

Down-To-Earth (Vic) Cooperative Society Limited

Board Minutes

Date: 05/10/2023
Scheduled Start: 7:30 PM
Venue: n/a
Audio: <http://dte.coop/audiominutes>
Register on line: <https://dte.coop/register>
Zoom Connect: <https://dte.coop/zoom>
Phone Connect: (02) 8015 2088 Meeting ID Number 2362803699
Submit PDF version tp: secretary@dte.coop

#	Item	Raised by:
1	<u>Acknowledge and pay respect to the traditional owners and ongoing custodians of the land</u>	
	<p>When we gather in person, we meet on the stolen, unceded lands of the Woi Wurrung and Bunurong peoples of the Eastern Kulin Nation - CERES in so called Brunswick East is in Wurundjeri country.</p> <p>Indigenous sovereignty has never been ceded in Australia. It always was and always will be, Aboriginal land.</p> <p>We would like to pay our respects to the elders of these lands, past present and emerging, also to the elders of the lands you might be listening from.</p> <p>We recognise the past atrocities against Aboriginal and Torres Strait Islander peoples of this land and that Australia was founded on the genocide and dispossession of First Nations people.</p> <p>We should endeavor 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.</p>	
2	<u>Meeting Started</u>	<i>Procedural</i>
	7:42 PM	
3	<u>Meeting coordinators</u>	<i>Procedural</i>
	<p>Chairperson: Lance Nash Minute Keeper: Robin macpherson Zoom Host/s: Attendance monitor:</p>	
4	<u>Attendance</u> Board Meeting attendance register	<i>Procedural</i>

<https://dte.coop/online/brd-attendance>

Brian Denham - D
David Cameron
John Magor
Kathy Ernst - D

Kevin Taylor
Lance Nash - D
Mark Rasmussen
Peter Tippett

Ray Higgins
Rick Gill
Robin Macpherson - D
Shardae-Breeane Reed - D
Susan Helson - D

D - Director

5 Director Inactivity Credits at start of meeting

INACTIVITY CREDITS LOST

<u>Date</u>	<u>Kathy</u>	<u>Robin</u>	<u>Susie</u>	<u>Brian</u>	<u>Malcolm</u>	<u>Shardae</u>	<u>Lance</u>
<u>5/9/23</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>37/8/23</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>4</u>	<u>0</u>	<u>0</u>
<u>6/7/23</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>1/6/23</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>4/5/23</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>
<u>6/4/23</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>2/3/23</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>2/2/23</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>5/1/23</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	4	4	4	4	8	4	4

6 Confirmation of previous minutes

Procedural

Previous Minutes Dated : 07/09/2023 [Minutes](#) - [Audio](#) - [Chat](#)

Corrections:

1. Nothing

*Mvd: Malcolm Mathews
Sec: Suzi Helson
PBC*

7 Matters Arising

Procedural

1. Nothing

8 Action Tasks - [Tasks Sheet](#)

Board Action List

1. Gas Bottles and fuel - Ongoing - BD MM
2. Complaints File - Ongoing - LH SR
3. ANZ - Ongoing - LH
4. Moderator access - Ongoing - RM - Mod to email board

	<p>5. Copyright enquiry - Digital Archive - Completed - KE</p> <p>6. Insurance - Completed - SH</p> <p>7. Bendigo Bank term deposit - Ongoing - MM LH</p> <p>8. Activity Forms reminder - Ongoing - LN</p> <p>9. Thank you email - Ongoing - LN</p> <p>10. Water Allocation sale - Completed - KE</p>	
9	Correspondence - List	
	<p>INCOMING</p> <p>2023-09-08 Murray LLS - update.pdf</p> <p>2023-09-08 transgrid - submission.pdf</p> <p>2023-09-09 Leila Alayej - Permissions Licence countersigned.pdf</p> <p>2023-09-11 Telstra - account.pdf</p> <p>2023-09-15 Regional Roundup ed 45.pdf</p> <p>2023-09-15 Servers Aust - Invoice-751434.pdf</p> <p>2023-09-17 Kathy Ernst - Secretary position.pdf</p> <p>2023-09-20 transgrid - EOI.pdf</p> <p>2023-09-22 Water NSW - Invoice.pdf</p> <p>2023-09-22 Murray LLS - animal health update.pdf</p> <p>2023-09-22 Water NSW - Customer Newsletter Regulated Q4 Sept.pdf</p> <p>2023-09-27 Letter to Marty Schwarz.pdf</p> <p>2023-09-27 Letter ti Marty Schwarz.pdf</p> <p>2023-09-27 Servers Australia Invoice #751434b.pdf</p> <p>2023-09-27 ReMarty Schwartz - Down To Earth.pdf</p> <p>2023-09-27 Servers Australia Invoice #751434.pdf</p> <p>2023-09-27 Bendigo Bank Statement.pdf</p> <p>2023-09-28 AGM call for nominations, motions.pdf</p> <p>2023-09-28 Re: [Directors] FYE23 Unreconciled Transactions at 11.8.2023 01.pdf</p> <p>2023-09-28 Re: [Directors] FYE23 Unreconciled Transactions at 11.8.2023 02.pdf</p> <p>2023-09-28 Re: AGM call for nominations, motions 01.pdf</p> <p>2023-09-28 Re: AGM call for nominations, motions.pdf</p> <p>2023-09-29 Invoice Payment Confirmation.pdf</p> <p>2023-09-29 Your voice matters: express your interest to join the VNI West Community Consultative Group by next Friday 6 October.pdf</p> <p>2023-10-01 MySAU Monthly Account Status Summary for DOWN TO EARTH (VIC) CO-OPERATIVE SOCIETY LTD.pdf</p> <p>2023-10-02 Re: [DTE Active Members] DTE - Notice of 2023 AGM and call for Nominations Shan Fleming.pdf</p> <p>2023-10-03 DTE Volunteer Activity Contribution.pdf</p> <p>2023-10-03 Motions for Directors' Meeting 5:10:2023.pdf</p> <p>2023-10-04 Re: New membership.pdf</p> <p>2023-10-05 Fwd: Insurance COCs.pdf</p> <p>OUTGOING</p> <p>2023-09-07 Transgrid - contact details.pdf</p> <p>2023-09-07 Leila Alayej - Permissions licence.pdf</p> <p>2023-09-27 Down To Earth - Marty Schwartz.pdf</p> <p>2023-10-02 [DTE Active Members] DTE - Notice of 2023 AGM and call for Nominations.pdf</p> <p>INCOMING (Confidential)</p> <p>-</p>	<p><i>Mvd: Brian Denham</i></p> <p><i>Sec: Lance Nash PBC</i></p>

	OUTGOING (Confidential) -																															
	Matters Arising from Correspondence																															
	<ul style="list-style-type: none"> - Members who do not wish to receive notices - CNL stipulates certain notices to members must be sent - Member continue to receive notices 																															
10	Membership and Activity forms																															
10.01	That folio# 1951 Callum Orr-Millis be approved as a member of Down To Earth (Vic) Co-op Soc Ltd. I have verified documents and payment for shares.	<i>Mvd: Lance Nash Sec: SH PBC</i>																														
11	Budgets - Funding Applications																															
	1. Nothing																															
12	Payments																															
	1. Nothing																															
11	Relevant Forms & Folders																															
	FUNDING APPLICATIONS FORM - https://dte.coop/budgets MEMBERSHIP APPLICATION FORM - https://dte.coop/membership ACTIVITY FORM - https://dte.coop/activity-form																															
12.1	Motions By Circular																															
	<table border="1"> <thead> <tr> <th>proposed</th> <th>passed</th> <th>Motion</th> <th>K E</th> <th>S H</th> <th>M M</th> <th>S R</th> <th>B D</th> <th>R M</th> <th>L N</th> </tr> </thead> <tbody> <tr> <td>25/09</td> <td>26/09</td> <td>I propose that due to the resignation of DTE Secretary the Board appoints Robin Macpherson as Acting Secretary. Replace this section with table</td> <td></td> <td>P</td> <td></td> <td>Y</td> <td>Y</td> <td>Y</td> <td>N</td> </tr> <tr> <td>21/09</td> <td>26/09</td> <td>Confidential MBC which is currently still in negotiation.</td> <td>N</td> <td>P</td> <td>N</td> <td>Y</td> <td>Y</td> <td></td> <td>Y</td> </tr> </tbody> </table>	proposed	passed	Motion	K E	S H	M M	S R	B D	R M	L N	25/09	26/09	I propose that due to the resignation of DTE Secretary the Board appoints Robin Macpherson as Acting Secretary. Replace this section with table		P		Y	Y	Y	N	21/09	26/09	Confidential MBC which is currently still in negotiation.	N	P	N	Y	Y		Y	
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13	Agenda Items Motions																															
13.1	Obtaining a dte@ax3.com.au email address																															
02/10/23 22:13:38	Through AX3 the email address dte@ax3.com.au costing 14.95 pcm is purchased and used as the contact email for the auditor **Secretary to write to OC advising them of the addition to the auto debit	<i>Mvd: Robin Macpherson Sec: Shardae Reed PBC</i>																														
13.2	Appointment Ellen Brogan to update Shares Register																															
03/10/23 21:40:30	That arrangements be made to enable Ellen Brogan, who is now working with the Membership Committee, to access the DTE Membership Register to effect changes to membership details. **Mark R to be in touch with Ellen B	<i>Mvd: Lance Nash Withdrawn</i>																														
13.3	Authorise Lance Nash to contact medical service providers																															

03/10/23 21:45:20	That Lance Nash be authorised to contact the First Aid provider and the Doctor who provided services at ConFest 2023 to ascertain whether they are prepared to offer similar services at an Easter ConFest in 2025 and if so, at what approximate Cost.	<i>Mvd: Lance Nash Withdrawn</i>
13.4	<u>Ascertain availability and hire cost of medical buggy for ConFest 2024</u>	
03/10/23 21:48:58	That Malcolm Matthews be asked to contact the supplier of the Medical Buggy used at last ConFest to ascertain approximate cost and availability next Easter.	<i>Mvd: Lance Nash Withdrawn</i>
13.5	<u>Check availability of Disability Portaloos.</u>	
03/10/23 21:51:51	That Lance Nash be authorised to seek quotes from Swan Hill Hire for the supply of four Disability Portaloos for next ConFest. No committment will be made as there is the possibility of constructing Units to sit over pit latrines.	<i>Mvd: Lance Nash Withdrawn</i>
13.6	<u>Cameras on site at Woorooma</u>	
04/10/23 21:35:10	I propose Directors are given access to any camera's operating onsite at Woorooma	<i>Withdrawn</i>
13.7	<u>Reduce Balance of Debtors against Provision for Doubtful Debts</u>	
04/10/23 21:57:25	I propose that we advise our Bookkeeper to reduce the debtors balance from \$18,285.04 by \$15,977.52 against the Provision for Doubtful Debt. The remaining balance of \$2,307.52 will remain in Debtors as this debt is still under investigation. **The secretary write to the bookkeeper of the decision	<i>Mvd: Sue Helson Sec: Malcolm Matthews PBC</i>
13.8	<u>Board asks Kathy Ernst to provide Gmail account credentials</u>	
04/10/23 23:06:05	Kathy Ernst pass on the credentials to DTE Board - dteboarddocs@gmail.com and Secretary correspondence to the Secretary User	<i>Withdrawn</i>
13.9	<u>Personal phone expenditure</u>	
	That the person who paid \$927.70 for their mobile phone from their DTE Bendigo Bank accounts after the June 2020 SGM is requested to refund that money to DTE and if not refunded after one month an invoice is raised and this person does not receive any more DTE funding, (either in advance or as reimbursement of expenditure) until this money is refunded to DTE.	<i>Mvd: Kathy Ernst Sec: Malcolm Matthews Failed</i>
13.10	<u>Setting up Co-op Gmail accounts</u>	
	We set up dte.secretary@gmail.com and dte.board@gmail.com and transfer all Board and secretarial documentation to their respective email	<i>Mvd: Robin Macpherson Sec: Lance Nash PBC</i>
	Attendance Record for tonight	
	No director lost points from tonight	
14	<u>Carried Resolutions</u>	<i>Procedural</i>
	<ol style="list-style-type: none"> 1. Through AX3 the email address dte@ax3.com.au costing 14.95 pcm is purchased and used as the contact email for the auditor 2. I propose that we advise our Bookkeeper to reduce the debtors balance from \$18,285.04 by \$15,977.52 against the Provision for Doubtful Debt. The remaining balance of \$2,307.52 will remain in Debtors as this debt is still under investigation. 3. We set up dte.secretary@gmail.com and dte.board@gmail.com and transfer all Board and secretarial documentation to their respective email 	
14	<u>Next Meeting Date & Time Confirmation (or expectation)</u>	<i>Procedural</i>
	02/11/2023 at 7:30PM	
15	<u>Meeting Ended</u>	<i>Procedural</i>
	10:00PM	