

Organising Committee

Meeting Minutes

Date: Wednesday 26th November 2020
Scheduled Start: 7.30 PM
Venue: Ceres Learning Centre, Lee St East Brunswick
Audio: <http://dte.org.au/audiominutes>
Register on line: <https://dte.coop/live.meeting>
Zoom Connect: <https://dte.coop/to/zoom>
Phone Connect: (02) 8015 2088 Meeting ID Number 2362803611

#	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. Sovereignty has never been ceded. It always was and always will be, Aboriginal land. 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.	
2	<u>Meeting Started</u>	<i>Procedural</i>
	8:01 PM	
3	<u>Meeting coordinators</u>	<i>Procedural</i>
	Chairperson: Trevor Pitt 1767 Minute Keeper: Melody Braithwaite Host: Trevor Pitt	
4	<u>Attendance</u>	<i>Procedural</i>
	1. Braithwaite Melody 2. Brock Elisa 3. Cruise David 4. Ernst Kathy 5. Fitzpatrick Skye 6. Gill Rick 7. Hales Ian 8. Helson Mark 9. Helson Suzie 10. Hunt Lindy 11. Macpherson Robin 12. Magor John 1841 13. Matthews Malcolm 14. Moerkerken Deb 15. Morsman Tania 1820 16. Pinney Bruce 17. Pitt Trevor 1767 18. Reid John** 19. Ryan Darrylle 20. Taylor Kevin 21. Tippett Peter 22. Wells Jack 23. Wilkinson Andrew Apologies: Sarah Kate	

5	Confirmation of previous minutes	<i>Procedural</i>
5.1	<p>Previous Minutes from the 16 September 2020</p> <p>Motion to accept the minutes of the meeting held Monday 16 September 2020.</p>	<p><i>Moved by Tania Morseman</i></p> <p><i>Seconded by Trevor Pitt PBC</i></p>
5.2	<p>Previous Minutes from 12 November 2020</p> <p>Motion to accept the minutes of the meeting held Monday 12 November 2020 with the amendments as noted below.</p> <p>Amendments to Minutes</p> <ul style="list-style-type: none"> • Gary Lasky - correct spelling • Item 12856 Correctly noted how the \$27,000 was approved, but not distributed; as matter has been referred to the Board, it should be removed from the Carried Resolutions. 	<p><i>Moved by Kathy Ernst</i></p> <p><i>Seconded by Suzie Helson PBC</i></p>
6	Matters Arising	<i>Procedural</i>
6.1	<p>Motor Vehicle Registration</p> <ul style="list-style-type: none"> • Coral Larke sent the Motor Vehicles list to the OC email • Asset Management should be reporting to OC what motor vehicles including trailers and insurances are being renewed 	
6.2	<p>Coordination Group for Change of Auditors - to be progressed after AGM, ideally auditors and accountants who work in Xero - need to be interviewed.</p>	<i>Work in progress</i>
6.3	<p>DTE Attendance Criteria to be discussed after the AGM</p>	<i>Work in progress</i>
7	Correspondence Emails copied to https://data.dte.org.au/files/	
7.1	<p>DTE Vehicles/Trailers: Coral Lark sent a link to a Google Spreadsheet called "DTE Registered Vehicles & Trailers" - in an email to OC@dte.coop</p> <p>https://docs.google.com/spreadsheets/d/1qvOhJiu3zxN1N4pMfBQbczFGr49hIgaCacpj5W94bk0/edit#gid=498551934</p>	
7.2	<p>Membership Status: Les Spencer email requesting confirmation of his membership status, now resolved - he is listed in Active Members list</p>	
7.3	Director Nominee Forum notes	
7.4	Nominee Forum meeting advice email	

7.5	<p>Forwarding Non-FinCom Invoices to OC (18 Nov Elisa Brock)</p> <ul style="list-style-type: none"> • Currently bills/invoices that are not paid by Fincom are being sent to the relevant committee, Facilitator (if known) and OC • FinCom needs OC to provide a list of current Facilitators • If OC wants FinCom to send invoices to someone else - then advise. 	<p>ACTION TASK: Subcommittees of the OC - Malcolm Matthews to list & OC develop a contact list</p> <p>ACTION TASK: Until OC prepares a list of facilitators, all orphan invoices go to the OC for disbursing to appropriate Facilitator.</p>
7.6	<p>Supply Contracts (17-Nov Kathy Ernst)</p> <ul style="list-style-type: none"> • Issue with on-going supply payments e.g. storage for First Aid equipment, money was allocated to First Aid from ConFest Committee, up to now has never been an OC issue. • Supply contracts are long term commitments e.g. 12 - or 24 month for service, rental or hire of equipment, where the payments are ongoing. • Identifies a policy gap to deal with supply contracts, not so much for people applying for budgets, but those entering into a supply contract, need way of meeting ongoing commitments. 	
7.7	Interviews with Director Nominee candidates sent to all members (20-Nov Coral Larke)	
7.8	Director Nominee Forum Minutes - OC and wide distribution (24-Nov Tania Morsman)	
7.9	Financial Statements FYE2020 to all members (25-Nov Kate Shapiro)	
8	Request to identify Facilitators	
	<p>Agenda item ID: NA Item by: Peter Tippett</p> <p>Motion: That the OC sends out via ocmail@dte.org.au a request to all members AND ALL KNOWN OTHERS requesting facilitators to identify themselves and what they facilitate?</p> <ul style="list-style-type: none"> • OC needs to agree on the wording of the email, which should provide context and that it relates financial matters • John Reid to draft an email outwards for tabling at the next meeting. 	<p>Moved by Peter Tippett</p> <p>Seconded by Trevor Pitt PBC</p> <p><i>ACTION TASK: John Reid to draft email and present back to OC</i></p>
	Meeting break from 10:56 - 10:05 pm	
9	FinCom Funding Application	
	<p>Agenda item ID: 12871 Item by: Skye Fitzpatrick</p> <p>Agenda details: FINCOM requires Funds distributed to FinCom Card for payment of expected TBT & BLN Invoices relating to Nov 2020 AGM Accounts and Audit. Details in https://drive.google.com/file/d/11GM2LwjTsBDZnozwbBE71C4_ftPxgmz/view?usp=sharing</p> <p>Motion: That FINCOM Funding Budget of \$27,000 be approved by OC and the funds distributed to FINCOM Card</p>	<i>Deferred</i>

10	Proposed FinCom Report to OC	
	<p>Agenda item ID: 12908 Item by: FinCom</p> <p>Agenda details: Fincom is proposing to provide a permanent link (updated monthly) to the attached GSheet that outlines OC account transactions for OC comment and feedback.</p> <p>https://docs.google.com/spreadsheets/d/1aMX_q26pXTMsa0EkSQ61LUgh-INJDN428r7YLDZWb5Y/edit?usp=sharing</p> <p>Discussion:</p> <ul style="list-style-type: none"> • FinCom requests OC feedback and suggests this link be added to OC minutes template (all OC transactions are updated monthly) • Request for opening balance to be shown and clarify access to receipt links (issue with privacy and need to redact personal information) • Trevor Pitt maintains a list of approved budgets as per minutes, and using this gSheet will be able to cross reference to expenditure • Assists with identifying appropriation balances, approved budgets, and what has been spent 	<p><i>ACTION TASK:</i> That the FinCom link to OC GSheet be listed on OC Minutes template.</p>
11	Carried Resolutions	<i>Procedural</i>
	<p>That the OC sends out via ocmail@dte.org.au a request to all members AND ALL KNOWN OTHERS requesting facilitators to identify themselves and what they facilitate?</p>	<p>Moved by Peter Tippet</p> <p>Seconded by Trevor Pitt PBC</p>
12	Actions to be taken	<i>Procedural</i>
	GECKO (AI: 8318) John Reid to refer to GSC re Geco as per 16 September 2020 OC Minutes	
	DTE Attendance Criteria: (AI: 10548) Lindy Hunt (Coordinator), Robin MacPherson & Elle Brogan to form a group to discuss DTE attendance criteria and provide suggestions to the OC - as per 16 September 2020 OC Minutes	
	For FinCom Malcom to list subcommittees of the OC & OC to develop a contact list for each	
	Non-FinCom Bills: Until OC prepares a list of Facilitators, all orphan invoices come to the OC for disbursement to appropriate Facilitators.	
	Facilitator Email: John Reid to draft email and present back to OC	
	FinCom OC Report: That the FinCom link to OC GSheet is listed on OC Minutes template.	
13	Next Meeting Date & Time Confirmation	<i>Procedural</i>
	Thursday 17th December 2020 at 7:30pm	
14	Meeting Ended	<i>Procedural</i>
	23:01pm	