

Down-To-Earth (Vic) Cooperative Society Limited

**Organising Committee
Executive arm of DTE**

Minutes

Date: **29/04/2021**

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> | | | | | | | | | | | | | | | | | | | | | | |
| | 7:35pm | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | <u>Election of Chair</u> | <i>Procedural</i> | | | | | | | | | | | | | | | | | | | | | | |
| | Confirmation of Chairperson: John Magor, Peter Tippett chairs at 10:10pm, John at 10:11pm Confirm Minute Keeper: Vanessa Ernst | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | <u>Attendance</u> | <i>Procedural</i> | | | | | | | | | | | | | | | | | | | | | | |
| | <table border="0"> <tr> <td>Andrew Wilkinson</td> <td>Lindy Hunt</td> </tr> <tr> <td>Darrell Reid</td> <td>Malcolm Matthews</td> </tr> <tr> <td>Darrylle Ryan</td> <td>Mark Rasmussen</td> </tr> <tr> <td>David Cruise</td> <td>Martin Schwarz</td> </tr> <tr> <td>Elisa Brock</td> <td>Peter Tippett</td> </tr> <tr> <td>Ian Hales</td> <td>Rick Gill</td> </tr> <tr> <td>John Magor</td> <td>Robin Macpherson</td> </tr> <tr> <td>John Reid</td> <td>Skye Fitzpatrick</td> </tr> <tr> <td>Kathy Ernst</td> <td>Tania Morsman</td> </tr> <tr> <td>Kevin Taylor</td> <td>Troy Reid</td> </tr> <tr> <td>Lance Nash</td> <td>Vanessa Ernst</td> </tr> </table> | Andrew Wilkinson | Lindy Hunt | Darrell Reid | Malcolm Matthews | Darrylle Ryan | Mark Rasmussen | David Cruise | Martin Schwarz | Elisa Brock | Peter Tippett | Ian Hales | Rick Gill | John Magor | Robin Macpherson | John Reid | Skye Fitzpatrick | Kathy Ernst | Tania Morsman | Kevin Taylor | Troy Reid | Lance Nash | Vanessa Ernst | |
| Andrew Wilkinson | Lindy Hunt | | | | | | | | | | | | | | | | | | | | | | | |
| Darrell Reid | Malcolm Matthews | | | | | | | | | | | | | | | | | | | | | | | |
| Darrylle Ryan | Mark Rasmussen | | | | | | | | | | | | | | | | | | | | | | | |
| David Cruise | Martin Schwarz | | | | | | | | | | | | | | | | | | | | | | | |
| Elisa Brock | Peter Tippett | | | | | | | | | | | | | | | | | | | | | | | |
| Ian Hales | Rick Gill | | | | | | | | | | | | | | | | | | | | | | | |
| John Magor | Robin Macpherson | | | | | | | | | | | | | | | | | | | | | | | |
| John Reid | Skye Fitzpatrick | | | | | | | | | | | | | | | | | | | | | | | |
| Kathy Ernst | Tania Morsman | | | | | | | | | | | | | | | | | | | | | | | |
| Kevin Taylor | Troy Reid | | | | | | | | | | | | | | | | | | | | | | | |
| Lance Nash | Vanessa Ernst | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | <u>Confirmation of Previous Meeting Minutes</u> | <i>Procedural</i> | | | | | | | | | | | | | | | | | | | | | | |
| | 22/04/2021 | | | | | | | | | | | | | | | | | | | | | | | |
| | Moved: Kathy Ernst Seconded: Martin Schwarz P.B.C. | | | | | | | | | | | | | | | | | | | | | | | |
| 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 • Malcolm Matthews to action Item 13108 – Ongoing | <p>NO PROGRESS WORK IN PROGRESS COMPLETE NO LONGER RELEVANT TAKEN OVER BY ?</p> | | | | | | | | | | | | | | | | | | | | | | |

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| | <p>Regarding Item 13048: Unused EFTPOS machine – to be taken over by Troy; see ‘actions to be taken’ section – Ongoing</p> <ol style="list-style-type: none"> 1. John Reid to approach Bendigo Bank to find out what a new EFTPOS machine and/or lost machine would cost 2. Trevor Pitt to investigate/network/ask around about where the EFTPOS machine may be 3. Kevin Taylor, Andrew Wilkinson, and John Reid to have a thorough rummage around site for the EFTPOS machine 4. Kathy Ernst to collate information and write a motion based on findings <ul style="list-style-type: none"> • John Reid to forward Peter Tippett’s Xero access request to the subscription holder – Ongoing • Malcolm Matthews to forward the request for financial reports to FinCom – Ongoing • Troy to contact Bendigo bank about paying off the EFTPOS machine – Ongoing • Peter Tippett to forward Motion 13153 to Robin Macpherson – Complete • John Reid to contact Origin Energy about the key for the lock which they use to read the meter – Ongoing | |
| 6 | <u>Correspondence / Payments</u> | <i>Procedural</i> |
| | <ul style="list-style-type: none"> • Email from Kevin about the battery shed at Warooma being cleaned • Email from Meter Keys with a receipt for the new lock at Bylands • Email from Peter Tippett enquiring about his Xero access • Email from Kevin Taylor regarding the lock on second gate at Warooma • Email from Kevin Taylor relating to the pump of Great Wall • Email from Kevin Taylor about double door cabinet and trolleys on site • Email from Kevin Taylor saying that containers have been lifted onto blocks • Email from Peter Tippett advising the OC that the CC has passed a motion to state the dates for a ConFest next year • Email from Grant Waldram about jacks available to lift containers • Email from Kate Shapiro with results from asbestos test with invoice and certificate advising no asbestos found in the inspected area • Email from Mark Rasmussen thanking Kevin and Natalie for their work on site • Email from Kevin Taylor regarding new signs put up at Warooma • Zero value invoice from Red Energy because we are in credit • Email from Peter Tippett to Robin Macpherson regarding updating dte.coop • Application from Kevin Taylor for fuel budget for Andrew Wilkinson | |
| 7 | <u>WH&S</u> | <i>Procedural</i> |
| | | |
| 8 | <u>Agenda Items from Previous OC Meeting</u> | |
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| | Item 13182/13183: Xero access for Peter Tippett | |
| | <p>Agenda details: I am not entirely satisfied that 'all the dots connected' in Peter's request for Xero access. This is to confirm the OC's intent that Peter should be given read only access to Xero.</p> <p>Motion: That Peter Tippett be given read only access to Xero, as per his email request to the OC.</p> | <p><i>Moved: Martin Schwarz</i> <i>Seconded: Kathy Ernst</i> <i>P.B.M.</i></p> |

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| Item 13155/13199: ICT - Bendigo Bank - 87.02 | | |
| Agenda details: https://dte.coop/online/ict-suppliers/184-ict-supplier-01 | | <i>Moved: Robin Macpherson</i> |
| Motion: The OC approves a budget for ICT - Bendigo Bank - 87.02 | | <i>Seconded: Mark Rasmussen</i> |
| Item by: Robin Macpherson | | <i>Motion not passed</i> |
| Item 13156/13186: ICT - 3CX Software - 420.00 | | |
| Agenda details: https://dte.coop/online/ict-suppliers/185-ict-supplier-02 | | <i>Moved: Robin Macpherson</i> |
| Motion: The OC approves a budget for ICT - 3CX Software - 420.00 | | <i>Seconded: Mark Rasmussen</i> |
| Item by: Robin Macpherson | | <i>P.B.C.</i> |
| Item 13158/13185: ICT - Cloudflare Subscription - 83.10 | | |
| Agenda details: https://dte.coop/online/ict-suppliers/188-ict-supplier-05 | | <i>Moved: Robin Macpherson</i> |
| Original Motion: The OC approves a budget for ICT - Cloudflare Subscription - 83.10 | | |
| Proposed Amendment: The OC approves a budget for ICT - Cloudflare Subscription - \$14 to pay for May and June subscription fees | | <i>Moved: Kathy Ernst</i> |
| | | <i>Seconded: Malcolm Matthews</i> |
| | | <i>P.B.M.</i> |
| Amended Motion: The OC approves a budget for ICT - Cloudflare Subscription - \$14 to pay for May and June subscription fees. | | <i>Moved: Robin Macpherson</i> |
| | | <i>Seconded: Elisa Brock</i> |
| | | <i>P.B.C.</i> |
| Item 13174: June SGM | | |
| Agenda details: The Rules require an SGM to be called in June. Appropriations for FY 2021-22 should be passed before the end of the financial year, so that funds can be transferred at the start of the FY. | | <i>Moved: Elisa Brock</i> |
| Motion: That an SGM be called for 17 June 2021. | | <i>Seconded: Malcolm Matthews</i> |
| | | <i>P.B.C.</i> |
| Item 13175: Appointment of person(s) re June SGM | | |
| Agenda details: Calling an SGM involves sending notices, collating responses, and generally covering detail to ensure matters are in place for the SGM. It is more convenient to ensure that someone is given executive authority to make minor decisions as things arise, rather than bringing every small point to an OC for determination. | | <i>Moved: David Cruise</i> |
| Motion: That person(s) are appointed with executive authority to administer the notices pertaining to the June SGM. | | <i>Seconded: Mark Rasmussen</i> |
| | | <i>P.B.C.</i> |
| | <i>John Reid appointed</i> | |
| Item 13169/13184: ICT - MyNetFone - 254.91 | | |
| Agenda details: https://dte.coop/online/ict-suppliers/200-ict-supplier-17 | | <i>Moved: Robin Macpherson</i> |
| Motion: The OC approves a budget for ICT - MyNetFone - 254.91 | | <i>Seconded: Mark Rasmussen</i> |
| | <i>Deferred until next meeting</i> | |

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| | <u>Carried Resolutions</u> | <i>Procedural</i> |
| | <ul style="list-style-type: none"> • Item 13182/13183: That Peter Tippett be given read only access to Xero, as per his email request to the OC. • Item 13156/13186: The OC approves a budget for ICT - 3CX Software - 420.00 • Item 13158/13185: The OC approves a budget for ICT - Cloudflare Subscription - \$14 to pay for May and June subscription fees. • Item 13174: That an SGM be called for 17 June 2021. • Item 13175: That person(s) are appointed with executive authority to administer the notices pertaining to the June SGM. | |
| | <u>Actions to be taken</u> | <i>Procedural</i> |
| | | |
| | <u>Next Meeting Date & Time Confirmation</u> | <i>Procedural</i> |
| | Tuesday 04/05/2021 7:30pm | |
| | <u>Meeting Ended</u> | <i>Procedural</i> |
| | 10:39pm | |