

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

Date:	Tuesday 23rd July 2013	Chair:	Dot Seiffert
Time:	Opened at 6:00pm & closed at 7:35pm	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, Rachelle McConville		
Apologies:	Robyn Charlton, Susan Denholm		

Minutes

1 Welcome & Introduction

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 18th June 2013

MOTION:

That the previous meeting minutes dated 18th June 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)

Item 6, Norbert approached Bunnings Warehouse, Morisset for the request of donation and Sausage Sizzle. He was advised for the sausage sizzle, to write a letter addressed to Rebecca Martin, containing our business letter head, stating who we are, our background and what we want. We can apply to more than one Bunnings Warehouse to increase our chances for fundraising. For the request of donation to the Living Smart Festival it is advised to write to Bunnings Warehouse Glendale as the festival is with in the stores local area. It was agreed that we use the same letter for all the stores and that Dot write up a draft letter for donation from Glendale Bunnings for the festival.

ACTION: Dot to write a draft letter for donation to festival, Jean to enquire at Belmont store.

Item 8, It was reported that Toronto SNG were very upset with council when the group found out they would have to pay around \$600 to use Regatta Park, which was to costly for the group. They felt that council could have been more amenable to helping the group after they had put in many hours of volunteer work filling in submissions to improve Toronto.

5 Correspondence Inwards

A letter from our local State Member of Parliament Greg Piper in regards to the NSW State Government's 2013 Community Building Partnership Program.

6 Correspondence Outwards

Emails have been sent out to local groups about equipment for loan to Sustainable Neighbourhood Groups. An email regarding Valentines Our Neighbourhood Community Grant – Application Confirmation. Dated 20th June 2013.

Minutes

7 Treasurers Report

Treasurers report was tabled with the current balance of \$5,475.05 dated 23rd July, 2013. Consisting of \$3,000 grant for Dudley SNG and \$2,000 grant for Toronto SNG.

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.

9 For Discussion & Action

9.1 Updating and enforcing time frames for notifications / requests to the Alliance: A discussion around the time frames for requests to be handed to the alliance. Normally we give five weeks for groups to submit there requests prior to there activity. Most of the requests come in 3,2 sometimes 1 week prior to the activity which doesn't give the board enough time to properly asses activity. So the suggestion is to bring the deadline to 3 weeks prior to the activity date to submit there requests and strictly no closer then that. It was agreed.

ACTION: Rachele 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.

9.2 Organising for the AGM Celebration 27 October / Email reminder to members to update their membership for 2012-13: A discussion about informing membership of the upcoming AGM and for member groups to be up to date with there membership. It was agreed to have the AGM at the Landcare Resource Centre and the date was good. The show and tell will be structured so that everyone can be there to see the different projects. Rachele will send out a draft of the AGM application.

ACTIONS: Rachele to email draft copies of the invitations for the AGM to board members.

9.3 Living Smart Festival 28 September - roster, stall activities, coordinator for the day: Discussion based around sending out requests for volunteers to register on a roster. Norbert, Jean, Dot and Steve have volunteered. Dot will be team coordinator, on the day. It was mentioned that Michel Moulit who is an author and who built a sustainable house, will be attending the festival. He is looking for a not for profit organisation to sell his books on the day. There would be a cut for every book we sell for him. The catch is that he will be giving a talk at Toronto library the day before the festival, and he will need a volunteer there to sell his books. Every one agreed to support him and Steve offered to help him at the library. For the festival ideas floated around about holding activities for kids and so forth. A school kit that was developed at Dora Creek was suggested and agreed.

ACTIONS: Steve to help Michel Moulit.

ACTIONS: Norbert to investigate the school activity kit that was developed at Dora Creek for the Living Smart Festival.

10 Requests From Member Groups

11 Report Backs From Member Groups

11.1 Dudley Heritage and Community Awareness Walk, Sunday 14 July: It went very well, there was a little article in the paper which attracted over 200 people to the event.

11.2 Redhead SNG Dinner Night: The group had a dinner meeting at redhead. They charged \$15 a head, and ended up with 25 people attending. It was held at the basement of the bowling club. The group signed up 15 new members on the night. It was so successful that they are looking at doing it again.

Minutes

12 General Business

12.1 Equipment For Loan To Sustainable Neighbourhood Groups: The alliance now own small equipment such as Marquee, tables, chairs, banners, table cloth, portable urn, cups and catering equipment. This equipment is the property of the alliance and is for Sustainable Neighbourhood activities.

12.2 Setting up a bank Account for SNG's: Avril discussed issues she experienced when she joined Newcastle Permanent. To get a bank account groups have to be incorporated. Avril group have a grant to help pay for stationary, food, petrol expenses.

12.3 Alliance Board Auspice SNAP Launches: A discussion around a preliminary suggestion that the alliance board auspice snap launches. For the alliance to start thinking about running these events. The idea is that It will allow members of the public to know who the board is and that we are independent of council. Snap launches have been an event of the council and is all very well and good, the alliance is very thankful. It was agreed in principle for the alliance to auspice these events.
West Wallsend and Blacksmiths will soon be launching there SNAP's, likely in the next few months.

13 Next Meeting Dates

13.1 Next Ordinary Meeting, Tuesday 20th August 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	In Progress

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	In Progress
6	N. Lica	Norbert to approach Bunnings Warehouse to apply for a	12.1	ASAP	In Progress

		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.			
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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 make correction to the Treasurers Report document.	7	July	Complete
8	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		In Progress
9	J. McGarry & R. McConville	Jean and Rachelle to draft a prospectus for corporate Sponsorship.	9.2		In Progress
10	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	In Progress
11	R. McConville	Rachelle to submit Valentines Grant Application to Australia Post.	10.1	28 th June 2013	Complete
12	R. McConville	Rachelle to email board members a copy of Dot's address to council.	11.6	July	In Progress
13	R. McConville	Rachelle to register the alliance for a stall at the Living Smart Festival.	12.2		Complete
14	R. McConville	Rachelle to email copies of letters from Colin to board members.	12.4	July	Complete

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

Item	Responsibility	Action	Item Ref	Due Date	Progress
15	Dot, Jean	Dot to write a draft letter for donation to festival, Jean to enquire at Belmont store.	4.2		In Progress
16	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		In Progress
17	R. McConville	Rachelle to email draft copies of the invitations for the AGM to board members.	9.2		In Progress
18	S. Dewar	Steve, to help Michel Moulit with book sales at library.	9.3		In Progress
19	N. Lica,	Norbert, to investigate the school activity kit that was developed at Dora Creek for the Living Smart Festival.	9.3		In Progress

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