

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

| | | | |
|-------------------|--|-------------------|--------------|
| Date: | Tuesday 20 th August 2013 | Chair: | Dot Seiffert |
| Time: | Opened at 6:10pm & closed at 8:24pm | 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, Steve Dewar, Avril Lockton, Colin Mondy, Sandy Benson, Robyn Charlton, Susan Denholm, Rachele McConville | | |
| Apologies: | | | |

Minutes

1 Welcome & Introduction

2 Apologies – No 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 23rd July 2013

MOTION:

That the previous meeting minutes dated 23rd July 2013, be confirmed as an accurate record.

Moved: Norbert Lica

Second: Steve Dewar

Vote: Unanimous

4.2 Business & Actions Arising From The Minutes (refer to Action Logs on page 3, 4 & 5 of these Minutes)

Item 2 – Colin, Jean and Sandy have completed there profiles for the alliance website.

Item 6 – Norbert has typed a draft letter for the Bunnings Warehouse raffle donation for the Living Smart Festival and is to email board members the letter for approval. Letter to be addressed to Marion and Jean will deliver the letter to Bunnings Warehouse at Glendale once approved. Dot informed the board that she can't attend the Living Smart Festival but can help out with a sausage sizzle. It was agreed that the alliance will apply to all the Bunnings Warehouses around Lake Macquarie for sausage sizzle fund raisers.

ACTION: Norbert to email request of donation for raffle to board members for approval. Jean to hand to store manager at Glendale.

Item 7 – Jean has completed the letter with input from Colin. Well done to both of you.

ACTION: Dot to hand in council facility letter to the General Manager at council.

Item 8 – Jean and Rachele have had a meeting together. Colin has volunteered to do the work with Jean as well as assistance from Rachele on a draft prospectus for corporate sponsorship.

Item 15 – The school activity kit is designed around a school curriculum and not appropriate for what we want to do at the Living Smart Festival. It's suggested we do something simple. Ideas suggested were 1) A sand pit which can demonstrate our foot print on earth, 2) Bikes that can make smoothies or milk shakes, 3) Green, Yellow and Red bin awareness activity, 4) Books for sale on the day, 5) Dudley's mural success on display and Case studies to show to members of the public, 6) Defining what sustainability means, 7) Bikes with generators attached to light bulbs, and 8) Alliance logo tattoos for kids. Just a general thought, who is our target audience, is it the parents where we try to show them the value in there community creating a group in there local neighbourhood with displays demonstrating the benefits of starting a SNG and showing examples of the community spirit that has been developed with in groups.

ACTION: Rachele to ask where our stall will be located to see if appropriate to hold activities.

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5 Correspondence Inwards

6 Correspondence Outwards

- Reminder and updated deadline for Alliance notifications - sent to all members
- Request for volunteers for Living Smart Festival stall - sent to all members
- Invitation to Alliance AGM, Celebration and Show and Tell (Including Board nomination forms) - sent to all members [will be done by next week]

7 Treasurers Report

Treasurers report was tabled with the current balance of \$5,475.05 dated 20th August 2013. We still currently hold \$5,000 worth of grant funds.

8 Grants On Offer

- 8.1 Grants from Jill Hall's office:** A list of Grants can be emailed to you from her office, just ask to be added to there emailing list by emailing her secretary on melanie.field.@aph.gov.au
- 8.2 LMCC, Environmental Sustainability Grants:** The next round of grants are available. The grants close on the 9th September 2013.
- 8.3 Catchment Management Authority:** Landcare type activities for grants are currently available.
- 8.4 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 Living Smart Festival – update:** Posters were handed out to board members present to put in there local areas. Unfortunately Rachelle and Dot won't be able to attend the festival. Jean, Norbert and Steve will be available all day. Colin will be available from 1pm to 3pm. Rachelle will be available one week before the festival for any assistance. Set up of stall is from 7am to 8am and pack up is from 2pm to 3pm. Board members can email Rachelle for any more ideas regarding festival activities.
- 9.2 Mural workshop - Lessons from Dudley' -Wednesday 16 October TBC:** A workshop has been organised with Dudley SNG, for groups who want to learn about what the group did to achieve there goal of completing a Mural. Talking about the processes and procedures, trials and tribulations they overcame. It will be an informative work shop to help other groups succeed in there projects. It will be held at the council administration building. Copies of the final project report and acquittal was given to board members present. The acquittal will go to council for the completion of the project.

10 Requests From Member Groups

- 10.1 New member group: Pelican Area SNG (Pelican, Blacksmiths and Marks Point):** This group will be having there launch on the 2nd November 2013. They have submitted there membership register to the alliance but the terms of reference have to be formally accepted by the group and by the alliance. A motion was passed to formally accept the new group to the alliance.
- 10.2 New member group: West Wallsend District SNG (West Wallsend, Holmesville, Seahampton, Barnsley and Killingworth and O'Donnelltown):** The group has submitted there terms of reference and there membership register and would like to be accepted as members of the alliance. A motion was passed to formally accept the new group to the alliance. The group will be launching on Saturday 31st August. The alliance board are invited to attend the launch, a copy of the invitation was handed out to members present. Council will auspice this event, due to the short time frame of the launch.
- ACTION:** Dot to attend the launch of the West Wallsend District SNG and will warmly introduce the group to the alliance.

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10.3 Lt Creek, Environmental Sustainability Grant: The group wants to put in a grant for a Responsible Cat Care Broacher. Robin has given her 3 week notice on Monday, the grant is due in a couple of weeks, the group is working on the grant application now and would like to know if the alliance would in principle, sponsor the brochure and approve it through email, which the alliance is happy to do.

ACTION: Board members to view the Responsible Cat Care Broacher grant application for approval via email to be a sponsor of the project.

11 Report Backs From Member Groups

11.1 Dora Creek Landcare Site Established: A Landcare Salt Marsh Regeneration Site has been established at Dora Creek. Weed removal is conducted every Tuesday at 10:00am. Asparagus Fern is the dominant weed species the group is tackling. The group had a National Tree Day Event, where the Mayor with her son attended and planted some native plants. A case study brochure was also made to help inform local community about the work being done. A tour of the salt marsh was conducted today showcasing the Endangered Ecological Community of the Coastal Saltmarsh and Swamp Oak Forrest, around 10 to 15 people attended the tour.

11.2 LT Creek Landcare Site: 10 People attended the tree planting day, including the Mayor. Some 200 plants were planted to improve there local area.

12 General Business

12.1 Guest Speakers: Steve informed the board that 2 people he knows are willing to come and give presentations to help with fund raising. Janet white is interested and a guy doing his PHD in sustainable development is also interested.

12.2 Toronto SNG Fire Proof Plants, Planting Day: The group will be having a BBQ on 22nd September between 9am and 12am at the fire station. All members are welcome to attend the BBQ.

13 Next Meeting Dates

13.1 Next Ordinary Meeting, Tuesday 17th September 2013, 6pm to 8pm:

14 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 | Jean, Norbert, Susan, Colin & Sandy | 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 | August | 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 19th February 2013

| Item | Responsibility | Action | Item Ref | Due Date | Progress |
|------|----------------|--|----------|----------|----------|
| 4 | J. McGarry | Jean to change the address at the bank for bank statements to be sent to the Alliance P.O Box. | 7 | ASAP | Complete |

Action Log Arising From Ordinary Meeting Minutes Dated Tuesday 21st May 2013

| Item | Responsibility | Action | Item Ref | Due Date | Progress |
|------|----------------|---|----------|-----------|-------------|
| 5 | S. Denholm | Susan to provide alliance with a report of the Mural Project with details of budget and activities undertaken. | 11.3 | September | Complete |
| 6 | N. Lica | Norbert to approach Bunnings Warehouse to apply for a donation of a gift voucher to the Living Smart Festival as well as the sausage sizzle fund raiser at Bunnings. Dot offered to assist in selling sausages and the writing of the letter. Jean, Robyn and her group have volunteered too. | 12.1 | ASAP | In Progress |

Action Log Arising From Ordinary Meeting Minutes Dated Tuesday 18th June 2013

| Item | Responsibility | Action | Item Ref | Due Date | Progress |
|------|----------------------------|---|----------|----------|-------------|
| 7 | J. McGarry | Jean to draft a formal letter to council asking for clarification of the pricing policy and apply for an exemption to the fee for the group and other groups in general. | 9.1 | | Complete |
| 8 | J. McGarry & R. McConville | Jean and Rachelle to draft a prospectus for corporate Sponsorship. | 9.2 | | In Progress |
| 9 | R. McConville | Rachelle to encourage local groups to use the name Sustainable Neighbourhood when referring to them selves in there branding so that it can be recognisable and consistent around the lake. | 9.3 | August | Complete |
| 10 | R. McConville | Rachelle to email board members a copy of Dot's address to council. | 11.6 | July | Complete |

Action Log Arising From Ordinary Meeting Minutes Dated Tuesday 23rd July 2013

| Item | Responsibility | Action | Item Ref | Due Date | Progress |
|------|----------------|---|----------|---------------------------------------|-------------|
| 11 | Dot, Jean | Dot to write a draft letter for donation to festival, Jean to enquire at Belmont store. | 4.2 | | Complete |
| 12 | R. McConville | Rachelle to up date the guide procedures and inform membership of the change to 3 weeks for submitting there requests, emphasising the importance of the 3 week time frame. | 9.1 | | Complete |
| 13 | R. McConville | Rachelle to email draft copies of the invitations for the AGM to board members. | 9.2 | | Complete |
| 14 | S. Dewar | Steve, to help Michel Mobbs with book sales at Toronto library. | 9.3 | 27 th September 2013 | In Progress |

| 15 | N. Lica, | Norbert, to investigate the school activity kit that was developed at Dora Creek for the Living Smart Festival. | 9.3 | | Complete |
|---|-------------------|--|-------------|------------------------------|-------------|
| Action Log Arising From Ordinary Meeting Minutes Dated Tuesday 20th August 2013 | | | | | |
| Item | Responsibility | Action | Item Ref | Due Date | Progress |
| 16 | Norbert & Jean | Norbert to email request of donation for raffle to board members for approval. Jean to hand to store manager at Glendale. | 4.2 | | In Progress |
| 17 | Dot | Dot to hand in council facility letter to the General Manager at council. | 4.2 | | In Progress |
| 18 | Rachelle | Rachelle to ask where our stall will be located to see if appropriate to hold activities. | 4.2 | | In Progress |
| 19 | Dot | Dot to attend the launch of the West Wallsend District SNG and will warmly introduce the group to the alliance. | 10.2 | 31 st August 2013 | In Progress |
| 20 | All Board Members | Board members to view the Responsible Cat Care Broacher grant application for approval via email to be a sponsor of the project. | 10.3 | | In Progress |

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