

Lake Macquarie Sustainable Neighbourhood Alliance – Meeting Minutes

Location:	Orchid Room, Council Administration Building, Main Rd, Speers Point	Date:	Monday 19 March, 2012
Chair:	Dot Seiffert	Time:	7 – 9pm
Present:	Dot Seiffert, Norbert Lica , Colin Mondy, Jean McGarry Observers (Council staff): Rachelle McConville,		

Meeting Minutes

Agenda Item Ref	Meeting Minutes
1	<p>Apologies Susan Denholm, Michelle Downey & Robyn Charlton</p>
2	<ol style="list-style-type: none"> 1) New email accounts have been set up for the main officers of, Chair, Treasury, Secretary, Public Relations, & Administration, through a gmail account with the domain name, @sustainableneighbourhoods.org The domain name will expire in August 2012, the board would have to decide before the expiry date whether to extend its use. It was suggested that it may be possible for all board members to have an email account, but would be costly to have all 12 board members with an email account. It would be optional if the board chose to do so. 2) Council is in progress of developing a Statement Of Commitment. 3) A second letter of introduction can be sent to all SNG's. A Positions Vacant Form with the aim to fill four positions on the board and a secretary has been done and can be sent with the second letter of introduction. 4) The development of style guides with guidelines for appropriate use of Logos is in progress. 5) The insurance quote has been completed. The Treasurer Jean McGarry now has the Insurance Policy and paper work, handed over by Colin Mondy. A discussion by the board that a portable filing system is needed for the Secretary, to hold all important documents. Various portable systems were discussed and now to be investigated and purchased. 6) A letter to the Council on behalf of the Alliance has been completed. 7) Raising concerns regarding current Community garden approval procedures have been considered. A letter is to be written jointly by Colin and Susan to Council about community garden procedures. 8) Two draft documents, Precess For Alliance Insurance Requests, & Activities Notification And Risk Assessment Form, were circulated to the board for review. It was agreed that the documents needed some improvements with adjustments to be made to the documents. The documents were to be recirculated to the board for approval. 9) It was agreed to eventually produce a Tool Kit for all the SNG's with all the info they needed to become a successful Sustainable Neighbourhood Group. 10) A letter is to be sent out to all the SNG's. 11) The opportunity of training has been offered, to help with Governance, Officer Roles, Grant writing, Project Planning and Work Health & Safety in the near future. 12) Next meeting date is Tuesday 17th April 2012, Start 7pm

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	<p>If there are any helpful suggestions for me to improve on as a secretary, those suggestions would be most welcome. Thanks guys, Cheers, have a nice day.</p> <p>Warm Regards Norbert Lica – Secretary (novice) L.M.S.N.A Board Member</p> <p>Minutes and Action Log from previous meeting</p> <table border="1" data-bbox="312 629 1442 1644"> <thead> <tr> <th data-bbox="312 629 411 741">Action Item Ref.</th> <th data-bbox="411 629 794 741">Action Item Description</th> <th data-bbox="794 629 932 741">Listed Date</th> <th data-bbox="932 629 1067 741">Due Date</th> <th data-bbox="1067 629 1204 741">Revised Due Date</th> <th data-bbox="1204 629 1342 741">Completed / Status</th> <th data-bbox="1342 629 1442 741">Resp.</th> </tr> </thead> <tbody> <tr> <td data-bbox="312 741 411 875">1</td> <td data-bbox="411 741 794 875">Investigate setting up an email account using ... @sustainableneighbourhoods.org</td> <td data-bbox="794 741 932 875">28 June 2011</td> <td data-bbox="932 741 1067 875">23 Aug 2011</td> <td data-bbox="1067 741 1204 875">21 Dec 11</td> <td data-bbox="1204 741 1342 875">In Progress</td> <td data-bbox="1342 741 1442 875">RC</td> </tr> <tr> <td data-bbox="312 875 411 965">2</td> <td data-bbox="411 875 794 965">→ Council will work with Alliance to develop MoU after AGM.</td> <td data-bbox="794 875 932 965">26 July 2011</td> <td data-bbox="932 875 1067 965">23 Aug 2011</td> <td data-bbox="1067 875 1204 965">21 Dec 11</td> <td data-bbox="1204 875 1342 965">In progress</td> <td data-bbox="1342 875 1442 965">CM</td> </tr> <tr> <td data-bbox="312 965 411 1093">3</td> <td data-bbox="411 965 794 1093">Write a second letter of Introduction on behalf of the LMSNA to be sent to members of the SNGs</td> <td data-bbox="794 965 932 1093">18 Oct 2011</td> <td data-bbox="932 965 1067 1093">29 Nov 2011</td> <td data-bbox="1067 965 1204 1093">21 Dec 11</td> <td data-bbox="1204 965 1342 1093">In progress</td> <td data-bbox="1342 965 1442 1093">SK</td> </tr> <tr> <td data-bbox="312 1093 411 1182">4</td> <td data-bbox="411 1093 794 1182">Develop style guide and guidelines for appropriate use of Logos</td> <td data-bbox="794 1093 932 1182">18 Oct 2011</td> <td data-bbox="932 1093 1067 1182">29 Oct 2011</td> <td data-bbox="1067 1093 1204 1182">21 Dec 11</td> <td data-bbox="1204 1093 1342 1182">In progress</td> <td data-bbox="1342 1093 1442 1182">RC</td> </tr> <tr> <td data-bbox="312 1182 411 1272">5</td> <td data-bbox="411 1182 794 1272">Review updated insurance quote</td> <td data-bbox="794 1182 932 1272">18 Oct 2011</td> <td data-bbox="932 1182 1067 1272"></td> <td data-bbox="1067 1182 1204 1272">21 Dec 11</td> <td data-bbox="1204 1182 1342 1272">Open</td> <td data-bbox="1342 1182 1442 1272">RC, Board</td> </tr> <tr> <td data-bbox="312 1272 411 1361">6</td> <td data-bbox="411 1272 794 1361">Communicate insurance details to all SN groups</td> <td data-bbox="794 1272 932 1361">18 Oct 2011</td> <td data-bbox="932 1272 1067 1361"></td> <td data-bbox="1067 1272 1204 1361">21 Dec 11</td> <td data-bbox="1204 1272 1342 1361">Open</td> <td data-bbox="1342 1272 1442 1361">Board</td> </tr> <tr> <td data-bbox="312 1361 411 1451">7</td> <td data-bbox="411 1361 794 1451">Letter to Council on behalf of the Alliance</td> <td data-bbox="794 1361 932 1451">18 Oct 2011</td> <td data-bbox="932 1361 1067 1451"></td> <td data-bbox="1067 1361 1204 1451">21 Dec 11</td> <td data-bbox="1204 1361 1342 1451">In progress</td> <td data-bbox="1342 1361 1442 1451">CM</td> </tr> <tr> <td data-bbox="312 1451 411 1585">8</td> <td data-bbox="411 1451 794 1585">Raise concerns regarding current Community garden approval procedures</td> <td data-bbox="794 1451 932 1585">18 Oct 2011</td> <td data-bbox="932 1451 1067 1585"></td> <td data-bbox="1067 1451 1204 1585"></td> <td data-bbox="1204 1451 1342 1585">open</td> <td data-bbox="1342 1451 1442 1585">Board</td> </tr> <tr> <td data-bbox="312 1585 411 1644">9</td> <td data-bbox="411 1585 794 1644">Lobby Council to ban plastic bags</td> <td data-bbox="794 1585 932 1644">29 Nov 11</td> <td data-bbox="932 1585 1067 1644"></td> <td data-bbox="1067 1585 1204 1644"></td> <td data-bbox="1204 1585 1342 1644">open</td> <td data-bbox="1342 1585 1442 1644">Board</td> </tr> </tbody> </table>	Action Item Ref.	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3	<p>Insurance</p> <p>Review draft documents:</p> <ul style="list-style-type: none"> • Process for Alliance insurance requests • Activities notification and risk assessment form <p>Approve these resources to include in a 'toolkit' for the Alliance / member groups. Rachelle is also working on Privacy guidelines, project planning and management guidelines etc.</p>																																																																						
4	<p>Additional Board members / Election of new Board Members (if necessary)</p> <ul style="list-style-type: none"> • Review the Letter of Introduction as attached, calling for nominations prior to the April meeting. • Use the attached Nomination form to outline a process and key dates to appoint new Board 																																																																						

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	<p>Members.</p> <ul style="list-style-type: none"> • Send the letter and nomination form out to the membership asap • Appoint / elect new members at the meeting scheduled for 17 April. <p>Secretary handover (Stefanie are you still able to attend?) What do we need to do to pass on Secretary role?</p>
5	<p>Website www.sustainableneighbourhoods.org.au</p> <ul style="list-style-type: none"> • Editors – invitations have been sent (should have received an email from weebly.com) • Email – email accounts have been set up. Need any help to use these?
6	<p>General business</p> <ul style="list-style-type: none"> •
7	<p>Next meeting date:</p> <ul style="list-style-type: none"> •
8	<ul style="list-style-type: none"> • Meeting closed

Action Item Log

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