Annual General Meeting - MINUTES

Sunday 21 October 2012, 11am – 12noon

Landcare Resource Centre, Teralba

Chair: Dot Seiffert / Rachelle McConville

Minutes: Rachelle McConville

Present


Observers (Council staff)

Alice Howe (Manager, Sustainability), Rachelle McConville (Sustainability Engagement Officer), Kelly Wood (Senior Sustainability Engagement Officer)

Apologies

 Adrielle Britten, Suzanne Pritchard, Carol Rogers, Chris Walters, Jane West, Greg Wright

Meeting opened 11.05am

1. Welcome (Dot Seiffert)

Dot welcomed everybody to the meeting, and thanked everybody for making the time to be here.

2. Sustainable Neighbourhoods (Alice Howe)

Alice stated her pleasure at having been involved in the Sustainable Neighbourhoods program from near its beginnings, and from the beginnings of the first group at Dora Creek. The Sustainable Neighbourhoods program builds on the community’s strengths, and supports communities to become more sustainable. Alice highlighted the role of the Alliance in providing mentoring, networking and support for the Sustainable Neighbourhood network, and thanked all volunteers for contributing to the program.

3. Minutes of previous AGM (Rachelle McConville)

The minutes of the previous AGM, dated Tuesday 20 September 2011 were circulated, as attached.

Motion: Members accept the minutes from the previous AGM, dated Tuesday 20 September 2011, as a true and correct record.

Moved: Robyn Charlton
Seconded: Jean McGarry

Motion passed unanimously.

4. Chairperson’s Report (Dot Seiffert)
The Chairperson’s Report was circulated as attached. Dot highlighted the achievements and activities of the Alliance during the 2011-12 financial year, and thanked the outgoing Board members for their contributions.

*Motion: Members accept the Chairperson’s report as tabled.*

Moved: Jean McGarry
Seconded: Norbert Lica
Motion passed unanimously.

5. **Treasurer’s Report** (Jean McGarry)

The Treasurers report was presented as attached.

*Motion: Members accept the Treasurer’s report as presented.*

Moved: Dot Seiffert
Seconded: Robyn Charlton
Motion passed unanimously.

6. **Appointment of Board Members** (Rachelle McConville)

Rachelle chaired the meeting from this point. All Board Member positions were declared vacant, and nominations were called for. Nominations were received from:

- Sandy Benson
- Robyn Charlton
- Susan Denholm
- Steve Dewar
- Norbert Lica
- Avril Lockton
- Jean McGarry
- Colin Mondy
- Dot Seiffert

Each nominee briefly introduced themselves, and their interest in being a member of the Alliance Board.

*Motion: That all of the nominees listed above are appointed as Board Members of the Lake Macquarie Sustainable Neighbourhood Alliance.*

Moved: John Hegarty
Seconded: Debra Bailey
Motion passed unanimously.

7. **Appointment of Office Bearers** (Rachelle McConville)

Rachelle called for nominations from appointed Board Members for roles of Chair, Secretary, Treasurer and Public Officer.

**Nomination for Chair:** Dot Seiffert

*Motion: That Dot Seiffert is appointed as Chair of the Lake Macquarie Sustainable Neighbourhood Alliance.*

Moved: Robyn Charlton
Seconded: Jean McGarry
Motion passed unanimously.

**Nomination for Secretary:** Norbert Lica
Motion: That Norbert Lica is appointed as Secretary of the Lake Macquarie Sustainable Neighbourhood Alliance.
Moved: Robyn Charlton
Seconded: Dot Seiffert
Motion passed unanimously.

Nomination for Treasurer: Jean McGarry

Motion: That Jean McGarry is appointed as Treasurer of the Lake Macquarie Sustainable Neighbourhood Alliance.
Moved: Susan Denholm
Seconded: Robyn Charlton
Motion passed unanimously.

Nomination for Public Officer: Colin Mondy

Motion: That Colin Mondy is appointed as Public Officer of the Lake Macquarie Sustainable Neighbourhood Alliance.
Moved: Dot Seiffert
Seconded: Robyn Charlton
Motion passed unanimously.

8. Meeting closed 12.05pm

Attachments:

a – Minutes of previous AGM – Tuesday 20 September 2011
b – Chairperson’s Report
c – Treasurer’s Report
It’s a pleasure to report that this has been a very productive and positive year for the Alliance and the Sustainable Neighbourhood network. Membership has expanded to 14 groups and 64 financial members, as new groups have developed and formalised their membership.

The Alliance has made some significant achievements this financial year (2011-12), particularly in setting up some of the administrative and governance-related structures that are essential for community groups to operate effectively. Some of these milestones include:

- Officially incorporated as an association. July 2011
- Purchased insurance to cover our member group’s activities. January 2012
- Established a website (www.sustainableneighbourhoods.org.au) for member groups.
- Set up other administrative necessities (eg post office box, email addresses, bank account and ABN etc).

Of course, another important function of the Alliance is to provide mentoring and support to learn from each other and increase our skills. To this end the Alliance has:

- Direct mentoring for local groups. For example, Board members often meet with local groups to give advice, inspiration, and to explain the role of the Alliance
- Produced the Community Resource Toolkit, with resources, templates and guides to assist Sustainable Neighbourhood groups undertake their activities
- Training sessions in Grant Writing, Governance, and Managing Projects
- Stall at 2011 Living Smart Festival
- Sustainable Neighbourhood Celebration – November 2011

Since setting up the ‘infrastructure’ in 2012, the Alliance has auspiced a number of local group activities:

- Dudley Mural Project (Grant application) – May 2012
- NSW Plastic Bag Free petition – May 2012
- Woodrising Community Garden Planning Workshop – May 2012
- Swansea Heads Bag IT film screening - June 2012
- Cooranbong Bag IT film screening – June 2012
- Dudley Garage Sale – July 2012
From its inception, the Alliance and its activities has received strong support from Council, and we would like to extend our appreciation for providing staff time and funding to establish.

I’d also like to make a special thank you to volunteer Board Members who have put their considerable skill and energy into developing the Alliance on behalf of the Sustainable Neighbourhood Network.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Tenure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Robyn Charlton</td>
<td>Public Officer</td>
<td>September 2011 to present</td>
</tr>
<tr>
<td>Susan Denholm</td>
<td>Board Member</td>
<td>September 2011 to present</td>
</tr>
<tr>
<td>Michelle Downey</td>
<td>Board Member</td>
<td>September 2011 to July 2012</td>
</tr>
<tr>
<td>John Hegarty</td>
<td>Board Member</td>
<td>September to November 2011</td>
</tr>
<tr>
<td>Stefanie King</td>
<td>Secretary</td>
<td>September 2011 to February 2012</td>
</tr>
<tr>
<td>Norbert Lica</td>
<td>Board Member</td>
<td>September 2011 to present</td>
</tr>
<tr>
<td>Avril Lockton</td>
<td>Board Member</td>
<td>April 2012 to present</td>
</tr>
<tr>
<td>Jean McGarry</td>
<td>Treasurer</td>
<td>September 2011 to present</td>
</tr>
<tr>
<td>Colin Mondy</td>
<td>Board Member</td>
<td>September 2011 to present</td>
</tr>
<tr>
<td>Suzanne Pritchard</td>
<td>Board Member</td>
<td>April to September 2012</td>
</tr>
<tr>
<td>Dot Seiffert</td>
<td>Chair</td>
<td>September 2011 to present</td>
</tr>
<tr>
<td>Hellen Slott</td>
<td>Board Member</td>
<td>April 2012 to present</td>
</tr>
</tbody>
</table>

I’d like to thank our outgoing Board for their contributions so far, and look forward to continuing the good work of the Alliance with the incoming Board Members for 2012-13.

**14 Member groups as of October 2012**

- Belmont
- Cameron Park and Edgeworth
- Cardiff North
- Charlestown East
- Cooranbong
- Climate Ready Dora Creek
- Dudley
- LT Creek
- Morisset and Peninsula
- Redhead
- Swansea Heads / Swansea
- Toronto Area
- Valentine
- Woodrising, Booragul and Marmong Point

**Total of 64 financial members as of October 2012.**

(Some groups have not yet forwarded their updated membership registers for 2012-13)
TREASURER’S REPORT

ANNUAL GENERAL MEETING

20 October, 2012

The Lake Macquarie City Council Sustainability Alliance has only been operating as a fully established, Not for Profit organisation for one year. For this, acknowledgement is due to the Lake Macquarie City Council for its contributions, both advisory and funding, in the set up and operation of this Committee. We appreciate this very much.

In particular, thanks must go to Sustainability Engagement Officer, Ms. Rachelle McConville, for the tremendous support that she has provided to us during this time of establishment: advice, support, organisation, management, leadership, and resourcefulness, all of which is delivered in a friendly and co-operative atmosphere, and which is greatly appreciated by us all.

The Alliance commenced operations in January, 2012, with a bank balance of NIL. Shortly after, funds were provided by Council to provide insurance cover for the Alliance and its members, and in a general capacity to support individual sustainability groups around the Lake Macquarie area in activities that they have both begun and completed and that may be continuing.

During its’ period of operation, the Alliance has begun its involvement with individual sustainability networks, with numbers still growing. We hope that this will continue and will increase.

In the time ahead for this Committee, I believe that we will need to establish a means of generating income for current and future actions that the Committee may deem necessary within the Lake Macquarie City Council area, to both support and expand its work, and it is hoped that further progress can be made by the Committee in the coming year.

Jean McGarry
TREASURER
20 October, 2012.
LAKE MACQUARIE SUSTAINABLE NEIGHBOURHOODS ALLIANCE

ANNUAL GENERAL MEETING

TREASURER’S REPORT

21 October 2012

TREASURER’S REPORT

Opening Bank statement 20 January 2012

Account 06 2806 10352969 opened with Commonwealth Bank of Australia, Charlestown Branch.

Balance NIL

RECEIPTS

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>27 January</td>
<td>LMCC</td>
<td>$1,715.00</td>
</tr>
<tr>
<td>27 April</td>
<td>LMCC</td>
<td>$ 99.00</td>
</tr>
<tr>
<td>10 July</td>
<td>Cheque</td>
<td>$2,500.00</td>
</tr>
<tr>
<td>01 September</td>
<td>Int. Cr</td>
<td>0.02c</td>
</tr>
</tbody>
</table>

Total Receipts $4,314.02

EXPENDITURE

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 January</td>
<td>Guild Insurance</td>
<td>$1,174.74</td>
</tr>
<tr>
<td>18 September</td>
<td>N. Lica</td>
<td>$ 84.90</td>
</tr>
</tbody>
</table>

Total Expenditure $1,259.64

BALANCE $2,514.38

This is a true statement of accounts for the Lake Macquarie City Council Sustainability Alliance for the year ended 20 October, 2012.

Signed _______________________________

Name Jean McGarry

Title TREASURER
LAKE MACQUARIE SUSTAINABLE NEIGHBOURHOODS ALLIANCE
ANNUAL GENERAL MEETING
TREASURER’S REPORT
21 October 2012

ACCOUNTS FOR PAYMENT
No Accounts have been received for payment

TREASURER’S REPORT
Bank statement 21 August – 20 September 2012
Balance brought forward $2,714.36
Receipts $ NIL
Expenses NIL
Balance $2714.36
LAKE MACQUARIE CITY COUNCIL SUSTAINABLE NEIGHBOURHOODS ALLIANCE
ANNUAL GENERAL MEETING
21 OCTOBER 2012
TREASURER’S REPORT

INCOME AND EXPENDITURE STATEMENT

<table>
<thead>
<tr>
<th>DATE</th>
<th>REF. No</th>
<th>AMOUNT</th>
<th>ITEM</th>
<th>DATE</th>
<th>CHEQUE NO</th>
<th>AMOUNT</th>
<th>ITEM</th>
</tr>
</thead>
<tbody>
<tr>
<td>23 Jan 2012</td>
<td>932337</td>
<td>1,715.00</td>
<td>Deposit, LMCC</td>
<td>30 Jan 2012</td>
<td>000002</td>
<td>1,714.74</td>
<td>Insurance premium</td>
</tr>
<tr>
<td>23 Jan 2012</td>
<td>12BU D009</td>
<td>99.00</td>
<td>Donation - CESNG</td>
<td>18 Sept</td>
<td>000003</td>
<td>84.90</td>
<td>Worm Garden (Prize) – N. Lica</td>
</tr>
<tr>
<td>19 June</td>
<td>22328 1</td>
<td>2,500.00</td>
<td>Env.Sust.Grant – Dudley SNG-Mural</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20 Oct 2012</td>
<td></td>
<td>4314.00</td>
<td>TOTAL</td>
<td>20 Oct 2012</td>
<td></td>
<td>1799.64</td>
<td>TOTAL</td>
</tr>
</tbody>
</table>

communities working together
LAKE MACQUARIE CITY COUNCIL SUSTAINABLE NEIGHBOURHOODS ALLIANCE

ANNUAL GENERAL MEETING

21 OCTOBER 2012

TREASURER’S REPORT

BALANCE SHEET

<table>
<thead>
<tr>
<th>ASSETS</th>
<th>LIABILITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>REFEREN CE</td>
<td>ITEM</td>
</tr>
<tr>
<td>Cash at Bank</td>
<td>4,314.02</td>
</tr>
<tr>
<td>LMCC Donation - CESNAG</td>
<td></td>
</tr>
<tr>
<td>Grant – Dudley Sust.N’hd Group</td>
<td>2,500.00</td>
</tr>
</tbody>
</table>

Total: 4,314.02 Total: 4,313.75

Balance held after deduction of liabilities is $0.27c.

Signed: ________________________________

Name: JEAN McGARRY

Position: Treasurer