

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

## Minutes

<b>Date of next meeting:</b>	12 October 2022
<b>Time:</b>	8:30pm
<b>Venue:</b>	Zoom online
<b>Register on line:</b>	<a href="https://dte.coop/live.meeting">https://dte.coop/live.meeting</a>
<b>Zoom Connect:</b>	<a href="https://dte.coop/to/zoom">https://dte.coop/to/zoom</a>
<b>Phone Connect:</b>	(02) 8015 2088 Meeting ID Number 2362803611
<b>Chairperson:</b>	Emma Bennett
<b>Minuter Keeper:</b>	Corinne Armstrong

### 1 Welcome

The Chairperson declared the meeting open at: 8:39pm

### 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.

As read by Corinne

### 3 Attendance

**MC Members:** Corinne Armstrong, Emma Bennett, , Fulvio Gerardi, Scouse

**Non-MC Members:** John Reed, Malcolm Matthew, Peter Tippett

**Quorum Meet:** Yes

#### 4 Confirmation of Previous Minutes

**Motion:**

That the Minutes of the ConFest Market Committee held on 14 September 2022 as posted on data.dte.org.au in the Minutes portal (access Username: member, Password: activatedte), be accepted as a true and accurate record of the meeting.

Moved: Corinne  
Seconded: Fulvio  
PBC

#### 5 Action Tasks from Previous Minutes

Person Responsible	Action Item	Status
Emma	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 invoice – considering cost 4. For the MC to use a Non-Xero option for invoicing – check cost	WIP
Fulvio	to work with Peter Tippett to create a customised online form for Corinne to upload to confest.org.au	WIP
Corinne	to change the Market Vendor T&Cs and Application form where reference is made to the council that it Edward River Council.	DONE
Emma	to contact Aaron to find out what is happening with correspondence with the Council.	DONE
Corinne	take out of Vendor T&Cs reference to stalls only being 6 metres deep.	DONE

#### 6 Vendor Application

Fulvio advised that the Peter Tippett's customised version of the vendor application forms are located at the following URL sites:

Dte.org.au/market/form/2023/c.php

Dte.org.au/market/form/2023/f.php

- The craft form is the URL ending in c.php
- The food form is the URL ending in f.php

Peter provided the location and password for the vendor form data spreadsheet as follows:

<https://dte.org.au/market/form/2023/locked/>

Username: market

Password: gatePASS

Action: Corinne to hyperlink these URL's to the listing of the forms at confest.org.au

Action: Fulvio/Peter to make all fields on the form compulsory, with the exception of; REGO, Vehicle pass, stall meterage

Action: Fulvio/Peter: Putting the Type & Stall name in the subject lines of emails

Action: MC agreed that the MC Vendor application and TC be promoted from confest.org.au.

Action: Corinne to email blast past vendors the location of vendor application forms on confest.org.au

Action: Corinne to promote Market Vendor Applications now open on ConFest Facebook page.

Action: MC to test Peter's new vendor application forms before Sunday night and report any issues back to Peter to correct.

## 7 Sullage

Emma advised she walked through the MC Sullage Plan with the Fire crew facilitator Brian, who subsequently pointed out issues with the plan. Namely, that the sullage spill over to the forest was an issue, particularly due to flooding conditions, as we can not risk the contaminated sullage water entering the river. Accordingly, sullage pits need to be contained on the Market side of the ride.

Discussion took place on implementing grease traps such as a sand traps and other methods of eliminating contaminated sullage water so it was safe to spill over into the forest. Such initiatives it was agreed, were outside the Market's appropriate funding this year, but should be looked at for future years.

Instead, the sullage pit method deployed in previous Markets was considered the option to go with for the upcoming Market. That being several large pits behind the food market stalls, barricaded off with cyclone fencing for safety.

It was estimated that the sullage pits would need to be large enough to hold an estimated 15,000 to 20,000 litres of used water. The actual depth and width to be determined.

Action: To avoid past years reliance on the Fire Crew to pump out overflowing sullage pits, Emma will continue to work with Brian and Heavy Machinery crew to ensure the sullage pits for the upcoming festival are self contained.

Comment was made that vendors might not have long enough hoses to reach the sullage pits, to which John advised there was suitable hose onsite for such purpose. Providing vendors with hose if need to reach the sullage pits was agreed.

Malcolm brought up compliance with the NSW Water & NRAR enforces the rules, re non-compliance in past years with seepage of contaminated water from one of the villages into the river. As a result a fine was issued by the NRAR. And so emphasised the need to ensure that the Market sullage pits did not contravene regulations. Re <https://www.nrar.nsw.gov.au/about-us/who-we-are/our-policies-and-guidelines>

## 8 Working Bee

Emma reported on activities concerning the Market that she was involved in at the September long weekend Working Bee.

Fulvio's Adco office has been dismantled, as it was beyond repair. Apparently it made good firewood for the bonfire. The floor is intact and Emma advises it would make a good stage for the fashion parade in the centre of the market space.

Walking around the Market space with Brian from Fire Crew, Emma advised that he has asked for 2m space between every 3 food vendor stalls to reduce fire risk. Discussion took place on issues with this as relates to whether there was enough space to allow for this. Previous total amount of space for stalls was confirmed by Fulvio to be 133m for Food and 174m Craft, 3m walkway. If space between food vendors was to occur, then it was agreed that shade cloth or the like would need to be used to cordon off the space between vendors for security/safety reasons of people walking through. View of the MC in general was there was not a large fire risk from food vendors based on past practices.

Water tank has been connected in the market taps.

Emma brought up that she had been speaking with Coral about ConFest history story boards on metal being created to place in the Market space. Emma advised that she had minimised the cost of the grass spaces allocated in the appropriations budget, and asked the MC if funding the story boards from the MC budget would be supported. The MC agreed that this could be seen as a misappropriation of funds, and that really it was a standalone project for which a budget should be put to the CC.

## 9 Market Bank Account

Malcolm identified what looked like the Market specific Bendigo Bank account into which invoiced market vendor fees could be paid.

Action: Emma to confirm account that is to be quoted on invoices to Market vendors.

## 10 Actions from meeting

Meeting Action No.	Person Responsible	Action Item
20221012.01	Corinne	to hyperlink these URL's to the listing of the forms at confest.org.au
20221012.02	Fulvio/Peter	to make all fields on the form compulsory, with the exception of; REGO, Vehicle pass, stall meterage
20221012.03	Fulvio/Peter	At function to the vendor forms that puts the Type & Stall Name in the subject lines of alert emails
20221012.04	Corinne	to email blast past vendors the location of vendor application forms on confest.org.au on Sunday night.
20221012.05	Corinne	to promote Market Vendor Applications now open on ConFest Facebook page after email blast to previous vendors
20221012.06	MC All	MC to test Peter's new vendor application forms before Sunday night and report any issues back to Peter to correct.
20221012.07	MC All	MC agreed that the MC Vendor application and TC be promoted from confest.org.au.
20221012.08	Emma	will continue to work with Brian and Heavy Machinery crew to ensure the sullage pits for the upcoming festival are sufficient in size to avoid previous years issues with spill over.
20221012.09	Emma	to confirm account that is to be quoted on invoices to Market vendors.
20221012.10	Emma	to write to Board re Xero invoicing options as per previous meeting Action Item.

## 12 Next Meeting

Date: Wednesday, 9 November 2022

Time: 8:30pm

Meeting closed: 11:10pm