

Board Minutes

Date: 07/12/2023

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> | | | | |
| | 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. | Rick Gill | | | |
| 2 | <u>Meeting Started</u> | Procedural | | | |
| | 7:40 PM | | | | |
| 3 | <u>Meeting coordinators</u> | Procedural | | | |
| | Chairperson: Suzi Helson Minute Keeper: Ellen Brogan Zoom Host/s: Suzi Helson Attendance monitor: Robin Macpherson | | | | |
| 4 | <u>Attendance</u> Board Meeting attendance register https://dte.coop/online/brd-attendance | Procedural | | | |
| | <table border="1"> <tr> <td>Apologies: Brian Denham Malcolm Mathews</td> <td>Andrew Mclean Ellen Brogan Jack Wells Lance Nash Peter Tippet</td> <td>Ray Higgins Rick Gill Robin Macpherson Shardae-Breeane Reed Susan Helson</td> </tr> </table> | Apologies: Brian Denham Malcolm Mathews | Andrew Mclean Ellen Brogan Jack Wells Lance Nash Peter Tippet | Ray Higgins Rick Gill Robin Macpherson Shardae-Breeane Reed Susan Helson | |
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| | V = Can Vote | | | | |

5 Director Inactivity Credits at start of meeting

INACTIVITY CREDITS LOST

| <u>Date</u> | <u>Andrew</u> | <u>Robin</u> | <u>Susie</u> | <u>Brian</u> | <u>Malcolm</u> | <u>Shardae</u> | <u>Lance</u> |
|---------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| <u>7/12/23</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>4</u> | <u>0</u> | <u>0</u> |
| <u>2/11/23</u> | | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> |
| <u>5/10/23</u> | | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> |
| <u>5/9/23</u> | | | | | | | |
| <u>3/8/23</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>1/6/23</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>6/4/23</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>2/2/23</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>Total</u> | <u>0</u> | <u>4</u> | <u>4</u> | <u>4</u> | <u>8</u> | <u>4</u> | <u>4</u> |

6 Confirmation of previous minutes *Procedural*

Previous Minutes Dated : 02/11/2023 [Minutes - Audio - Chat](#)

*Mvd: RM
Sec: SH
PBC*

7 Matters Arising *Procedural*

None

8 Board Action List - [Tasks Sheet](#)

Board Action List Items
 20231204 Brian Denham request leave of absence
 SH - That we approve this leave but ask Brian to attend the next meeting. Brian's position as Fire Fighter is respected and understood.
 20231207 Malcolm Mathews requests leave of absence

| 9 | Correspondence | |
|---|--|---|
| | <p>InComing</p> <p>20121206 Re: Bill 23225 from The Co-operative Federation Ltd is due.pdf</p> <p>20231102 Next Confest errors on website.pdf</p> <p>20231104 Re: Fwd: Confirmation of email address for DTE.pdf</p> <p>20231106 AGM Reminder:Guest Speakers Announcement.pdf</p> <p>20231106 RE: Down To Earth - Malcom Mathews and Finance.pdf</p> <p>20231106: Re: Down To Earth - Malcom Mathews and Finance.pdf</p> <p>20231107 Invoice 23225 from The Co-op Federation for Down To Earth (Victoria) Co-operative Society Limited.pdf</p> <p>20231108 RE: Down To Earth - Malcom Mathews and Finance.pdf</p> <p>20231109 Your Telstra Business Email Bill - 1005350900.pdf</p> <p>20231111 December SGM Notice.pdf</p> <p>20231112 Re: [DTE Active Members] Supporting Document for the Biodiversity trust.pdf</p> <p>20231112 Bendigo Bank easysaver 3.5%.pdf</p> <p>20231112 RMW027 - Down to Earth Vic Coop - Final CA 7.8.2023 (1).pdf</p> <p>20231113 Fwd: DTE Balance Sheet FY 2023 with FY 2022 Comparison.pdf</p> <p>20231113 20230911 18 25 SGM Minutes.pdf</p> <p>20231113 Apology for not being able to attend tonight's AGM.pdf</p> <p>20231113 Re: [DTE Inactive Members] In regards to DTE Financial Reports for tonights AGM.pdf</p> <p>20231113 Fwd: Down to Earth Profit & Loss Statement Financial Year End 2023.pdf</p> <p>20231113 Fwd: 13 November 2023 AGM Minutes.pdf</p> <p>20231113 Re: [DTE Inactive Members] Supporting Document for the Biodiversity trust.pdf</p> <p>20231113 13 November 2023 AGM Minutes.pdf</p> <p>20231113 Fwd: Down to Earth VIC CoOperative Society Ltd Balance Sheet FYE 2023.pdf</p> <p>20231114 Re: [DTE Inactive Members] In regards to DTE Financial Reports for tonights AGM.pdf</p> <p>20231115 Re: [DTE Active Members] DTE Correspondence regarding AGM.pdf</p> <p>20231115 RE Director report to be linked to minutes.pdf</p> <p>20231115 Director's report.pdf</p> <p>20231115 RE Directors Report to be linked to minutes.pdf</p> <p>20231115b Director's report.pdf</p> <p>20231117 Regional Roundup - Edition 46 - November 2023.pdf</p> <p>20231117 Re: Re DTE Xero Access.pdf</p> <p>20231118 You're missing important mail.pdf</p> <p>20231118 Murray Mail Bag 2: Update Profile.pdf</p> <p>20231119 Email from Landcare.pdf</p> <p>20231120 13 November 2023 AGM Minutes.pdf</p> <p>20231122 Re: [DTE Inactive Members] Introductory information session on the NSW Biodiversity Conservation Trust Grant.pdf</p> <p>20231122b Re: [DTE Inactive Members] Introductory information session on the NSW Biodiversity Conservation Trust Grant.pdf</p> <p>20231124 VNI West November Newsletter.pdf</p> <p>20231128 Re: Remove Kathy Ernst access to Xero.pdf</p> <p>20231128 Your latest bill from WaterNSW for your groundwater licence 50AL504691 has arrived.pdf</p> <p>20231129 Mail.pdf</p> <p>20231130 Important update about upcoming maintenance.pdf</p> <p>20231130 Introducing: UniFi Express.pdf</p> | <p><i>Mvd: AM</i></p> <p><i>Sec: RM</i></p> <p><i>PBC</i></p> |

20231201 RE: Notification of changes to Down To Earth's officers.pdf
20231201 Complaint <Redacted>.pdf
20231202 Complaint lodged.pdf
20231203 Re: Meetings over next two weeks Biodiversity, Auditor, SGM.pdf
20231203 Here is the code you requested to verify Down To Earth Library on Google.pdf
20231203 Someone added you as their recovery email.pdf
20231204 Invoice INV-6225 from Big Little Numbers Pty Ltd for Down to Earth (VIC) Cooperative Society Ltd.pdf
20231204 Financials.pdf
20231205 December Co-op Federation Newsletter 🌞.pdf
20231205 Re: [DTE Active Members] Introductory information session on the NSW Biodiversity Conservation Trust Grant.pdf
20231206 Re: Bill 23225 from The Co-operative Federation Ltd is due.pdf
20231206 Have your say - Review of the NSW Murray and Lower Darling regulated rivers water sharing plan.pdf
20231206 Lead With Positive Purpose (with David Dodson).pdf
20231206 Bill 23225 from The Co-operative Federation Ltd is due.pdf
20231207 RE Leave of absent.pdf
20231207 What's New at Ubiquiti.pdf
20231207 Specialist Event Medical - Victoria (Invoice).pdf

Outgoing

20231102 Re: Next Confest errors on website.pdf
20231103 Down To Earth - Malcom Mathews and Finance.pdf
20231107 Re: Down To Earth - Malcom Mathews and Finance.pdf
20231109 Fwd: Your Origin electricity bill.pdf
20231112 Supporting Document for the Biodiversity trust.pdf
20231112 Notice of DTE SGM Tuesday 12th December 2023.pdf
20231112 Fwd: Your Telstra Business Email Bill - 1005350900.pdf
20231112b Notice of DTE SGM Tuesday 12th December 2023.pdf
20231113 In regards to DTE Financial Reports for tonights AGM.pdf
20231115 Re: Director's report.pdf
20231115 Re: RE Director report to be linked to minutes.pdf
20231115 Fwd: RE Directors Report to be linked to minutes.pdf
20231116 Re DTE Membership Register.pdf
20231116 Re DTE Xero Access.pdf
20231118 Fwd: Your Origin electricity bill.pdf
20231118 Fwd: Re: Re DTE Xero Access.pdf
20231120 Introductory information session on the NSW Biodiversity Conservation Trust Grant.pdf
20231122 Re Members meeting to discuss Financial Report.pdf
20231124 Fwd: VNI West November Newsletter.pdf
20231126 Re Daniels AX3 Audit Reply (Important Urgent).pdf
20231127 Remove Kathy Ernst access to Xero.pdf
20231128 Fwd: Your latest bill from WaterNSW for your groundwater licence 50AL504691 has arrived.pdf
20231129 Fwd: Complaint <Redacted>.pdf
20231201 Fwd: Complaint <Redacted>.pdf
20231201 Re: Complaint <Redacted>.pdf
20231201 Notification of changes to Down To Earth's officers.pdf
20231203 Access to the dir_inbox@.pdf

| | 20231203 Meetings over next two weeks Biodiversity, Auditor, SGM.pdf 20231204 Fwd: Invoice INV-6225 from Big Little Numbers Pty Ltd for Down to Earth (VIC) Cooperative Society Ltd.pdf 20231204 Fwd: Financials.pdf | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--------------|--|---|------------|--------|--------|--------|--------|--------|--------|--------|--------|-------|-------|---|--|---|--|---|--|---|---|--|--|--|--|--|--|--|--|--|--|--|
| 10 | Membership and Activity forms - Link | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | That the membership application for Rory Page be approved and that he be allocated Folio# 1952. Ray Higgins spoke towards Rory's application | <i>Mvd: LN Sec: SH PBC</i> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11 | Budgets - Funding Applications | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 1. _ 2. _ 3. _ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12 | Payments | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 4. _ 5. _ 6. _ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12.1 | Motions By Circular - List | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <table border="1"> <thead> <tr> <th>propo sed</th> <th>passe d</th> <th>Motion</th> <th>A M</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>14/11</td> <td>15/11</td> <td>That Lance Nash be authorised to roll over the balance of Down To Earth's Bendigo Bank Fixed Term account (\$558,364.52) into a three month fixed term account attracting a rate of 3.5% per annum.</td> <td></td> <td>Y</td> <td></td> <td>Y</td> <td></td> <td>Y</td> <td>P</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> | propo sed | passe d | Motion | A M | S H | M M | S R | B D | R M | L N | 14/11 | 15/11 | That Lance Nash be authorised to roll over the balance of Down To Earth's Bendigo Bank Fixed Term account (\$558,364.52) into a three month fixed term account attracting a rate of 3.5% per annum. | | Y | | Y | | Y | P | | | | | | | | | | | |
| propo sed | passe d | Motion | A M | S H | M M | S R | B D | R M | L N | | | | | | | | | | | | | | | | | | | | | | | |
| 14/11 | 15/11 | That Lance Nash be authorised to roll over the balance of Down To Earth's Bendigo Bank Fixed Term account (\$558,364.52) into a three month fixed term account attracting a rate of 3.5% per annum. | | Y | | Y | | Y | P | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 13. | Agenda Items Motions | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 13.01 | Appoint Banking Officer | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Banking needs a dedicated person to action changes for signatories, new bank accounts add new account holders to Dext etc Motion - That the board approves our bookkeeper to be appointed as the dedicated banking officer for DTE | <i>Mvd: SH Sec: LN PBC</i> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| | | |
|--------------|--|------------------------------------|
| 13..2 | Membership Access | |
| | <p>For ease of reconciling the membership records with the share capital account the bookkeeper needs access to Ax3's membership data</p> <p>Motion - That the Board approves read only access to Ax3's membership data for our Bookkeeper</p> | <p>Mvd: SH Sec: AM PBC</p> |
| 13.3 | Wix Platform for confest.org.au | |
| | <p>That DTE move to the WIX platform for www.confest.org.au and email management at a cost of up to \$1000 per year by 31/12/23</p> <p>Link</p> | <p>Mvd: AM Withdrawn</p> |
| 13.4 | Mailing lists and newsletters | |
| | <p>"That Andrew McLean be authorised to access the Confest mailing list and start newsletters to the larger ConFest community (from trybooking records) to aid communication and volunteer management by 31/12/23 "</p> <p>Amended Motion: That Andrew McLean be authorised to access the Confest mailing list and start newsletters to the larger ConFest community to aid communication and volunteer management by 31/12/23</p> <p>Link</p> <p>Action Item - RM to answer: When and where was it "discussed" to include an opt in box with tickets and for what purpose are people opting in?</p> | <p>Mvd: AM Sec: SH PBC</p> |
| 14 | Carried Resolutions | <i>Procedural</i> |
| | <ol style="list-style-type: none"> 1. That the correspondence is passed. 2. That the membership application for Rory Page be approved and that he be allocated Folio# 1952. 3. That Lance Nash be authorised to roll over the balance of Down To Earth's Bendigo Bank Fixed Term account (\$558,364.52) into a three month fixed term account attracting a rate of 3.5% per annum. 4. That the Board approves read only access to Ax3's membership data for our Bookkeeper. 5. That Andrew McLean be authorised to access the Confest mailing list and start newsletters to the larger ConFest community to aid communication and volunteer management by 31/12/23 6. That the Board accepts Brian Denhams leave of absence. | |
| 14 | <u>Next Meeting Date & Time Confirmation (or expectation)</u> | <i>Procedural</i> |
| | 09/01/2024 at 7:30PM | |
| 15 | <u>Meeting Ended</u> | <i>Procedural</i> |
| | 9.11 PM | |

