

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

<b>Date:</b>	Tuesday 16 <sup>th</sup> October, 2012	<b>Chair:</b>	Dot Seiffert
<b>Time:</b>	Opened 6:00pm and closed at 8:13pm	<b>Secretary:</b>	Norbert Lica
<b>Location:</b>	Orchid Room, Lake Macquarie City Council Administration Building, 126 – 138 Main Rd, Speers Point, NSW, 2284		
<b>Present:</b>	Robyn Charlton, Jean McGarry, Dot Seiffert, Norbert Lica, Rachelle McConville,		
<b>Apologies:</b>	Susan Denholm, Avril Lockton, Colin Mondy		

**Meeting Minutes**

**1 Welcome & Introduction**

Dot opened the meeting with a welcome to members and introduced the agenda to people 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 18<sup>th</sup> September 2012**

**MOTION:**

That the previous meeting minutes dated 18<sup>th</sup> September 2012, be confirmed as an accurate record.

Moved: Norbert Lica

Second: Robyn Charlton

Vote: Unanimous

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

**5 Correspondence Inwards**

Alliance received a letter from Guild Insurance with there confirmed endorsement to cover both Valentine SNG's Graffiti Removal Project and Redhead SNG's Christmas At Redhead event.

The alliance has also received letters from the Australian Governments, Australian Business Register, confirming the alliance is registered with them and the Australian Taxation Office, confirming the alliances Tax File Number.

**6 Correspondence Outwards**

**7 Treasurers Report**

Treasurers report was tabled. Current balance on the 20<sup>th</sup> September 2012 of \$2,714.36 No transactions have been made since the last report.

**8 For Discussion & Action**

**8.1 AGM Preparation:** Discussion on how many people likely to attend the AGM. It was estimated around 30 to 40 people may attend. Discussion on how each member group would present there Show & Tell. Each group would get 5 minutes each to present there show and tell. Member groups will be able to put up displays for people to look at if they wish.

**8.2 Board Nominations:** Board nominations were discussed and how it would work. The positions would be declared open and then nominations would be called for. Each nominee then would give a two minute speech introducing him or her self. Then a vote is taken to elect each board member. Once the board is elected, the new board will then vote for the positions of Chair, Secretary, Treasurer and Public Officer.

## Meeting Minutes

**8.3 Agenda & Reports:** The agenda was discussed, the chair and Treasurer will give reports on the activities achieved to date. Alice Howe will give a talk on the Sustainable Neighbourhood Program.

**8.4 Setting Up / BBQ etc:** It was agreed that we arrive early, at 10:30am to set up and prepare for AGM. It was decided that we will get some vegetarian meals to cater for vegans at the BBQ.

### 9 Requests From Member Groups

**9.1 Cooranbong SNG, Wildlife Walk On 16<sup>th</sup> November 2012:** The group has organised an informative guided nature walk along a well formed track along Dora Creek in Cooranbong. Dr. Terry Annable- a naturalist will be leading the walk. The group is requesting the Alliance to auspice the event. The Alliance agreed to auspice the event via email.

**9.2 Christmas At Redhead On 24<sup>th</sup> November 2012:** The board agreed to auspice Redheads event subject to the changes to the risk assessment and compliance with Alliances insurer.

### 10 Report Backs From Member Groups

**10.1 Update On Dudley Mural Project:** Improvements are being made to the design of the mural. Scaffolding is being prepared.

**10.2 Climate Ready Dora Creek SNG, Door Knock With SES:** SES volunteers from the Cooranbong unit and CRDC volunteers got together and delivered information kits to all the residents of Dora Creek. We felt it was a very good day. We were able to conduct a survey and got people interested in participating in a work shop planned for February – March next year. From the survey we believe a good number of people will take part in our work shop we have planned which is all about preparing for floods in our low lying area.

### 11 General Business

**11.1 Workplace Health & Safety Training, Saturday 3<sup>rd</sup> November 2012:** The training is looking good. It is expected that after this training session, a second session is on the cards for some time next year. There has been some interest in the training session for this coming November.

**11.2 Lending Out Alliance Equipment, A Proposed Process:** A form has been developed called an Alliance Equipment Loan Form. The idea is to keep track of all the Alliances equipment that we lend out, and check the condition of the equipment as it is returned. It is also a good way to keep an inventory of the Alliances assets.

**11.3 Logo And Branding Guidelines, Feed Back On Draft:** A discussion about an alternative back ground colour for the logo when the logo has the same colour background. Some examples will need to be presented to see if proposed change looks good. Over all board members were impressed with the work, done, and found the guidelines to be very good. The Alliance also received an official Logo Stamp and receipt book. Jean received the items for safe keeping.

### 12 Next Meeting Date

**12.1 AGM 11am, Sunday 21<sup>st</sup> October 2012:** Landcare Resource Centre, Corner of Toronto and Five Islands Rd, Teralba

**12.2 6pm, Tuesday 20<sup>th</sup> November 2012:** Next tentative date for Ordinary Meeting after AGM.

### 13 Meeting Close

### Action Log Arising From Ordinary Meeting Minutes Dated Tuesday 3<sup>rd</sup> July 2012

Item	Responsibility	Action	Item Ref	Due Date	Progress
1	R. McConville	Rachelle to research the need for and details of a fund raising license. ( Rachelle is looking for an accountant to nominate as an auditor. She will email a request to the SN network to see if there are any accountants in the membership who might be willing to assist for free )	5, 2 <sup>nd</sup> dot point		Complete
2	R. McConville	Rachelle to register the domain name <a href="http://www.sustainableneighbourhoods.org.au">www.sustainableneighbourhoods.org.au</a> in the Alliance's name.	8, 2 <sup>nd</sup> dot point		In progress

### Action Log Arising From Ordinary Meeting Minutes Dated Tuesday 17<sup>th</sup> July 2012

Item	Responsibility	Action	Item Ref	Due Date	Progress
3	R. McConville	Rachelle to prepare Guidelines for use of Alliance Logo to be added to the Community Resource Toolkit and distribute. ( Draft expected by end of September. Rachelle will circulate )	7.1		Complete
4	R. McConville	Rachelle to add Survey Monkey Account to the Community Resource Toolkit for member groups information and distribute. ( Rachelle to let membership know about availability of survey monkey account )	9.3		Complete
5	R. McConville	Rachelle to purchase / print a receipt book that includes the Alliance's ABN and other official details. ( Rachelle to buy a stamp instead to use with a normal receipt book )	9.5		Complete

### Action Log Arising From Ordinary Meeting Minutes Dated Tuesday 21<sup>st</sup> August 2012

Item	Responsibility	Action	Item Ref	Due Date	Progress
6	N. Lica	Norbert is to give Hellen her Community Toolkit.	4.2	September	In progress

### Action Log Arising From Ordinary Meeting Minutes Dated Tuesday 18<sup>th</sup> September 2012

Item	Responsibility	Action	Item Ref	Due Date	Progress
7	R. McConville	Rachelle to add a friendly welcoming to the beginning of the duty statement, then to distribute to people who nominate for the Board.	6.1		Complete
8	N. Lica & R. McConville	Norbert to arrange the BBQ for the AGM with Rachelle to assist.	6.3	21 <sup>st</sup> October 2012	In Progress
9	R. McConville	Rachelle to send out reminder email to membership with highlights of the Show and Tell and BBQ being the prominent part of the message, mention a gold coin donation for BBQ.	6.4	21 <sup>st</sup> October 2012	Complete
10	R. McConville	Rachelle to promote up coming Workplace Health & Safety Training to key SNG contacts.	9.1	3 <sup>rd</sup> November 2012	In Progress
11	N. Lica	Norbert to find out more about the free tours to the Smart Grid Smart City Centre and to inform the board. Talk with Susan Denholm about the seminar on Thursday.	9.2	20 <sup>th</sup> September 2012	Complete

Signed as an accurate record, Chair's Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_