

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

Date:	Tuesday 21 st August, 2012	Chair:	Dot Seiffert
Time:	Opened at 6:00pm and closed at 7:30pm	Secretary:	Norbert Lica
Location:	Orchid Room, Lake Macquarie City Council Administration Building, 126 – 138 Main Rd, Speers Point, NSW, 2284		
Present:	Jean McGarry, Colin Mondy, Dot Seiffert, Norbert Lica, Sandie Pitter		
Apologies:	Robyn Charlton, Suzanne Pritchard, Rachelle McConville		

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- 1 **Welcome & Introduction:** Sandie was welcomed and introduced to the board meeting. We thanked her for coming while Rachelle was away.
- 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 17th July 2012**
MOTION:
 That the previous meeting minutes dated 17th July 2012, be confirmed as an accurate record by the board with the correction of the following item;

Item 5 Treasurers Report: The funds for Charlestown East Community Garden is \$99.00, not the \$90.00 stated in the minutes.
 Moved: Norbert Lica
 Second: Colin Mondy
 Vote: Unanimous
 - 4.2 **Business & Actions Arising From The Minutes** (refer to Action Log)
Item 8 Community Toolkits – Dot and Colin have received there Community Toolkits. Hellen is yet to receive hers. Norbert received Hellen's Toolkit.
ACTIONS – Norbert is to give Hellen her Community Toolkit.
- 5 **Treasurers Report**
 Treasurers report was tabled. Current balance on the 20th July 2012 of \$2,599.26
 A discussion centred around Dudley's successful grant with the clarification that the Alliance will be responsible for the accountability of the funds. All funds transferred to Dudley must be accounted for, with proof of receipts and other measures. This will also apply to other SN Groups that the Alliance help support, in holding the grant funds with in the Alliance bank account.
- 6 **For Discussion & Action**
 - 6.1 **Induction Package & Duty Statement For New Board Members: ?**
 - 6.2 **Report From Fund Raising Meeting:** The minutes of the meeting dated 26th July 2012, was tabled, with a discussion around the options of raising funds for the Alliance. One option discussed centred around having a raffle at the Living Smart Festival. A worm farm could be donated by Bunnings Warehouse, it was agreed that we approach Bunnings and ask, and if not successful then council may be able to help with providing a raffle

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prize. Council will help the Alliance with the cost of having a stall at the Living Smart Festival.

ACTIONS – Norbert to approach Bunnings Warehouse with a request of a donation of a worm farm.

6.3 Request For Alliance Chair To Sit On Grants Committee: A discussion centred around the invitation of the Alliance chair to sit on the grants committee. The Grants Committee meets twice a year to assess grant applications and provide recommendations to applicants. It was agreed for the Alliance Chair to be part of the Grants Committee.

ACTIONS – Dot as chair, to organise to be part of the Grants Committee.

7 Requests From Member Groups

7.1 Suggestion from LT Creek for Alliance and SNG's to reopen second hand shop at Awaba to use as a fund raiser (Robyn): The discussion on reopening the second hand shop at Awaba highlighted that it would be a very big undertaking, like setting up a business. It would take a large amount of start up money, and require significant volunteer input and management. It was agreed that at the moment the Alliance does not have that capacity.

7.2 Redhead SNG's Open Day Of Heritage Building: Colin announced invitation of any member interested in attending Community Forum on the 10th September 2012 at the Redhead Bowling Club, 6pm start. Forum is about the use of the old Lambton Colliery Heritage Building that has been restored. Also an open day has been organised. If interested contact colin.

8 Report Backs From Member Groups

9 General Business

9.1 Key Holders For Post Office Box (Note that publicofficer@sustainableneighbourhoods.org.au will receive an email notification whenever we receive mail) – It was agreed that Dot and Jean would hold a key each for the Post Office Box. They both signed a form confirming they both have a key each.

10 Next Meeting Date

10.1 6pm, Tuesday 18th September 2012

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

Item	Responsibility	Action	Due Date	Progress
1	Jean McGarry & Norbert 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.	August moved to September	In progress
2	Rachelle McConville	Rachelle to research the need for and details of a fund raising license.		In progress
3	Rachelle McConville	Rachelle to collect ratified Terms Of Reference from all member groups.		In progress
4	Rachelle McConville	Rachelle to establish a Post Office Box on behalf of the Alliance at Warners Bay.		Complete
5	Rachelle McConville	Rachelle to collect and register groups that are interested in showcasing their achievements at the Living Smart Festival and people who would like to volunteer at the stall.	Before 15 th September 2012	In progress
6	Rachelle McConville	Rachelle to register the domain name www.sustainableneighbourhoods.org.au in the Alliance's name.	August moved to September	In progress

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

Item	Responsibility	Action	Due Date	Progress
7	Rachelle McConville	Rachelle to invite and notify all the Board members of the separate fund raising meeting to be held at 4.30pm on Thursday 26 July 2012, at the Landcare Resource Centre, Teralba.	ASAP or before 26 th July 2012	Complete
8	Rachelle McConville	Rachelle to arrange 3 Toolkits, to be given to Colin, Hellen and Dot.	August	Complete
9	Rachelle McConville	Rachelle to confirm a date for AGM to be on a Sunday in October, and to set the return date for nominations at one week before the AGM. Rachelle to prepare AGM papers and to distribute amongst membership at least 6 weeks prior to AGM date.	ASAP or September	Complete
10	Rachelle McConville	Rachelle to prompt local groups to renew their memberships for 2012/13 financial year.	ASAP or September	In progress
11	Rachelle McConville	Rachelle to prepare Guidelines for use of Alliance Logo to be added to the Community Resource Toolkit and distribute.		In progress
12	Colin Mondy	Colin to email Redheads adoption of Administration Protocols to Board members.	July	Complete
13	Rachelle McConville	Rachelle to prepare grant application for FAHCSIA Volunteer Grants and to submit application form with Public Officer Robyn Charlton to sign application.	ASAP before 25 th July 2012	Complete
14	Rachelle McConville	Rachelle to add Survey Monkey Account to the Community Resource Toolkit for member groups information and distribute.		In progress
15	Rachelle McConville	Rachelle to prepare and submit registration for an ABN.		Complete
16	Rachelle McConville	Rachelle to purchase / print a receipt book that includes the Alliance's ABN and other official details.		In progress
17	Rachelle McConville	Rachelle to call or write a letter to Michelle and express thanks on behalf of the Board.	August moved to September	In progress

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Item	Responsibility	Action	Due Date	Progress
18	Norbert Lica	Norbert is to give Hellen her Community Toolkit.	September	In progress
19	Norbert Lica	Norbert to approach Bunnings Warehouse with a request of a donation of a worm farm.	ASAP before 15 th September 2012	In progress
20	Dot Seiffert	Dot as chair, to organise to be part of the Grants Committee.	September	In progress

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