

Down-To-Earth (Vic) Cooperative Society Limited

**Organising Committee
Executive arm of DTE**

Minutes

Date: **27/05/2021**

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>																				
	7:44pm																					
2	<u>Election of Chair</u>	<i>Procedural</i>																				
	Confirmation of Chairperson: Fraser Karhunkynsi Confirm Minute Keeper: Vanessa Ernst																					
3	<u>Attendance</u>	<i>Procedural</i>																				
	<table><tbody><tr><td>Skye Fitzpatrick</td><td>Peter Tippett</td></tr><tr><td>Ian Hales</td><td>Vanessa Ernst</td></tr><tr><td>Mark Rasmussen</td><td>Robin Macpherson</td></tr><tr><td>John Magor</td><td>Kevin Taylor</td></tr><tr><td>Darrylle Ryan</td><td>John Reid</td></tr><tr><td>Lance Nash</td><td>Troy Reid</td></tr><tr><td>Kathy Ernst</td><td>Malcolm Matthews</td></tr><tr><td>Rick Gill</td><td>Andrew Wilkinson</td></tr><tr><td>Kristen Joy</td><td>David Cruise</td></tr><tr><td>Elisa Brock</td><td>Fraser Karhunkynsi</td></tr></tbody></table>	Skye Fitzpatrick	Peter Tippett	Ian Hales	Vanessa Ernst	Mark Rasmussen	Robin Macpherson	John Magor	Kevin Taylor	Darrylle Ryan	John Reid	Lance Nash	Troy Reid	Kathy Ernst	Malcolm Matthews	Rick Gill	Andrew Wilkinson	Kristen Joy	David Cruise	Elisa Brock	Fraser Karhunkynsi	
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Kristen Joy	David Cruise																					
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4	<u>Confirmation of Previous Meeting Minutes</u>	<i>Procedural</i>																				
	13/05/2021 OC Minutes Moved: Kathy Ernst Seconded: Mark Rasmussen P.B.C. Amendments: apology to be included from Suzie and Mark Helson for their absence																					
	<u>Matters Arising from Previous Minutes</u>																					
	<ul style="list-style-type: none">Concerns raised that the previous meeting was not a normally scheduled meeting and was held in time remaining after another meeting so not all members of the OC were aware it was happening																					

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 • Regarding Item 13048: Unused EFTPOS machine – taken over by Troy – Ongoing • John Reid to forward Peter Tippett’s Xero access request to the subscription holder – Complete • Malcolm Matthews to forward the request for financial reports to FinCom – Ongoing • Troy to contact Bendigo bank about paying off the EFTPOS machine – Ongoing • John Reid to contact Origin Energy about the key for the lock which they use to read the meter – Ongoing • Peter Tippett to forward Item 13254 to the Board – Complete 	NO PROGRESS WORK IN PROGRESS COMPLETE NO LONGER RELEVANT TAKEN OVER BY ?
6	<u>Correspondence / Payments</u>	<i>Procedural</i>
	<ul style="list-style-type: none"> • Request from Lance Nash to be included on the OC email group • Call for motions for the SGM in June 2021 • Email from Kevin Taylor regarding June long weekend working bee • Email from Peter Tippett regarding director inactivity credits (Item 13254) • Account statement from Country Waste Systems • Letter from Origin Energy advising they have sent power bill for Warooma • Letter from Red Energy advising the account statement has been sent • Email from Robin Macpherson about joining OC Working Group • Email advising Peter Tippett has been sent an invitation to join Xero on a read only basis 	
	<u>Matters Arising from Correspondence</u>	
	<ul style="list-style-type: none"> • Approval of Lance’s addition to the OC email list • Follow up Robin’s point about the OC Working Group 	
7	<u>WH&S</u>	<i>Procedural</i>
8	<u>Agenda Items from Previous OC Meeting</u>	
	<u>Item 13265: Insurance for Rodeo</u>	
	Agenda details: Motion: That Kathy Ernst is authorised to arrange insurance for the new Rodeo before it is driven on the road.	<i>Moved: Kathy Ernst Seconded: John Magor P.B.C.</i>
	<u>Item 13266: Improvements for OC Agenda</u>	
	Agenda details: This would provide members better opportunity to consider the motions prior to the meeting. Members deserve at least some time to investigate, obtain more facts, and seek the background. This will enable members to be more informed thus leading to better decisions and a better reflection of members wishes. Motion: (a) All motions proposed for OC meetings are required to be listed on the agenda at least 24 hours prior to the meeting.	<i>Moved: Ian Hales Seconded: Kathy Ernst Motion fails</i>

	<p>Item 13267: Improvements for OC Agenda - B</p> <p>Agenda details: Members who have proposed the undetermined motions have already gone to the effort of listing their motion on the agenda. It is not the proposers' fault that the meeting ran out of time. It should not be the proposers' responsibility to keep relisting the motion.</p> <p>Motion: (b) All motions not determined at OC meetings (generally due to time constraints) to be automatically left on the agenda for the next OC meeting. These motions to be listed first and in the same order as they were originally listed on the previous meeting agenda.</p>	<p><i>Moved: Ian Hales Seconded: Troy Reid P.B.M.</i></p>
	<p>Item 13268: OC appropriation</p> <p>Agenda details: Discussion of appropriation for OC.</p> <p>Motion:</p> <p style="text-align: center;"><i>Discussed</i></p>	
	<p><u>Carried Resolutions</u></p>	<p><i>Procedural</i></p>
	<ul style="list-style-type: none"> • Item 13265: That Kathy Ernst is authorised to arrange insurance for the new Rodeo before it is driven on the road. • Item 13267: (b) All motions not determined at OC meetings (generally due to time constraints) to be automatically left on the agenda for the next OC meeting. These motions to be listed first and in the same order as they were originally listed on the previous meeting agenda. 	
	<p><u>Actions to be taken</u></p>	<p><i>Procedural</i></p>
	<ul style="list-style-type: none"> • Peter Tippett to update data.dte so that agenda items are automatically left on the agenda for the next OC meeting 	
	<p><u>Next Meeting Date & Time Confirmation</u></p>	<p><i>Procedural</i></p>
	<p>02/06/2021 7:30pm</p>	
	<p><u>Meeting Ended</u></p>	<p><i>Procedural</i></p>
	<p>10:47pm</p>	