

**Lake Macquarie Sustainable Neighbourhood Alliance
– Ordinary Meeting Minutes –**

Date:	Tuesday 12 th March 2013	Chair:	Dot Seiffert
Time:	Opened at 6:00pm & closed at 8:26pm	Secretary:	Norbert Lica
Location:	Orchid Room, Lake Macquarie City Council Administration Building, 126 – 138 Main Rd, Speers Point, NSW, 2284		
Present:	Dot Seiffert, Norbert Lica, Jean McGarry, Susan Denholm, Avril Lockton, Robyn Charlton, Rachelle McConville		
Apologies:	Colin Mondy(until 20 th March), Sandy Benson(until May), Steve Dewar		

Meeting Minutes

1 Welcome & Introduction

Dot opened the meeting with a welcome to members and introduced the agenda to members present.

2 Apologies – As noted above.

3 Conflict Of Interest (Please notify the meeting if you believe you have a conflict of interest regarding any agenda item). No conflict of interest advised.

4 Previous Meeting Minutes

4.1 Ordinary Meeting Minutes Dated Tuesday 19th February 2013

MOTION:

That the previous meeting minutes dated 19th February 2013, be confirmed as an accurate record

Moved: Norbert Lica

Second: Dot Seiffert

Vote: Unanimous

4.2 Business & Actions Arising From The Minutes (refer to Action Log on page 3 & 4)

Referring to 9.2 in the minutes, Possible Pending Grant Application From Redhead SNG, Rachelle informed the board that Redhead hasn't yet sent there documents to the Alliance about there project. It is assumed that they will send there documents soon.

Referring to Action Log, item 1, Rachelle did some research on the domain name and informed the board that the domain name is owned and hosted by the council for two years and expires on the 14th February 2014. To transfer into the alliances name, it will cost \$340 which the council is happy to do and will be transferred on the expiry date. The transfer is a one off cost.

Item 2, Norbert, Robyn, Jean, Susan, Colin and Sandy to complete there profiles.

Item 4, Rachelle advised the board that the actual date for the presentation of achievements is scheduled earlier to be on the 27th May 2013 but still needs to be confirmed. Dot and Rachelle to complete action and to apply for public access after it has been confirmed, before this date.

Item 5, Jean explained that we had not lost mail, the bank saw that we had little activity and decided to send the statements every 3 months. They will send monthly statements as per usual. The bank printed all 6 items from December and has been cited by Jean.

5 Correspondence Inwards

Request for letter of support for CLEANaS, 21 February 2013 – Dan a member of Dudley SNG is part of another local not for profit organisation called Clean as, would like a letter of support for an expression of interest to the N.S.W Government about a community owned renewable energy project. Refer to document of emails as dated above. Rachelle replied by saying no because it was very short notice.

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A letter for Post Office Renewal of \$154 – Rachelle to pay renewal.

ACTION: Rachelle to pay P.O Box renewal.

6 Correspondence Outwards

Email update to Alliance membership, 27 February 2013

7 Treasurers Report

Treasurers report was tabled. Current balance on the 12th March 2013 of \$475.05

8 For Discussion & Action

9 Requests From Member Groups

9.1 Request to sponsor grant application - Toronto Area SNG, Fire Station Project - completed via email:

The application has been completed and approved by the alliance online.

9.2 Request to sponsor grant application - Dudley Community Garden Group, Gardening equipment and materials - completed via email :

The application has been completed and approved by the alliance online. A big thank you to Dot and Jean for signing documents on short notice, and the board for approval, well done guys.

9.3 Possible event risk assessment - Dudley Mural Celebration, 14 April :

Susan discussed the progress of the Mural, such as graffiti proofing, a small garden in front of the mural, the artist and some safety training the group received. she handed out copies of the Welcome To Dudley Mural community Street Party proposal which is to celebrate the completion of the Mural. She talked about the activities being provided and explained that there will be a road closure in front of the mural. It was agreed for the alliances logo to be used on sign-age and that the alliance will auspice the event with agreed changes. The alliance congratulates the group for there success.

10 Report Backs From Member Groups

10.1 LT Creek SNG, Responsible Cat Care Brochure: The group is looking to put together a broacher that will inform people of how to responsibly look after there cats. There have been incidence of cats being injured as well as local native birds being hunted by them. Robyn is currently waiting to meet with the ranger to work out how to go about the broacher. They are looking to get a grant from the Native Animal Trust Fund and to talk with Hunter Animal Watch who de sex cats they catch. There is hope that 2 companies will be able to get on board and sponsor the project. Robyn would like the alliance to be a sponsor for the application.

11 General Business

11.1 Council meeting 27 May - scheduled for staff Sust presentation : Council Staff are preparing a report to the council about the progress of there programs. It was suggested that the alliance apply for public access at the same time to present an alliance report on our success to councillors, as the council staff present there report.

11.2 Calling All Community Groups (Federal Government): Greg Combet is offering not for profit organisations the chance to register there details on his community database, for which he will send information about grants and other government programs that can help our group. Rachelle is to send information to all member groups.

ACTIONS: Rachelle to send information to member groups about the Government register for grants.

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11.3 Post Office Box Renewal: Discussion around whether the alliance should keep the post office box and whether bank statements should go to the post office box. It was agreed that we keep the post office box and that Jean organise with bank to send bank statements to the alliances P.O Box so as to keep mail in one place with out mail going missing when board members position changes. Refer to item 5 in action log below.

11.4 Preparation for fund raising meeting: A discussion around just some of the options to us, such as sponsorship, photo competition, calendars. A reminder of the date for our fund raising meeting is below.

12 Next Meeting Dates

12.1 Next Ordinary Meeting, Tuesday 16th April 2013, 6pm to 8pm:

12.2 Tuesday 19 March - Cooranbong SNG Walk in the Park

12.3 Wednesday 20 March, 5.30pm - Training: Recruiting and Keeping Volunteers, Toronto Workers Club, 5 James St, Toronto. (Please book in if you haven't already - just have Dot coming so far.)

12.4 Tuesday 26 March, 6pm - Fund raising Meeting. Council admin building

13 Meeting Close

Action Log Arising From Ordinary Meeting Minutes Dated Tuesday 3rd July 2012

Item	Responsibility	Action	Item Ref	Due Date	Progress
1	R. McConville	Rachelle to register the domain name www.sustainableneighbourhoods.org.au in the Alliance's name.	8, 2 nd dot point	February 14 th 2014	In progress

Action Log Arising From Ordinary Meeting Minutes Dated Tuesday 20th November 2012

Item	Responsibility	Action	Item Ref	Due Date	Progress
2	All Board Members	All Board members to write a short profile each or summary, detailing their reasons for involvement in Sustainable Neighbourhood Program. Will be put on the Alliance website with a photo of each Board Member.	8.6	On going, until complete	In Progress
3	All Board Members	All board members to submit ideas for training to the board either at meetings or through email.	10.2	On going	In Progress
4	R. McConville & D. Seiffert	Rachelle to keep board up dated as to when to present a report of achievements to council and how to move this forward. Estimated time to present on 27 th May 2013. As offered Dot to do a draft report for the alliance.	11.6	Before 27 th May 2013	In Progress

Action Log Arising From Ordinary Meeting Minutes Dated Tuesday 19th February 2013

Item	Responsibility	Action	Item Ref	Due Date	Progress
5	J. McGarry	Jean to change the address at the bank for bank statements to be sent to the Alliance P.O Box.	7	ASAP	In Progress
6	N. Lica	Norbert to deliver the white boards to there respective places.	11.2	ASAP	Complete

7	R. McConville	Rachelle to email fund raising budget report to all board members in preparation for up coming fund raising meeting.	11.3	Before 26 th March 2013	Complete
8	All Members	All members to send emails to there groups informing them of earth hour.	11.4	March	Complete
9	R. McConville	Rachelle to follow up with insurer about the receipt for our insurance and if payment was successful.	11.5	March	Complete
10	A. Lockton	Avril to bring her usb to the next meeting so Rachelle can have a look at her usb.	11.6	March	In Progress
11	C. Mondy	Colin to attend the next Grants Committee Meeting on the alliance behalf.	11.7	April	In Progress
12	R. McConville	Rachelle to email board members the options of dates for next meeting date.	12.1	ASAP	Complete

Action Log Arising From Ordinary Meeting Minutes Dated Tuesday 12th March 2013

Item	Responsibility	Action	Item Ref	Due Date	Progress
13	R. McConville	Rachelle to pay P.O Box renewal.	5		In Progress
14	R. McConville	Rachelle to send information to member groups about the Government register for grants.	12.2		In Progress

Signed as an accurate record, Chair's Name: _____ Signature: _____ Date: ____ / ____ / ____