

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

Minutes

Date: Wednesday 13 July 2022
Time: 8:30pm
Location: Online via Zoom
<https://monash.zoom.us/j/83794113305?pwd=VOR1bUISNIhqQ055bFA4RG1TeXo0QT09>

Chairperson: Emma Bennett
Minuter Keeper: Corinne Armstrong

1 Welcome

The Chairperson declared the meeting open at: 8:45pm

The Chairperson outline the meeting procedures.

2 Acknowledgement of Country

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.

3 Attendance

Members:

Emma Bennett

Fulvio Gerardi

Steve (souse) Gregory

Non-members:

Corinne Armstrong

Quorum Meet: Yes

4 Confirmation of Previous Minutes

Motion:

That the Minutes of the ConFest Market Committee held on Wednesday 8 June 2022 as circulated via email from Corinne, be accepted as a true and accurate record of the

meeting with the addition of an Appendix of the proposed amendments to the DTE Rules that relate to Rule '47. Proceedings and responsibilities of the Board'.

Moved: Scouse
 Seconded: Fulvio
 PBC

5 Action Tasks from Previous Minutes

Meeting Action No.	Person Responsible	Action Item	Status
20220525.04	Fulvio/Corinne	Trello training session	Complete
20220525.05	Emma/Fulvio	Create budget for ConFest Market	Complete
20220525.06	Scouse	Invite Don Royal to be on the Elders Panel of the MC	Complete
20220525.07	Emma	To write Policy on 3-year transition to zero noise and zero emissions	Deferred
20220525.08	ALL	Market Values Statement, representative of all stakeholders	Deferred
20220608.01	Corinne/Emma	Seek Acceptance of the MC Minutes of 25/5/2022 by email circulation.	Deleted
20220608.02	Scouse	Draw up plans for sullage	TBC
20220608.03	Scouse	Obtain quotes for sullage materials, and provide Emma with related quotes for her to factor into the budget.	Complete
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.	In Progress
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	In Progress

7 DTE MC Report

Emma read the report she will email to the Board with the accompanying MC Minutes, Proposed Rules changes as relate the MC (Rule 47) and Budget Allocation.

Once Report has been emailed to the Board, Corinne to make contact with Peter Tippett to arrange getting the MC presence on data.dte.org.au.

Motion:

That Emma's Report to the Board be accepted for emailing to the Board

Moved: Emma
 Seconded: Fulvio
 PBC

8 Appropriation

Emma presented Market Appropriation. Discussion took place and additions and amendments were made by the MC.

Motion:

That the Market Appropriation as Appendix to these Minutes, be accepted for submission to the Board.

Moved: Emma
Seconded: Scouse
PBC

9 Grassy Patches

Emma discussed plans to provide grassy patches in the centre of the market as seating areas. Discussion took place on the watering options and maintenance of these areas. Also the view that they be test sites for other areas of ConFest where such was also being considered.

Action: Emma to work with Fulvio and John Reid in developing the proposed grassy patches

10 Sullage Plan

Scouse and Fulvio discussed their ideas for sullage. It was acknowledged that sullage has been a major issue for the market site, with varying contributing factors. MC committed to getting it right this year with consultation well ahead of time with the Fire and Heavy Machinery teams.

Action:

Scouse to draw up sullage plan

11 2023 ConFest Dates Confirmed – Confirm Market Vendor Bump-in & Bump-out

Corinne reported that in ConFest Committee Meeting of Thursday 9 June the following motion was passed:

“ConFest dates start 6/4 with gates opening midday 5/4 and end 11/4 with gates closing midday 12/4”.

Accordingly it was acknowledge vendors could now be notified to reserve the date.

12 Communication with vendors

Motion:

Corinne to email past vendors notifying them of ConFest returning next year and the dates to be reserved. Email based on draft provided by Emma previously.

Moved: Emma
Seconded: Scouse
PBC

13 Business Arising

Corinne has accrued 24 hours of activity on the Market Committee, and should now submit apply to re-new her DTE Membership.

Moved: Emma
Seconded: Scouse
PBC

14 Actions from meeting

20220713.01	Corinne	Appendix to the Minutes of 08/06/2022 proposed Rule changes.
20220713.02	Emma	Email Board MC Report, Minutes, Rule changes and Budget Allocation
20220713.03	Corinne	Contact Peter Tippett to arrange MC presence on data.dte.org.au
20220713.04	Emma/Fulvio	Look at options and develop plans for the grass patches with John Reid
20220713.05	Scouse	Draw up plans for sullage
20220713.06	Corinne	Corinne to email passed vendors notifying them of ConFest returning in 2023

16 Next Meeting

Wednesday 10 August 2022

Meeting Closed: 11:25

Market Allocation 2023 Easter ConFest

Expected earnings from 2023 Market Stall Fees	\$40,000		
Infrastructure - required for market function			
Pipes for sullage		\$2,000	
Digger hire and trenching (contribution for heavy machinery group)		\$2,000	
Star pickets for fencing and screening 100 @ \$9.70 (bunnings, cheaper price sort)		\$970	
shade cloth \$8.60 per linear meter at bunnings 200 + meters required, cheaper price sort		\$1,500	
Reducers for taps		\$100	
Gravel for sullage pits		\$500	
Repairs and maintenance to shed		\$500	
			\$7,570
Small trial to regress the market space			
Creation of trial grass patch to replace roly poly (preparation, organic weed removal and chemical to compare)		\$1,500	
Creation of trial grass patch to replace roly poly (couch seed with drought master lawn)		\$400	
Creation of trial grass patch to replace roly poly (water delivery system for summer)		\$500	
			\$2,400
Common spaces and lighting			
Lights, extension cords		\$400	
Batteries - 1 x deep cycle (a 2 battery system will be built, starting with 1 this year, and 1 next year)		\$280	
Solar panels - donated by market committee members		FREE	
Cypress posts 6 @ \$80		\$480	
connections to charge battery (inverter, wiring, mounting brackets for solar panels etc)		\$350	
Playground, art installations, creative space		\$500	
Miscellaneous screws, bolts, nails and equipment to build with timber already purchased		\$100	
Decorative miscellaneous products (most will be sort through hard rubbish and second hand stores)		\$500	

\$2,610

TOTAL ALLOCATION REQUEST FOR MARKET COMMITTEE

\$12,580

Total profit expected for DTE from 2023 Market (Earnings less budget request)

\$27,420