

# DTE BOARD MINUTES

Date: 5/1/2023

Time: 7:30 pm

Venue: Zoom

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

## 1. Meeting Started

7:54

## 2. Chair and Minute keeper

Chair: Robin Macpherson

Minute keeper: Kathy Ernst

Hosts: Robin Macpherson

Chat Moderator: Robin Macpherson

## 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 Suzie Helson Brian Denham Shardae Reed Lance Nash Malcolm Matthews	Peter Tippet David Cameron Mark Rasmussen Marte Kinder Kevin Taylor Ian Hales Elisa Brock	Scouse Ray Higgins David Cruise Emma Bennett Deb Moerkerken John Reed Kristen Joy
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## 5. Director Inactivity Credits at start of meeting

INACTIVITY CREDITS LOST							
Date	Kathy	Robin	Susie	Brian	Malcolm	Shardae	Lance
5/1/23	0	0	0	0	0	0	0
<b>TOTAL</b>							

## 6. Confirmation of Previous Meeting Minutes

- 1) Date: 1/12/2022

Moved: Robin, Seconded: Malcolm, 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**

23 01 05 Waiting for response from Council **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**

23 01 05 Complaints spreadsheet has been set up **COMPLETED**

23 01 05 Elisa to upload documents relating to complaints and other matters to a folder on the Board Gdrive to be set up by Kathy.

### ***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**

23 01 05 **NOT NEEDED**

### ***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**

23 01 05 **NOT NEEDED**

### ***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**

23 01 05 FoC has list depending on specialized area. **COMPLETED**

#### **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**

23 01 05 Lance working with Elisa **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**

23 01 05 Malcolm to work on fixing up signatories as well as closing CC account.

#### **8. 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**

23 01 05 **DEFUNCT**

#### **9. Share Certificates**

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

23 01 05 Kathy to look into this.

**10. BB Accounts**

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

22 11 03 **ONGOING**

**11. Communication policy and procedures**

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

22 11 03 **ONGOING**

23 01 05 **DEFUNCT**

**12. 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**

23 01 05 **COMPLETED**

**13. 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**

23 01 05 Suzie to take over the task

**14. Member enquiry**

22 12 01 Secretary to write to the person who requested change of membership details

23 01 05 **ONGOING**

**15. Xero access - market**

22 12 01 Kathy to write to Daniel requesting Xero access for Emma and Corinne

23 01 05 **COMPLETED**

**16. List of lawyers**

22 12 01 Elisa to provide Daniel with the list of lawyers for the audit

23 01 05 **COMPLETED**

**17. Note of Going Concern**

22 12 01 Robin to work on the Note of going concern for the audit

23 01 05 **COMPLETED**

**18. Asset register and depreciation**

22 12 01 Kathy to speak to Daniel about the Asset register & depreciation on Xero.

23 01 05 **COMPLETED**

**19. Additional information provided by candidates**

22 12 01 Elisa to collate and distribute additional information provided by candidates

22 12 01 Secretary to distribute this information

23 01 05 **COMPLETED**

**20. Election buddy**

22 12 01 Kathy to contact Daniel regarding his availability to send out Election Buddy votes

23 01 05 **COMPLETED**

## **9. Correspondence**

**1) Correspondence Inward**

- a) 22 10 31 22 11 25 ANZ - stmt summerconfest acct
- b) 22 11 30 Bank Aust - stmt 26
- c) 22 12 01 NSW Planning, Ind & Envir - WOOROOMAH ACH Registration Report
- d) 22 12 01 NSW Planning, Ind & Envir - RE Notice 20220423-1
- e) 22 12 01 NSW Planning, Ind & Envir -POEO\_s193 Notice\_Down to Earth  
ERNST\_final\_LA\_TH\_JB
- f) 22 12 05 Ax3 - Xero access for market committee
- g) 22 12 06 Kevin Taylor - various
- h) 22 12 06 Luke Johnson - checking flood damage
- i) 22 12 07 NSW Planning, Ind & Envir - Heritage sites
- j) 22 12 07 NSW Planning, Ind & Envir - Notice

- k) 22 12 22 Co-op Fed - SGM
- l) 22 12 23 Co-op Fed - Newsletter
- m) 23 01 03 Ax3 - RE update to director accesses
- n) 23 01 04 Ax3 - RE update to director accesses
- o) 23 01 05 Mark Rasmussen - recent site visit
- 2) **Correspondence Inward – Confidential**
  - a) 22 12 30 Volunteer1- DTE\_Activity\_Form
  - b) 22 12 30 Volunteer1- DTE\_MembershipApp
  - c) 22 12 30 Volunteer1- member details update
  - d) 22 12 30 Volunteer1-20180408\_191706none
- 3) **Correspondence Inward – Complaints (Confidential)**
  - a) none
- 4) **Correspondence Inward - for the OC**
  - a) 22 12 16 Regional Roundup - ed 39
  - b) 22 12 19 Murray LLS - regional update
  - c) 22 12 21 Servers Aust - payment confirmation
  - d) 22 12 21 Telstra - invoice
  - e) 22 12 21 Telstra - updated charges
  - f) 22 12 21 Water NSW - Customer feedback - Dec 2022
  - g) 22 12 21 Water NSW - Customer Newsletter Regulated Q1 DEC
  - h) 22 12 21 Water NSW - Invoice\_CIV00198164
  - i) 22 12 22 Murray Region Animal health update
  - j) 22 12 29 Domains - renew now
  - k) 23 01 03 Ax3 - Invoice INV-1054
  - l) 22 12 15 Servers Aust - Invoice-654139
  - m) 22 12 15 Servers Aust
  - n) 22 12 15 Vonex - payment received
- 5) **Correspondence Inward - Invoices and receipts**
  - a) none
- 6) **Correspondence Outward**
  - a) 22 12 04 Daniel Ax3 - Xero access for market

- b) 22 12 08 Candidate information for election
- c) 22 12 08 Kevin Taylor - various
- d) 22 12 13 Audited financial statements 30 June 22- signed
- e) 22 12 13 Profit\_and\_Loss FYE22
- f) 22 12 14 new directors - welcome to the Board
- g) 22 12 15 Annual report small cooperative
- h) 22 12 15 Cooperative change of details addresses and officers
- i) 22 12 22 Daniel Ax3 - Update to director accesses
- j) 23 01 03 Ax3 - RE Update to director access

7) **Correspondence Outward - Confidential**

- a) 22 12 04 Volunteer1 - membership details

8) **Volunteer Activity Forms**

- a) none

9) **Membership applications**

- a) none

10) **Acceptance of correspondence**

Motion: That the Correspondence be accepted.

Moved: Lance, Seconded: Malcolm, PBC

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

- 1) Federation Cooperation SGM

Action item: Robin attend the SGM and vote to support a membership fee increase.

- 2) Ax3 – audit meeting

Action item: Secretary to email Ax3

- 3) Luke Johnson – offer to check Bylands

Action item: Secretary to reply to thank Luke but that somebody has already been there

- 4) Ax3 audit account

Action item: Suzie to put budget application to the OC



## 11.Membership and Activity forms

- 1) No membership or activity forms.

## 12.Motions by Circular

P=proposer, Y=support, N=oppose

date proposed	date passed	motion	KE	SH	MM	SR	BD	RM	LN	7
1/1	failed	The Board advises that Warooma and Bylands are open for site visits subject to visitors obeying SES restrictions and NSW Government warnings.	P		Y				Y	3
31/12	31/12	"That the board instructs Robin Macpherson to access the inbox of ocmal@dte.coop and bring to the attention of the OC and board any emails which need attending too."		Y	Y			P	Y	4
date proposed	date passed	motion	KE	SH	GL	EB	BD	RM	KS	7
13/12	13/12	That Suzie and Elisa be authorised to sign the directors' declaration and representation letter for the audited financial statements of the financial year ending 2022.	Y	Y		P		Y		4

Action item: Brian to contact SES and Council and get a response in writing.

## 13.Agenda item: Share capital refund

Agenda details: Trevor Pitt has requested a refund of his overpayment for shares and the shares forfeited when he resigned as a member.

Motion: That Trevor Pitt receives a \$10 refund for overpayment for shares but no return of the share capital forfeited when he resigned as a member.

Moved: Kathy, Seconded: Suzie, PBC

Action Point: Secretary to write to Trevor and make the payment to Trevor.

## 14.Agenda item: Access to Mailman

Agenda details: The ability of directors to verify the recipients of emails was the main reason given for replacing dte.org.au email lists with email lists at dte.coop. Checking requires cPanel access.

Motion: That Kathy Ernst and any other director who requests it, are given access to Mailman of dte.coop to allow them to verify the email lists.

Moved: Kathy, Seconded: Malcolm, PBC

## **15. Agenda item: Problems created by previous board**

Agenda details: I would like to discuss with the new board problems created by the previous board in relation to domain changes that has had a follow-on effect for sub-committees of DTE. I think it is important that the board is open to hearing issues from other perspectives other than those that were on the previous board as it was clear during last OCs meeting that information being provided by at least one director is false.

Motion: That the domain dte.org.au be handed back to David Cruise to manage with the knowledge that the DTE board can reclaim it at any time.

Submitted by Peter Tippett but not moved by any director.

## **16. Agenda item: Crowd Funding**

Discussion about crowd funding

## **17. Agenda item: First Aid**

Discussion about first aid at ConFest

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

- 1) That Trevor Pitt receives a \$10 refund for overpayment for shares but no return of the share capital forfeited when he resigned as a member.
- 2) That Kathy Ernst and any other director who requests it, are given access to Mailman of dte.coop to allow them to verify the email lists.

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

- 1) Robin attend the Federation of Cooperatives SGM and vote to increase the membership fee.
- 2) Secretary to email Ax3 to determine a date for the audit meeting
- 3) Secretary to reply to Luke to thank him but that somebody has already been to Bylands.

- 4) Suzie to put a budget application for the Ax3 audit account to the OC
- 5) Brian to contact SES and Council regarding possible exclusion zone and get a response in writing
- 6) Secretary to write to Trevor and make the refund payment to Trevor.

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

5 January 2023 – seven directors attended.

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

Thursday 2 February 2023

## **22. Meeting ended**

10:54 pm