

DTE BOARD MINUTES

Date: 7/9/2023

Time: 7:30 pm

Venue: Zoom

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

1. Meeting Started

7:39

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 Robin Macpherson Lance Nash Shardae Reed Brian Denham Malcolm Matthews	Brett Dalton Rick Gill Ray Higgins Charlie Dalton-Twist David Cameron Peter Tippet Kevin Taylor	John Magor Mark Rasmussen Steven Gregory Kim Chadwick Martin Schwartz
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5. Director Inactivity Credits at start of meeting

INACTIVITY CREDITS LOST							
Date	Kathy	Robin	Susie	Brian	Malcolm	Shardae	Lance
37/8/23	0	0	0	0	4	0	0
6/7/23	0	0	0	0	0	0	0
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	8	4	4

6. Confirmation of Previous Meeting Minutes

Date: 3/8/2023

Moved: Kathy, Seconded: Malcolm, PBC

7. Matters arising from Previous Meeting Minutes

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.

23 09 07 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 **COMPLETED**

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

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

23 08 03 Email sent, Elisa will do it soon **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**

23 07 06 **ONGOING**

4. Moderator access

23 02 02 Robin to set up moderator access for Kathy

23 03 02 **ONGOING**

23 05 04 **ONGOING**

23 08 03 **ONGOING**

5. Copyright enquiry - Digital Archive

23 07 06 Kathy to draft a letter for director input in response to the letter from Leila Alayi

23 08 03 COMPLETED

23 09 07 Permissions form to be approved

6. Insurance

23 07 06 Suzie to follow up the Arcuri insurance correspondence

23 08 03 ONGOING

23 09 07 COMPLETED

7. Bendigo Bank term deposit

23 07 06 Lance to organise moving \$550,000 into a BB four month term deposit.

23 08 03 ONGOING

23 09 07 COMPLETED but signatories to be added

8. Activity Forms reminder

23 08 03 Membership group to email members who have not submitted an activity form.

23 09 07 COMPLETED

9. Thank you email

23 08 03 Membership group to send thankyou email to those who have submitted an activity form.

23 09 07 COMPLETED

10. Water Allocation sale

23 08 03 Kathy to sell the water allocation.

23 09 07 COMPLETED

Correspondence

Correspondence Inward

- a) 23 07 27 ANZ - ConFest Acct Stmt 620
- b) 23 07 09 Bendigo Bank - Term deposit Certificate
- c) 23 07 31 Bank Aust - Stmt 34
- d) 23 08 30 Leila Alayej - Permissions Licence - Down to Earth
- e) 23 08 23 Leila Alayej - RE Copyright enquiry
- f) 23 08 01 BLN - ATO Account at 1.8.2023
- g) 23 08 25 ANZ - ConFest Acct Stmt 621

Correspondence Inward - for the OC

- a) 23 09 01 Water NSW - trade info
- b) 23 08 28 BLN - Invoice INV-6077
- c) 23 08 21 Regional Roundup - Edition 44 August
- d) 23 08 15 Servers Aust - Invoice-740908
- e) 23 08 07 Origin - Account estimated
- f) 23 08 06 Origin - Account 25 Aug
- g) 23 08 04 Murray LLS - August update
- h) 23 08 25 Dept Planning & Envir - Changes to licence conditions
- i) 23 07 31 Murray River Council - Rates Notice
- j) 23 08 01 Transgrid - Interconnector West

Correspondence Inward - for the OC

- a) none

Correspondence Inward - Invoices and receipts

- a) 23 08 17 True Blue Water Exchange - Purchase Order PO0287none

Correspondence Inward – Complaints (Confidential)

- a) 23 08 21 Brian Denham - complaint 1125

Correspondence Outward

- a) 23 08 14 SGM Notice Sept 2023
- b) 23 08 28 Leila Alayej - re Copyright enquiry
- c) 23 09 01 Mapien - Letter of Engagement

- d) 23 08 05 GM Call for resolutions
- e) 23 08 07 FINAL RMW027 - Down to Earth Vic Coop - Bid Form

Correspondence Outward - Confidential

- a) none

Acceptance of correspondence

Motion: That the Correspondence be accepted.

Moved: Robin, Seconded: Lance, PBC

9. Matters arising from Correspondence

- a) 23 08 01 Transgrid – Interconnector West

Kathy has sent feedback that the grid would have huge impact if it goes on or near Woorooma

10. Membership and Activity forms

- a) Motion: That the following applicants be accepted as members and shareholders of Down To Earth (Victoria) Co-op Soc Ltd under the Folio Nubers indicated.

FOLIO FIRSTNAME LASTNAME

1942 Cadr James Bean

1943 Nuwara Eliya Simone Bean

1944 Simone Monet

1945 Swahili Monet Bean

1947 Alan Steane

1948 Jenny Hodge

1949 John Schellens

Moved: Lance, Seconded: Suzie, PBC

11. Payments

None

12.Motions by Circular

P=proposer, Y=support, N=oppose

date proposed	date passed	motion	KE	SH	MM	SR	BD	RM	LN	7
05/09	05/09	Given that the secretary has refused a board instruction, it hereby instructs Robin Macpherson to email out the attached notice to members as soon as possible.	N	Y		Y	Y	P	N	4
02/09	02/09	That the secretary emails out the notice attached and linked to the membership on September 4th 2023"	N	Y		Y	Y	P	N	4
23/08		I hereby propose a motion by circular that Mark Rasmussen receives this letter of notice from current directors as a final actioning of the motion put by previous directors regarding Mark Rasmussen's previous facilitation activities		Y		P	Y	Y	N	4
07/08		I propose that the Board sends the approved letter to Mark Rasmussen.		P	Y	N	N	N	Y	F
07/08		I propose that the Board outsources complaint handling to Mapien for 12 months as per their proposal, to be reviewed by the Board prior to re-engaging after this period.	N	P		Y	Y	Y	Y	5

13.Agenda item: Digital archive

Motion: That Kathy Ernst is authorised to sign the Permissions Licence for Adam Mitchell Digital to digitally archive DTE material within the Rainbow Archives.

Moved: Kathy, Seconded: Lance, PBC

Action Task: Kathy to sign and send to Leila Alayej

14.Agenda item: Activity form and refund

Description: Approval of form for Danielle Ayzén This form was in the same email as Ben Howard's and got lost in the shuffle. Taisha and Carly have both confirmed the form was seen by them, but the original can not be found. I would like the board to confirm they are happy for the form to be approved and refund to go ahead.

Motion: Motion for the board to approve the form & refund for Danielle Ayzén

Moved: Brian, Seconded: Lance, PBC

15. Agenda item: Review of financial reports

Discussion: Review of Financial reports

By Malcolm

16. Agenda item: Mailing lists

Discussion only - I would like to ask some questions about the mailing lists

By Kathy

17. Summary of Carried Resolutions

- a) That Kathy Ernst is authorised to sign the Permissions Licence for Adam Mitchell Digital to digitally archive DTE material within the Rainbow Archives.
- b) Motion for the board to approve the form & refund for Danielle Ayzen

18. Actions Tasks from this meeting

- a) Kathy to sign and send the permission form to Leila Alayej

19. Director Inactivity Points from this meeting

7 September 2023 – seven directors present

20. Next Scheduled Meeting Date

5 October 2023

21. Meeting ended

9:37 pm