

## Lake Macquarie Sustainable Neighbourhood Alliance – Ordinary Meeting

<b>Location:</b>	Orchid Room, Council Administration Building, Main Rd, Speers Point	<b>Date:</b>	Tuesday 29 November 2011
<b>Chair:</b>	Dot Seiffert	<b>Time:</b>	7 – 9pm
<b>Present:</b>	Jean McGarry, Dot Seiffert, Norbet Lica , Robyn Charlton; Stefanie King; Colin Mondy Observers (Council staff): Rachelle McConville,		
<b>File No:</b>	n//a		

### Meeting Agenda

Agenda Item Ref	Meeting Details				
1	<b>Apologies</b> Susan Denholm; Michelle Downey				
2	<b>Minutes and Action Log from previous meeting</b>				
	<b>Action Item Ref.</b>	<b>Action Item Description</b>	<b>Listed Date</b>	<b>Due Date</b>	<b>Completed / Status</b>
	1	Investigate setting up an email account using ...@sustainableneighbourhoods.org	28 June 2011	23 August 2011	In Progress
	2	→ Council will work with Alliance to develop MoU after AGM.	26 July 2011	23 August 2011	In progress
	3	Write a second letter of Introduction on behalf of the LMSNA to be sent to members of the SNGs	18 Oct 2011	29 Nov 2011	In progress
	4	Develop style guide and guidelines for appropriate use of Logos	18 Oct 2011	29 Oct 2011	In progress
	5	Review updated insurance quote	18 Oct 2011		Open
	6	Communicate insurance details to all SN groups	18 Oct 2011		Open
	7	Letter to Council on behalf of the Alliance	18 Oct 2011		In progress
	8	Raise concerns regarding current Community garden approval procedures	18 Oct 2011		In progress
3	<b>Welcome to new Board members and introduction / Change of Board members</b>				
	<ul style="list-style-type: none"> <li>John Hegarty resigned due to personal reasons. Helen and Margrete from the Morissett group enquired about sharing a Board position. The alliance agreed that sharing a position is not desirable. There is no need for a normal board member to share as there are no</li> </ul>				

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	duties attached and 100% attendance cannot be expected. For office bearing board members position sharing could complicate proceedings unnecessarily.
4	<b>Not used...</b>
5	<p><b>Letter of introduction to SN network</b></p> <ul style="list-style-type: none"> <li>• The letter is in progress. The board members decided to include the following: <ul style="list-style-type: none"> <li>○ EOI to all SN regarding the existing four vacancies on the board (8 of 12 positions are currently filled) – request to nominate before next meeting</li> <li>○ Weebly website will publish meeting agendas and minutes</li> <li>○ Highlight that every SN member is welcome to attend the meetings, they just won't have the voting rights, this may be of special interest for project leaders or SN office bearers who want to run projects / ideas / comments past the board</li> <li>○ Reminder that SN office bearers please forward details of paid members to the alliance or their Council officer (Name, SN Group, phone, email)</li> </ul> </li> </ul>
6	<p><b>Website</b> (<a href="http://www.sustainableneighbourhoods.org.au">www.sustainableneighbourhoods.org.au</a> )</p> <ul style="list-style-type: none"> <li>• Draft procedures were circulated and yet have to be reviewed. Rachelle informed the board members that she tightened up admin rights on the weebly site and deleted all editor rights that hadn't been accepted at the time. The aim is to give the Alliance board members editing rights to the Alliance page and individual administrators editing rights to their SN page only to prevent accidental changes to the website. Rachelle especially asked the board members not to use the "publish" button as the webpage is now live on the web.</li> </ul>
7	<p><b>Media Release Notice Board LT Creek</b></p> <ul style="list-style-type: none"> <li>• Robyn informed the board that the LT Creek notice board is now in place in Blackalls Park and that the group is thinking of a media release in the Lake Mail to get some publicity. Norbert, Jean, Dot and Stefanie indicated they would be available for a photo shoot once place and time have been confirmed.</li> </ul>
8	<p><b>Insurance</b></p> <ul style="list-style-type: none"> <li>• Rachelle is still waiting for an updated quote and will try to gather the data for the next meeting. Colin informed the board that the Redhead group had to get insurance for an event and ended up paying \$600 for the one off event. This highlights the importance of an overarching insurance as funding for the individual SN groups is limited.</li> </ul>
9	<p><b>Training needs / capacity building</b></p> <ul style="list-style-type: none"> <li>• Training needs are for example for fundraising, organising/running meetings, how to deal with Council, how to access govt grants, how to get sponsorships.</li> </ul>
10	<p><b>Living Smart Festival – Saturday 19 November</b></p> <ul style="list-style-type: none"> <li>• The living smart festival was a success, several new people declared their interest and their details will be forwarded to the respective SN groups.</li> </ul>
11	<p><b>MoU with Council</b></p> <ul style="list-style-type: none"> <li>• MoU to be developed with Board after AGM. Rachelle found the MoU that Council developed with Landcare and Colin will have a look at it to see what he can use for the MoU he is currently drafting. The document can be found here: <a href="http://www.lakemac.com.au/downloads/2011_11_14_stand.pdf">http://www.lakemac.com.au/downloads/2011_11_14_stand.pdf</a></li> </ul>

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12	<p><b>Proposed Alliance / city-wide Project</b></p> <ul style="list-style-type: none"> <li>Plastic Bag Ban - Theresa from Dudley mentioned this at the SN Celebration, it could be a good project to work on at the City, rather than neighbourhood level. The board decided that the Alliance will ask Council to ban single use plastic bags in the Council area. The ACT and NT already have bans in place. Colin will include this in his letter. Stefanie found an origami bin liner pattern that can be used instead:  <a href="http://www.coffscoastwaste.com.au/themes/ccws2010/assets/pdf/GreenBinOrganicsOrigami.pdf">http://www.coffscoastwaste.com.au/themes/ccws2010/assets/pdf/GreenBinOrganicsOrigami.pdf</a></li> </ul>
13	<p><b>General business</b></p> <ul style="list-style-type: none"> <li>Robyn informed the board that Newcastle Uni and the Charlton Christian College will commence some research work on LT creek's water quality.</li> <li>Norbet told the board that an SES officer is looking at doing some flood awareness work in the Dora Creek area</li> <li>Rachelle will enjoy herself on a WA trip in Jan/Feb 2012.</li> <li>The Redhead SNAP was launched on Saturday, 26 Nov 2011</li> </ul>
14	<p><b>Next meeting date:</b>  <b>The next meeting date is set for 21 December 2011.</b></p>
15	Meeting close

### Action Item Log

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1	Investigate setting up an email account using ...@sustainableneighbourhoods.org	28 June 2011	23 Aug 2011	21 Dec 11	In Progress	RC
2	→ Council will work with Alliance to develop MoU after AGM.	26 July 2011	23 Aug 2011	21 Dec 11	In progress	CM
3	Write a second letter of Introduction on behalf of the LMSNA to be sent to members of the SNGs	18 Oct 2011	29 Nov 2011	21 Dec 11	In progress	SK
4	Develop style guide and guidelines for appropriate use of Logos	18 Oct 2011	29 Oct 2011	21 Dec 11	In progress	RC
5	Review updated insurance quote	18 Oct 2011		21 Dec 11	Open	RC, Board

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7	Letter to Council on behalf of the Alliance	18 Oct 2011		21 Dec 11	In progress	CM
8	Raise concerns regarding current Community garden approval procedures	18 Oct 2011			open	Board
9	Lobby Council to ban plastic bags	29 Nov 11			open	Board