

Down-To-Earth (Vic) Cooperative Society Limited

# (Draft) Board Minutes

**Date:** 04/01/2024

**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 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.	<i>Read by Lance</i>			
2	<b><u>Meeting Started</u></b>	<i>Procedural</i>			
	7:47PM				
3	<b><u>Meeting coordinators</u></b>	<i>Procedural</i>			
	<b>Chairperson:</b> Suzie Helson <b>Minute Keeper:</b> Robin Macpherson <b>Zoom Host/s:</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>	<i>Procedural</i>			
	<table border="1"> <tbody> <tr> <td>Andrew Mclean Brett Dalton Brian Denham Charlie Dalton-Twist David Cameron</td> <td>David Wolfe Ian Hales Janni Vann Der Laan Jason Thomas Jessica Townsend</td> <td>Marte Kinder Peter Tipett Rick Gill Robin Macpherson Susan Helson</td> </tr> </tbody> </table>	Andrew Mclean Brett Dalton Brian Denham Charlie Dalton-Twist David Cameron	David Wolfe Ian Hales Janni Vann Der Laan Jason Thomas Jessica Townsend	Marte Kinder Peter Tipett Rick Gill Robin Macpherson Susan Helson	
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David Cruise	Lance Nash	
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V= Can Vote  
LOA - Shardae Reed

**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>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>0</u>
<u>7/9/23</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>3/8/23</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>2/2/24</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>4/1/24</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>4</u>	<u>0</u>	<u>0</u>
<b>Total</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>16</b>	<b>4</b>	<b>4</b>

\*No need to add more rows, show 12 meetings and change date accordingly

**6 Confirmation of previous minutes - [Board Minutes](#)** *Procedural*

**Previous Minutes Dated** : 07/12/2023 [Minutes - Audio - Chat](#)

- Discuss new way of approving minutes

*Mvd: LN  
Sec: SH  
PBC*

**7 Matters Arising** *Procedural*

1. None
- 2.

8	<b>Board Action List</b>	
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**Ongoing**

LN	ANZ Bank	

**Completed**

SEC	20231207 Malcolm Mathews requests leave of absence	
SEC	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.	
KE/EB	Complaints File	
BD	Gas Bottles	

**New**


9	<b><u>Correspondence</u></b>	
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**Incoming**

20231207 Fwd: RE Leave of absent.pdf  
 20231207 20231130 OC MINUTES AND 20231207 BOARD MINUTES.pdf  
 20231208 Re: Process Query - Legal 20231130 OC Minutes.pdf  
 20231208 Process Query - Legal 20231130 OC Minutes.pdf  
 20231210 FYE23 Annual BAS Ready for Signing and Lodging to ATO.pdf  
[20231210 Geco at Confest..pdf](#)  
 20231210 Sensitive- Approval of letter to Malcolm Matthew's.pdf  
 20231211 Re: [DTE Inactive Members] SGM Reminder - Biodiversity Info Session recordings.pdf  
 20231212 Conservation Covenant.pdf  
 20231214 New Rules Project Quote.pdf  
 20231214 Re: FYE23 Annual BAS Ready for Signing and Lodging to ATO.pdf  
 20231215 Your latest bill from WaterNSW for your Regulated water licence 50AL501142 has arrived.pdf

	<p>20231219 Re: [Directors] Fwd: Congratulations on your successful bid in the BCT Restoring Murray Woodlands Biodiversity and Carbon Tender.pdf  <a href="#">20231219 Congratulations on your successful bid in the BCT Restoring Murray Woodlands Biodiversity and Carbon Tender.pdf</a>  20231220 Re: [Directors] FYE23 Annual BAS Ready for Signing and Lodging to ATO.pdf  20231220b Re: [Directors] FYE23 Annual BAS Ready for Signing and Lodging to ATO.pdf  20231220c Re: [Directors] FYE23 Annual BAS Ready for Signing and Lodging to ATO.pdf  20231221 Mbrship Application Darin baker.pdf  20231221 Mbrship Application Mark Gray.pdf  20231221 Activity Form Murray Ross.pdf  20231222 Seasons Greetings 🌲.pdf  20231229 Domain: dte.coop Renew Now.pdf  20231230 February SGM.pdf  <a href="#">20231230 DNS re-establishment request.pdf</a>  20231231 Fwd: Appointment of providers - First Aid.pdf  20240102 Re: [Directors] An Acknowledgement of my Feedback.pdf  20240102 Transfer Request for dte.coop.pdf  20240103 24 Volunteer refunds.pdf  20240103 Transfer Request for dte.coop.pdf  20240103 Your enquiry (09240994) has been updated..pdf  20240104 Re: 24 Volunteer refunds.pdf</p> <p><b>Outgoing</b>  20231209 Secretary Alert - 200231209.pdf  20231210 SGM Reminder - Biodiversity Info Session recordings.pdf  20231215 Fwd: Your latest bill from WaterNSW for your Regulated water licence 50AL501142 has arrived.pdf  20231219 Fwd: Congratulations on your successful bid in the BCT Restoring Murray Woodlands Biodiversity and Carbon Tender.pdf  20231223 Mbrship Application Mark Gray.pdf  20231224 Re accessing the Google DTE:OC: Folder.pdf  20231226 Fwd: Activity Form Murray Ross.pdf  20231226 Mark Gray Membership.pdf  20231226 Fwd: Mbrship Application Darin baker.pdf  20231229 DTE - RTE starting place for a policy for asset register and disposal policy.pdf  20240102 Call for resolutions - DTE SGM Tuesday 20th February 2024.pdf  20240102 Notice of DTE SGM Tuesday 20th February 2024.pdf</p>										
<b>10</b>	<b>Membership and Activity forms - <a href="#">Link</a></b>										
	<p>That the following membership applications be approved</p> <table border="1" data-bbox="220 1644 735 1776"> <thead> <tr> <th>Folio #</th> <th>Surname</th> <th>Firstname</th> </tr> </thead> <tbody> <tr> <td>1953</td> <td>Baker</td> <td>Darin</td> </tr> <tr> <td>1954</td> <td>Gray</td> <td>Mark Alexander</td> </tr> </tbody> </table>	Folio #	Surname	Firstname	1953	Baker	Darin	1954	Gray	Mark Alexander	<p><i>Mvd: LN  Sec: SH  PBC</i></p>
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1953	Baker	Darin									
1954	Gray	Mark Alexander									
<b>11</b>	<b>Budgets - <a href="#">Funding Applications</a></b>										
	<b>Budget for Board Retreat</b>										

	That a budget of \$3,500 be approved for a Board Retreat. The following breakdown are estimates, travel reimbursement, \$1500, accommodation for 2 nights, \$1000, food, \$500, contingencies \$500  <a href="#">Link</a>	Mvd: SH Sec: BD PBC																				
<b>12</b>	<b><u>Payments</u></b>																					
<b>11</b>	<b><u>Relevant Forms &amp; Folders</u></b>																					
	<b>FUNDING APPLICATIONS FORM</b> - <a href="https://dte.coop/budgets">https://dte.coop/budgets</a> <b>MEMBERSHIP APPLICATION FORM</b> - <a href="https://dte.coop/membership">https://dte.coop/membership</a> <b>ACTIVITY FORM</b> - <a href="https://dte.coop/activity-form">https://dte.coop/activity-form</a>																					
<b>12.1</b>	<b><u>Motions By Circular - <a href="#">List</a></u></b>																					
	<table border="1"> <thead> <tr> <th>prop osed</th> <th>passed</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>22/12</td> <td>04/01</td> <td>That RA and AD McKenzie Pty Ltd and Specialist Event Medical - Victoria be appointed as First Aid Service Providers at ConFest 2024.</td> <td>Y</td> <td>Y</td> <td></td> <td>Y</td> <td></td> <td>Y</td> <td>P</td> </tr> </tbody> </table>	prop osed	passed	Motion	A M	S H	M M	S R	B D	R M	L N	22/12	04/01	That RA and AD McKenzie Pty Ltd and Specialist Event Medical - Victoria be appointed as First Aid Service Providers at ConFest 2024.	Y	Y		Y		Y	P	
prop osed	passed	Motion	A M	S H	M M	S R	B D	R M	L N													
22/12	04/01	That RA and AD McKenzie Pty Ltd and Specialist Event Medical - Victoria be appointed as First Aid Service Providers at ConFest 2024.	Y	Y		Y		Y	P													
<b>13.</b>	<b><u>Agenda Items Motions</u></b>																					
<b>13.01</b>	<b><u>Changes to Bendigo Bank Account Signatories</u></b>																					
	<p>We need to make changes to signatories to some of our Bendigo Bank accounts to enable us to access funds when required and to put in place changes necessitated by changes to office holders following from DTE's most recent Annual General Meeting.</p> <p>Motion: That the following changes be made to Down To Earth (Victoria) Co-op Soc Ltd's Bendigo Bank accounts.</p> <p>1. That Kathleen May Ernst be removed as a signatory to the Organising Committee Account (Account # 633 000 165 409 186), the ConFest Committee Account (Account # 633 000 165 409 434) and the Investment Account (Account # 633 000 156 881 872).</p> <p>2. That Andrew John McLean be added as a signatory to the Term Deposit Account (Account # 633 000 207 453 044), Organising Committee Account (Account # 633 000 165 409 186), the ConFest Committee Account (Account # 633 000 165 409 434) and the Investment Account (Account # 633 000 156 881 872).</p>	Mvd: LN Sec: RM PBC																				

	<p>3. That Kristi Liane Cairns be added as a signatory with no withdrawals to the Term Deposit Account (Account # 633 000 207 453 044).</p> <p>4. That Shardaee Breeane Reed, Brian Edward Denham, and Susan Lynette Helson be added as signatories to the Term Deposit Account (Account # 633 000 207 453 044). END</p>	
<b>13..2</b>		
		Mvd: __ Sec: __ PBC PBM Failed Withdrawn
<b>13.3</b>		
		Mvd: __ Sec: __ PBC PBM Failed Withdrawn
<b>14</b>	<b><u>Carried Resolutions</u></b>	<i>Procedural</i>
	<ol style="list-style-type: none"> <li>1. <b>Changes to Bendigo Bank Account Signatories</b></li> <li>2. <b>Budget for Board Retreat</b></li> <li>3. <b>Membership Application - Darin Baker Mark Gray</b></li> </ol>	
<b>14</b>	<b><u>Next Meeting Date &amp; Time Confirmation (or expectation)</u></b>	<i>Procedural</i>
	01/02/2024 at 7:30PM	
<b>15</b>	<b><u>Meeting Ended</u></b>	<i>Procedural</i>
	21:20	