

# DTE BOARD MINUTES

**Date: 7/7/2022**

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

7:33

## 2. Chair and Minute keeper

Chair: Robin Macpherson

Minute keeper: Kathy Ernst

Hosts: Elisa Brock

Chat Moderator: Gary Lasky

## 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 Gary Lasky Brian Denham  Not present Kate Schapiro	Corrinne Armstrong Malcolm Matthews Lance Nash Kevin Taylor John Magor Andrew Wilkinson Darrylle Ryan	
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## 5. Director Inactivity Credits at start of meeting

<b>INACTIVITY CREDITS LOST</b>							
Date	Kate	Kathy	Susie	Gary	Elisa	Robin	???
7/7/21	4						
7/4/22				4			
5/5/22	1						
2/6/22	4						
<b>TOTAL</b>	9			4			

## 6. Confirmation of Previous Meeting Minutes

1) Date: 2/6/2022

Moved: Gary, Seconded: Kathy, 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**

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**

22 07 07 Suzie contacted Jessica again on 13 June. No progress. Suzie will draft a letter to OC to see if they can suggest a solution and send it to the Secretary to forward to OC.

### 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**

22 07 07 Discussed during meeting. **IN PROGRESS**

### **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**

2022 06 02 Secretary to email members advising that the Misspending Complaints Process is now in place. **COMPLETED**

### **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 **REPLACED by review of Share Capital Account**

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**

22 07 07 Updates have been done but corrections to updates have not yet been 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**

22 07 07 Gary has investigated and will send details to Directors **ONGOING**

#### **7. 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**

22 07 07 Gary has prepared a draft **IN PROGRESS**

#### **8. Legal advisors**

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

22 05 05 **IN PROGRESS**

22 07 07 **IN PROGRESS**

#### **9. Dealing with Correspondence**

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

#### **10. 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**

22 06 02 Secretary to write to David Cruise requesting that emails received at [finance@dte.org.au](mailto:finance@dte.org.au) are forwarded to the Secretary **COMPLETED**

22 07 07 No emails have been received by Secretary from [finance@dte.org.au](mailto:finance@dte.org.au) no reply from David Cruise

22 07 07 ASIC – business name registration has been renewed for 3 years **COMPLETED**

22 07 07 Secretary to send a reminder to David Cruise

### **11. Scrutineers**

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

22 07 07 **WITHDRAWN – NO LONGER RELEVANT**

### **13. Bendigo Bank signatories**

22 06 02 Elisa to work on rectifying Bendigo Bank signatories

22 07 07 Simple ones have been done.

Complex ones requiring multiple signatures are in progress **IN PROGRESS**

### **14. CAV information**

22 06 02 Secretary to attempt to rectify the CAV information

22 07 07 Secretary waiting for information from Brian **IN PROGRESS**

### **15. New member**

22 06 02 Secretary to email Marcia welcoming her as a member. **COMPLETED**

22 06 02 Secretary to email Kristi asking her to reconcile Marcia's share payment **REPLACED by review of Share Capital Account**

22 06 02 Secretary to add the addition of Marcia as a member to the list of updates required to the Membership Register. **COMPLETED**

## **9. Correspondence**

### **1) Correspondence Inward**

- a) 22 07 01 Bank Aust - privacy
- b) 22 06 27 MLLS - Annual land and stock return
- c) 22 06 24 ASIC - Business name renewed
- d) 22 06 19 Kristen - Membership updates done
- e) 22 06 18 ASIC - business name renewal
- f) 22 06 13 Kristen Tunney - MemCom
- g) 22 06 10 Peter Tippett - Abuse during meetings

h) 22 06 09 Ax3 - DTE Engagement Letter 2022

i) 22 06 02 Malcolm Matthews - Ban

j) 22 05 31 Bank Aust - statement 20

k) 22 05 27 ANZ - statement 606

**2) Complaints (confidential)**

a) 22 06 02 Malcolm Matthews -Complaint

**3) Confidential**

a) 22 07 04 Kevin Taylor - letter to the Board

**4) for the OC**

a) 22 06 03 Local Land Services Newsletter ed5

b) 22 06 08 Water NSW - groundwater management

c) 22 06 18 Regional Roundup - Ed 33

d) 22 06 24 Water NSW - IPART pricing

e) 22 07 01 Murray LLS - Newsletter

f) 22 05 30 Water NSW - make most of your water

g) 22 06 02 DPIE Public Exhibition

h) 22 06 02 Telstra - Invoice T 311

i) 22 06 02 Water NSW - EOY

**5) Invoices and receipts**

22 06 03 Ax3 Invoice INV-0941 Election

22 06 06 Ax3 Invoice INV-0943 Dext

**6) Correspondence Outward**

22 06 08 Members - Misspending Process

22 06 10 Ax3 - direct debit

22 06 17 Ax3 signed letter of engagement

22 06 28 Water NSW - authorised person

22 06 07 BLN - new member - share transaction

22 06 07 ICT - Secretary email address

22 06 07 MemCom further updates required

22 06 08 Brian Denham - Welcome to the Board

22 06 08 David Cruise - finance email address

22 06 08 Marcia Svenson - Welcome new member

7) **Acceptance of correspondence**

Motion: That the Correspondence be accepted.

Moved: Kathy, Seconded: Elisa, PBC

## 10. Matters arising from Correspondence

8) Stock Return

- a) Action task: Elisa to find previous form
- b) Action task: Elisa to request password from Troy
- c) Action task: Secretary to complete the form

9) ANZ – we received a statement for a small ANZ account. Why do we still have this account? All accounts other than the Investment account should have been closed.

- a) Action task: Suzie to attempt to close this account and move the money to the ANZ Investment Account

10) Suzie raised the issue of Complaints

11) Malcolm requested his letter to the Board be read out. Letter was read out.

## 11. Membership

No membership applications

## 12. Motions by Circular

1) **25/6/22 Membership Correction**

That Phillip Bateman is removed from the list of Inactive memberships to be cancelled (Motion 13689 Cancellation of Inactive Members' passed on 3/2/22) and that his Inactive status is extended as approved by Motion 13701 'Extend period of inactive membership' passed on 3/2/22.

Proposed 25/6/22: Kathy, Supported: Suzie, Robin, Brian, Elisa Passed 26/6/22

2) **9/6/22 Ax3 Engagement Letter**

That the Board accepts the Engagement Letter from Ax3 for the audit functions for the 2022 financial year and authorises the Secretary to sign it. The functions included are:

Draft and audit the financial statements to comply with the Co-operatives National Law Application Act 2013 and Australian Accounting Standards - \$11,500;

Preparing accounts for AGM and meeting with us to review - \$1,200;

Attending AGM - \$700; with all amounts GST exclusive.

Proposed 9/6/22: Kathy, Supported: Suzie, Robin, Elisa, Passed 16/6/22

### 13. Agenda item ID: 13939

Motion: 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.

Moved: Kathy, Seconded: Suzie, PBC

### 14. Agenda item ID: 13940

Agenda details:

Motion: That the Board advises that due to ConFest 2022 being cancelled and border closures, where Active members have been unable to complete 24 hours of contribution, the Board will accept a written statement, either email or hard copy, explaining why the member has not been able to complete their 24 hours, that they wish to continue as an Active member and what contribution they plan to make in 2022/2023.

Moved: Kathy, Seconded: Gary, Failed

### 15. Agenda item ID: 13941

Motion: The Board advises that due to ConFest 2022 being cancelled, where Active members have been unable to complete 24 hours of contribution, 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.

Moved: Robin, Seconded: Elisa, PBM

### 16. Agenda item ID: 13943: Gas bottles and fuel storage

Agenda details: Issues regarding safe storage of gas bottles and fuel at Woorooma were discussed.

New action task raised.

### 17. Agenda item ID: 13912: Banning Craig Newcombe from using any HEAVY MACHINERY on site for 12 Months .

Agenda details: Banning Craig Newcombe from using any HEAVY MACHINERY on site for 12 Months.

Motion: That the board supports motion 13911 passed by the OC at the meeting on 30/06/2022. That the OC supports, acknowledges and endorse the decision of the Asset Management Group to ban Craig Newcombe from using Heavy Machinery on site. Future use requires approval from the OC.

Moved: Robin, Seconded: Suzie, PBC



## 18. Summary of Carried Resolutions

- 1) 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.
- 2) That The Board advises that due to ConFest 2022 being cancelled, where Active members have been unable to complete 24 hours of contribution, 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.
- 3) That the board supports motion 13911 passed by the OC at the meeting on 30/06/2022. That the OC supports, acknowledges and endorse the decision of the Asset Management Group to ban Craig Newcombe from using Heavy Machinery on site. Future use requires approval from the OC.

## 19. Actions Tasks from this meeting

- 1) Kathy to review Share Capital Account
- 2) Stock Return
  - a) Action task: Elisa to find previous form
  - b) Action task: Elisa to request password from Troy
  - c) Action Task: Secretary to complete the form
- 3) ANZ – we received a statement for a small ANZ account. Why do we still have this account? All accounts other than the Investment account should have been closed.
  - a) Action Task: Suzie to attempt to close this account and move the money to the ANZ Investment Account
- 4) Secretary to contact Ax3 to arrange moving the Membership Register to Ax3
- 5) Board to appoint two people to have update access to the Membership Register
  - a. Secretary to write to all members asking for volunteers
  - b. Board to have a discussion on who to appoint
- 6) Robin to write letter to all members regarding extension of Active membership to be sent to Secretary for forwarding to all Active members
- 7) Brian to follow up on our requirements for safe storage of gas and fuel and report back to the Board.

## 20. Director Inactivity Points from this meeting

- 1) 7 July 2022 – six directors attended
- 2) Kate loses 4 points

## 21.Next Scheduled Meeting Date

Thursday 4 August 2022

## 22.Meeting ended

10: 26 pm