

## Organising Committee

### Executive arm of DTE

## Minutes

Date: **27<sup>th</sup> October 2022**  
 Time: **7:30pm**  
 Venue: **Online via Zoom**  
 Online: <https://dte.coop/live.meeting>

#	Item	Raised by:		
1	<b><u>Meeting Started</u></b>	<i>Procedural</i>		
	8:00			
2	<b><u>Election of Chair</u></b>	<i>Procedural</i>		
	Confirmation of Chairperson: Mark Rasmussen 9:30 Peter tippet 9:45 Mark Rasmussen Confirm Minute Keeper: Malcolm Matthews Welcome to Country Suzzie Helson			
3	<b><u>Attendance</u></b>	<i>Procedural</i>		
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;">           Aaron Shipperlee            Darrylle Ryan            David cruise            John Reid            Kathy Ernst            Ian Hales            Lance Nash            Mark Helson            Peter Tippet            Robin Macpherson         </td> <td style="width: 50%; vertical-align: top;">           Malcolm Matthews            Mark Rasmussen            Rohan Levy            Suzzie Helson            Walter Padovani         </td> </tr> </table>	Aaron Shipperlee Darrylle Ryan David cruise John Reid Kathy Ernst Ian Hales Lance Nash Mark Helson Peter Tippet Robin Macpherson	Malcolm Matthews Mark Rasmussen Rohan Levy Suzzie Helson Walter Padovani	
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4	<b><u>Confirmation of Previous Meeting Minutes</u></b>	<i>Procedural</i>		
	<b>13/10/2022 OC Minutes</b> Moved Malcolm Matthews      Seconded: Peter Tippet      P.B.C.			
5	<b><u>Task Check List</u></b>	<i>Procedural</i>		
	<ul style="list-style-type: none"> <li>162 removed great wall de registered completed</li> <li>163 deregistering the White Territory completed</li> <li>243 contact to local machine ongoing</li> <li>5396 payments completed</li> <li>5397 password completed</li> <li>5400 payments completed</li> <li>13937 ongoing</li> </ul>			
6	<b><u>Correspondence / Payments</u></b>			
7	<b><u>WH&amp;S</u></b>	<i>Procedural</i>		
8	<b><u>Agenda Items from Previous OC Meeting</u></b>			
	<b>Item 14077 Budget for Servers Australia Payment</b>			
	Agenda details: The Servers Australia invoice for \$190.30 was due on 25/10/2022. As the value for the remaining FY2023	<i>Moved: Suzzie Helson Seconded: Malcolm</i>		

	<p>payments need more notice a budget for upcoming payments will be put to the next OC meeting.</p>	<p><i>Matthews PBC</i></p>
	<p>Motion: To approve the Budget Application for \$190.30 to pay the overdue Servers Australia Invoice for the period 25/10/2022 to 24/11/2022 and place this on Suzie Helson's Bendigo Bank Account.</p>	
	<p><b>Item 14078: Budget for the OC FY 2022-2023</b></p>	
	<p>Agenda details: I have produced a budget for a list of regular payments that the OC pays during the year. The list is Arcuri Insurance, AX3, Big Little Numbers, Council/Rates, CES, Optus, Origin, Red Energy, Telstra, Service Aust, Vic Roads, Zoom The total for the year is \$46,000.00 including a contingency amount of \$2666.90 So far, this financial year there has been expenditure of \$15,177.00 which leaves \$30,823.00 This does not include any transfer transactions. If this budget is approved then I will then discuss my next item on a process on how the OC will pay these accounts.  Motion: That this budget of \$46000.00 is approved for payments to the listed companies as the accounts become due.  Item by: Malcolm <a href="https://data.dte.org.au/files/get_file.php?id=1269">https://data.dte.org.au/files/get_file.php?id=1269</a></p>	<p><i>Moved: Malcolm Matthews Seconded: Robyn McPherson PBC</i></p>
	<p><b>Item No 14079 Process for paying OC accounts</b></p>	
	<p>Agenda details: The process Account is received via accounts@dte.org.au If the amount is similar to previous account, then I will send the details to the account signatures and ask for it to be paid. The account signatures (who are directors) will also have a look over the account and if anyone thinks that the amount is incorrect then the payment will not be made and will be referred to the OC I will inform the OC at the next meeting what has been paid. If the tax invoice amount looks excessive, I will refer the account to the next OC meeting with a report. I will monitor the payments against the budget throughout the year and if the total of payments is likely to excide the budget total, I will apply for</p>	

	another budget.	
	Motion: for discussion item deferred	
	Agenda item ID: 14075 Request for information from Fincom	
	<p>Agenda details:  A request for information be sent to fincom. Fincom is a sub committee of the OC and as there has been no meeting of fincom for a while I believe the OC should be update about what is happening with fincom</p> <p>Motion:  That the OC forward to Fincom by email with a request for an update of the following 1 When is the next meeting of Fincom? 2 Who are the current members of Fincom?</p> <p>Item by: Malcolm  Discussion deferred</p>	
	Agenda item ID: 14080 Email	
	<p>Agenda details:  What is going on with email. What needs to be done.  Motion: The OC writes to ICT requesting a list of email accounts that have been established and those that have access to them.  Item by: Peter Tippet  Quorum lost  No more discussion</p>	
	<b><u>Carried Resolutions</u></b>	<i>Procedural</i>
	•	
	<b><u>Actions to be taken</u></b>	<i>Procedural</i>
	• Suzz to transfer money	
	<b><u>Next Meeting Date &amp; Time Confirmation</u></b>	<i>Procedural</i>
	24/11/2022 7:30pm	
	<b><u>Meeting Ended</u></b>	<i>Procedural</i>
	10:25pm	