

# DTE BOARD MINUTES

Date: 1/9/2022

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

7:37

## 2. Chair and Minute keeper

Chair: Robin Macpherson

Minute keeper: Kathy Ernst

Hosts: Elisa Brock

Chat Moderator: Elisa Brock

## 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 Brian Denham Kate Schapiro  Not present: Gary Lasky	Lance Nash Martin Schwarz Darrylle Ryan Malcolm Matthews Peter Tippet Kevin Taylor Richard Gill	
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## 5. Director Inactivity Credits at start of meeting

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

## 6. Confirmation of Previous Meeting Minutes

1) Date: 4/8/2022

Moved: Kathy, Seconded: Elise, 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. **ONGOING**

22 09 01 **ONGOING**

### 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**

22 07 07 Brian to follow up on our requirements for safe storage of gas and fuel and report back to the Board.

22 08 04 Brian still investigating **ONGOING**

22 09 01 **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**

22 08 04 **IN PROGRESS**

22 09 01 Waiting on registration as a non-profit with Google **IN PROGRESS**

### **4. 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**

22 08 04 **ONGOING**

22 09 01 **ONGOING**

#### **5. *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**

22 09 01 **ONGOING**

#### **6. *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**

22 08 04 Gary has compiled a draft but it has not yet been accepted and sent. **ONGOING**

22 09 01 **ONGOING**

#### **7. *Legal advisors***

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

22 05 05 **IN PROGRESS**

22 07 07 **IN PROGRESS**

22 09 01 We now have three but need more in Cooperative law. **IN PROGRESS**

#### **8. *Dealing with Correspondence***

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

22 08 04 Board has had one discussion and some correspondence has been drafted **ONGOING**

22 09 01 **More** correspondence to be addressed **ONGOING**

#### **9. *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

22 08 04 No emails have been received by Secretary from [finance@dte.org.au](mailto:finance@dte.org.au) and no confirmation from David Cruise that the forwarder is in place. Kathy to send test email and then a reminder with Peter Tippett copied in. **ONGOING**

22 09 01 **ONGOING**

### **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**

22 08 04 **IN PROGRESS**

22 09 01 Inconclusive and confusing results of testing **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**

22 08 04 Secretary waiting for information from Brian **IN PROGRESS**

22 09 01 **COMPLETED**

### **15. Share Capital Account**

22 07 07 Kathy to review Share Capital Account

22 08 04 Completed and sent to Directors, will be sent to Ax3 **IN PROGRESS**

22 09 06 **COMPLETED**

### **16. Stock Return**

22 07 07 Elisa to find previous form

22 07 07 Elisa to request password from Troy

22 07 07 Secretary to complete the form

22 08 04 Elisa to find previous form **COMPLETED**

22 08 04 Elisa to request password from Troy **NOT NEEDED**

22 08 04 Secretary to complete the form **ONGOING**

22 09 06 **COMPLETED**

### **17. ANZ**

22 07 07 Suzie to attempt to close the ANZ CC account and move the money to the ANZ Investment

22 08 04 Gary has taken over the task **ONGOING**

22 09 01 Kate and Elisa are taking over and will also change TBT address **ONGOING**

### **18. Membership Register**

22 07 07 Secretary to contact Ax3 to arrange moving the Membership Register to Ax3

22 07 07 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

22 08 04 Secretary to contact Ax3 to arrange moving the Membership Register to Ax3 **ONGOING**

22 08 04 Board to appoint two people to have update access to the Membership Register

a. Secretary to write to all members asking for volunteers **COMPLETED**

b. Board to have a discussion on who to appoint **ONGOING**

22 09 01 Secretary to contact Ax3 to arrange moving the Membership Register to Ax3 **ONGOING**

22 09 01 Board to appoint two people to have update access to the Membership Register

a. Board to have a discussion on who to appoint **ONGOING**

### **19. Active Membership extension**

22 07 07 Robin to write letter to all members regarding extension of Active membership to be sent to Secretary for forwarding to all Active members

22 08 04 **ONGOING**

22 09 01 **ONGOING**

### **20. Mission statement**

22 08 04 Gary to investigate the origin of his version of the Mission Statement and send the ASIC link where it was found it to all directors.

22 09 01 **ONGOING**

### **21. Letters**

22 08 04 Elisa to put replies on letterhead for secretary to send out

22 09 01 **COMPLETED**

### **22. Insurance**

22 08 04 Kate, Elisa and Brian to complete the Association Liability and Volunteers insurance forms

22 09 01 **IN PROGRESS**

### **23. LinkT**

22 08 04 Kate to help Gary change the address on the LinkT account or give him the password.

22 09 01 **COMPLETED**

### **24. New member**

22 08 04

- a) Secretary to email Corinne welcoming her as a member.
- b) Secretary to email Kristi asking her to reconcile Corinne's share payment.
- c) Secretary to add the addition of Corinne as a member to the list of updates required to the Membership Register.

22 09 01 **COMPLETED**

## **9. Correspondence**

### **1) Correspondence Inward**

- a) 22 07 27 ANZ - CC Acct Stmt
- b) 22 07 31 Bank Aust - Stmt 22
- c) 22 08 04 Steve Poynton - membership register volunteer
- d) 22 08 09 Trevor Pitt - Attach 2 DTE Property Access Policy 20191017
- e) 22 08 09 Trevor Pitt - Attach1 22 08 08 Trevor Pitt
- f) 22 08 09 Trevor Pitt - Attach3 Site Access Procedure (Proposed)
- g) 22 08 09 Trevor Pitt - Reply to Reply to Correspondence
- h) 22 08 25 Arcuri - FMV Endorsement Invoice
- i) 22 08 28 OC - advice of AGM
- j) 22 08 29 Peter Tippett - Share certificate request

**2) Correspondence Inward - Complaints (confidential)**

- a) none

**3) Correspondence Inward - Confidential**

- a) 22 08 08 Robert Hemingway - re Reply to correspondence
- b) 22 08 16 RM - Fwd DTE engages Moray
- c) 22 08 30 FWC - RE SO2022-309 - Tippett v Down To Earth
- d) 22 08 30 FWC 2 - RE SO2022-309 - Tippett v Down To Earth
- e) 22 08 30 Peter Tippett - RE SO2022-309 - Tippett v Down To Earth
- f) 22 08 04 Kate Schapiro - Fwd SO2022-309
- g) 22 08 08 Martin Schwartz - re Reply to Correspondence

**4) Correspondence Inward - for the OC**

- a) 22 08 05 WaterNSW - trade update
- b) 22 08 19 Regional Roundup -ed 35
- c) 22 08 20 Vic Roads - rego due U96334
- d) 22 08 22 Vic Roads - time to pay N86414
- e) 22 08 22 Vic Roads - time to pay P33555
- f) 22 08 22 Vic Roads - time to pay P77354
- g) 22 08 22 Vic Roads - time to pay Q43554
- h) 22 08 22 Vic Roads - time to pay ZPF949
- i) 22 08 23 WaterNSW - online metering guidance tool
- j) 22 07 26 Linkt - Invoice
- k) 22 07 31 Origin - Warooma Invoice
- l) 22 08 02 Telstra - Invoice
- m) 22 08 04 Murray LLS - Emergency animal disease info sessions
- n) 22 08 05 LLS - Spring Fox Baiting 2022
- o) 22 08 05 Murray LLS - Production Advice
- p) Correspondence Inward - Invoices and receipts

**5) Correspondence Outward**

- a) 22 08 06 CAV - update of Coop details
- b) 22 08 06 Corinne Armstrong - welcome to DTE
- c) 22 08 08 Trevor Pitt



- d) 22 08 09 Bylands Annual Land and Stock Return
  - e) 22 08 09 Woorooma Annual Land and Stock Return
  - f) 22 08 13 David Cruise - forwarding of finance@dte.org.au emails
  - g) 22 08 20 BLN - Corinne share payment
  - h) 22 06 05 Cooperative change of details addresses and officers
- 6) **Correspondence Outward - Confidential**
- a) 22 08 08 Martin Schwarz
  - b) 22 08 08 Robert Hemingway
  - c) 22 08 25 Peter Tippett Cessation of Volunteer Services
  - d) 22 08 26 Peter Tippett - Correspondence from the Board
  - e) 22 08 08 Malcolm Matthews
- 7) **Volunteer Activity Forms**
- a) none
- 8) **Membership applications**
- a) none
- 9) **Acceptance of correspondence**
- Motion: That the Correspondence be accepted.
- Moved: Robin, Seconded: Brian, PBC

## **10. Matters arising from Correspondence**

- 1) Elisa raised discussion regarding the OC sending correspondence to members. Board to discuss.
- 2) Elisa mentioned that Peter Tippett requested a share certificate. Kate to investigate sending out share certificates.

## **11. Membership and Activity forms**

- 1) No membership or activity forms.

## **12. Motions by Circular**

- 1) **4/8/22 Insurance claim**

That Elisa Brock be authorised to submit the insurance claim as circulated to directors

Proposed 4/8/22: Elisa, Supported: Robin, Kate, Brian Passed 4/8//22

## **2) 5/8/22 Authorisation**

"The Board advises AX3 and Big Little Numbers, Board authorisation is required before adding anyone to any subscription service/platform they administer on DTE's behalf and to advise the OC to present recommended users to the board"

Proposed 5/8/22: Robin, Supported: Susie, Kate, Brian Passed 5/8//22

## **3) 4/8/22 Renewal of Volunteers Insurance**

That the board confirm authorisation of the renewal of this policy and a representative director be authorised to confirm the information provided herewith for volunteer insurance policy provided via Arcuri.

Proposed 9/8/22: Kate, Supported: Robin, Elisa, Brian Passed 9/8//22

## **4) 15/8/22 Moray & Agnew Lawyers**

"DTE agrees to appoint Moray & Agnew Lawyers to our team of legal advisors."

Proposed 15/8/22: Robin, Supported: Susie, Elisa, Brian Passed 17/8//22

## **5) 24/8/22 Audit**

"In line with previous conventions the board advises the Auditor to wait for the boards advice before proceeding with the 21/22 Audit"

Proposed 24/8/22: Robin, Supported: Elisa, Brian, Failed

## **6) 25/8/22 Cessation of Volunteer Services**

The board agrees to sending The Cessation of Volunteer Services letter to Peter Tippet

Proposed 25/8/22: Robin, Supported: Elisa, Brian, Susie, Objected: Kate Passed 25/8/22

### **NOTED:**

Kathy explained that she supported sending a letter but could not agree with some parts of the process

Suzie wanted it recorded that there was unanimous agreement that this action be taken.

## **7) 25/8/22 Returning Officer**

That the Board confirms that Daniel Tai of Ax3 is appointed as Returning Officer for the 2022 AGM Director Election.

Proposed 28/8/22: Kathy, Failed

### **8) 21/7/22 Retract response**

That the secretary emails the FWC and retracts the organisation's response to Peter Tippet's recent application.

21/7/22 Proposed: Kate; supported: Elisa, Brian, Robin. Passed 21/7/22

### **13. Agenda item ID: 14012 Motions by Circular**

Motion: That: in relation to Motions by Circular being circulated by email: 1. The proposer of a Motion by Circular starts a new email thread with the Subject 'MBC' plus a brief description of the motion; 2. The body of the email makes it clear that a Motion by Circular is being proposed and the Motion is clearly defined 3 Directors reply with an unambiguous response i.e. YES/SUPPORT or NO/OBJECT/AGAINST or ABSTAIN or similar unambiguous response 4. Directors send their email response to all directors by 'reply all' 5. The email thread with the Subject 'MBC' is used only for responses i.e. votes or questions/comments relating directly to the approval of the motion 6. The subject 'MBC' is used only when proposing a motion by circular i.e. a new email thread is started for follow up discussion on the motion once it is passed and a different subject is used if initiating discussion on a possible motion by circular.

Moved: Kathy, Seconded: Elisa PBC

### **14. Agenda item: Volunteer Workers Insurance**

Motion: That That the board accept the volunteer workers insurance BHSI-AUS-AH-VWI-PDS-06/2019 offered by Arcuri underwritten by Action Entertainment Insurance and pay invoice #00420639 amount of \$1,520 to Arcuri Associates.

Moved: Kate, Seconded Elisa, PBC

### **15. Agenda item ID: Association Insurance**

That the board accept the association insurance offered by Arcuri underwritten by Dual Australia and pay invoice # 00420180 amount \$2,750 to Arcuri Associates.

Moved: Kate, Seconded Elisa, PBC

### **16. Agenda item ID: Advice to proceed with audit**

The board advises the Auditor to wait for the board's advice before proceeding with the FYE2022 Audit

Moved: Elisa, Seconded Kate, PBC

## **17.Summary of Carried Resolutions**

- 1) That: in relation to Motions by Circular being circulated by email: 1. The proposer of a Motion by Circular starts a new email thread with the Subject 'MBC' plus a brief description of the motion; 2. The body of the email makes it clear that a Motion by Circular is being proposed and the Motion is clearly defined 3 Directors reply with an unambiguous response i.e. YES/SUPPORT or NO/OBJECT/AGAINST or ABSTAIN or similar unambiguous response 4. Directors send their email response to all directors by 'reply all' 5. The email thread with the Subject 'MBC' is used only for responses i.e. votes or questions/comments relating directly to the approval of the motion 6. The subject 'MBC' is used only when proposing a motion by circular i.e. a new email thread is started for follow up discussion on the motion once it is passed and a different subject is used if initiating discussion on a possible motion by circular.
- 2) That the board accept the volunteer workers insurance BHSI-AUS-AH-VWI-PDS-06/2019 offered by Arcuri underwritten by Action Entertainment Insurance and pay invoice #00420639 amount of \$1,520 to Arcuri Associates.
- 3) That the board accept the association insurance offered by Arcuri underwritten by Dual Australia and pay invoice # 00420180 amount \$2,750 to Arcuri Associates.
- 4) The board advises the Auditor to wait for the board's advice before proceeding with the FYE2022 Audit.

## **18.Actions Tasks from this meeting**

- 1) Board to discuss OC sending correspondence to members.
- 2) Kate to investigate issuing Share Certificates.
- 3) Suzie to make insurance payments from the Board account
- 4) Robin to contact Daniel Tai for a quote to act as Returning Officer and propose a motion by Circular to appoint Daniel as Returning Officer (including quote).
- 5) Secretary to email Ax3 regarding motion to wait for Board advice

## **19.Director Inactivity Points from this meeting**

- 1) 1 September 2022 – six directors attended
- 2) Gary had leave of absence - no points were lost during this meeting.

## **20.Next Scheduled Meeting Date**

Thursday 6 October2022

## **21.Meeting ended**

10: 35 pm