

Down-To-Earth (Vic) Cooperative Society Limited

**Organising Committee
Executive arm of DTE**

Minutes

Date: **25/02/2021**
 Time: **7:30pm**
 Venue: **Online via Zoom**
 Online: <https://dte.coop/live.meeting>

#	Item	Raised by:																														
1	Meeting Started	<i>Procedural</i>																														
	9:50pm																															
2	Election of Chair	<i>Procedural</i>																														
	Confirmation of Chairperson: John Magor Confirm Minute Keeper: Vanessa Ernst																															
3	Attendance	<i>Procedural</i>																														
	<table border="0"> <tr> <td>Andrew Wilkinson</td> <td>Kathy Ernst</td> <td>Rick Gill</td> </tr> <tr> <td>Chris Selwood</td> <td>Kevin Taylor</td> <td>Robin Macpherson</td> </tr> <tr> <td>Coral Larke</td> <td>Kristen Joy</td> <td>Rohan Levy</td> </tr> <tr> <td>Darrell Reid</td> <td>Lance Nash</td> <td>Scouse</td> </tr> <tr> <td>David Cameron</td> <td>Lindy Hunt</td> <td>Skye Fitzpatrick</td> </tr> <tr> <td>David Cruise</td> <td>Malcolm Matthews</td> <td>Suzie Helson</td> </tr> <tr> <td>Ian Hales</td> <td>Mark Helson</td> <td>Tania Morsman</td> </tr> <tr> <td>Jessica Townsend</td> <td>Mark Rasmussen</td> <td>Tom Robinson</td> </tr> <tr> <td>John Magor</td> <td>Martin Schwarz</td> <td>Trevor Pitt</td> </tr> <tr> <td>John Reid</td> <td>Peter Tippett</td> <td>Vanessa Ernst</td> </tr> </table>	Andrew Wilkinson	Kathy Ernst	Rick Gill	Chris Selwood	Kevin Taylor	Robin Macpherson	Coral Larke	Kristen Joy	Rohan Levy	Darrell Reid	Lance Nash	Scouse	David Cameron	Lindy Hunt	Skye Fitzpatrick	David Cruise	Malcolm Matthews	Suzie Helson	Ian Hales	Mark Helson	Tania Morsman	Jessica Townsend	Mark Rasmussen	Tom Robinson	John Magor	Martin Schwarz	Trevor Pitt	John Reid	Peter Tippett	Vanessa Ernst	
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4	Confirmation of Previous Meeting Minutes	<i>Procedural</i>																														
	11/02/2021 OC Minutes	<i>Moved: Lindy Hunt Seconded: Mark Helson P.B.C.</i>																														
5	Task Check List	<i>Procedural</i>																														
	From 26/11/2020 Minutes: Motor Vehicle Registration <ul style="list-style-type: none"> • Coral Larke sent the Motor Vehicles list to the OC email – List provided by Coral • Asset Management should be reporting to OC what motor vehicles including trailers and insurances are being renewed – Information provided, not by Asset Management • Coordination Group for Change of Auditors - to be progressed after AGM, ideally auditors and accountants who work in Xero - need to be interviewed – <i>Ongoing</i> • DTE Attendance Criteria to be discussed after the AGM – <i>Ongoing</i> 	NO PROGRESS WORK IN PROGRESS COMPLETE NO LONGER RELEVANT TAKEN OVER BY ?																														

	<p>Current:</p> <ul style="list-style-type: none"> • Kate Shapiro to resolve outstanding ICT accounts – <i>Ongoing</i> • Malcolm Matthews to contact Optus and Telstra before paying the phone bills to set up direct debits – Nearly there with Optus, Telstra more difficult – <i>Ongoing</i> • Kevin Taylor to write to asset manager Mark Rasmussen to transfer registration of the trailer bought from Jessica Townsend into DTE’s name – <i>Ongoing</i> • Malcolm Matthews and John Reid to contact Red Energy about setting up direct debit and more accurate estimates – <i>Ongoing</i> • OC to appoint a person to look after all regular bills as Kathy is stepping down from this task. Email address - accounts@dte.org.au. Malcolm Matthews has offered to take on the task of attending to incoming Mail to this address – <i>Ongoing</i> • On behalf of the OC, Malcolm Matthews/Lance Nash to investigate and provide details and costings for the safe storage of fuel and gas on site - <i>Ongoing</i> • On behalf of the OC Denise Banville will research and advise outcome on the following: <ul style="list-style-type: none"> 1) Who receives the budget application mail 2) Who/ Which group decides how such emails are directed • On behalf of OC, Kath Ernst to write to Asset Management Subcommittee and Asset Management Facilitator in reference to Agenda Item 1302 – <i>completed, email sent on 13/02/2020</i> 	
6	<u>Correspondence / Payments</u>	<i>Procedural</i>
	<ul style="list-style-type: none"> • Coral received debit cards from Bendigo Bank 	
7	<u>WH&S</u>	<i>Procedural</i>
8	<u>Agenda Items from Previous OC Meeting</u>	
	Agenda Item 13050: vehicle repair funding	
	<p>Agenda details: Kevin wishes to go to site for work on vehicles including trailers. Road registered trailers require working lights. Some vehicles on site have flat tyres, and this budget allows for replacement if required. Other miscellaneous site repair work may be included.</p> <p>Motion: That a budget of \$499 be granted to Asset Management for repair of vehicles and miscellaneous other repairs. This money is to be placed on Kevin Taylor's card.</p>	<p><i>Moved: Lindy Hunt</i> <i>Seconded: John Magor P.B.C.</i></p>
	Agenda Item 12964/13033: Financial reports	
	<p>Agenda details: A document about a list of financial reports for the OC</p> <p>Motion: For discussion</p>	<i>Discussed</i>
	Agenda Item 13048: Unused EFTPOS machine	
	<p>Agenda details: DTE is paying monthly fees for an EFTPOS machine; \$36.30 per month since February 2019. We have only received one credit; \$70 on 20 April 2019. According to Bendigo Bank, all we need to do [is] to return the machine to any Bendigo Bank branch.</p> <p>Motion: The OC appoints a volunteer to go to the office of TBT, collect the EFTPOS machine and return it to a Bendigo Bank branch.</p>	<p><i>Moved: Kathy Ernst</i> <i>Seconded: Suzie Helson</i></p>
	<i>Motion discussed; action points raised</i>	

	Agenda Item 13053: Budget for Bylands Power Padlock	
	<p>Agenda details: The electricity meter at Bylands goes unread for long periods because the gate is locked. We get estimated accounts that are well over the amount we use. https://meterkeys.com.au/ is the site that the padlock will be sourced through.</p> <p>Motion: That a budget for a Power company padlock for the Bylands gate be approved and placed on John Reid's card.</p>	<p><i>Moved: Lindy Hunt</i> <i>Seconded: Tania Morsman P.B.C.</i></p>
	<u>Carried Resolutions</u>	<i>Procedural</i>
	<ul style="list-style-type: none"> • Item 13050: That a budget of \$499 be granted to Asset Management for repair of vehicles and miscellaneous other repairs. This money is to be placed on Kevin Taylor's card. • Item 13053: That a budget for a Power company padlock for the Bylands gate be approved and placed on John Reid's card. 	
	<u>Actions to be taken</u>	<i>Procedural</i>
	<p>Regarding Item 13048: Unused EFTPOS machine</p> <ul style="list-style-type: none"> • John Reid to approach Bendigo Bank to find out what a new EFTPOS machine and/or lost machine would cost • Trevor Pitt to investigate/network/ask around about where the EFTPOS machine may be • Kevin Taylor, Andrew Wilkinson, and John Reid to have a thorough rummage around site for the EFTPOS machine • Kathy Ernst to collate information and write a motion based on findings 	
	<u>Next Meeting Date & Time Confirmation</u>	<i>Procedural</i>
	11/03/2021 – in remaining time after CC meeting	
	<u>Meeting Ended</u>	<i>Procedural</i>
	11:15pm	