

# DTE BOARD MINUTES

Date: 6/10/2022

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

7:34

## 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 – left early Kate Schapiro Gary Lasky – arrived late	Darrylle Ryan Kevin Taylor Lance Nash John Reid Mark Rasmussen Peter Tippet Rick Gill	Malcolm Matthews Jack Wells
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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: 1/9/2022

Moved: Robin, 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**

22 10 06 Secretary to write to Gary asking if he still interested in actioning this.

### **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**

22 10 06 Secretary to write to Gary asking if he still interested in actioning this.

### **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**

22 10 06 Will get advice on suitable advisors from the Federation of Cooperatives. **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**

22 10 06 Has become a regular process **REMOVED**

### **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**

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

### **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 10 06 Most signatories have been rectified but need to make the CONFAB account three to sign **IN PROGRESS**

### **14. 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**

22 10 06 **IN PROGRESS**

### **15. 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**

22 10 06 Secretary to contact Ax3 to arrange moving the Membership Register to Ax3 **ONGOING**

22 10 06 Board to appoint two people to have update access to the Membership Register

- a. Board to have a discussion on who to appoint **COMPLETED**

### ***16. 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**

22 10 06 **COMPLETED**

### ***17. 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**

### ***18. Insurance***

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

22 09 01 **IN PROGRESS**

22 10 06 **COMPLETED**

### ***19. OC sending correspondence***

22 09 01 Board to discuss OC sending correspondence to members. **IN PROGRESS**

22 10 06 **IN PROGRESS**

### ***20. Share Certificates***

22 09 01 Kate to investigate issuing Share Certificates. **IN PROGRESS**

## **21. Insurance payments**

22 09 01 Suzie to make insurance payments from the Board account **COMPLETED**

## **22. Returning Officer**

22 09 01 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). **COMPLETED**

## **23. Audit**

22 09 01 Secretary to email Ax3 regarding motion to wait for Board advice **COMPLETED**

## **9. Correspondence**

### **1) Correspondence Inward**

- a) 22 08 26 ANZ ConFest Acct Stmt 609
- b) 22 08 31 Bank Aust - statement 23
- c) 22 09 16 Walter Padovani - Application for debit card inquiry
- d) 22 09 29 a Bunnings Trade Pass
- e) 22 09 29 b Bunnings Trade Pass
- f) 22 10 05 Daniel Tai - AGM date

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

- a) 22 09 08 a Complainant A – complainee A
- b) 22 09 08 b Complainant A – complainee A
- c) 22 09 23 a Complainant B – complainee A
- d) 22 09 23 b Complainant B – complainee A
- e) 22 09 23 c Complainant B – complainee B
- f) 22 09 23 d Complainant B – complainee C
- g) 22 09 29 Complainant C - complaint email
- h) 22 09 29 Complainant C – Incidents report

### **3) Correspondence Inward – Confidential**

- a) 22 09 01 Peter Tippett - Re SO2022-309
- b) 22 09 02 Martin Schwartz - Fwd Bylands related motion
- c) 22 09 09 FWC - SO2022 309 - Tippett v Down to Earth
- d) 22 09 09 FWC - SO2022 309 - Notice of listing

- e) 22 09 21 Martin Schwartz - RE Reply to Correspondence
- f) 22 09 30 FWC - ASCMemo-copytoparties - DTE
- g) 22 09 30 FWC - SO2022 309 - Tippet Decision

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

- a) 22 09 01 Ax3 - Invoice INV-2896
- b) 22 09 02 VicRoads - Dont forget ADN279
- c) 22 09 06 Murray LLS - Production Advice
- d) 22 09 11 VicRoads - Time to pay ZXW986
- e) 22 09 11 VicRoads - Time to pay ZXW987
- f) 22 09 12 Edward River Reminder Notice
- g) 22 09 14 Vonex - payment notification
- h) 22 09 15 Vonex - invoice
- i) 22 09 15 Servers Aust - Invoice-622225 paid
- j) 22 08 16 Vonex - payment notification
- k) 22 09 16 Regional Roundup -Ed 36
- l) 22 09 16 WaterNSW - metering info session
- m) 22 09 18 VicRoads - Time to pay T24441
- n) 22 09 21 Telstra Invoice
- o) 22 09 21 WaterNSW Photo competition
- p) 22 09 21 WaterNSW Customer newsletter Regulated Q4
- q) 22 09 21 WaterNSW Invoice\_CIV00158514
- r) 22 09 21 WaterNSW Invoice SOALSO1142
- s) 22 09 25 VicRoads - ADN279 overdue
- t) 22 09 28 Murray LLS - Farm water security field days
- u) 22 09 30 Vonex - low balance warning
- v) 22 10 01 Servers Aust - Monthly Acct Summary
- w) 22 10 01 Servers Aust - SAU\_MonthlyAccountStatus
- x) 22 10 01 Ax3 - Invoice INV-2999

**5) Correspondence Inward - Invoices and receipts**

- a) none

**6) Correspondence Outward**



- a) 22 09 04 Board - Active Status
  - b) 22 09 06 Daniel Tai - audit
  - c) 22 09 06 OC - Re AGM 2022 date - appointment of returning officer
  - d) 22 09 08 Daniel Tai - returning officer
  - e) 22 09 20 Vic Roads - authority for Suzie
  - f) 22 10 04 Daniel Tai - date of AGM
- 7) **Correspondence Outward - Confidential**
- a) none
- 8) **Volunteer Activity Forms**
- a) none
- 9) **Membership applications**
- a) none
- 10) **Acceptance of correspondence**
- Motion: That the Correspondence be accepted.
- Moved: Robin, Seconded: Kate, PBC

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

- 1) Secretary has started receiving Powerpass cards for members  
Action item: Kate will look at changing the address to hers
- 2) Request by Walter for a BB account  
Action item: directors to have a discussion on formulating a process for allocating BB accounts  
Motion to allocate Walter an account
- 3) Ax3 audit timeline.

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

- 1) No membership or activity forms.

## **12. Motions by Circular**

P = proposer, Y = yes/support/agree, N = no/against/oppose A= abstain

date proposed	date passed	motion	K E	S H	G L	E B	B D	R M	K S	7
6/10/22	failed	That the drafted letter be sent to Malcolm Matthews, in response to his query about a previous board's decision to remove him from Finance positions, confirming that the resolution is continuing and not time limited.				P		Y	Y	3
6/10/22	failed	That the drafted <a href="#">letter</a> be sent to the Organising Committee, reminding them to submit mass mail-outs (including general meeting notices) for checking by the board and distribution by the Secretary.		Y		P	Y			3
5/10/22	failed	"That the co-operative approves Lance Nash and Charlie Dalton-Twist to the roles of maintaining the membership register as noted in agenda item 13939 "Membership Register" PBC 7/7/22"		Y		Y		P		3
5/10/22	6/10/22	"The board instructs the secretary to direct AX3 to remove Coral Larke, Tania Morsman and Peter Tippett and from the Xero subscription"		Y		Y	Y	P		4
5/10/22	5/10/22	"That the Board advises Daniel Tai of Ax3 that we have reviewed and agree to writing off the below small loan amounts listed below: John Reid 0.16, Juliet Jae 0.01, Melody Braithwaite 0.22, Rounding -0.03, Skye Fitzpatrick 0.10	Y	P		Y	Y	Y		4
3/10/22	6/10/22	"That the co-operative approves Darrell Reid to the role of helping maintain the membership register with Lance Nash and Charlie Dalton-Twist"	N	Y		Y	Y	P		4
3/10/22	4/10/22	"That Down to Earth applies to join The Co-op Federation ( <a href="https://fed.coop">https://fed.coop</a> ) and the board approves a budget of \$120 to cover the cost of the first year's membership."	Y	Y		Y	Y	P		5
3/10/22	4/10/22	"That the Board reactivate the original Zoom account and approves a budget up to \$495 to cover the first years subscription"	Y	Y		Y	Y	P		5
26/9/22	failed	"That Robin Macpherson represents DTE at the Hearing before Deputy President Colman on Thursday 29 September 2022."	P	Y						2
22/9/22	26/9/22	"That the domain confest.au be transferred to DTE's WebCentral account "	Y	Y		Y		P		4
22/9/22	26/9/22	"That the domains <a href="https://confest.com.au">confest.com.au</a> be transferred to DTE's WebCentral account"	Y	Y		Y		P		4
6/9/22	7/9/22	"That the Board confirms that Daniel Tai of Ax3 is appointed as Returning Officer for the 2022 AGM Director Election. "	Y	Y		Y	Y	P	Y	6
5/9/22	7/9/22	"That the domains <a href="https://confest.net.au">confest.net.au</a> , <a href="https://confest.org.au">confest.org.au</a> and <a href="https://dte.org.au">dte.org.au</a> be transferred to DTE's WebCentral account"		Y		Y		P	Y	4

NOTE: Kathy wanted it noted that she voted against the MBC to appoint Darrell Reid as assistant because Lance and Charlie had not yet been appointed and because she thought all volunteers should be appointed equally.

### **13. Agenda item ID: 14059 Share capital Account**

Motion: That we implement the fixes in the document 'Issues with Share Capital Account' which was sent to, and approved by, our Auditor.

Moved: Kathy, Seconded: Robin, PBC

### **14. Agenda item: 14061 Appoint Charlie and Lance to Membership role**

Motion: That the co-operative approves Lance Nash and Charlie Dalton-Twist to the roles of maintaining the membership register as noted in agenda item 13939 "Membership Register" PBC 7/7/22

Moved: Elisa, Seconded: Robin, PBC

### **15. Agenda item ID: 14060 Discussion re Prep for Audit and AGM**

Discussion: auditor and bookkeeper have confirmed that miscoded transactions will need to be corrected before audit. There is a significant amount of work to do.

Item by: Elisa

### **16. Agenda item ID: 14066 Bendigo account for Walter Padovani**

Motion: That That a Bendigo Bank one-to-sign account be reassigned to Walter Padovani, and that a debit card be ordered for him.

Moved: Elisa, Seconded: Kathy, PBC

### **17. Agenda item ID: 14065 Request OC to appoint Electoral Officer & Scrutineers**

Motion: that a request be sent to the OC to submit names for consideration for the roles of electoral officer and scrutineers for the upcoming board election

Moved: Robin, Seconded: Gary, PBC

### **18. Summary of Carried Resolutions**

- 1) That we implement the fixes in the document 'Issues with Share Capital Account' which was sent to, and approved by, our Auditor.

- 2) That the co-operative approves Lance Nash and Charlie Dalton-Twist to the roles of maintaining the membership register as noted in agenda item 13939 "Membership Register" PBC 7/7/22
- 3) That a Bendigo Bank one-to-sign account be reassigned to Walter Padovani, and that a debit card be ordered for him.
- 4) That: that a request be sent to the OC to submit names for consideration for the roles of electoral officer and scrutineers for the upcoming board election

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

- 1) Board to have a discussion on a process for allocating BB accounts.
- 2) Secretary to write to Ax3 confirming small debts to be written off.
- 3) Zoom – Robin and Suzie to reactivate the original Zoom account.
- 4) Robin to organize our membership of the Federation of Cooperatives
- 5) Secretary to write to Ax3 requesting the removal of Coral Larke, Tania Morsman and Peter Tippett from the Xero subscription.
- 6) Kate to look into an outgoing communication policy and procedures.
- 7) Kathy to write letters needed to implement the fixes in the document 'Issues with Share Capital Account'
- 8) Elisa to reassign a BB account to Walter.
- 9) Secretary to write to applicants for the Membership Register updating position.
- 10) Kate to email OC regarding electoral officer and scrutineers.

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

- 1) 6 October 2022 – six directors attended
- 2) Gary was late – lost one point
- 3) Brian's leave of absence was approved

## **21.Next Scheduled Meeting Date**

Thursday 3 November

## **22.Meeting ended**

10:32 pm