

DTE BOARD MINUTES

Date: 6/7/2023

Time: 7:30 pm

Venue: Zoom

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

1. Meeting Started

7:43

2. Chair and Minute keeper

Chair: Robin McPherson

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 Malcolm Matthews Robin Macpherson Lance Nash Shardae Reed Absent Brian Denham - LOA	Rick Gill Ray Higgins	
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5. Director Inactivity Credits at start of meeting

INACTIVITY CREDITS LOST							
Date	Kathy	Robin	Susie	Brian	Malcolm	Shardae	Lance
1/6/23	0	0	0	0	0	0	0
4/5/23	0	0	0	0	0	0	0
6/4/23	4	4	4	4	4	4	4
2/3/23	0	0	0	0	0	0	0
2/2/23	0	0	0	0	0	0	0
5/1/23	0	0	0	0	0	0	0
TOTAL	4	4	4	4	4	4	4

6. Confirmation of Previous Meeting Minutes

1) Date: 1/6/2023

Moved: Malcolm, Seconded: Kathy, 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

23 07 06 Malcolm will reinvestigate quotes and write a report for the Board.

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 **COMPLETED**

23 05 04 Elisa replied that she will upload after ConFest **ONGOING**

23 07 06 Secretary to remind Elisa to upload files **ONGOING**

3. 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**

23 05 04 **ONGOING**

4. 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**

23 07 06 referred to Membership Group to investigate **CLOSED**

5. Moderator access

23 02 02 Robin to set up moderator access for Kathy

23 03 02 **ONGOING**

23 05 04 **ONGOING**

6. ICDA training

23 06 01 Suzie to arrange payment for Co-op Federation training

23 07 06 **COMPLETED**

Correspondence

1) Correspondence Inward

- a) 23 06 28 Arcuri - Assoc Liability - WebRater Ins Info Summary
- b) 23 07 01 ICDA - membership renewal
- c) 23 05 26 ANZ - ConFest Acctstmt
- d) 23 05 31 Bank Aust - Stmt 32
- e) 23 06 07 Leila Alayej - Copyright enquiry
- f) 23 06 15 Banton Group - email to MDBA Group Members
- g) 23 06 16 EB-BCT - DRAFT Management Action Table_Woorooma Confest Conservation Area_VOA_150623_RMW027
- h) 23 06 16 EB-BCT - DRAFT Woorooma Conservation Area_150623
- i) 23 06 16 EB-BCT - DRAFT Woorooma Conservation Management Zones_150623
- j) 23 06 16 Emma Bennett - Draft Management Plan
- k) 23 06 22 BCT - Sample_Carbon_Conservation Agreement template
- l) 23 06 22 EB-BCT - Important RMW Tender Update
- m) 23 06 28 BCT - preparing your bid
- n) 23 06 28 BCT - Tips for preparing your bid-20230628_Recording
- o) 23 06 30 BCT - tips for preparing your bid Webinar

2) Correspondence Inward - for the CC

- a) none

3) Correspondence Inward - for the OC

- a) 23 07 01 - Servers Aust - Account Status
- b) 23 06 30 Murray LLS - Animal Health Update Winter 2023

- c) 23 06 28 Arcuri - Voluntary Workers Renewal Questionnaire
 - d) 23 06 28 LBN - Invoice INV-5944 \$560
 - e) 23 06 15 - Servers Aust - Invoice-719582
 - f) 23 06 23 Regional Roundup - ed 43 - June 23
 - g) 23 06 13 Vonex - VoIP service disruption
 - h) 23 06 16 Vonex - service migration update
 - i) 23 06 20 Vonex - updates to billings and payments
 - j) 23 06 01 Severs Aust - Monthly Account Status
 - k) 23 06 01 Murray LLS - June update
 - l) 23 06 09 Water NSW - Groundwater pricing
 - m) 23 06 09 Water NSW - IPART pricing
 - n) 23 06 10 Telstra - Invoice \$25
 - o) 23 06 01 Vonex - migration project
 - p) 23 06 04 Vonex - Service disruption
 - q) 23 06 08 Vonex - migration rescheduled
 - r) 23 06 07 Vonex - updates to billing and payments
 - s) 23 06 06 Vonex - Service migration update
 - t) 23 05 19 Water NSW - invoice \$292.75
 - u) 23 06 30 LLS - Annual Land and Stock return Bylands
 - v) 23 06 30 LLS - Annual Land and Stock return - Woorooma
 - w) 23 06 08 WaterNSW - groundwater mgmt prices 23-24
 - x) 23 06 06 WaterNSW - recording and reporting requirements
 - y) 23 06 15 Edward River - rates overdue
 - z) 23 06 12 Origin - Electricity update
- 4) Correspondence Inward - Invoices and receipts
 - a) none
 - 5) Correspondence Inward - Confidential
 - a) 23 06 15 Banton Group - Letter to MDBA Group Members v1
 - 6) Correspondence Outward
 - a) none
 - 7) Correspondence Outward - Confidential

- a) none
- 8) Membership applications
 - a) J ChrisWatkins_20230526_MF
 - b) KarenDriscoll_20230526_MF
 - c) AndrewDriscoll_20230526_MF
 - d) AnthonyWilson_20230526_MF
- 9) Acceptance of correspondence

Motion: That the Correspondence be accepted.

Moved: Lance, Seconded: Malcolm, PBC

9. Matters arising from Correspondence

- 1) 23 06 07 Leila Alayej - Copyright enquiry

We support this in principle but have a few questions.

Action Task : Kathy to draft a letter for director input
- 2) 23 06 15 Banton Group - email to MDBA Group Members

No action required
- 3) 23 06 30 LLS - Annual Land and Stock return Bylands
- 4) 23 06 30 LLS - Annual Land and Stock return – Woorooma

Action: Secretary to complete these returns
- 5) 23 06 28 Arcuri - Assoc Liability - WebRater Ins Info Summary
- 6) 23 06 28 Arcuri - Voluntary Workers Renewal Questionnaire

Action: Suzie to follow up both insurances

10.Membership and Activity forms

- 1) Motion: That the following applicants be accepted as members of Down To Earth (VIC) Co-op Soc Ltd and that they be allocated the Folio Numbers indicated.

FOLIO FIRSTNAME LASTNAME

1938 Andrew Driscoll

1939 Karen Driscoll

1940 Anthony Wilson

1941 Chris Watkins

Moved: Lance, Seconded: Shardae, PBC

11. Payments

- 1) None

12. Motions by Circular

P=proposer, Y=support, N=oppose

date proposed	date passed	motion	KE	SH	MM	SR	BD	RM	LN	7
8/6	10/6	Pursuant to Rule 48.2, I hereby propose the following motion by circulation of documents: That the membership applications of: Alana Duncan, Janni Van Der Laan, Xing Mei, Murray Paternoster, Anthony Marino, and Adriana Caccamo be approved		Y			Y	Y	P	4

13. Agenda item: Zoom host

Agenda details: The host key has been changed and I have been told directors have been given the new key. Was this decided by the board or by an individual? Last SGM there was no host and a few times during the meeting mics were left open disrupting the meeting with no ability to assist the meeting process by muting mics that were left on as there was no host. We have had this issue before at a GM. Another problem with not having a shared host key is members are now unable to meet via DTE zoom with the option of turning the recording off. I am happy for this to be discussed in my absence however I feel that members should be able to have the host key to assist during meetings as well as to have meetings with the option of having the recording switched off.

Motion: No motion at this stage however I believe the board should be communicating any changes to members and committees.

Moved: Peter Tippett

This was discussed.

14. Agenda item: Member/volunteer ticket

Agenda details: I have been contacted by a member who was offered a member ticket for 2023 ConFest. She was unable to attend due to illness but hopes to attend in 2024. She will become an inactive member as she has not volunteered since 2019. She is a long-term member of DTE. She is asking that on compassionate grounds she is offered a ticket at member/volunteer discount price for the next Easter ConFest.

Motion: That Jennifer Edge is offered a ticket at member/volunteer discount price for the next Easter ConFest.

Moved: Kathy Seconded: Suzie, PBC

Action Task: Secretary to contact Jennifer explaining that the Board has agreed to her request but that she must contact DTE to remind us as we have no process in place to approve a volunteer ticket so far in advance.

15. Agenda item: Move money from Investment Account-

Agenda details: The To move money from our BB investment account to a term deposit account to earn better interest. Our investment account @ 6th July 2023 has a balance of \$656,447.29. Bendigo Bank currently have a four month term deposit account with 4.3% interest. We currently earn 0.8% interest on our BB investment account.

Motion: That the Board puts \$550,000 into a BB four month term deposit.

Moved: Suzie, Seconded: Lance, PBC

Action Task: Lance to organise

16. Summary of Carried Resolutions

- 1) That the following applicants be accepted as members of Down To Earth (VIC) Co-op Soc Ltd and that they be allocated the Folio Numbers indicated.
FOLIO FIRSTNAME LASTNAME
1938 Andrew Driscoll
1939 Karen Driscoll
1940 Anthony Wilson
1941 Chris Watkins
- 2) That Jennifer Edge is offered a ticket at member/volunteer discount price for the next Easter ConFest.
- 3) That the Board puts \$550,000 into a BB four month term deposit.

17. Actions Tasks from this meeting

- 1) Kathy to draft a letter for director input in response to the letter from Leila Alayei
- 2) Secretary to complete the Annual Land and stock returns
- 3) Suzie to follow up the Arcuri insurance correspondence
- 4) Secretary to contact Jennifer explaining that the Board has agreed to her request but that she must contact DTE to remind us as we have no process in place to approve a volunteer ticket so far in advance.
- 5) Lance to organise moving \$550,000 into a BB four month term deposit.

18. Director Inactivity Points from this meeting

- 1) 6 July 2023 – six directors present – Brian has leave of absence

No points lost

19. Next Scheduled Meeting Date

3 August 2023

20. Meeting ended

9:13 pm