

# DTE BOARD MINUTES

Date: 3/11/2022

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

7:47

## 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 Gary Lasky  <b>Not present</b> Kate Shapiro	Peter Tippet Malcolm Matthews Lance Nash Martin Schwartz Darrylle Ryan Jack Wells Mark Rasmussen	
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## 5. Director Inactivity Credits at start of meeting

INACTIVITY CREDITS LOST							
Date	Kate	Kathy	Susie	Gary	Elisa	Robin	Brian
7/4/22				4			
5/5/22	1						
2/6/22	4						
7/7/22	4						
3/10/22				1			
<b>TOTAL</b>	9			5			

## 6. Confirmation of Previous Meeting Minutes

1) Date: 3/10/2022

Moved: Robin, Seconded: Brian, 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**

22 11 03 **COMPLETED**

### 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**

22 11 03 **COMPLETED**

#### ***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. **COMPLETED**

22 11 03 **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**

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

22 11 03 **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**

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

#### ***8. 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**

22 11 03 **Not needed - redundant**

### ***9. 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**

22 10 06 Elisa to reassign a BB account to Walter

22 11 03 CONFAB account rectified **COMPLETED**

22 11 03 Elisa to reassign a BB account to Walter **ONGOING**

### ***10. 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**

22 11 03 **IN PROGRESS**

### ***11. 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**

22 10 06 Secretary to write to applicants for the Membership Register updating position.

22 11 06 Secretary to write to applicants for the Membership Register updating position.  
**COMPLETED**

22 11 06 Secretary to contact Ax3 to arrange moving the Membership Register to Ax3 – waiting for Ax3 to confirm log on details for volunteers and directors **ONGOING**

### ***12. 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**

### ***13. OC sending correspondence***

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

22 10 06 **IN PROGRESS**

22 11 03 **COMPLETED**

### ***14. Share Certificates***

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

### **15. BB Accounts**

22 10 06 Board to have a discussion on a process for allocating BB accounts.

22 11 03 **ONGOING**

### **16. Small debts**

22 10 06 Secretary to write to Ax3 confirming small debts to be written off. **COMPLETED**

### **17. Zoom**

22 10 06 Robin and Suzie to reactivate the original Zoom account. **COMPLETED**

### **18. Federation of Cooperatives**

22 10 06 Robin to organize our membership of the Federation of Cooperatives

22 11 03 Our membership starts on 4/11/22 **COMPLETED**

### **19. Xero update**

22 10 06 Secretary to write to Ax3 requesting the removal of Coral Larke, Tania Morsman and Peter Tippett from the Xero subscription **COMPLETED**

### **20. Communication policy and procedures**

22 10 06 Kate to look into an outgoing communication policy and procedures.

22 11 03 **ONGOING**

### **21. Share Capital account**

22 10 06 Kathy to write letters needed to implement the fixes in the document 'Issues with Share Capital Account'

22 11 03 **IN PROGRESS**

### **22. OC – electoral officer and scrutineers**

22 10 06 Kate to email OC regarding electoral officer and scrutineers. **COMPLETED**

## **9. Correspondence**

### **1) Correspondence Inward**

a) 22 08 26 ANZ ConFest Acct Stmt 609

- b) 22 09 27 ANZ - ConFest Account stmt
- c) 22 10 02 TBT - ANZ Statement
- d) 22 10 05 - Malcolm Matthews - attach 1
- e) 22 10 05 - Malcolm Matthews - attach 2
- f) 22 10 05 - Malcolm Matthews - Journal entry
- g) 22 10 10 BLN Kristi - share capital account
- h) 22 10 11 Bennett - Lease of Moulamein site
- i) 22 10 12 Aust Post - webinar
- j) 22 10 12 Bank Aust - term deposit changes
- k) 22 10 12 Daniel Tai - Xero subscription update
- l) 22 10 12 David Hicks - getting on mailing list
- m) 22 10 17 ANZ - Statement 44
- n) 22 10 18 Daniel Tai - Xero subscription additions
- o) 22 10 22 Trevor Pitt - share refund
- p) 22 10 30 Bank Aust - stmt 24

**2) Correspondence Inward – Confidential**

- a) 22 10 16 Marty - email reply
- b) 22 10 16 Marty - attach 1
- c) 22 10 16 Marty - attach 2
- d) 22 10 16 Marty - attach 3

**3) Correspondence Inward – Complaints (Confidential)**

- a) none

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

- a) 22 09 21 Dept Planning Envir - Fact Sheet
- b) 22 09 21 Dept Planning Envir - new metering conditions
- c) 22 10 02 Telstra - Invoice \$15
- d) 22 10 07 VicRoads - N86414 overdue
- e) 22 10 07 VicRoads - P33555 overdue



- f) 22 10 07 VicRoads - P77354 overdue
- g) 22 10 07 VicRoads - Q43554 overdue
- h) 22 10 16 VicRoads - time to pay 1QG1AY
- i) 22 10 17 Edward R Council - instalment notice
- j) 22 10 17 Edward R Council - rates email
- k) 22 10 21 Regional Roundup - Ed 37
- l) 22 10 30 CCS - debt collection
- m) 22 11 01 Murray LLS - Webinar - sheep and goat FID

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

- a) none

**6) Correspondence Outward**

- a) 22 10 07 Daniel Tai - Small loan amounts
- b) 22 10 07 Daniel Tai - Xero subscription updates
- c) 22 10 07 Gary Lasky - action tasks
- d) 22 10 07 Peter Tippett - Membership register volunteer
- e) 22 10 07 Steve Gregory - Membership register volunteer
- f) 22 10 07 Steve Poynton - Membership register volunteer
- g) 22 10 07 Volunteers - Membership register volunteers
- h) 22 10 09 - Andrew M - overpayment
- i) 22 10 09 - Kevin E - overpayment
- j) 22 10 09 - LBN - Kristi - Share capital adjustments
- k) 22 10 09 - Trevor P - overpayment
- l) 22 10 12 Daniel Tai - MBC AGM postponement
- m) 22 10 12 Malcolm - letter sent 20200219
- n) 22 10 12 Malcolm - response from Board letter
- o) 22 10 12 OC - mailouts letter
- p) 22 10 12 OC - MBC AGM postponement
- q) 22 10 16 Daniel Tai - Xero subscription additions
- r) 22 10 17 DC - letters from Board

- s) 22 10 17 DC - Mailing Lists
- t) 22 10 17 DC -Email Accounts
- u) 22 10 18 Ax3 + BLN - Audit to proceed
- v) 22 10 18 Ax3 + BLN - email
- w) 22 10 23 Ax3 - DTE Membership Register for Ax3.xlsx"
- x) 22 10 23 Daniel Tai - Membership Register
- y) 22 10 23 Members - AGM Postponed
- z) 22 10 23 Members - email
- aa) 22 10 24 Daniel Tai - AGM date
- bb) 22 10 24 Members - email
- cc) 22 10 25 Application for extension or shortening of time
- dd) 22 10 30 AGM Rescheduled to 13th December 2022
- ee) 22 10 30 Director Nomination Form
- ff) 22 10 30 Members - AGM and Nom Form
- 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: Brian, Seconded: Elisa, PBC

**10.Matters arising from Correspondence**

- 1) Request from Wayne Bennet to lease an area for sheep grazing

Action item: Gary to investigate further and report back to the Board.

**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
19/10	21/10	"That the board agrees that the spreadsheet at this <a href="#">link</a> is the current Membership Register to be sent to Ax3 for the purpose of keeping it at Ax3 (our registered office).	P	Y		Y		Y	Y	5
17/10	17/10	"The board approves the content of the emails at <a href="#">Link 1</a> and <a href="#">Link 2</a> to be sent to David Cruise immediately. The Secretary is to also cc the board when sending. Should these emails not be sent by 9:30Pm The board assigns the task to Robin Macpherson to send these emails on behalf of the board"		Y		Y	Y	P		4
15/10	15/10	"That the board agrees to open an account at Siteground for the hosting of co-operative domains and approves a budget up to \$150 to cover the first years expense"	N	P		Y	Y	Y	Y	5
13/10	13/10	"That the Provision for Community Donations of \$11,446 be maintained as such and not written off at this time, and that the bookkeeper and auditor be informed of this decision."		Y		P		Y	Y	4
10/10	13/10	"That the board instructs David Cruise to close all mailing lists pertaining to Down to Earth and Confest on the server or servers he hosts or administers."	N	Y		Y	Y	P	N	4
10/10	10/10	"That the board instructs Robin Macpherson at domain level to redirect all <a href="#">dte.org.au</a> email accounts to their <a href="#">dte.coop</a> equivalent."	N	Y		Y	Y	P	Y	5
10/10	10/10	"The board wishes to inform the members that the AGM for early November is postponed until consultation with appropriate corporate bodies to meet reporting requirements."	N	Y		Y	Y	P	Y	5
9/10	10/10	That the drafted <a href="#">letter</a> 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.	N		N	P	Y	Y	Y	4
9/10	10/10	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.	N	Y		P	Y	Y	Y	5
7/10	8/10	"That the board instructs AX3 to add to the Xero account, two users with board credentials Brian Denham and Robin Macpherson"	Y	Y		Y		P	Y	5
6/10/22		"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"	N						P	

### **13. Agenda item: 14093 GST Return**

Motion: That Elisa Brock be authorised to sign the revised 2022 annual GST return statement and return it to the bookkeeper at Big Little Numbers.

Moved: Elisa, Seconded: Brian, PBC

### **14. Agenda item: 14087 Return to old Zoom room**

Motion: The board approves of the return to the old Zoom Account (842635) to host all future Down To Earth Zoom meetings.

Moved: Elisa, Seconded: Brian, PBC

### **15. Agenda item: 14901 Malcolm Mathews and Finance**

Motion: The board advises Ax3 and BLN that Malcolm Mathews is not to participate in the financial matters of the Co-operative. They are to be further instructed not to discuss the financial matters of the Co-operative with Malcolm Matthews.

Moved: Robin, Seconded: Elisa, Withdrawn

### **16. Agenda item: 14902 Peter Tippet and Fair Work Commission**

Motion: The board agrees to post the FWC Ruling to the following areas of the dte.coop website 1. Coop Notices Members Only 2. Members Only Section

Moved: Robin, Seconded: Suzie, PBC

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

- 1) That Elisa Brock be authorised to sign the revised 2022 annual GST return statement and return it to the bookkeeper at Big Little Numbers.
- 2) The board approves of the return to the old Zoom Account (842635) to host all future Down To Earth Zoom meetings.
- 3) The board agrees to post the FWC Ruling to the following areas of the dte.coop website  
1. Coop Notices Members Only 2. Members Only Section

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

- 1) Gary to investigate Wayne Bennet's request to lease an area for sheep and report back to the Board.
- 2) Elisa to sign the GST return.
- 3) Robin to replace links for the Zoom meeting room at dte.coop.

- 4) Secretary to write to David Cruise asking him to change the Zoom meeting links on data.dte.org.au.
- 5) Robin to post the FWC ruling.

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

- 1) 3 November 2022 – six directors attended. Kate loses 4 points.

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

Thursday 1 December 2022

### **21. Meeting ended**

10:23 pm