

Down-To-Earth (Vic) Cooperative Society Limited

**Organising Committee
Executive arm of DTE**

Minutes

Date: **11/03/2021**

Time: **7:30pm**

Venue: **Online via Zoom**

Online: <https://dte.coop/live.meeting>

DTE OC Online Finances:

https://docs.google.com/spreadsheets/d/1aMX_q26pXTMsa0EkSQ61LUgh-INJDN428r7YLDZWb5Y/edit#gid=1128064736

#	Item	Raised by:																		
1	<u>Meeting Started</u>	<i>Procedural</i>																		
	8:13pm																			
2	<u>Election of Chair</u>	<i>Procedural</i>																		
	Confirmation of Chairperson: John Magor, Coral Larke at 9:25pm, John at 9:27pm, Coral at 9:34pm, John at 9:35pm Confirm Minute Keeper: Vanessa Ernst																			
3	<u>Attendance</u>	<i>Procedural</i>																		
	<table border="0"> <tr> <td>Mark Rasmussen</td> <td>Suzie Helson</td> </tr> <tr> <td>Matthew Peers</td> <td>Andrew Wilkinson</td> </tr> <tr> <td>Malcolm Matthews</td> <td>Richard Woodgate</td> </tr> <tr> <td>John Reid</td> <td>Ian Hales</td> </tr> <tr> <td>David Cruise</td> <td>Rick Gill</td> </tr> <tr> <td>Elisa Brock</td> <td>Peter Tippet</td> </tr> <tr> <td>Vanessa Ernst</td> <td>Coral Larke</td> </tr> <tr> <td>Robin Macpherson</td> <td>John Magor</td> </tr> <tr> <td>Kathy Ernst</td> <td>Skye Fitzpatrick</td> </tr> </table>	Mark Rasmussen	Suzie Helson	Matthew Peers	Andrew Wilkinson	Malcolm Matthews	Richard Woodgate	John Reid	Ian Hales	David Cruise	Rick Gill	Elisa Brock	Peter Tippet	Vanessa Ernst	Coral Larke	Robin Macpherson	John Magor	Kathy Ernst	Skye Fitzpatrick	
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Kathy Ernst	Skye Fitzpatrick																			
4	<u>Confirmation of Previous Meeting Minutes</u>	<i>Procedural</i>																		
	25/02/2021 OC Minutes Matthew Peers to be included in minutes attendance list	<i>Moved: Kathy Seconded: Suzie P.B.C.</i>																		
5	<u>Task Check List</u>	<i>Procedural</i>																		
	<ul style="list-style-type: none"> • Coordination Group for Change of Auditors - to be progressed after AGM, ideally auditors and accountants who work in Xero - need to be interviewed – Ongoing • DTE Attendance Criteria to be discussed after the AGM – Ongoing • Kate Shapiro to resolve outstanding ICT accounts – Ongoing • Malcolm Matthews to contact Optus and Telstra before paying the phone bills to set up direct debits – Nearly there with Optus, Telstra more difficult – Ongoing • Kevin Taylor to write to asset manager Mark Rasmussen to transfer registration of the trailer bought from Jessica Townsend into DTE's name – Ongoing 	<i>NO PROGRESS WORK IN PROGRESS COMPLETE NO LONGER RELEVANT TAKEN OVER BY ?</i>																		

	<ul style="list-style-type: none"> Malcolm Matthews and John Reid to contact Red Energy about setting up direct debit and more accurate estimates – Ongoing 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 – Ongoing 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 – Ongoing On behalf of the OC Denise Banville will research and advise outcome on the following: <ol style="list-style-type: none"> Who receives the budget application mail Who/ Which group decides how such emails are directed – Ongoing <p>Regarding Item 13048: Unused EFTPOS machine – Ongoing</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 	
6	<u>Correspondence / Payments</u>	<i>Procedural</i>
	20210213_ContainersOnGround.pdf 20210214_Domain_dte_coop_dueToExpire.pdf 20210215_FAstorage.pdf 20210216_reCoding_toFincom.pdf 20210224_reFincomPrivacyPolicy.pdf 20210224_Response_reCoding_toFincom.pdf 20210226_Fincom_reRedEnergy.pdf 20210301_reOCAAttendance.pdf 20210302_RedEnergyCredit_7403328_1a.pdf 20210302_RedEnergyCredit.pdf 20210303_CWS_Activity Statement for DOWN TO EARTH (VIC) CO-OP LTD 01Feb2021-02Mar2021.pdf 20210303_CWS.pdf 20210303_GsheetAccess.pdf 20210305_fromBoard_20210111 Essential Energy re Woorooma.pdf 20210305_fromBoard_20210204 Origin Energy.pdf 20210305_fromBoard_20210218 Essential Energy re Bylands.pdf 20210305_fromBoard_20210302 CWS Activity Statement for DOWN TO EARTH (VIC) CO-OP LTD 01Feb2021-02Mar2021.pdf 20210305_fromBoard_20210304 NSW Valuer General.pdf 20210305_fromBoard.pdf 20210306_XeroAccessRequest.pdf 20210309_volunteerOffer.pdf 20210310_ContractorSiteAccessRequest.pdf 20210311_containersOnGroundCorrection.pdf 20210311_ICTReportRequest.pdf	
7	<u>WH&S</u>	<i>Procedural</i>
8	<u>Agenda Items from Previous OC Meeting</u>	

	Agenda Item 13068: Access to OC Gsheet and Gdrive for Malcolm Matthews	
	<p>Agenda details:</p> <p>Motion: That the OC write to FinCom requesting that Malcolm Matthews is given access to the OC Gsheet and OC Gdrive.</p>	<p><i>Moved: Kathy Ernst</i> <i>Seconded: David Cruise</i> <i>P.B.C.</i></p>
	Agenda Item 13036/13055: Privacy	
	<p>Agenda details: How can DTE ensure privacy. Does giving the false impression that it can pit people at risk?</p> <p>Motion: The OC informs all known facilitators, sub-committees and work groups that false promises of privacy should not be made and accordingly only the minimal relevant information required should be requested and that when a request for personal information is made those being requested to provide information are advised that privacy cannot be guaranteed.</p>	<p><i>Moved: Peter Tippett</i> <i>Seconded: Malcolm Matthews</i> <i>P.B.M.</i></p>
	Agenda Item 13066: Batteries for the first aid van	
	<p>Agenda details: Currently first aid paraphernalia is being stored in the first aid van. Now that first aid has been sorted in the storage unit and space is available, we need to take this to the storage unit. Batteries are needed for the first aid van. A budget application will be sent.</p> <p>Motion: That 2 batteries are bought for the white van.</p>	<p><i>Moved: Coral Larke</i> <i>Seconded: Mark Rasmussen</i> <i>P.B.M.</i></p>
	Agenda Item 13070: Woorooma water budget	
	<p>Agenda details: Th water at Woorooma is slightly acidic. It is desirable to correct this to enhance the life of the fittings.</p> <p>Motion: That the budget for pH correction for the water at Woorooma for \$48 be approved, and the funds be placed on John Reid's card.</p>	<p><i>Moved: John Magor</i> <i>Seconded: Peter Tippett</i> <i>P.B.C.</i></p>
	Agenda Item 13049/13057: Association Incorporation Reform Act 2012	
	<p>Agenda details: The Directors' Declaration for year ending 30th June 2020 stated "The accompanying financial statement and notes for the financial year ending 30th June 2020 are prepared in accordance with the requirements of the Association Incorporation Reform Act 2012. Does any member have information as to why the declaration quoted this act and also does this act apply to DTE?"</p> <p>Motion: For discussion</p>	
	<u>Carried Resolutions</u>	<i>Procedural</i>
	<ul style="list-style-type: none"> • Item 23068: That the OC write to FinCom requesting that Malcolm Matthews is given access to the OC Gsheet and OC Gdrive. • Item 13036/13055: The OC informs all known facilitators, sub-committees and work groups that false promises of privacy should not be made and accordingly only the minimal relevant information required should be requested and that when a request for personal information is made those being requested to provide information are advised that privacy cannot be guaranteed. • Item 13066: That 2 batteries are bought for the white van. • Item 13070: That the budget for pH correction for the water at Woorooma for \$48 be approved, and the funds be placed on John Reid's card. 	
	<u>Actions to be taken</u>	<i>Procedural</i>
	<ul style="list-style-type: none"> • Mark Rasmussen to follow up trailer registration transfer with Jessica Townsend. • David Cruise to follow up with Nathan Somerville from Barrier Signs regarding site access. 	

	<ul style="list-style-type: none"> • John Reid to forward Peter Tippett’s Xero access request to the subscription holder. • Kathy Ernst to write to FinCom requesting Malcolm Matthews be given access to OC Gsheet and OC Gdrive. • Peter Tippett to send John Reid a notice to be sent out to the OC informing them of Agenda Item 13036/13055: Privacy. • Malcolm to contact John Reid to write to the board about whether the Association Incorporation Reform Act 2012 applies to DTE. 	
	<u>Next Meeting Date & Time Confirmation</u>	<i>Procedural</i>
	25/03/2021 7:30pm	
	<u>Meeting Ended</u>	<i>Procedural</i>
	10:25pm	