherson PBC</i>
	<u>Carried Resolutions</u>	<i>Procedural</i>
	<ul style="list-style-type: none"> • Agenda item ID: 13933 Access to Xero • Agenda item ID: 13911 Banning Craig Newcombe from using any HEAVY MACHINERY • Agenda item ID: 13932 OC contact with BLN 	
	<u>Actions to be taken</u>	<i>Procedural</i>
	<ul style="list-style-type: none"> • Disbursement for water and Vonex to be action by Kathy 	
	<ul style="list-style-type: none"> • OC Mail to write AX3 for Melody Braithwaite access to Xero 	
	<ul style="list-style-type: none"> • OC Mail to write to Craig Newcombe 	
	<u>Next Meeting Date & Time Confirmation</u>	<i>Procedural</i>
	28/7/2022 7:30pm	
	<u>Meeting Ended</u>	<i>Procedural</i>
	10:40pm	