

Down-To-Earth (Vic) Cooperative Society Limited

# Board Minutes

**Date:** 02/11/2023  
**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	<b><u>Acknowledge and pay respect to the traditional owners and ongoing custodians of the land</u></b>				
	We meet and gather on the lands of many Aboriginal nations. We pay our respects to their elders past, present and emerging. We are ever mindful that the First Nations have never ceded sovereignty.	Lance Nash			
2	<b><u>Meeting Started</u></b>	Procedural			
	07:45 PM				
3	<b><u>Meeting coordinators</u></b>	Procedural			
	<b>Chairperson: Robin Macpherson</b> <b>Minute Keeper: Robin Macpherson</b> <b>Zoom Host/s:</b> <b>Time Keeper: Andrew McLean</b> <b>Attendance monitor:</b>				
4	<b><u>Attendance</u></b> <b>Board Meeting attendance register</b> <a href="https://dte.coop/online/brd-attendance">https://dte.coop/online/brd-attendance</a>	Procedural			
	<table border="1"> <tr> <td>                     Andrew Mclean                      Brian Denham - D                      David Wolfe                      Ellen Brogan                      Kathy Ernst - D                      Lance Nash - D                 </td> <td>                     Malcolm Matthews - D                      Mark Rasmussen                      Peter Tippet                      Ray Higgins                 </td> <td>                     Rick Gill                      Robin Macpherson - D                      Shardae-Breeane Reed - D                      Susan Helson - D                 </td> </tr> </table> <p>D=Director - Can Vote</p>	Andrew Mclean Brian Denham - D David Wolfe Ellen Brogan Kathy Ernst - D Lance Nash - D	Malcolm Matthews - D Mark Rasmussen Peter Tippet Ray Higgins	Rick Gill Robin Macpherson - D Shardae-Breeane Reed - D Susan Helson - D	
Andrew Mclean Brian Denham - D David Wolfe Ellen Brogan Kathy Ernst - D Lance Nash - D	Malcolm Matthews - D Mark Rasmussen Peter Tippet Ray Higgins	Rick Gill Robin Macpherson - D Shardae-Breeane Reed - D Susan Helson - D			
5	<b><u>Director Inactivity Credits at start of meeting</u></b>				

## **INACTIVITY CREDITS LOST**

<b><u>Date</u></b>	<b><u>Kathy</u></b>	<b><u>Robin</u></b>	<b><u>Susie</u></b>	<b><u>Brian</u></b>	<b><u>Malcolm</u></b>	<b><u>Shardae</u></b>	<b><u>Lance</u></b>
<b><u>2/11/23</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>
<b><u>5/10/23</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>
<b><u>5/9/23</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>
<b><u>37/8/23</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>4</u></b>	<b><u>0</u></b>	<b><u>0</u></b>
<b><u>6/7/23</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>
<b><u>1/6/23</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>
<b><u>4/5/23</u></b>	<b><u>4</u></b>	<b><u>4</u></b>	<b><u>4</u></b>	<b><u>4</u></b>	<b><u>4</u></b>	<b><u>4</u></b>	<b><u>4</u></b>
<b><u>6/4/23</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>
<b><u>2/3/23</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>
<b><u>2/2/23</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>
<b><u>5/1/23</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>
<b><u>Total</u></b>	<b><u>4</u></b>	<b><u>4</u></b>	<b><u>4</u></b>	<b><u>4</u></b>	<b><u>8</u></b>	<b><u>4</u></b>	<b><u>4</u></b>

<b>6</b>	<b>Confirmation of previous minutes</b>	<i>Procedural</i>
	<p><b>Previous Minutes Dated :</b> 05/10/2023 <a href="#">Minutes</a> - <a href="#">Audio</a> - <a href="#">Chat</a></p> <p><b>Corrections:</b></p> <ol style="list-style-type: none"> <li>Malcolm Mathews was present at 5/10/2023 Meeting</li> </ol>	<p><i>Mvd: Suzi Helson Sec: Brian Denham PBC</i></p>
<b>7</b>	<b>Matters Arising</b>	<i>Procedural</i>
<b>8</b>	<b>Board Action List</b> - <a href="#">Tasks Sheet</a>	
	<ol style="list-style-type: none"> <li>Gas Bottles and Fuel - Ongoing - BD MM - Container availability</li> <li>Complaints Corner - Ongoing - LN SR - Developing &amp; Documenting Processes</li> <li>ANZ Bank &amp; Sigs - Ongoing - LN - Defer to Correspondence</li> <li>Moderator access - Ongoing - RM - Mod to email board</li> <li>Bendigo Bank term deposit - Ongoing - MM LN - Term Expiring shortly</li> <li>Activity Forms reminder - Completed - LN</li> <li>Thank you email - Completed - LN</li> </ol>	
<b>9</b>	<b>Correspondence</b> - <a href="#">List</a>	

**Incoming**

- 20231005 Re additional fee to the AX3 account.pdf
- 20231006 RE Links for finance reports.pdf
- 20231006 Re reducing Debtors.pdf
- 20231006 October regional update.pdf
- 20231006 VNI West Preferred Corridor Report.pdf
- 20231007 RE Small Assets review.pdf
- 20231009 Update details request link.pdf
- 20231009 RE Kevin Taylor account.pdf
- 20231009 Re: RE Kevin Taylor account.pdf
- 20231010 Your Telstra Business Email Bill - 1005350900.pdf
- 20231010 The Co-op Federation 2023 AGM - Call For Nominations.pdf
- 20231010 Important update about parcel collection notifications.pdf
- 20231012 Member Complaint.pdf
- 20231012 Important update about upcoming maintenance.pdf
- 20231018 RE Coding changes to small assets.pdf
- 20231018 Upcoming changes to our Standard Terms of Use.pdf
- 20231021 RE: Concerning your active status at Down To Earth.pdf
- 20231021 Prepared Notice for AGM.pdf
- 20231021 Prepared Notice for AGM attach2.pdf
- 20231022 Confirmation of email address for DTE.pdf
- 20231023 Re: DTE Transaction receipt.pdf
- 20231024 RE: Written Confirmation request DTE - Peter Tippett.pdf
- 20231024 RE: Prepared Notice for AGM.pdf
- 20231024 Re: [Directors] Prepared Notice for AGM.pdf
- 20231024 Re Message from Kristi.pdf
- 20231024b Re: Prepared Notice for AGM.pdf
- 20231025 Re: Prepared Notice for AGM.pdf
- 20231025 Re: Prepared Notice for AGM Attach.pdf
- 20231025 The Co-op Federation - 2023 AGM Notice.pdf
- 20231026 RE: Written Confirmation request DTE - Peter Tippett Inv 3191.pdf
- 20231026 RE: Written Confirmation request DTE - Peter Tippett.pdf
- 20231027 December SGM Call for Motions 202312 CallForResolutions.pdf
- 20231027 December SGM Call for Motions.pdf
- 20231028 Refund Confest.pdf
- 20231028 Re: Refund Confest.pdf
- 20231030 Re: Origin Energy Account.pdf
- 20231030 Woorooma cameras.pdf
- 20231030 Fw: [Directors] Bank signatory motion.pdf
- 20231030 Your Origin electricity bill.pdf
- 20231030 Bank signatory motion.pdf
- 20231030 Your contact details have changed.pdf
- 20231030 Re: [Directors] Bank signatory motion.pdf
- 200231031 Verify Your UI SSO Account Email.pdf
- 200231031 Important update about upcoming maintenance.pdf
- 200231101 Re: Fwd: Confirmation of email address for DTE.pdf
- 200231101 Board Agenda Items (GMail): Form submissions detected.pdf
- 20231101 Your message to Active-Members awaits moderator approval.pdf
- 20231102 Re: [DTE Active Members] DTE Call For Resolutions for.pdf
- 20231102 You are invited to attend a metering review info session.pdf
- 20231102 Board Agenda Items (GMail): Form submissions detected.pdf

*Mvd: Brian  
Denham  
Sec: Suzi Helson  
PBC*

	<p><b>Outgoing</b></p> <ul style="list-style-type: none"> <li>• 20231005 Re additional fee to the AX3 account.pdf</li> <li>• 20231006 Re reducing Debtors.pdf</li> <li>• 20231012 Fwd: Member Complaint.pdf</li> <li>• 20231020 Fwd: Correspondence to Secretary.pdf</li> <li>• 20231020 Correspondence to Secretary.pdf</li> <li>• 20231020 Concerning your active status at Down To Earth.pdf</li> <li>• 20231022 Fwd: Confirmation of email address for DTE.pdf</li> <li>• 20231023 DTE Transaction receipt.pdf</li> <li>• 20231024 Fwd: RE: Written Confirmation request DTE - Peter Tippett.pdf</li> <li>• 20231024 Written Confirmation request DTE - Peter Tippett.pdf</li> <li>• 20231025 Notice of DTE AGM Monday 13th November 2023.pdf</li> <li>• 20231025b Notice of DTE AGM Monday 13th November 2023.pdf</li> <li>• 20231025b Notice of DTE AGM Monday 13th November 2023 Attach.pdf</li> <li>• 20231029 Fwd: Refund Confest.pdf</li> <li>• 20231029 Fwd: RE: Written Confirmation request DTE - Peter Tippett.pdf</li> <li>• 20231029 Fwd: Re: Refund Confest.pdf</li> <li>• 20231030 Origin Energy Account.pdf</li> <li>• 20231101 DTE Call For Resolutions for.pdf</li> </ul>																							
<b>10</b>	<b>Membership and Activity forms - <a href="#">Link</a></b>																							
	<b>Additions</b>																							
	1951 Christopher Toogood	<i>Mvd: Lance Nash Sec: Suzi Helson PBC</i>																						
	<b>Cancellations</b>																							
	The board ratifies the cancellation of Vince Logiusto membership.	<i>Mvd: Suzi Helson Sec: Lance Nash PBC</i>																						
<b>11</b>	<b>Budgets - <a href="#">Funding Applications</a></b>																							
	<ol style="list-style-type: none"> <li>1. Legal Mark Williams 594 - <a href="#">Link</a> <ol style="list-style-type: none"> <li>a. Suzie Helson to pay account</li> </ol> </li> </ol>	<i>Mvd: Suzi Helson Sec: Lance Nash PBC</i>																						
<b>12</b>	<b>Payments</b>																							
<b>12.1</b>	<b>Motions By Circular - <a href="#">List</a></b>																							
	<table border="1"> <thead> <tr> <th>prop osed</th> <th>pas sed</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> <th>#</th> </tr> </thead> <tbody> <tr> <td>2/11</td> <td>2/11</td> <td>The board re-affirms the decisions of previous boards to remove Malcolm Mathews from the financial administration of Down To Earth co-operative. The board also agrees to advise AX3 and BLN to no longer communicate with Malcolm Mathews</td> <td>N</td> <td>Y</td> <td></td> <td>P</td> <td>Y</td> <td>Y</td> <td>Y</td> <td>5</td> </tr> </tbody> </table>	prop osed	pas sed	Motion	K E	S H	M M	S R	B D	R M	L N	#	2/11	2/11	The board re-affirms the decisions of previous boards to remove Malcolm Mathews from the financial administration of Down To Earth co-operative. The board also agrees to advise AX3 and BLN to no longer communicate with Malcolm Mathews	N	Y		P	Y	Y	Y	5	
prop osed	pas sed	Motion	K E	S H	M M	S R	B D	R M	L N	#														
2/11	2/11	The board re-affirms the decisions of previous boards to remove Malcolm Mathews from the financial administration of Down To Earth co-operative. The board also agrees to advise AX3 and BLN to no longer communicate with Malcolm Mathews	N	Y		P	Y	Y	Y	5														

			in regards to co-operative matters												
	24/10	24/10	<p>I propose that the Board approves the disbursement of \$5,500, from the accrued \$11,446 for Community Funding, to the following nominated organisations in the Moulamein Community.</p> <p>* Mrs Eddie Lewis - Operation Christmas Child \$1000  * Shantal Sherman, Business Manager Moulamein Preschool Inc \$2,500  * Moulamein Mens Shed \$1000  * The Moulamein Community Trust \$1000</p> <p>If this is approved by the Board Suzie Helson will disburse monies and provide receipts from these Organisations.</p>		P		Y	Y	Y	Y	Y	5			
	23/10	24/10	<p>I propose that the Board approves the attached letter to Ray Higgins and that Lance Nash sends it to Ray on behalf of the Board - <a href="#">Link</a></p>		Y		Y	Y	Y	P		5			
	20/10	22/10	<p>I propose that the Board approves the letter to Peter Tippett and the Secretary emails this out on behalf of the Board post haste. - <a href="#">Link</a></p>	N	P		Y	Y	Y	Y		5			
<b>13.</b>	<b>Agenda Items Motions</b>														
<b>13.01</b>	<b>To Record Membership Status changes</b>														
	<p>That the Board accepts the list of members who have had their membership status changed from active to inactive as provided by the membership committee.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;"> 29 William Elliott  538 Matti Hanane  597 Peter Cruise  1131 Donald Royal  1385 Marc Cohen  1521 Jennifer Edge  1620 Richard Cruise  1655 Grant Waldram  1665 Robert Hemingway  1674 Michael Kennedy  1684 Philip Bateman  1690 Stephen Poynton </td> <td style="width: 33%;"> 1796 Stephen Moss  1797 Tom Robinson  1798 Sean Rowe  1804 Mikoto Araki  1807 Aram O'Mara  1808 Michael Quinn  1809 Grahame Gibson  1810 Peter Tippett  1813 Stephen Rowles  1816 Eric Doriean  1822 Susan Scholem  1824 Darren Underwood </td> <td style="width: 33%;"> 1879 Kalem Moore  1880 Jordan Hammond  1882 Penelope Donovan  1883 Jeffrey Caruss  1884 Yvonne Jemmeson  1885 Shan Fleming  1886 Graham Fleming  1887 Alisha Lawrie  1891 Daniel Smith  1892 Elizabeth Bell  1893 Naomi Anderson  1894 Sarah Wilson </td> </tr> </table>											29 William Elliott 538 Matti Hanane 597 Peter Cruise 1131 Donald Royal 1385 Marc Cohen 1521 Jennifer Edge 1620 Richard Cruise 1655 Grant Waldram 1665 Robert Hemingway 1674 Michael Kennedy 1684 Philip Bateman 1690 Stephen Poynton	1796 Stephen Moss 1797 Tom Robinson 1798 Sean Rowe 1804 Mikoto Araki 1807 Aram O'Mara 1808 Michael Quinn 1809 Grahame Gibson 1810 Peter Tippett 1813 Stephen Rowles 1816 Eric Doriean 1822 Susan Scholem 1824 Darren Underwood	1879 Kalem Moore 1880 Jordan Hammond 1882 Penelope Donovan 1883 Jeffrey Caruss 1884 Yvonne Jemmeson 1885 Shan Fleming 1886 Graham Fleming 1887 Alisha Lawrie 1891 Daniel Smith 1892 Elizabeth Bell 1893 Naomi Anderson 1894 Sarah Wilson	<p><i>Mvd: Suzi Helson  Sec: Brian Denham  PBC</i></p>
29 William Elliott 538 Matti Hanane 597 Peter Cruise 1131 Donald Royal 1385 Marc Cohen 1521 Jennifer Edge 1620 Richard Cruise 1655 Grant Waldram 1665 Robert Hemingway 1674 Michael Kennedy 1684 Philip Bateman 1690 Stephen Poynton	1796 Stephen Moss 1797 Tom Robinson 1798 Sean Rowe 1804 Mikoto Araki 1807 Aram O'Mara 1808 Michael Quinn 1809 Grahame Gibson 1810 Peter Tippett 1813 Stephen Rowles 1816 Eric Doriean 1822 Susan Scholem 1824 Darren Underwood	1879 Kalem Moore 1880 Jordan Hammond 1882 Penelope Donovan 1883 Jeffrey Caruss 1884 Yvonne Jemmeson 1885 Shan Fleming 1886 Graham Fleming 1887 Alisha Lawrie 1891 Daniel Smith 1892 Elizabeth Bell 1893 Naomi Anderson 1894 Sarah Wilson													

	1699 Jennifer Tarr 1709 Kevin Garber 1710 Ellen Brogan 1713 Kate Shapiro 1714 Dominic Greene 1716 Michelle Baker 1739 Pablo Wilbert 1744 Troy Reid 1749 Dale Mcdonald 1752 Barry Simmonds 1762 Denise Banville 1766 Richard Woodgate 1778 Viola Morris 1790 Peter Hinchey	1827 Geoffrey Howes 1835 Vince Logiusto 1838 Zoe Johnson 1842 Jenna Trostle 1845 Juliet Jae 1849 Joshua Allen 1850 Rohan Levy 1852 Nina Schoenborn 1854 Victor Whitewood 1856 Zoe Ryan 1865 Kobi Morsman 1866 Helen Adams 1867 Ingrid Moge 1868 Solomon Danino 1871 Matthew Peers 1873 Colleen Tucker 1875 Jude Murray 1878 Xavier Jurgens	1895 Adrian Whitehead 1898 Enzo Nazario 1899 Leharna Black 1901 Austin Barling 1906 Ashleigh Wilson 1909 Matthew Cengia 1910 Lindsay Ward 1911 Jessica Moore 1912 Simon von Shearing 1913 Sarah Sargan 1914 Katherine Armstrong 1915 Chris Wilson 1918 Marcia Kaye Svenson	
<b>14</b>	<b><u>Carried Resolutions</u></b>			<i>Procedural</i>
	1. That the Board accepts the list of members who have had their membership status changed from active to inactive as provided by the membership committee.			
<b>14</b>	<b><u>Next Meeting Date &amp; Time Confirmation (or expectation)</u></b>			<i>Procedural</i>
	07/12/2023 at 7:30PM			
<b>15</b>	<b><u>Meeting Ended</u></b>			<i>Procedural</i>
	9:33PM			