

DTE BOARD MINUTES

Date: 2/3/2023

Time: 7:30 pm

Venue: Zoom

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

1. Meeting Started

7:39

2. Chair and Minute keeper

Chair: Peter Tippet

Minute keeper: Kathy Ernst

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 Suzie Helson Lance Nash Malcolm Matthews Brian Denham Robin Macpherson arr 7:59 Absent Shardae Reed	Bryan Isaacs, Darren Geraghty David Cruise Deborah Moerkerken Ian Hales Jessica Townsend Kristen T J Mark Rasmussen Marte Kinder	Peter Tippet Rick Gill Simon Monet Walter Padovani Mark Rasmussen John Reid David Cameron John Magor Andrew Wilkinson
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5. Director Inactivity Credits at start of meeting

INACTIVITY CREDITS LOST							
Date	Kathy	Robin	Susie	Brian	Malcolm	Shardae	Lance
2/2/23	0	0	0	0	0	0	0

5/1/23	0	0	0	0	0	0	0
TOTAL							

6. Confirmation of Previous Meeting Minutes

1) Date: 2/2/2023

Moved: Suzie , 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**

23 02 02 **ONGOING**

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.

23 02 02 Folders set up, no documents uploaded **ONGOING**

23 03 02 Secretary to remind Elisa to upload files

3. 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**

23 03 02 Lance working on it **ONGOING**

4. 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.

23 02 02 **ONGOING**

23 03 02 Accounts to be closed **ONGOING**

5. Share Certificates

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

23 01 05 Kathy to look into this.

23 02 02 **ONGOING**

6. *BB Accounts*

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

22 11 03 **ONGOING**

23 02 02 Kathy working on it.

23 02 03 Up to date but ongoing task **ONGOING**

7. *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

23 02 02 Suzie has notes from Gary, Kathy to distribute to the OC and anyone who wants it.

23 03 02 **COMPLETED**

8. *Federation of Cooperatives SGM*

23 01 05 Robin to attend the Federation of Cooperatives SGM and vote to increase the membership fee. **ONGOING**

23 03 02 **COMPLETED**

9. *Administrator access to Mailman*

23 02 02 Robin to set up administrator access to all email addresses on Mailman for Kathy and any other director who wants it.

23 03 02 **COMPLETED**

10. *Payment of domain registration*

23 02 02 Kathy to pay the domain registration account as it can only be paid by the Secretary.

23 03 02 **COMPLETED**

11. *Bank Australia Maturity Options*

23 02 02 Kathy to investigate Term deposit options and send to the Board who will choose which option.

23 03 02 **COMPLETED**

12. Motions by Circular

23 02 02 - Motions to be communicated with members and volunteers. Secretary to send email to members and newsletter to include information and be widely disseminated.

23 03 02 **COMPLETED**

13. Moderator access

23 02 02 Robin to set up moderator access for Kathy

23 03 02 **ONGOING**

9. Correspondence

1) Correspondence Inward

- a) 22 23 02 02 Mailchimp - Updates to free marketing plan
- b) 23 02 05 Murray Ross - Bylands monitoring
- c) 23 02 17 Vic Police - Infringement notice withdrawal
- d) 23 02 08 W+K - Costs Agreement
- e) 23 02 08 W+K - tax invoice 5342380
- f) 22 07 01 Valuer General - Notice of Valuation Bylands
- g) 23 01 27 ANZ - Summer Confest acct stmt
- h) 23 01 28 Vic Police - Infringement notice
- i) 23 01 31 Bank Aust - stmt 28

2) Correspondence Inward – Confidential

- a) none

3) Correspondence Inward – Complaints (Confidential)

- a) None

4) Correspondence Inward - for the OC

- a) 23 23 02 15 Vonex - Invoice
- b) 22 10 10 VicRoads - refund 1PJ1VW

- c) 2210 10 Vicroads - refund ZXW986
- d) 21 09 02 Telstra - Invoice \$15
- e) 23 02 08 W+K tax invoice 5342380
- f) 23 02 03 Domains.coop - renewal receipt \$162.90
- g) 23 02 15 Servers Aust - Invoice-675927 \$190.30
- h) 23 02 13 BLN - Invoice INV-5752 \$1270.50
- i) 23 02 28 Zoom - storage invoice
- j) 23 02 09 Dept Planning Envir - water metering 23-113
- k) 23 02 07 Dept Planning Envir -water metering 23-75
- l) 23 01 30 Origin - invoice Woorooma
- m) 23 02 15 Servers Aust - invoice \$190.30
- n) 23 02 09 Telstra - Invoice \$26.35

5) Correspondence Inward - Invoices and receipts

- a) 23 02 09 Aust Post - PO Box renewal

6) Correspondence Outward

- a) 23 23 02 03 Members - Motions by circular
- b) 23 01 30 SGM Notice for 28 Feb

7) Correspondence Outward - Confidential

- a) none

8) Volunteer Activity Forms

- a) Warwick Smith Volunteer Activity form
- b) Matthew Hough Activity form 2019
- c) Michael James Activity form 2019
- d) James Collins Activity form 2019
- e) Jason Thomas Activity form 2019

9) Membership applications

- a) 23 02 06 Warwick Smith - Share payment
- b) 23 02 04 Warwick Smith DTE Membership Application

10) Acceptance of correspondence

Motion: That the Correspondence be accepted.

Moved: Brian, Seconded: Suzie, PBC

10.Matters arising from Correspondence

1) Murray Ross

Murray has been visiting Bylands to check on the house and property and has asked if he needs to request Board permission each time.

Action item: Kathy to advise Murray that he does not need to request permission to check the Bylands site unless he is staying overnight.

11.Membership and Activity forms

1) No membership or activity forms.

Motion: That Warwick Smith is approved as a member and allocated share number 1920.

Moved: Suzie, Seconded Kathy, PBC

12.Payments

1) Australia Post post office box renewal

Action item: Kathy to pay the Australia Post post office box renewal out of Secretary's funds.

13.Motions by Circular

P=proposer, Y=support, N=oppose

date proposed	date passed	motion	K E	S H	M M	S R	B D	R M	L N	7
18/2	19/2	That Kathy Ernst is authorised to arrange the sale of between 100.2 and 179 megalitres of our current water allocation and to sign the transfer and sale documents on behalf of the Board.	P	Y	Y		Y	Y		5
14/2	15/2	That Sue Pearce, Matthew Hough and Shantell Shakti are allocated a DTE Bendigo Bank account.	P	Y	Y		Y	Y		5

14/2	15/2	That the Bank Australia term deposit is left in the default twelve month term account.	P	Y	Y		Y	Y		5
9/2	11/2	That the Bank Australia term deposit is rolled over into a six month term deposit with interest paid at maturity.	P	Y	Y				Y	4

14. Agenda item:

Agenda details: DTE’s auditor has asked that we provide the Land Title for Bylands. The NSW Land Registry Services do not issue actual paper titles anymore, they only issue a computer record. They have ten approved agencies that we can go through to purchase this as they do not do online requests. The cost will be \$19.00.

Motion: That Suzie Helson is approved to purchase a computer record for Bylands title from one of the approved LRS agencies. If approved \$19.00 is put into Suzie Helson’s BB account.

Moved: Suzie, Seconded: Malcolm, PBC

Action Task: Susie to transfer the money for Bylands title.

15. Agenda item:

Agenda details: To close all of the ANZ Bank accounts: ANZ - Administration Account ANZ - Autumn ConFest Account ANZ - Current Account ANZ - Premium Saver Account ANZ - Summer ConFest Account 2 accounts have balances, the rest have nil balances.

Motion: That all ANZ Bank accounts be closed

Moved: Malcolm, Seconded: Suzie, PBC

Action Task: Malcolm to arrange closing of accounts and other signatories to accompany him to the bank.

16. Agenda item: Next meeting

Action Item: Kathy to determine a date for Board meeting at end of March instead of the first Thursday in April which is the start of ConFest and do a Motion by Circular.

17. Agenda item: Insurance and possible cancellation of ConFest

Mark asked if the Board has set a date on which ConFest will be cancelled if we don’t get insurance.

Brian talked about insurance and conditions set by the insurers.

18.Summary of Carried Resolutions

- 1) That Warwick Smith is approved as a member and allocated share number 1920.
- 2) That Suzie Helson is approved to purchase a computer record for Bylands title from one of the approved LRS agencies. If approved \$19.00 is put into Suzie Helson's BB account.
- 3) That all ANZ Bank accounts be closed.

19.Actions Tasks from this meeting

- 1) Kathy to advise Murray that he does not need to request permission to check the Bylands site unless he is staying overnight.
- 2) Secretary to write to Warwick Smith advising that his membership application has been approved.
- 3) Susie to transfer money for Byland's title.
- 4) Malcolm to arrange closing of ANZ accounts and other signatories to accompany him to the bank.
- 5) Kathy to determine a date for Board meeting at end of March instead of the first Thursday in April which is the start of ConFest and do a Motion by Circular.

20.Director Inactivity Points from this meeting

2 March 2023 – six directors attended. Shardae was granted leave of absence.

21.Next Scheduled Meeting Date

To be determined

22.Meeting ended

8:55 pm