

## The minutes for L.M.S.N.A's Meeting on 8<sup>th</sup> February 2012, 7pm

I hope this is of some help, as you can see, this has been a novice at work. I do apologise if I have missed anything in these minutes. Lots of learning to do.

- Stefanie's resignation has been put forward, Norbert put up hand to be temporary secretary, minute taker. (first time at it)
- Approval of letter to go to all S.N.G's.
- Colin suggested we need to have faster turnaround of drafts.
- Sandie to send me all S.N.G's contact details, send to dot first.
- Commonwealth Bank of Australia, bank account established with four signatories, Dot Seiffert, Jean McGarry, Robyn Charlton and Colin Mondy. Two check books were provided, Jean McGarry to have the check books.
- Insurance has been paid and was activated in January.
- Templates with protocols and check lists to be developed, to give to S.N.G's to follow.
- Suggestion of having S.N.G's to notify L.M.S.N.A, at least two months in advance of having an event, to be covered by insurance. (this gives board time to asses requests of insurance coverage for an event)
- Talk of possible training sessions for all S.N.G's to learn and know about protocols for chairman's and other key rolls.
- Colin to have meeting with council, to establish a list of protocols and procedures. Colin has insurance policy with paper work.

A discussion with Alice Howes and Sandie Pitter, took place regarding MoU. Points that were discussed, but not limited to;

- Lake Macquarie City Council solicitor to make up a draft of an MoU.
- Discussion about functional support of council through an MoU, which may entail; Training, stationary, time frames, buissness planning, office spaces, possibly next to Land Care Resource Centre, amongst other things.
- Council to make up a draft, "Statement Of Commitment" for alliance to look at and to approve or amend draft copy, by next meeting.
- Date of next meeting 28 – 03 – 12