

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

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| Date: | Tuesday 18 th September, 2012 | Chair: | Colin Mondy |
| Time: | Opened 6:00pm and closed 8:09pm | Secretary: | Norbert Lica |
| Location: | Orchid Room, Lake Macquarie City Council Administration Building, 126 – 138 Main Rd, Speers Point, NSW, 2284 | | |
| Present: | Susan Denholm, Colin Mondy, Jean McGarry, Norbert Lica, Rachelle McConville, Robyn Charlton, Jane West | | |
| Apologies: | Suzanne Pritchard, Dot Seiffert | | |

Meeting Minutes

1 Welcome & Introduction

Colin Mondy who was nominated as chair while Dot was away, welcomed Alliance board members to the meeting. He welcomed and introduced Jane West from Cardiff North SNG who has come to observe our meeting.

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 21st August 2012

MOTION:

That the previous meeting minutes dated 21st August 2012, be confirmed as a true and accurate record.

Moved: Norbert Lica

Second: Jean McGarry

Vote: Unanimous

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

5 Treasurers Report

Treasurers report was tabled. Current balance on the 20th August 2012 of \$2,714.36 The Alliance held a raffle at the Living Smart Festival and made \$200.00 minus the expense of \$84.90, net total made \$115.10 Norbert Lica was reimbursed the \$84.90 for the expense of the raffle prize, a Worm Farm Cafe (Bunnings Warehouse receipt dated 15/9/12).

6 For Discussion & Action

6.1 AGM Induction Package & Duty Statement For New Board Members: The board is happy with the content of the package. It was agreed that there be a friendly welcoming at the beginning of the duty statement for new board members.

ACTION – Rachelle to add a friendly bit to the beginning of the duty statement, then ok to distribute to people who nominate for the Board.

6.2 Indication From Current Board Members Who will Be Nominating At AGM: Norbert, Jean, Colin, Dot and Susan indicated they would be up for nomination. Robyn and Suzanne have indicated they unfortunately won't be renominating. It was noted that at least 5 board members will be needed to make a functioning board.

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6.3 BBQ: To help raise some funds at the AGM, the board agreed that we ask people for a gold coin donation to help pay for the BBQ.

ACTION – Norbert to arrange the BBQ for the AGM with Rachelle to assist.

6.4 AGM Reminder To SNG Members: It was agreed that a reminder email go out to all the Alliance membership about the AGM and to invite member groups if they would like to do a show and tell. Highlighting the message of the show and tell as well as the BBQ with a small mention of a gold coin donation for BBQ.

ACTION – 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.

6.5 AGM Response: A few people have responded with interest in being part of the alliance board.

7 Requests From Member Groups

7.1 Dudley Community Garden (informal enquiry regarding future grant application): Discussed informal conversation with Dudley Community Garden Group (Part of Dudley SNG) regarding auspice of future grant. The group have decided to be an Operating Committee Of Council, to try and secure land for a community garden to try to be covered by council insurance. The Board agreed they would be happy to consider their grant application (expected for next round of Council's Environmental Sustainability Grants – January 2013), and are pleased to have advance warning.

7.2 Redhead Community Christmas: Being planned by the Redhead SNG. Request for auspice will be coming through to the Alliance in the next few weeks.

7.3 Climate Ready Dora Creek Door Knock With SES: Will be working with the SES to engage community members around flood preparedness. Norbert also discussed a proposed footbridge across Dora Creek.

8 Report Backs From Member Groups

8.1 Update On Dudley Mural Project: Dudley group will be forwarding their invoices to Jean for payment/processing of grant funds from the Alliance account. For payments to be approved, 2 signatures will be required. An updated project plan has been circulated for info of Board members. They are currently working on developing from the concept design to the mural design. Some discussion around collecting further input from the community, however, advice from Board members was that a large amount of consultation had already been done, and Dudley group would be best to leave final design up to professional artist and Dudley mural team. Board members also reiterated original auspice requirements regarding scaffolding and volunteer safety.

8.2 Cardiff North SNG: Formalised their membership and signed up 4 new members today (18 September 2012). Their final Terms of Reference document was tabled at the meeting, and Jane will forward a digital copy to Rachelle. The Board congratulated the group for passing this important milestone.

8.3 Redhead SNG: Recently held community forum and received great feedback about their SNAP and activities. Also engaged with community around use of colliery buildings. Mens Shed group are looking to lease / manage the site. Also planning for Christmas in Redhead event in November.

8.4 Living Smart Festival: A successful day, lots of interest, we signed over 40 new contacts for the Sustainable Neighbourhood Alliance membership around Lake Macquarie. We sold \$200.00 worth of raffle tickets. The board would like to give a big thank you to all those who came together to help make the day a success. A big thank you to Hunter Wetlands for lending the display boards. A thank you to council for helping out with the stall and there support. What a fantastic day. "Yippee eye coyote".

9 General Business

9.1 Workplace Health & Safety Training, Saturday 3rd November: Looking for 1 representative from each SNG (+ all Alliance Board members) to attend this important training session, about risk assessments and health and safety obligations. Rachelle handed out some flyers about the training and took down some of our

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names for training.

ACTION – Rachele to promote up coming Workplace Health & Safety Training to key SNG contacts.

9.2 Smart Grid Smart City: Broachers were handed out to board members. Possibility of going on a free tour of the Smart Grid Smart City Centre. Susan Denholm mentioned a seminar was being held on Thursday 20th September 2012. It was agreed that Norbert find out some more info about the free tours and to get back to the board through email of when tours are on.

ACTION – 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.

10 Next Meeting Date

10.1 6pm, Tuesday 16th October 2012

11 Meeting Close

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

| Item | Responsibility | Action | Item Ref | Due Date | Progress |
|------|----------------------|--|------------------------------|--|-------------|
| 1 | J. McGarry & N. Lica | Norbert to fill in paper work to be a signatory to the Alliance bank account. Jean to arrange to have Norbert included as a signatory to the bank account. | 4 | August moved to September | Complete |
| 2 | R. McConville | Rachele to research the need for and details of a fund raising license. (Rachele 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 nd dot point | | In progress |
| 3 | R. McConville | Rachele to collect ratified Terms Of Reference from all member groups. | 5, 3 rd dot point | | Complete |
| 4 | R. McConville | Rachele to collect and register groups that are interested in showcasing there achievements at the Living Smart Festival and people who would like to volunteer at the stall. | 8, 1 st dot point | Before 15 th September 2012 | Complete |
| 5 | R. McConville | Rachele to register the domain name www.sustainableneighbourhoods.org.au in the Alliance's name. | 8, 2 nd dot point | | In progress |

Action Log Arising From Ordinary Meeting Minutes Dated Tuesday 17th July 2012

| Item | Responsibility | Action | Item Ref | Due Date | Progress |
|------|----------------|---|----------|-------------------|-------------|
| 6 | R. McConville | Rachele to prompt local groups to renew their memberships for 2012/13 financial year. | 6.5 | ASAP or September | Complete |
| 7 | R. McConville | Rachele to prepare Guidelines for use of Alliance Logo to be added to the Community Resource Toolkit and distribute. (Draft expected by end of September. Rachele will circulate) | 7.1 | | In progress |
| 8 | R. McConville | Rachele to add Survey Monkey Account to the Community Resource Toolkit for member groups information and distribute. (Rachele to let membership know about availability of survey monkey account) | 9.3 | | In progress |
| 9 | R. McConville | Rachele to purchase / print a receipt book that includes the Alliance's ABN and other official details. (Rachele to buy a | 9.5 | | In progress |

| | | stamp instead to use with a normal receipt book) | | | |
|---|----------------|---|----------|---|-------------|
| 10 | R. McConville | Rachelle to call or write a letter to Michelle and express thanks on behalf of the Board. | 9.6 | August moved to September | Complete |
| Action Log Arising From Ordinary Meeting Minutes Dated Tuesday 21st August 2012 | | | | | |
| Item | Responsibility | Action | Item Ref | Due Date | Progress |
| 11 | N. Lica | Norbert is to give Hellen her Community Toolkit. | 4.2 | September | In progress |
| 12 | N. Lica | Norbert to approach Bunnings Warehouse with a request of a donation of a worm farm. | 6.2 | ASAP before 15 th September 2012 | Complete |
| 13 | D. Seiffert | Dot as chair, to organise to be part of the Grants Committee. | 6.3 | September | Complete |

| Action Log Arising From Ordinary Meeting Minutes Dated Tuesday 18th September 2012 | | | | | |
|--|-------------------------|---|----------|---------------------------------|-------------|
| Item | Responsibility | Action | Item Ref | Due Date | Progress |
| 14 | 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 | | In Progress |
| 15 | N. Lica & R. McConville | Norbert to arrange the BBQ for the AGM with Rachelle to assist. | 6.3 | 21 st October 2012 | In Progress |
| 16 | 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 st October 2012 | In Progress |
| 17 | R. McConville | Rachelle to promote up coming Workplace Health & Safety Training to key SNG contacts. | 9.1 | 3 rd November 2012 | In Progress |
| 18 | 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 th September 2012 | In Progress |

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