

# Organising Committee Meeting

## Minutes

Date: **29/03/21**Time: **7:30pm**Venue: **Online via Zoom**Online: <https://dte.coop/live.meeting>

#	Item	Raised by:		
<b>1</b>	<b><u>Meeting Started</u></b>	<i>Procedural</i>		
	7.41pm			
<b>2</b>	<b><u>Election of Chair</u></b>	<i>Procedural</i>		
	Confirmation of Chairperson: John Major, 10.26pm-10.27pm, Mark Rasmussen Confirm Minute Keeper: Suzie Helson Host: John Major			
<b>3</b>	<b><u>Attendance</u></b>	<i>Procedural</i>		
	<table border="0"> <tr> <td>Chris Wilson, Craig Newcombe Darrell Reid Elisa Brock Ian Hales John Magor Kate Sara Kathy Ernst Kevin Taylor Lance Nash Malcolm Matthews</td> <td>Mark Helson Mark Rasmussen Marty Schwarz Matthew Peers Peter Tippett, Rick Gill Robin Macpherson Scouse Suzie Helson Tania Morsman Apologies – David Cruise</td> </tr> </table>	Chris Wilson, Craig Newcombe Darrell Reid Elisa Brock Ian Hales John Magor Kate Sara Kathy Ernst Kevin Taylor Lance Nash Malcolm Matthews	Mark Helson Mark Rasmussen Marty Schwarz Matthew Peers Peter Tippett, Rick Gill Robin Macpherson Scouse Suzie Helson Tania Morsman Apologies – David Cruise	
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<b>4</b>	<b><u>Confirmation of Previous Meeting Minutes</u></b>	<i>Procedural</i>		
	25/03/2021 Minutes	<i>Moved: Kathy Ernst Seconded: Malcolm Matthews P.B.C.</i>		
<b>5</b>	<b><u>Task Check List</u></b>	<i>Procedural</i>		
	<p><b><u>Coordination Group for Change of Auditors - to be progressed after AGM, ideally auditors and accountants who work in Xero - need to be interviewed – Ongoing</u></b></p> <p><b><u>DTE Attendance Criteria to be discussed after the AGM – Ongoing</u></b></p> <p><b><u>Peter Tippett to send John Reid a notice to be sent out to the OC informing them of Agenda Item 13036/13055: Privacy – Done</u></b></p>	<i>No progress Work In Progress Complete No longer relevant Taken Over By ?</i>		

6	<b><u>Correspondence / Payments</u></b>	<i>Procedural</i>
	28/03/21 - Request from Peter Tippett to be given access to Zero, following up with the OC asking how this request is progressing.	
7	<b><u>WH&amp;S</u></b>	<i>Procedural</i>
8	<b><u>Agenda Items</u></b>	
	<p>Agenda item ID: 13113  Date: 2021-03-29 16:51:28  Meeting: OC</p> <p>Agenda item: <b>Zoom account</b></p> <p>Agenda details: DTE is paying one Zoom account. This account is for two ‘Standard Pro Annual’ licences. These are separate licences and can be separated onto separate accounts without affecting functionality of either account. It seems that the licence in Troy’s name is not being used for DTE meetings. Even recent private Board discussions have been held in the usual Zoom room. The licences can be simply split by logging on using the user ID of meetings@dte.coop . and this has been verified by multiple discussions with Zoom. Once the licences are split, one licence reverts to a free licence but can be simply upgraded to ‘Standard Pro Annual’ or any other level if required. We suggest that the OC decides to remove the Troy@DTE.Coop licence from the account. Then the Board or anyone else who wants to use this licence can decide if they wish to upgrade and pay for that licence.</p> <p>Motion: That the OC removes the licence ‘Troy@dte.coop’ from the Zoom account 842635; pays the Zoom account for one licence; and informs Troy that the ‘Troy@dte.coop’ licence is not being paid by the OC.</p> <p>Item by: Kathy Ernst  <a href="https://data.dte.org.au/files/20200307%20Zoom%20INV11303067%20%20419.80.pdf">https://data.dte.org.au/files/20200307%20Zoom%20INV11303067%20%20419.80.pdf</a></p> <p>Agenda item ID: 13094/13105  Date: 2021-03-23 17:34:46  Meeting: OC</p> <p>Agenda item: <b>Budget Application</b></p> <p>Agenda details: Working bee is urgently required to safeguard DTE's assets as even the containers on sleepers are sinking close to the ground therefore ons solution is for a complete sleeper on the ground with one of Scouse's block in each corner to give better ground clearance .</p>	<p><i>Moved :</i>  <i>Kathy Ernst</i>  <i>Seconded :</i>  <i>Ian Hales</i>  <i>P.B.C.</i></p> <p><i>Moved :</i>  <i>Kevin Taylor</i>  <i>Seconded :</i>    <i>Kate Shapiro</i>  <i>P.B.M.</i></p>

Motion: Kevin Taylor's budget application for \$ 4999.00 be approved and the money be place on Kevin Taylor's card.

Item by: Kevin Taylor

[https://data.dte.org.au/files/KT\\_AssetMgt\\_FundingApp\\_20210323.pdf](https://data.dte.org.au/files/KT_AssetMgt_FundingApp_20210323.pdf)

Agenda item ID: **13095**

Date: **2021-03-23 18:12:07**

Meeting: **OC**

Agenda item: **Ticket Booth Funding Application**

Agenda details: Various work is required on the Ticket Booth, some now, and some before the next Gathering, whenever that may be. This application is to enable the more urgent work, and some minor other work while Kevin is on site.

Motion: That the budget for \$490 for miscellaneous works at the Ticket Booth be approved and the money placed on Kevin Taylor's card.

Item by: Kevin Taylor

[https://data.dte.org.au/files/KT\\_TicketBooth\\_FundingApp\\_20210323.pdf](https://data.dte.org.au/files/KT_TicketBooth_FundingApp_20210323.pdf)

Agenda item ID: 13093/13104

Date: 2021-03-28 12:53:06

Meeting: OC

Agenda item: Bylands Maintenance Funding

Agenda details: Bylands is in desperate need of maintenance. Peter Cruise has offered to do this maintenance, fixing steps, windows, lining and insulating ceiling in the besser block room, painting all ceilings and walls throughout the house also adding prep benches in the kitchen. This work will be carried out at Peter's timing as well as with the assistance of volunteers of his choice. Peter and the volunteers will also require access to Bylands on a come and go situation whilst this work is being carried out, site access will be applied for following the site access procedures. A budget application for \$2000 has been filled out for this work.

Motion: That Peter Cruise be approved to receive funding of \$2000 for the repairs and maintenance of the Bylands house and outer building. Including fixing outside steps, windows, lining and insulating ceiling in the besser block room, painting all ceilings and walls throughout the house also adding prep benches in the kitchen.

*Moved :*  
*Kevin Taylor*  
*Seconded :*  
*Mark*  
*Rasmussen*  
*P.B.M.*

*Moved :*  
*Suzie Helson*  
*Seconded :*  
*Kevin Taylor*  
*P.B.M.*

<p>Item by: Suzie Helson and David Cruise</p> <p>Agenda item ID: <b>13097/ 13108</b>  Date: <b>2021-03-25 10:18:12</b>  Meeting: <b>OC</b></p> <p>Agenda item: <b>Payment of cPanel account</b></p> <p>Agenda details: The cPanel account is due monthly on the first of the month. This year, we have already had two disruptions to email services resulting in lost emails when the account was not paid on time (January and February).</p> <p>Motion: That the OC, urgently and directly from the OC account, pays the cPanel account for April and sets up a direct debit for future payments.</p> <p>Item by: Kathy Ernst  <a href="https://data.dte.org.au/files/20200603%20cPanel%20Store.pdf">https://data.dte.org.au/files/20200603%20cPanel%20Store.pdf</a></p>	<p><i>Moved :</i>  <i>Kathy Ernst</i>  <i>Seconded :</i>  <i>Suzie Helson</i>  <i>P.B.C.</i></p>
<b><u>Carried Resolutions</u></b>	
<p>Agenda item ID: <b>13113</b> - Motion: That the OC removes the licence ‘Troy@dte.coop’ from the Zoom account 842635; pays the Zoom account for one licence; and informs Troy that the ‘Troy@dte.coop’ licence is not being paid by the OC.</p> <p>Agenda item ID: <b>13094/13105</b> - Motion: Kevin Taylor's budget application for \$ 4999.00 be approved and the money be place on Kevin Taylor's card.</p> <p>Agenda item ID: <b>13095</b> - Motion: That the budget for \$490 for miscellaneous works at the Ticket Booth be approved and the money placed on Kevin Taylor's card.</p> <p>Agenda item ID: 13093/13104 - Motion: That Peter Cruise be approved to receive funding of \$2000 for the repairs and maintenance of the Bylands house and outer building. Including fixing outside steps, windows, lining and insulating ceiling in the besser block room, painting all ceilings and walls throughout the house also adding prep benches in the kitchen.</p> <p>Agenda item ID: <b>13097/ 13108</b> - Motion: That the OC, urgently and directly from the OC account, pays the cPanel account for April and sets up a direct debit for future payments.</p>	
<b><u>Actions to be taken</u></b>	
<p>Malcolm Matthews be given the Zoom password to allow him to action motion 13113.</p>	<p><i>Procedural</i></p> <p><i>Moved : Kathy Ernst</i>  <i>Seconded :</i>  <i>Malcolm Matthews</i></p>

	Malcolm Matthews is given the cPanel password which is required to make payments to the cPanel account so that he can action motion 13108	<i>P.B.M</i>  <i>Moved :</i> <i>Kathy Ernst</i> <i>Seconded :</i> <i>Malcolm</i> <i>Matthews</i> <i>P.B.M.</i> .
	<b><u>Next Meeting Date &amp; Time Confirmation</u></b>	<i>Procedural</i>
	Thursday 22/04/2021 7.30pm	
	<b><u>Meeting Ended</u></b>	<i>Procedural</i>
	10.37pm	