

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

Minutes

Date of next meeting:	Wednesday 14 September 2022
Time:	8:30pm
Venue:	Zoom online
Register on line:	https://dte.coop/live.meeting
Zoom Connect:	https://dte.coop/to/zoom
Phone Connect:	(02) 8015 2088 Meeting ID Number 2362803611
Chairperson:	Emma Bennett
Minuter Keeper:	Corinne Armstrong

1 Welcome

The Chairperson declared the meeting open at: 8:38pm

2 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.

3 Attendance

MC Members: Corinne Armstrong, Emma Bennett, Steve 'Scouse' Gregory, Fulvio Gerardi

Non-MC Members: Malcolm Matthews

Quorum Meet: Yes

4 Confirmation of Previous Minutes

Motion:

That the Minutes of the ConFest Market Committee held on Wednesday 10 August 2022 as posted on data.dte.org.au in the Minutes portal (access Username: member, Password: activekte) be accepted as a true and accurate record of the meeting.

Moved: Corinne
 Seconded: Scouse
 PBC

5 Action Tasks from Previous Minutes

Person Responsible	Action Item	Status
Scouse	Sullage Plan to be emailed or posted MC members prior to 20 September	Complete
Corinne	Skip Bin Hire current rate confirm with Sue Helson	Complete
Corinne	Food Vendor Application form amendments to be made; · Change wording of 4. Council Registration clause to have vendors returning the Retail Food Business Registration Form with their application · Change wording of 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	Complete
Emma	Vendor Stall Fee Invoicing and receipts process to be worked out.	WIP

6 Correspondence

Incoming: John Trueman from Popdogs re requesting 'save the date' email.

Outgoing: From Corinne to Popdogs onforwarding original 'save the date' email.

7 Invoicing Vendor Stall Fees

Details: As raised in the last MC meeting, invoicing vendors for their stall fees in mid-December when they are notified of their application being successful, was in the majority preferred than having them pay such fees via the general online ticketing system.– Raised by Corinne

Action: Emma to write to the Board requesting direction on preferred options for invoicing vendors:

1. For members of the MC to have write access to the DTE's Xero account
2. For the MC to have its own subscription to Xero – check cost
3. Supply all vendor invoicing info to the DTE bookkeeper to send invoices – consider cost
4. For the MC to use a Non-Xero option for invoicing – check cost

8 'Connection Gathering'

Details: Confirm the Market specific jobs and activities at the September 'Connection Gathering' / working bee, and the anticipated volunteers allocated to those tasks. And has the 'gathering' coordinator been informed of those Market specific volunteers intentions to attend? – raised by Corinne

Emma explained that it was her intention to have first and foremost a gathering of facilitators any anyone else interested in re-connecting with members and the land. The main works to be carried out in the Market space Emma sited was around planting of grass in the test patch, and bring a couple of water tanks over to the space for the grass. Emma said she wanting to get a full picture of what the market is going to look like. In addition Emma said she had invited builder friends to advise on what needs doing.

9 Online Form Update

Corinne shared screen to show that the ConFest Market T&Cs and Vendor Application Form were now to be located on the confest.org.au.

The Food Vendor T&Cs were accepted, however problems with accessing the Food Vendor Application form were identified as a Google account was required to access the form as it has been created as a Google Form. As a result it was decided to contact Peter Tippett to create a customised form, as based on the form approved in previous MC meeting.

Action: Fulvio to work with Peter Tippett to create a customised online form for Corinne to upload to confest.org.au

It was discovered that the wrong Council was cited in the ConFest Market Vendor T&Cs and Application form, instead should be Edward River Council.

Action: Corinne to change the Market Vendor T&Cs and Application form where reference is made to the council that it be Edward River Council.

An updated Edward River Council Food Vendor Registration Form was requested by Corinne to link to the online Vendor Application form.

Action: Emma to contact Aaron to find out what is happening with correspondence with the Council.

Action: Corinne to take out of Vendor T&Cs reference to stalls only being 6 metres deep.

10 Craft Vendor Definitions

Details: Definitions on what constitutes 'commercial' and 'sold and made by maker' craft is now sought for the Craft Vendor Terms & Conditions. And in so doing, provide an end to what has been ongoing related issues and debates amongst MC members and vendors. In

addition, a determination on 'fee for service' traders is sought, such has been an issue around the provision of hairdressing related vendors. Is the ConFest Market strictly 'arts and crafts' sales or are services permitted? – raised by Corinne

Corinne shared screen to show the definitions Scouse had provided for the Craft Vendor T&Cs.

Commercial Craft

ie: Normal items that could be sold in any area of a commercial nature including clothing, art & craft, other merchandise.

Made and Sold by Maker

ie: Any art & craft items 100% made by you and sold by you.

Not-For-Profit

ie: Charitable and other organisations wishing to promote their cause.
Proof of not-for-profit or charity registration.

These were accepted as presented.

11 Craft Vendor Stall Fees

Agenda details: While conscious of the negative impacts of COVID on market vendors over the past couple of years, and competition from other festivals on at the same time as ConFest 2023, a review of the previous Craft Market Vendor Stall fees seem particularly low, given the 6-days of trading and new value add benefits the ConFest Market now offers craft vendors. Accordingly, a discussion and confirmation by motion of Craft Market stall fees is now sought – raised by Corinne

Presenting the Craft Vendor T&Cs where stall fees were listed as per previous years fees, MC members felt fees should stay the same. These are:

- | | |
|----------------------------------|---|
| Commercial Craft: | \$350 for initial 3 metre stall frontage... metres plus \$250 for each extra 3 metre frontage |
| Made & Sold by Maker: | \$70 for initial 3 metre stall frontage... plus \$30 for each extra 3 metre frontage |
| Not-For-Profit: | \$20 for initial 3 metre stall frontage |

And MC members requested that 'GST included' be added.

12 New Craft Vendor Application Form

Corinne shared screen to present new Craft Vendor T&Cs and Application Form. MC members read through the form and changes were made to the form on the go. The document was then accepted to be adopted.

13 Business Arising

Sullage

For the gathering next week, Emma said she wanted to consult with the Fire Crew over the Sullage plan that Scouse had drawn up. She shared screen of the sullage diagram Scouse had issued a couple of weeks back, and discussion took place on the plan.

14 Actions from meeting

Meeting Action No.	Person Responsible	Action Item
20220914.01	Emma	write to the Board requesting direction on preferred options for invoicing vendors: <ol style="list-style-type: none">1. For members of the MC to have write access to the DTE's Xero account2. For the MC to have its own subscription to Xero – check cost3. Supply all vendor invoicing info to the DTE bookkeeper to send invoice – considering cost4. For the MC to use a Non-Xero option for invoicing – check cost
20220914.02	Fulvio	to work with Peter Tippet to create a customised online form for Corinne to upload to confest.org.au
20220914.03	Corinne	to change the Market Vendor T&Cs and Application form where reference is made to the council that it Edward River Council.
20220914.04	Emma	to contact Aaron to find out what is happening with correspondence with the Council.
20220914.05	Corinne	take out of Vendor T&Cs reference to stalls only being 6 metres deep.

15 Next Meeting

Wednesday 12 October 2022

Meeting close 10:28pm.