

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

Minutes

Date of next meeting:	Wednesday 9 November 2022
Time:	8:30pm
Venue:	Zoom online
Register on line:	https://data.dte.org.au/meeting/current_meeting/portal.php
Zoom Connect:	https://zoom.us/j/6366060624?#success
Phone Connect:	Passcode: 123456 or telephone: (02) 8015 2088 Meeting ID Number 6366060624
Chairperson:	Emma Bennett
Minuter Keeper:	Corinne Armstrong

1 Welcome

The Chairperson declared the meeting open at: 8:42pm

2 Acknowledgement of Country

Was read by Emma.

3 Attendance

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

Non-MC Members: Malcolm Matthew, Peter Tippet

Quorum Meet: YES

4 Confirmation of Previous Minutes

Motion:

That the Minutes of the ConFest Market Committee held on 12 October 2022 as posted on data.dte.org.au in the Minutes portal (access Username: member, Password: activedte), be accepted as a true and accurate record of the meeting.

Moved: Corinne
Seconded: Fulvio
PBC

5 Action Tasks from Previous Minutes

Meeting Action No.	Person Responsible	Action Item	Status
20221012.01	Corinne	to hyperlink these URL's to the listing of the forms at confest.org.au	DONE
20221012.02	Fulvio/Peter	to make all fields on the form compulsory, with the exception of; REGO, Vehicle pass, stall meterage	DONE
20221012.03	Fulvio/Peter	At function to the vendor forms that puts the Type & Stall Name in the subject lines of alert emails	DONE
20221012.04	Corinne	to email blast past vendors the location of vendor application forms on confest.org.au on Sunday night.	DONE
20221012.05	Corinne	to promote Market Vendor Applications now open on ConFest Facebook page after email blast to previous vendors	DONE
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.	DONE
20221012.07	MC All	MC agreed that the MC Vendor application and TC be promoted from confest.org.au.	DONE
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.	WIP
20221012.09	Emma	to confirm account that is to be quoted on invoices to Market vendors.	DONE
20221012.10	Emma	to write to Board re Xero invoicing options as per previous meeting Action Item.	DONE

6 Vendor Invoicing Process Confirmation

Outcomes of Emma writing to the Board re invoicing vendors via Xero, as per previous MC Meeting action items.

Emma reported that she initially wrote to the Board requesting access to Xero to invoice market vendors, to which DTE Secretary Kathy Ernst emailed back to advise that they have a policy that only the bookkeeper has update access to Xero. But read-only access was possible.

Emma subsequently emailed Kathy back requesting that Corinne and Emma gain read-only access to the Xero account to which Kathy replied that she would pass our request on to the Board

Emma reported that Kathy also emailed to advised that all income must be paid into the Bendigo Bank Investment Account, BSB 633 00 Account 156 881 872.

Discussion took place on whether to pursue the Board to seek permission to have the bookkeep invoice vendors, or whether the MC should draw up its own invoice

template and invoice vendors ourselves. It was decided the most efficient option was for the MC, Corinne and Emma, to write up vendor invoices. And once payment is confirmed, vendors will be sent an email remittance confirming payment

Action: Emma to write to Board/Secretary requesting read access to Xero for Corinne and Emma.

Action: Emma to write to the Board/Secretary advising the MC will be sending its own invoices to vendors, quoting the DTE's Bendigo Bank Investment Account.

Motion:

That the MC for 2023 ConFest prepare its own invoices to be sent to vendors with money paid into the Bendigo bank account provided by the DTE Secretary BSB 633 00 Account 156 881 872. And the MC will send email acknowledgments to vendors as a remittance once money paid.

Moved: Corinne
Seconded: Scouse
PBC/PASSED/FAILED PBC

7 Redirection of emails to new market@dte.coop

During the month, as per Board directives, dte.org.au email accounts were redirected to dte.coop accounts... The Market's account was no exception. Fulvio expressed through emails during the month, some issue with this, although emails from online vendor applications appear to be getting through OK. Fulvio to confirm if his concerns have been addressed.

Corinne advised she had asked Robin to attend the meeting to answer the concerns raised by Fulvio's email, but that he had another meeting to attend. Instead Robin asked to Minute any concerns and he would address them.

Fulvio said his issue was that Trello was now not receiving emails of vendor applications. Both Corine and Emma apologised for this as both had been asked by Robin whose email accounts should be receiving emails to the market@dte.coop account, and both had forgotten about Trello.

Action: Corinne to email Robin the Trello account email address: fulviogerardi+lc3xzn8nggzlyrviwqrj@boards.trello.com

Peter reported that the change to the new server meant that automated confirmation emails back to vendors once they submitted an application, did not work. So he had changed the wording on the pop up window on submissions that said they would be contacted to confirm their application had been received.

8 Vendor Application Forms - Issues, Updates, Changes

Corinne noted this Agenda item was lodged by Peter Tippett. She commented she was pleased with his submission, since email correspondence with him to make changes to the vendor Forms post last month's meeting were met with a response that he would make changes once MC had put their heads together and come up with a finalised request. Corinne noted that because the changes weren't made when requested in the days following last month's meeting, applications have come in missing key address information and possibly inaccurate data on stall meterage.

So as per previous emails to Peter, the following changes to the forms were requested by Corinne, and she asked for MC members to jump in if they thought otherwise... All agreed to the following changes:

Craft Form

- That suburb, state and postcode be added to the Address line
- Type of Stall, needs a drop down menu/radio buttons – and requirement to pick one only option of; Commercial Craft, Made & Sold by Maker, Not-for-Profit.
- Stall frontage question be defaulted on 3mtrs with option to change to 6mtrs

Food

- That suburb, state and postcode be added to the Address line
- 6mtrs stall frontage, set so only one option is permissible, with 6mts being the default.
- Applications on the Food Vendor online application form were submitting as Craft Vendors... change form to note Type of vendor; Food

Action: Peter to amend online Market Vendor application forms as Minuted.

9 Review of Vendor Applications to date

Review of Vendor Applications to-date as viewed from Excel Spreadsheet of backend data from online application platform (Corinne to present), and as accounted for in Trello (Fulvio to present).

Corinne screen shared the Excel spreadsheet that evening generated from the backend of the online forms, showing the rows for each vendor application to-date and highlighting the issues with the data capture where changes need to be made, as previously discussed. She advised she was keeping a master spreadsheet with notes against each vendors line items regarding missing forms and certificate of currency expiry dates, FSS certificates etc.

Peter advised he could remove the test applications if Corinne provided the row ID numbers.

Action: Corinne to provide Peter with the vendor application data spreadsheet row ID numbers for the test applications to be deleted.

Emma screen shared Trello to which Fulvio spoke to. Fulvio demonstrated the vendor cards in the confirmed submitted applications column, and where the cards would move to once they were selected. He demonstrated the colour coding and detail he was capturing in Trello from manual input of the data from the vendor emails and attachments.

Discussion took place on the regular vendors for whom no applications had yet been received, and it was decided it was now time they were called and personally invited to submit an application via the online application form.

Motion:

Fulvio to call regular past vendors to ask them to submit an online vendor application.

Moved: Emma
 Second: Fulvio
 PBC

10 Business Arising

Emma advised that Peter Taylor from front gate crew wants input into the Rego Permits

Action: Scouse to speak to Peter Taylor about vendor car rego permits

11 Actions from meeting

Meeting Action No.	Person Responsible	Action Item
20221109.01	Emma	To write to Board/Secretary requesting read access to Xero for Emma and Corinne.
20221109.02	Emma	To write to the Board advising the MC will be sending its own invoices to vendors, quoting the DTE's Bendigo Bank Investment Account.
20221109.03	Corinne	To email Robin the Trello account email address: fulviogerardi+lc3xzn8ngqzlyrviwqrj@boards.trello.com
20221109.04	Peter	To amend online Market Vendor application forms as Minuted.
20221109.05	Corinne	To provide Peter with the vendor application data spreadsheet row ID numbers for the test applications to be deleted.
20221109.06	Fulvio	To call regular past vendors to ask them to submit an online vendor application.
20221109.07	Scouse	To speak to Peter Taylor about vendor car rego permits

13 Next Meeting

Wednesday 14 December 2022

Meeting closed: 10:30pm