

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

## Minutes

**Date:** Wednesday 10 August 2022  
**Time:** 8:30pm  
**Location** data.dte.org.au Meeting Portal

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

### 1 Welcome

The Chairperson declared the meeting open at: 8:42pm

### 2 Acknowledgement of Country

### 3 Attendance

**Members:**

Emma Bennett

Corinne Armstrong

Steve 'Scouse' Gregory

Fulvio Gerardi

**Non-members:**

Malcolm Matthews

**Quorum Meet: YES**

### 4 Confirmation of Previous Minutes

**Motion:**

That the Minutes of the ConFest Market Committee held on 13 July 2022 as posted on data.dte.org.au in the Minutes portal (access Username: member, Password: activedte), be accepted as a true and accurate record of the meeting.

Moved: Fulvio  
Seconded: Scouse  
PBC

## 5 Action Tasks from Previous Minutes

Meeting Action No.	Person Responsible	Action Item	Status
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	Complete
20220713.01	Corinne	Appendix to the Minutes of 08/06/2022 proposed Rule changes.	Complete
20220713.02	Emma	Email Board MC Report, Minutes, Rule changes and Budget Allocation	Complete
20220713.03	Corinne	Contact Peter Tippett to arrange MC presence on data.dte.org.au	complete
20220713.04	Emma/Fulvio	Look at options and develop plans for the grass patches with John Reid	WIP
20220713.05	Scouse	Draw up plans for sullage	WIP
20220713.06	Corinne	Corinne to email passed vendors notifying them of ConFest returning in 2023	Complete

## 6 Correspondence

### Incoming:

The 'Save The Date' blanket email to vendors received five positive responses from vendors. Corinne noted that the originating email was not a call to action / did not require vendors to respond, and so low numbers of responses is not indicative of vendor interest.

## 7 ConFest Market Mission Statement

Corinne proposed: A Mission Statement containing the Values, Ideals and the spirit in which the ConFest Market operates and basis its selection of vendors, has been a long held desire of various ConFest Market Committee members over the years. Particularly as is relevant to the commercial nature of the ConFest Market. MC members were all in agreeance at our first informal meeting for the year on 25 May, that such a Mission Statement should be in wide consultation with our vendors, Market attending ConFesters, and members. It is proposed that such discussions commence at ConFest 2023, in the form of a series of 'conferences', to be hosted by the MC, in the ConFest Market space - one with vendors on the eve of gates opening, one during the festival with ConFesters, and one when gates close with core volunteer crew. And further follow-up post ConFest with vendors and members.

### Motion:

That the Market Committee undertakes to produce a ConFest Market Mission Statement through a series of facilitated conferences at ConFest 2023, to include; vendors, ConFesters, volunteers and members. And necessary post-ConFest follow-up, until such a Mission Statement is produced by wide consensus, with the aim of having it adopted for applying to the selection criteria / applications of vendors for ConFest 2024, and the operations of the Market going forward from then.

Moved: Corinne  
Seconded: Scouse  
PBC

## 8 Transition to zero noise and zero emissions power technology policy

Corinne proposed: Market stallholders noisy, fuel guzzling generators have long been a complaint about the ConFest Market, particularly for it not being in keeping with the ConFest ideals. MC members were all in agreeance at our first informal meeting for the year, that a commitment should be made to a 3-5 year transition to zero noise and zero emissions power technology in the Market.

**Motion:**

The Market Committee undertakes to work on a 5 year transition to a low noise and low emissions power technology plan and policy for the ConFest Market.

Moved: Emma  
Seconded: Corinne  
PBC

## 9 Sullage Plan

Scouse reported that he did not have a Sullage Plan to present because of printer issues.

The importance of having the Sullage Plan to consult with Water and Fire Crews was emphasised. Emma suggested this could be done at the September 'working bee' / facilitators meeting.

**Motion:**

That Scouse email or post to MC members the Sullage Plan before 20 September.

Moved: Emma  
Seconded: Corinne  
PBC

## 10 Trello Management

Emma demonstrated how Trello vendor cards had been set up for 2023.

## 11 Vendor Application Forms

Corinne presented the new Food Vendor Application Form. She noted that the Craft Vendor Application Form would be presented next month, once the Food form had been signed off on.

Corinne explained that the new Food Vendor Application form was in two parts... The first part being Terms & Conditions, and the second part being the actual application form that had been designed as an online application form.

Corinne mentioned that the Terms & Conditions are derived mostly from what Scouse had compiled on previous application forms, but were now laid out in a more ordered legalistic fashion to cover the DTE against any Vendor non-compliance issues should they ever arise.

**Motion:**

That the new ConFest Market Food Vendor Application Form as presented by Corinne, be accepted with the following amendments:

- Confirm the current Skip Bin Hire believed to be dealt with by Sue Helson – contact Sue at [mamaapapaa@yahoo.com.au](mailto:mamaapapaa@yahoo.com.au),
- Change wording of T&C 4. Council Registration clause to have vendors returning the Retail Food Business Registration Form with their application
- Change wording of T&C 7.6 Fire Extinguisher
- Add to Application Form field for uploading Council Business Registration Form
- Add to Application Form field for Vendor website or online shop link

Moved: Corinne

Seconded: Scouse

PBC

## 12 Compliance Requirements

Corinne highlighted that the new Food Vendor Application Form was a more formal document, emphasising compliance with Terms & Conditions. Especially as relates to State and Local laws, and Health & Safety regulations as stipulated with relevant links to regulations and guidelines. And that on the actual Application Form, Vendors have to tick off that they have read and agree to abide by the Terms & Conditions.

## 13 Business Arising

### Invoicing

Discussion arose from the Food Vendor Application Form stating in 'stall fees will be invoiced to successful applicants'. Corinne addressed this as a more professional way to go. Fulvio spoke in favour of the Try Booking process, although commenting that Try Booking got up late for the last ConFest and stall holder payments we only received in early April.

The process of invoicing through Xero was discussed by Malcolm. That only the Book-keeper has write access to Xero invoicing, but that the details of vendors to be invoiced could be given to her to write up and send. Alternative access to Xero was discussed. Also payment receipts to vendors was discussed.

Vendors will need to be invoiced at the time they are given notice of their successful application, which is by mid-December, so the process needs to be in place by then. Emma to institute.

## 14 Actions from meeting

Meeting Action No.	Person Responsible	Action Item
20220810.1	Emma/Corinne	ConFest Market Mission Statement conferences to be planned in line with other Market creative spaces
20220810.2	Emma/Corinne	ConFest Market 'Low Noise and Low Emissions Power Technology Plan conferences to be planned in line with other Market creative spaces
20220810.3	Scouse	Sullage Plan to be emailed or posted MC members prior to 20 September
20220810.4	Corinne	Skip Bin Hire current rate confirm with Sue Helson
20220810.5	Corinne	Food Vendor Application form amendments to be made; <ul style="list-style-type: none"><li>• Change wording of 4. Council Registration clause to have vendors returning the Retail Food Business Registration Form with their application</li><li>• Change wording of 7.6 Fire Extinguisher</li><li>• Add to Application Form field for uploading Council Business Registration Form</li><li>• Add to Application Form field for Vendor website or online shop link</li></ul>
20220810.6	Emma	Vendor Stall Fee Invoicing and receipts process to be worked out.

## 16 Next Meeting

Next Meeting: 14 September 2022

Meeting Ended: 10:25pm