

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

Date:	Tuesday 20 th November, 2012	Chair:	Colin Mondy
Time:	Opened at 6:20pm and closed at 8:45pm	Secretary:	Norbert Lica
Location:	Orchid Room, Lake Macquarie City Council Administration Building, 126 – 138 Main Rd, Speers Point, NSW, 2284		
Present:	Avril Lockton, Colin Mondy, Jean McGarry, Robyn Charlton, Norbert Lica, Rachelle McConville		
Apologies:	Steve Dewar, Susan Denholm, Sandy Benson		

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- 1 Welcome & Introduction to Board members experience and skills, particular interests:** It was agreed for Colin Mondy to act as Chair in Dot Seiffert's absence. It was also agreed to defer board member introductions and experience / skills for the next meeting when new Board members are in attendance.

The achievement of the Lake Macquarie City Council in being awarded the accolade of the TOP Council in NSW was recognised with great enthusiasm by the Board members. Also Robyn Charlton was congratulated by the Board on finishing a Degree of Environmental Science and Management.

- 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 16th October 2012

MOTION:

That the previous meeting minutes dated 16th October 2012, be confirmed as an accurate record with the correction to item 9.1, regarding to Cooranbong SNG's Wildlife Walk date being 16th October 2012 and not the 16th November 2012 as stated in the item.

Moved: Norbert Lica

Second: Robyn Charlton

Vote: Unanimous

4.2 Business & Actions Arising From The Minutes (refer to Action Log on page 4 & 5)

5 Correspondence Inwards

It was agreed that all official documents and important correspondence such as emails, letters, attachments and facsimiles addressed to the Alliance, need to be presented, received by Secretary and recorded in the minutes, through Correspondence Inwards. (Rachelle as Secretariat also keeps detailed records of correspondence) The Alliance Board and the Secretary to use discretion as to the importance of matters for Correspondence Inwards.

Letter from Guild Insurance contains errors in relation to our policy from Guild insurance, relating to date of Redhead event, and organisation name. Rachelle to contact Guild asap to correct.

ACTIONS: Rachelle to contact Guild Insurance ASAP, to correct errors found in our policy.

6 Correspondence Outwards

It was agreed that any important correspondence such as documents, letters, attachments, emails and facsimiles, sent to other people or organisations on the Alliances behalf, by a board member, needs to be reported to the board and recorded in the minutes, through Correspondence Outwards. The Alliance Board to use discretion as to the importance of matters for Correspondence Outwards.

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Two forms have been submitted to the Dept. of Fair Trading, following the AGM. Form A9, Change of Public Officer submitted on 25 October 2012 and Summary of Financial Affairs on 15 November 2012.

ACTIONS: Rachele to assist Colin to log onto publicofficer@sustainableneighbourhoods.org.au email address.

7 Treasurers Report

Treasurers Report defer to next meeting. Jean reported briefly that the Alliance made \$49.00 in donations at the AGM and that she currently prepared two cheques of \$169.40 and \$350.00 for Dudley Mural project (from their grant funding) for printing 300 fliers, and for initial artist's fee. It was agreed that member groups should nominate a project leader to liaise with Jean about any payments or accounting, so that Jean can keep track of transactions, and confirm legitimacy of requests.

ACTIONS: Treasurers Report to be provided for minutes before next meeting.

Jean also reported that she has been undertaking 'Advanced Spreadsheet Training' at TAFE to assist with keeping the Alliance's financial records. Approximately 24 hours in total.

8 For Discussion & Action

Deferred items 8.1 – 8.5 for next meeting when new Board members are present.

8.1 **Role of Board members - see document., Go through it and discuss:

8.2 **Constitution , governing document:

8.3 **Meetings - agree on regular monthly time and place. Any special meetings social events we'd like to schedule?:

8.4 **Communications via email, and out of session decision-making. Quorum with 9 board members = 5:

8.5 **Email addresses, PO box keys, Bank signatories etc (Just want to confirm who is responsible for what, and whether we need to update anything):

8.6 **Board Member profiles for SN website??? Wonder if you'd be keen to write 2-4 sentences + photo? about yourself and your role on the Board - would be helpful for member groups to feel closer to the Board and feel comfortable approaching Board members as their representatives: Board Members agreed to write a short profile each, detailing their reasons for involvement in Sustainable Neighbourhoods Program. Suggestions for short profile could be any specific skills or experience you are bringing to the Alliance Board. A short summary of your background. What skills have you learned? This is why I am involved and what I would like to achieve."

ACTIONS: All Board members to write a short profile each or summary, detailing their reasons for involvement in Sustainable Neighbourhood Program.

9 Requests From Member Groups – No new requests from Member groups

10 Report Backs From Member Groups

10.1 AGM: All members who attended had a great time. Members of the Alliance presented there show and tell and enjoyed the BBQ afterwards. While it was nice that a couple of Board members cooked the BBQ lunch, it meant that they missed out on a large part of the Show and Tell from other members. A need to do it differently next time, so that all Board members can participate fully. AGM Show and Tell report (details latest activities from member groups) was very good and is available on our website.

10.2 Work Health & Safety Training For Volunteers, 3 November 2012: The Board noted its great appreciation for the support that the Lake Macquarie City Council has given to the Alliance relating to our training provided. The training day was very good and worthwhile, well organised. Discussion was around Ross Coulton from Safety Works great work with the training. Session was well planned by Ross and tailored to sustainable neighbourhood activities and volunteers. 13 people attended the training and found it very useful

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and the Alliance recommends using Ross in the future. He clarified insurance and legislation and for training purposes dealt with volunteer workers as though they were covered by the legislation. Rachelle circulated draft training schedule for the first half of 2013, including Grants and fund raising, Recruiting and keeping volunteers, Health and safety, and marketing and media. Board members are invited to suggest their ideas for other training sessions they have in mind.

ACTIONS: All board members to submit ideas for training to the board either at meetings or through email.

- 10.3 LT Creek SNG Meeting:** The group will have their first meeting next month after 5 month hiatus. Simon Carroll LMCC Sustainability Coordinator will attend this meeting.
- 10.4 Dudley Mural Project:** Rachelle has emailed latest project update from Mural Project team for Board's information. Rachelle highlighted issues around vicinity of power lines to the mural wall. The Board agreed to review the updated risk assessment via email when it is available (likely early next week). Dudley Mural Project is updating Project Plan and Risk assessment because of the proximity of Power Lines. Extra costs will be incurred for line covering and Line Proximity Training.
- 10.5 Valentine Graffiti grant:** The grant that was auspiced by the Alliance, was unsuccessful, as it did not meet the sustainability criteria as well as other applications. Council staff are assisting the group to consider alternative funding sources.

11 General Business

- 11.1 **Insurance Due For Renewal 9th January 2013:** It was Agreed to renew current insurance policy as it falls due on 9 January 2013. This will be the first renewal of insurance and it is assumed that the Council is prepared to pay. Rachelle will check and report back on funds for Insurance. The Board needs to give some serious thought about fund raising for this cost. Some discussion and clarification around insurance coverage for third parties (related to Redhead Christmas event). Colin raised idea of member group contributions to cover costs of insurance in the future. It was agreed to add to the agenda for next meeting.
- ACTIONS:** Rachelle to check with council on whether council will pay for Alliances Insurance. The Board to re insure in January with the same policy with Guild Insurance.
- 11.2 **Toolkit For Steve And Sandy And DOB:** deferred to next meeting.
- 11.3 **Forms to Fair Trading (due 21 November 2012 - hopefully will be done before November meeting):** Office of Fair Trading forms completed and submitted as noted above in item 6.
- 11.4 Wangi SNG:** The groups SNAP is looking to be completed in the next month. The Sustainable Neighbourhood Program Coordinators are pleased with the rapid progress achieved by the new processes and the community input. Rachelle reported that the Wangi group are moving fast and are more than likely to join the Alliance in the next couple of months.
- 11.5 Environmental Sustainability Grants:** Latest round of Council's Environmental Sustainability grants have been announced, see Council website.: <http://www.lakemac.com.au/page.aspx?pid=62&vid=1&nid=1751&npt=details>
- 11.6 Sustainable Neighbourhood Activity and Achievement Report and Briefing to Councillors:** Following from request to Alice Howe at AGM, the Alliance would like to formally present a report of achievements of the SN network and Alliance to a Council meeting, and to formally request a motion of support from Councillors, and to demonstrate the growing independence of the network / Alliance. The report to be prepared and submitted to Councillors as soon as possible. Rachelle McConville to consult with Dr Alice Howe Manager of Sustainability Department to determine the best format and processes for the preparation and delivery of SN Achievement report.
- ACTIONS:** Rachelle to consult with Alice Howe about the best way to present a report of achievements to councillors and how to move this forward.

12 Next Meeting Date

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12.1 Next Meeting Dates to be confirmed by email. Rachelle to consult with Steve and Sandy to confirm their availability for an induction-type meeting and to ensure new Board members and all Board Members can attend. Dates proposed Wednesday 12 December 2012, Monday 17 December 2012, and Tuesday 18 December 2012.

ACTIONS: Rachelle to email Board members to confirm date for next meeting.

12.2 Rachelle noted that she will be on leave for most of January ☺

13 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		In progress

Action Log Arising From Ordinary Meeting Minutes Dated Tuesday 21st August 2012

Item	Responsibility	Action	Item Ref	Due Date	Progress
2	N. Lica	Norbert is to give Hellen her Community Toolkit. (Hellen no longer needs the toolkit, Norbert returned the toolkit back to Rachelle)	4.2	September	Withdrawn

Action Log Arising From Ordinary Meeting Minutes Dated Tuesday 18th September 2012

Item	Responsibility	Action	Item Ref	Due Date	Progress
3	N. Lica & R. McConville	Norbert to arrange the BBQ for the AGM with Rachelle to assist.	6.3	21 st October 2012	Complete
4	R. McConville	Rachelle to promote up coming Workplace Health & Safety Training to key SNG contacts.	9.1	3 rd November 2012	Complete

Action Log Arising From Ordinary Meeting Minutes Dated Tuesday 20th November 2012

Item	Responsibility	Action	Item Ref	Due Date	Progress
5	R. McConville	Rachelle to contact Guild Insurance ASAP, to correct errors found in our policy.	5	ASAP	In Progress
6	R. McConville & C. Mondy	Rachelle to assist Colin to log onto publicofficer@sustainableneighbourhoods.org.au email address.	6	December	In Progress
7	J. McGarry	Jean to provide last treasurers report for minutes before next meeting.	7	December	In Progress
8	All Board Members	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	December	In Progress
9	All Board Members	All board members to submit ideas for training to the board	10.2	On going	In Progress

		either at meetings or through email.			
10	R. McConville	Rachelle to check with council on whether council will pay for Alliances Insurance. The Board to re insure in January with the same policy with Guild Insurance.	11.1	Before 9 th January 2013	In Progress
11	R. McConville	Rachelle to consult with Alice Howe about the best way to present a report of achievements to councillors and how to move this forward.	11.6	ASAP	In Progress
12	R. McConville	Rachelle to email Board members to confirm date for next meeting.	12.1	December	In Progress

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