

Down-To-Earth (Vic) Cooperative Society Limited

Organising Committee

Date: **02/06/2021**

Time: **7:30pm**

Venue: **Online via Zoom**

Online: https://data.dte.org.au/meeting/current_meeting/portal.php

#	Item	
1.	<u>Meeting Started</u>	
	7:46 pm	
2.	<u>Meeting Coordinators</u>	
	Chairperson: Rick Gill Minute Keeper: Kathy Ernst	
3.	<u>Acknowledgement of Country</u>	
	We gather on the lands of many Aboriginal Nations. We pay our respects to Elders past, present and emerging. Indigenous sovereignty has never been ceded in Australia and we should endeavour to be mindful of this in everything we do, given our focus is gathering to create better ways of living in our society, not just for festival attendees but for all.	
4.	<u>Attendance</u>	
	Chris Wilson Darrell Reid Darrylle Ryan David Cruise, Elisa Brock, Ian Hales, Gary Lasky Jessica apology from Mark Helson apology from Fraser Karhunkynsi	John Magor, Kathy Ernst, Kevin Taylor, Lance Nash Malcolm Matthews Mark Rasmussen, Marte Kinder Melody Braithwaite Peter Tippet Rick Gill, Robin Macpherson, Skye Fitzpatrick Steve Poynton Suzie Helson Troy Reid
5.	<u>Confirmation of Previous Meeting Minutes</u>	
	1) 27/05/2021 Moved: Kathy Seconded: Troy PBC	
6.	<u>Matters Arising from minutes of 27/05/2021</u>	
	No matters arising	

7.	<u>Correspondence / Payments</u>
	<ol style="list-style-type: none"> 1) Malcolm Matthews request for information about outstanding Telstra account. 2) Malcolm Matthews asking that OC writes to FinCom to request reports for the SGM.
8.	<u>Matters arising from Correspondence</u>
	<ol style="list-style-type: none"> 1) Telstra has been paid and a direct debit established on the OC account
9.	<u>Action Task List Review</u>
	<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 • 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 update data.dte so that agenda items are automatically left on the agenda for the next OC meeting - Ongoing
10.	<u>Agenda Items</u>
	<p>Agenda item ID: 13276 Agenda item: White Territory Insurance</p> <p>Agenda details: This invoice is for adding ADN279 to the Farm MV policy. Previously ADN279 was covered by a separate policy as no more vehicles could be added to the FMV policy. Changes by the Insurance company now allow us to add more vehicles. This endorsement covers ADN279 from 10/3/21 when the existing policy became due to 1/10/21 when the FMV policy expires.</p> <p>Motion: That the OC pays the Acuri vehicle insurance invoice of \$235 to add Ford Territory ADN279 to the Farm MV policy.</p> <p>Moved: Kathy Seconded: Ian Hales PBC</p> <p>Agenda item ID: 13293 Agenda item: Asset management application for funding</p> <p>Agenda details: That \$ 499.00 be place on Kevin Taylor's card to continue the repairs of the trailers so that they are safe and roadworthy</p> <p>Motion: That \$ 499.00 be place on Kevin Taylor's card to continue the repairs of the trailers so that they are safe and roadworthy.</p> <p>Moved: Kevin Taylor Seconded: Elisa Brock PBC</p>

Agenda item ID: **13294**

Agenda item: **Application for extra funding for June working bee**

Agenda details: Application for extra funding of \$ 1200 to be put on Kevin Taylor's card for the June working bee to cover the 4 hand made concrete sleepers and extra crane time .

Motion: Application for extra funding of \$ 1200 to be put on Kevin Taylor's card for the June working bee to cover the 4 hand made concrete sleepers and extra crane time .

Moved: Kevin Taylor Seconded: Gary Lasky PBC

Agenda item ID: **13296**

Agenda item: **Return of unused appropriations to the Investment Account**

Agenda details: When money remains on accounts after 30 June it complicates the accounting and production of financial reports. It also allows people to spend money on things they have not received a budget for.

Motion: That all standing committee accounts and all single signature accounts are reduced to zero on 30 June 2021 and all signatories are warned of this in advance.

Moved: Kathy Ernst Seconded: Gary Lasky

Agenda item ID: **13297**

Agenda item: **Keep accounts active**

Agenda details: Despite several phone calls to Bendigo Bank I have been unable to get a definitive answer regarding whether Bendigo Bank will close inactive accounts and no consistent answer about the time frames involved. Many of our accounts have had zero balance since ConFest 2020 was cancelled and these accounts will be difficult/impossible to replace. I suggest that we protect these accounts by transferring some money to them and reclaiming it on 30 June. Account 162 212 476 is overdrawn (due to a transaction fee applied after all money was withdrawn) and attracts a monthly interest charge. While the interest charge is negligible, it creates extra transactions which must be processed in Xero. This motion will also fix that problem.

Motion: That the budget application for \$170 to place \$5 on each account with zero or negative balance is approved and that any balance on 30/6 is transferred back to the OC account.

Moved: Kathy Seconded: Elisa PBC

Agenda item ID: **13299**

Agenda item: **Payment of Kings Storage Locker**

Agenda details: That King Storage has outstanding bills relating to storage of medical supplies.

Motion: That \$362 be transferred to Kevin Taylor's card to pay the outstanding Storage King fees.

Moved: Gary Lasky Seconded: Mark Rasmussen PBC

Agenda item ID: **13300**

Agenda item: **OC to write to FinCom**

Agenda details: See correspondence.

Motion: That John liaise with FinCom to work out what reports can be supplied for the SGM, and attempt to have them for the upcoming SGM.

Moved: Malcolm Matthews Seconded: David Cruise PBC

Agenda item ID: **13277**

Agenda item: **WH & S**

Agenda details: What is the point of having a WHS listing in our minutes when all it demonstrates to anyone who looks at our minutes is that we have done nothing of any note. Example Some e time ago an accident requiring hospitalisation of a volunteer happened at Bylands. Clearly the 2 directors present felt it was better to cover it up and keep it quiet. Such an accident only becoming public when it was leaked. The topic of Director responsibility to the Co-op is an agenda Item for the board. At this point I believe WH&S responded with poor advice to the volunteer and is yet to submit any report to the OC or I believe the board despite the many weeks passed. Hence what is the point of a WH&S section in our template if directors and WHS themselves refuse to make use of it.

Motion: Remove WH & S from the Agenda Template and request WHS provide all correspondence received and sent in regards to the Bylands accident to the OC so it can ascertain whether due diligence has been done.

WITHDRAWN

Agenda item ID: **13298**

Agenda item: **Ice truck container space**

Agenda details: Discussion item about Darrylle and the Ice Crew getting space in one of the new

containers.

Discussion only: Darrylle advised that he would like space in a container.

11.	Carried Resolutions
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That the OC pays the Acuri vehicle insurance invoice of \$235 to add Ford Territory ADN279 to the Farm MV policy.

That \$ 499.00 be place on Kevin Taylor's card to continue the repairs of the trailers so that they are safe and roadworthy.

Application for extra funding of \$ 1200 to be put on Kevin Taylor's card for the June working bee to cover the 4 hand made concrete sleepers and extra crane time .

That all standing committee accounts and all single signature accounts are reduced to zero on 30 June 2021 and all signatories are warned of this in advance.

That the budget application for \$170 to place \$5 on each account with zero or negative balance is approved and that any balance on 30/6 is transferred back to the OC account.

That \$362 be transferred to Kevin Taylor's card to pay the outstanding Storage King fees.

That John liaise with FinCom to work out what reports can be supplied for the SGM, and attempt to have them for the upcoming SGM.

12.	<u>Actions Tasks from this meeting</u>
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13.	<u>Next Meeting Date & Time Confirmation</u>
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27/05/2021 7:30 pm

14.	<u>Meeting Ended</u>
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10:54pm