

Down-To-Earth (Vic) Cooperative Society Limited

**Organising Committee**  
**Executive arm of DTE**

**Minutes**

Date: **25<sup>th</sup> May 2023**  
 Time: **7:30pm**  
 Online: <https://dte.coop/live.meeting>

#	Item	Raised by:																		
	<b><u>Meeting Started</u></b>	<i>Procedural</i>																		
	7:41pm																			
	<b><u>Election of Chair</u></b>	<i>Procedural</i>																		
	Confirmation of Chairperson: Robin Macpherson Confirm Minute Keeper: Vanessa Ernst																			
	<b><u>Attendance</u></b>	<i>Procedural</i>																		
	<table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">Aaron Shipperlee</td> <td style="width: 33%;">Kathy Ernst</td> <td style="width: 33%;">Martin Schwarz</td> </tr> <tr> <td>Charlie D-T</td> <td>Kevin Taylor</td> <td>Ray Higgins</td> </tr> <tr> <td>David Cameron</td> <td>Kim Chadwick</td> <td>Rick Gill</td> </tr> <tr> <td>David Cruise</td> <td>Lance Nash</td> <td>Suzie Helson</td> </tr> <tr> <td>Ian Hales</td> <td>Malcolm Matthews</td> <td>Walter Padovani</td> </tr> <tr> <td>John Reid</td> <td>Mark Rasmussen</td> <td></td> </tr> </table>	Aaron Shipperlee	Kathy Ernst	Martin Schwarz	Charlie D-T	Kevin Taylor	Ray Higgins	David Cameron	Kim Chadwick	Rick Gill	David Cruise	Lance Nash	Suzie Helson	Ian Hales	Malcolm Matthews	Walter Padovani	John Reid	Mark Rasmussen		
Aaron Shipperlee	Kathy Ernst	Martin Schwarz																		
Charlie D-T	Kevin Taylor	Ray Higgins																		
David Cameron	Kim Chadwick	Rick Gill																		
David Cruise	Lance Nash	Suzie Helson																		
Ian Hales	Malcolm Matthews	Walter Padovani																		
John Reid	Mark Rasmussen																			
	<b><u>Confirmation of Previous Meeting Minutes</u></b>	<i>Procedural</i>																		
	27 <sup>th</sup> April 2023 OC Minutes Correction: Rick Gill to be added to attendance list	<i>Moved: Kathy Ernst Seconded: Robin Macpherson P.B.C.</i>																		
	14 <sup>th</sup> March 2023 OC Minutes	<i>Moved: Robin Macpherson Seconded: David Cruise P.B.C.</i>																		
	<b><u>Matters arising from previous minutes</u></b>	<i>Procedural</i>																		
	N/A																			
	<b><u>Task Check List</u></b>	<i>Procedural</i>																		
	<ul style="list-style-type: none"> <li>• Suzie Helson: Sell white Territory <b>COMPLETED</b></li> <li>• Suzie Helson: Pay asset management invoices <b>COMPLETED</b></li> </ul>	<b>NO PROGRESS</b> <b>WORK IN PROGRESS</b> <b>COMPLETE</b> <b>NO LONGER RELEVANT</b> <b>TAKEN OVER BY ?</b>																		

	<ul style="list-style-type: none"> <li>Malcolm and Kathy to pay outstanding Telstra, Red Energy, and Servers Australia invoices <b>WORK IN PROGRESS</b></li> <li>Mark Rasmussen to contact Kate Shapiro and request that the outstanding minutes from 14/03/2023 be forwarded either to the OC or to Mark, who would then forward them to the OC <b>COMPLETED (BY DAVID CRUISE)</b></li> </ul>	
	<b>Correspondence / Payments</b>	<i>Procedural</i>
	23 05 11 Murray LLS - animal health.pdf 23 05 11 Murray LLS May update.pdf 23 05 12 Wotton+Kearney - tax invoice 5349961 \$5000.pdf 23 05 15 Servers Aust - Invoice 708705 \$190.30.pdf 23 05 15 Vonex - Invoice.pdf 23 05 19 Vonex - Technology Migration.pdf 23 05 19 Water NSW - Invoice.pdf 23 05 19 Water NSW - Newsletter Regulated Q3 May.pdf 23 05 24 Regional Roundup ed 42.pdf 23 05 24 Telstra - Invoice \$91.36 (overdue).pdf	
	<b>Matters arising from correspondence</b>	<i>Procedural</i>
	N/A	
	<b>Agenda Items</b>	
	As of the 5 <sup>th</sup> May 2023, outstanding OC receipts for 22-23 FY total <b>\$79,940.73</b>	
	<b>Agenda Item:</b> Budget application for Riverina Watermatic <b>Agenda Details:</b> Supply & installation of bore water pump at the Bylands site <a href="https://drive.google.com/file/d/1mBjYkKisSV2V7nhohIM_Mrtg_K2lgSH8/view?usp=share_link">https://drive.google.com/file/d/1mBjYkKisSV2V7nhohIM_Mrtg_K2lgSH8/view?usp=share_link</a>  <b>Motion:</b> A budget for the sum of \$4,837.85 for Riverina Watermatic to supply, install & commission a new water pump and associated control gear to reinstate the water supply at the Bylands site.  <b>DEFERRED UNTIL NEXT MONTH</b>	<i>i</i>
	<b>Agenda Item:</b> Payment of Invoice 5349961 \$5,000 Wotton Kearney <b>Agenda Details:</b> Budget application has been submitted for \$5,000 to pay for Invoice 5349961 Wotton Kearney. This is for defending claim made to Fair Work Commission against DTE and four Directors. <a href="https://drive.google.com/file/d/1cBjuCHvvQU0ZigiEvveglCjXdvw_ji6O/view?usp=share_link">https://drive.google.com/file/d/1cBjuCHvvQU0ZigiEvveglCjXdvw_ji6O/view?usp=share_link</a>  <b>Motion:</b> That the OC pay Wotton Kearney Lawyers Invoice 5349961 \$5,000.	<i>Moved: Suzie Helson Seconded: Kathy Ernst P.B.M.</i>
	<b>Agenda Item:</b> Budget Application for June 2023 CPanel & Zoom <b>Agenda Details:</b> Budget Application for payment of CPanel & Zoom June 2023 Invoices <a href="https://drive.google.com/file/d/1pXIEbaLq3k6Vmh8uejmM6WD68iV_uXU/view?usp=share_link">https://drive.google.com/file/d/1pXIEbaLq3k6Vmh8uejmM6WD68iV_uXU/view?usp=share_link</a>  <b>Motion:</b> That \$82.32 is put into Suzie Helson's Bendigo Bank Account to pay for CPanel and Zoom Invoices for June 2023.	<i>Moved: Suzie Helson Seconded: Malcolm Matthews P.B.C.</i>
	<b>Agenda Item:</b> Reimbursement for Payment of Zoom Invoices from March 2023 to May 2023	<i>Moved: Suzie Helson Seconded: Mark Rasmussen</i>

	<p><b>Agenda Details:</b> Reimbursement of \$50.12 is requested by Suzie Helson for payment of Zoom Invoices from March 2023 to May 2023  <a href="https://drive.google.com/file/d/12uS603pYshP9aOYrwjHBwz5La7ImYu3a/view">https://drive.google.com/file/d/12uS603pYshP9aOYrwjHBwz5La7ImYu3a/view</a></p> <p><b>Motion:</b> That Suzie Helson is reimbursed \$50.12 for payment of Zoom Invoices for March to May 2023.</p>	P.B.C.
	<p><b>Agenda Item:</b> Reimbursement for CPanel Payments Dec 2022 to May 2023  <b>Agenda Details:</b> Reimbursement is requested by Suzie Helson for \$389.05 being payments made for cPanel invoices from December 2022 to May 2023  <a href="https://drive.google.com/file/d/1eoM5KPfzuWRrBlp7OoAXawqUJRVKTDgo/view">https://drive.google.com/file/d/1eoM5KPfzuWRrBlp7OoAXawqUJRVKTDgo/view</a></p> <p><b>Motion:</b> That \$389.05 is reimbursed to Suzie Helson for CPanel Invoices paid from December 2022 to May 2023.</p>	Moved: Suzie Helson Seconded: Malcolm Matthews P.B.C
<b><u>Carried Resolutions</u></b>		Procedural
	<ul style="list-style-type: none"> <li>• That the OC pay Wotton Kearney Lawyers Invoice 5349961 \$5,000.</li> <li>• That \$82.32 is put into Suzie Helson’s Bendigo Bank Account to pay for CPanel and Zoom Invoices for June 2023.</li> <li>• That Suzie Helson is reimbursed \$50.12 for payment of Zoom Invoices for March to May 2023.</li> <li>• That \$389.05 is reimbursed to Suzie Helson for CPanel Invoices paid from December 2022 to May 2023.</li> </ul>	
<b><u>Actions to be taken</u></b>		Procedural
	<ul style="list-style-type: none"> <li>• Suzie to action \$82.32 into Suzie Helson’s Bendigo Bank Account to pay for CPanel and Zoom Invoices for June 2023</li> <li>• Suzie to action reimbursement of \$50.12 to herself for payment of March – May 2023 Zoom invoices</li> <li>• Suzie to action reimbursement to herself of \$389.05 for payments made for cPanel invoices from December 2022 to May 2023</li> </ul>	
<b><u>Next Meeting Date &amp; Time Confirmation</u></b>		Procedural
	29 <sup>th</sup> June 2023 7:30pm	
<b><u>Meeting Ended</u></b>		Procedural
	9:05pm	