

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

Date:	Tuesday 17 th December 2013	Chair:	Norbert Lica
Time:	Opened at 6:20pm & closed at 8:10pm	Secretary:	Norbert Lica
Location:	Orchid Room, Lake Macquarie City Council Administration Building, 126 – 138 Main Rd, Speers Point, NSW, 2284		
Present:	Norbert Lica, Jean McGarry, Steve Dewar, Sandy Benson, Colin Mondy, Avril Lockton, Rachelle McConville (LMCC).		
Apologies:	Susan Denholm, Dot Seiffert.		

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1 Welcome & Introduction

2 Apologies

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 22nd October 2013 Are Pending

MOTION:

That the previous meeting minutes dated 22nd October 2013, be confirmed as an accurate record.

Moved:

Second:

Vote:

4.2 Ordinary Meeting Minutes Dated Tuesday 19th November 2013

MOTION:

That the previous meeting minutes dated 19th November 2013, be confirmed as an accurate record, noting that the previous meeting minutes from 22 October 2013 are pending.

Moved: Steve Dewar

Second: Sandy Benson

Vote: Unanimous

4.3 Business & Actions Arising From The Minutes (refer to Action Log on pages 4 & 5 of these Minutes)

Item 1 – Rachelle has filled out a form to register the domain name to the alliance, ready for February 2014. Rachelle explained that the domain name is our website address and that it was purchased by council when the Sustainable Neighbourhood Program first started. It was agreed some time ago that the domain name would be transferred to the alliance in February.

5 Correspondence Inwards

Email response to Alliance letter regarding Council fees and charges for parks.

Insurance renewal invitation from Guild Insurance.

6 Correspondence Outwards

SITA Grants program – sent to Alliance membership.

Updated Alliance activities and details for insurance renewal – to Guild Insurance.

Signed Grant Agreement – LT Creek Cat Care Brochure – to Council.

Correspondence to Toronto Area SNG advising them there invoice has been paid today.

Correspondence out to Monique Millar, Guild Insurance regarding cheque for our insurance cover for 2014.

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7 Treasurers Report

Treasurers report was tabled with the current balance of \$4,889.25c dated 17th December 2013. Receipts of a Donation from the AGM of \$23.60c, A deposit from LMCC of \$1,800.50c. The expenditure of two cheques, one being for \$68.40c to Trees In Newcastle on behalf of Toronto Area SNG for plant stock, and one being for \$1,800.50c to Guild Insurance.

8 Grants On Offer

8.1 SITA Australia: National Community Grants Program – Applications close 31 January 2014,

8.2 Club Grants: www.clubsnsw.com.au/clubgrants

8.3 Morisset Lions Club Giant Christmas Raffle: Morisset Lions Club have up to \$20,000 worth of raffle tickets for not for profit organisations to sell. Money raised will go directly to those organisations who sell the tickets. Any not for profit organisation can take part.

9 For Discussion & Action

9.1 Request to Council regarding cost of using Council facilities: A response has come back from Terry Butler saying that he is bound by council's fees and charges and must charge a fee for any park or reserve that is booked for what ever reason, this includes Carols, Staff Picnic Day, and thank you events, even departments within council that book parks and reserves are charged fees. The fees must be paid prior to approval, the hirer then applies through the donations policy for reimbursement of fees. Unless there is a change to this process he is bound to charge for bookings.

Rachelle advised that if we want to get the Pricing Policy fees changed, which get reviewed and updated yearly by the Budgeting Committee through council committee meetings, that we would need to talk to the councillors to vote on changing the fees and charges. They are the ones that make the ultimate decisions about the fees and charges. We were advised that just as the alliance on its own that we probably wont have much luck, but we would most likely have a better chance of success if we were to get together with other groups and organisations and approach councillors as one, to have the fees and charges changed.

Discussion on whether there is a summary or a record of successful donations of reimbursement of fees.

ACTION: Steve to approach Chad Griffith or councillors in relation to the fees and charges for parks. And email board members on how he went.

9.2 Sponsorship Proposal: Rachelle has emailed an updated proposal around to board members for comment. Discussion on some of the suggestions from Colins daughter written in the draft, such as photos, logos, list of sponsors and projects and in kind support. Colin discussed the option of crowd funding campaign.

Discussion on who we choose and target for sponsorship. Rachelle explained that we have a list of sponsors who are more suitable for the \$3000 mark. If we were going to go for the \$10,000 or \$20,000 that we get a good list of about 5 or 10 possible sponsors that we do research on, to get an idea of what these companies are like. Jean and Norbert suggested that maybe we seek funding for operational costs only instead of specific projects. A time frame was discussed for around May to be a deadline, and in the mean time we start approaching companies early in the new year.

ACTION: Sandy to research the target list of potential sponsors.

ACTION: Rachelle to email to board members updated draft proposal.

ACTION: Rachelle to make a note to start approaching companies early in the year.

9.3 Michael Mobbs Books: Rachelle has two books left for sale. Rachelle gave Jean \$560 from the books that were sold. Council purchased the books and sold them for \$40 each and donated the proceeds to the alliance. A formal letter of thanks should be written to Michael for his support. A big thank you to council for there support too. Discussion about whether we could get a list of speakers like Mr Mobbs to give presentations as part of our activities for promoting Sustainability.

ACTION: Rachelle send a thank you letter to Michael Mobbs.

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9.4 Insurance Renewal For 2014: Insurance renewal for the alliance is in progress, Jean and Rachelle have got it worked it out.

10 Requests From Member Groups

10.1 Toronto Area SNG “Tossers Can Be Bidders” Launch Event: Saturday 1 March 2014, A Tossers Can Be Bidders document was presented with an outline of how the day will run for the launch event and hoping to have a BBQ. The group wants to have an opening of the bins, where they hand out green bags and personal cigarette holders. They will have signs installed and plant the remaining plants. They hope the mayor will come to join in the fun. The group hopes to use the scouts on the day. The Eco Angels clean up will lead into the final audit to see if any behaviour changes have occurred. The group is hoping to get some publicity with NBN television in the run up to Clean Up Australia Day and are looking to invite Ian Kearnan. The alliance approves in principle pending the review of the two extra risk assessments to be completed relating to the sign painting and Eco Angels.

10.2 Dudley SNG Request To Sponsor Grant Application (SITA Grants) – Pending due 31 January 2014 For Awabakal Sensory Trail: The group have been in contact with Rachelle and are thinking about going for this grant application and would like the alliance to sponsor the application which will come in while Rachelle is away. Kelly Wood will email the board to get approval from the alliance. They are working on a project that is insured by Landcare but its on a school property and National Parks land.

11 Report Backs From Member Groups

11.1 Redhead Wine & Cheese Evening And Review / Planning Evening: The evening blew a Gail with rain, but the rain did not deter, about 70 people turned up for the night where it was held in the school hall. The group raised over \$1000, all the money raised went to the school which will go to the garden and a program called nourish. Karen Price sent through a report about the evening.

Colin discussed the process his group went through when they did a planning review of there SNAP, they went through one project in each of there categories, discussing how they will go about achieving there goals. They used a traffic light system where green was what they had done or completed in a project. Amber was the projects that they had a go at, but were not successful with. Red was for projects that they did not touch at all. Then in the review they asked what are the priorities for the next year.

11.2 West Wallsend Eco Angel Clean Up: It went really well, around 30 people came to the event, the group was very happy with progress made.

11.3 Charlestown Dive In Theatre Event: It was at the pool, it was well populated with a few hundred people and it was the 3rd attempt, it was a stunning day. The two movie screened attracted younger people. The group signed up a few names.

11.4 Wangi Twilight Christmas Fair: Steve attended it and said that it was great, they had all sorts of stalls along the place with Christmas lights over the place. The library and post office stayed opened as well as some of the shops stayed opened too.

11.5 Dudley Australia Day Award Nomination: The Dudley SNG nominated them selves for the Australia Day award focusing on the Mural project, and listed all the activities that they had done through out the year. They managed to get it in, in the nick of time.

11.6 Belmont Public School, Bush Tucker Garden Opening: The opening was yesterday, it went very well with pretty good attendance. People from the LMCC as well as the Awabakal Land Council, community groups, Mens Shed, The Neighbourhood Centre as well as Habitat & Harmony, amongst others attended. It was good to have them there so they could see what they had donated and how it was all put together. All were exited, Photos were taken of the event and put into a document and given to the alliance, showing the different objects that were made, like the insect hotel. The hotel was built by the kids so that bugs and spiders can come and stay. Funding from council grants was used for seating, gardening, signage and

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landscaping. Over 20 community members turned up to help build the landscaped garden which was good for the school students of which the school has a higher proportion of aboriginal children.

12 General Business

12.1 Rachele On Leave All Of January: Last day for Rachele is Monday 23 December and return on Thursday 6 February. Kelly Wood kwood@lakemac.nsw.gov.au 4921 0104 will be looking after any Alliance stuff that comes up in that time, e.g. Dudley grant approval. I have given her instructions to check the Alliance email account, and to text Board members if something comes up.

13 General Information

13.1 Newcastle Herald Article: Steve informed the board that there was a great article in the green section of The Herald about the word sustainable and what it means. Colin informed the board that he had two people that wanted to change the name Sustainable Neighbourhood, cause they think that no one gets it. He opposed the idea of changing the name and said that they would have to do more to help people understand what sustainability means.

ACTION: Rachele to find the article that Steve was referring to and to use her judgement as to whether to send it to membership.

14 Next Meeting Dates

14.1 No Meeting In January, Next Ordinary Meeting Scheduled for Tuesday 18th February 2014, 6pm – 8pm: February Colin away.

15 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	Rachele 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	Susan	Susan to write a short profile or summary, detailing her reasons for involvement in Sustainable Neighbourhood Program. Will be put on the Alliance website with a photo along side other Board Members profiles.	8.6	February	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

Action Log Arising From Ordinary Meeting Minutes Dated Tuesday 17th September 2013

Item	Responsibility	Action	Item Ref	Due Date	Progress
4	Dot	Dot to talk with council about the cost of fees to groups for council parks, after she returns home from her holiday.	9.4		In Progress
5	Norbert	Norbert to type a letter requesting permission to have a	9.8		In Progress

		BBQ fund raiser, then to deliver the letter to all Bunnings Warehouse Stores around Lake Macquarie, then to make a list of successful Bunnings Warehouse applications. This so we can start as soon as possible. Dot, Jean and with Robyn and her LT group, volunteered to assist in selling sausages.			
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Action Log Arising From Ordinary Meeting Minutes Dated Tuesday 22nd October 2013

Item	Responsibility	Action	Item Ref	Due Date	Progress
6	Norbert	Norbert to write a letter of thanks to Bunnings for there support in the donated prize, Stating that we were successful and that the young prize winner was very happy and exited about the win and that we informed the winner that she can purchase her worms from Bunnings.	11.2	November	In Progress

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

Item	Responsibility	Action	Item Ref	Due Date	Progress
7	Rachelle	Chase up response to letter regarding cost of using Council facilities.	9.1	17 th December	Complete
8	Rachelle	Update sponsorship proposal with project opportunities and amount requested in line with discussion at meeting.	9.2	17 th December	Complete

Action Log Arising From Ordinary Meeting Minutes Dated Tuesday 17th December 2013

Item	Responsibility	Action	Item Ref	Due Date	Progress
9	Steve	Steve to approach Chad Griffith or councillors in relation to the fees and charges for parks. And email board members on how he went.	9.1		In Progress
10	Sandy	Sandy to research the target list of potential sponsors.	9.2		In Progress
11	Rachelle	Rachelle to email to board members draft proposal.	9.2	December	In Progress
12	Rachelle	Rachelle to make a note to start approaching companies early in the year.	9.2	February March May	In Progress
13	Rachelle	Rachelle send a thank you letter to Michael Mobbs.	9.3		In Progress
14	Rachelle	Rachelle to find the article that Steve was referring to and to use her judgement as to whether to send it to membership.	13.1		In Progress

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