

DTE BOARD MINUTES

Date: 1/12/2022

Time: 7:30 pm

Venue: Zoom

Join Online: <http://dte.coop/zoom>

1. Meeting Started

7:53

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 Not present Kate Shapiro	Peter Tippet Malcolm Matthews David Cameron Darrylle Ryan Kevin Taylor Marte Kinder Mark Rasmussen John Magor	Shardae Reed John Reid Lance Nash
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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						
6/10/22				1			
3/11/22	4						
TOTAL	13			5			

6. Confirmation of Previous Meeting Minutes

1) Date: 3/11/2022

Moved: Robin, Seconded: Suzie, PBC

7. Matters arising from Previous Meeting Minutes

1) none

8. Action tasks from previous meetings

1. 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**

2. 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**

3. 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**

22 12 01 **DEFERRED**

4. 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**

5. 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**

6. 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**

22 12 01 Elisa to provide a list of accounts still requiring correction **ONGOING**

7. 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**

8. 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**

22 12 01 COMPLETED

9. 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**

10. Share Certificates

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

11. BB Accounts

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

22 11 03 **ONGOING**

12. Communication policy and procedures

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

22 11 03 **ONGOING**

13. 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**

14. Sheep lease

22 11 03 Gary to investigate Wayne Bennet's request to lease an area for sheep and report back to the Board.

22 12 01 **ONGOING**

15. GST return

22 11 03 Elisa to sign the GST return. **COMPLETED**

16. Zoom links

22 11 03 Robin to replace links for the Zoom meeting room at dte.coop.

22 11 03 Secretary to write to David Cruise asking him to change the Zoom meeting links on data.dte.org.au.

22 12 01 **COMPLETED**

17. FWC ruling

22 11 03 Robin to post the FWC ruling. **COMPLETED**

9. Correspondence

1) Correspondence Inward

- a) 22 10 31 Bank Aust - statement
- b) 22 11 01 NSW Planning, Ind & Env - Notice
- c) 22 11 05 ANZ - Business Essentials Stmt
- d) 22 11 08 Emma - market - Xero and BB
- e) 22 11 08 FWD Fynn Lovelace - name change
- f) 22 11 08 Kevin Taylor - Flood levels at Warooma report1
- g) 22 11 08 Kevin Taylor - Flood levels at Warooma report2
- h) 22 11 08 Kevin Taylor - Flood levels at Warooma report3
- i) 22 11 08 TBT - ANZ address
- j) 22 11 09 Coop Federation - annual report
- k) 22 11 09 Coop Federation - rules
- l) 22 11 09 Emma - market - Xero access
- m) 22 11 09 Sam Byrne - Coop Federation
- n) 22 11 12 David Cruise - Zoom link

- o) 22 11 22 Kevin Taylor - flood levels
- p) 22 11 22 Marte Kinder - flood levels
- q) 22 11 30 a NSW Planning Ind Envir - Notice
- r) 22 11 30 b NSW Planning Ind Envir - attachment
- s) 22 11 30 b NSW Planning Ind Envir - Notice

2) Correspondence Inward – Confidential

none

3) Correspondence Inward – Complaints (Confidential)

- a) 22 11 07 complainant1 - 2nd private letter to the Board

4) Correspondence Inward - for the OC

- a) 22 10 06 Dept Planning & Envir - new metering conditions
- b) 22 10 06 Dept Planning & Envir - statement of conditions
- c) 22 10 06 Dept Planning & Envir - stmt of approval 50CA501143
- d) 22 10 06 Dept Planning & Envir - stmt of approval 50CA505841
- e) 22 10 06 Dept Planning & Envir - water metering conditions
- f) 22 10 31 Origin - electricity account
- g) 22 11 02 Telstra - invoice
- h) 22 11 02 Telstra - updated charges
- i) 22 11 10 Murray LLS - November update
- j) 22 11 10 Water NSW - extension of metering compliance dates
- k) 22 11 15 Servers Aust - Invoice-632643
- l) 22 11 15 Vonex - invoice
- m) 22 11 16 Murray LLS - native vegetation
- n) 22 11 17 Origin - estimated bill
- o) 22 11 18 Regional Roundup - ed 38
- p) 22 11 24 Vonex - details update
- q) 22 11 28 Servers Aust - Overdue reminder
- r) 22 11 28 Water NSW - customer feedback
- s) 22 11 28 Water NSW - customer newsletter
- t) 22 11 28 Water NSW - Invoice_CIV00173868
- u) 22 11 28 Water NSW - water bill explained

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

a) none

6) **Correspondence Outward**

a) 22 10 07 22 11 09 Market - Xero and BB account

b) 22 11 12 David Cruise - Zoom link update

c) 22 11 29 AGM 2022 Notice

d) 22 11 29 NSW Planning Ind Envir - Notice

7) **Correspondence Outward - Confidential**

a) none 22 11 23 complainant1 - interim reply

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 Market Committee for Emma and Corinne to have access to Xero.

Action item: agenda item raised

2) Request for change of membership details

Action item: Secretary to write requesting more details

11. Membership and Activity forms

1) No membership or activity forms.

12. Motions by Circular

none

13. Agenda item: 14109 Xero access

Motion: That Emma Bennet and Corinne Armstrong are granted read only Xero access for the purpose of Market Committee business.

Moved: Kathy, Seconded: Suzie, PBC

14. Agenda item: 14106 Audit update

Discussion: check over outstanding requirements for audit and assign tasks.

Action points:

List of lawyers - Elisa

Note of going concern -Robin

Asset register & depreciation - Kathy

15. Agenda item: 14107 Election update

Discussion: check over outstanding requirements for election and assign tasks.

Action points:

Collate and distribute additional information provided by candidates – Elisa

Secretary to distribute – Kathy

Contact Daniel regarding his availability to send out Election Buddy votes

16. Agenda item: Scrutineers

Motion: that Brian Denham and John Reid be appointed by the board as scrutineers for the upcoming directors' election.

Moved: Suzie, Seconded: Kathy, PBC

17. Agenda item: 14108 AGM discussion

Discussion: Do we need a quorum? I see some issues that I believe needs to be discussed and sorted by the board. Item by Peter Tippett

18. Agenda item: 14103 Site closure

Motion: DTE Board declares the Woorooma and Bylands sites completely closed until further notice, as they are flood disaster zones.

Moved: Elisa, Seconded: Suzie, PBC

19. Summary of Carried Resolutions

- 1) That Emma Bennet and Corinne Armstrong are granted read only Xero access for the purpose of Market Committee business.
- 2) That Brian Denham and John Reid be appointed by the board as scrutineers for the upcoming directors' election.
- 3) The DTE Board declares the Woorooma and Bylands sites completely closed until further notice, as they are flood disaster zones.

20. Actions Tasks from this meeting

- 1) Secretary to write to the person who requested change of membership details
- 2) Kathy to write to Daniel requesting Xero access for Emma and Corinne.
- 3) Elisa to provide Daniel with the list of lawyers for the audit
- 4) Robin to work on the Note of going concern for the audit
- 5) Kathy to speak to Daniel about the Asset register & depreciation on Xero
- 6) Elisa to collate and distribute additional information provided by candidates
- 7) Secretary to distribute this information
- 8) Kathy to contact Daniel regarding his availability to send out Election Buddy votes

21. Director Inactivity Points from this meeting

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

22. Next Scheduled Meeting Date

Thursday 5 January 2023

23. Meeting ended

10:41 pm