Lake Macquarie Sustainable Neighbourhood Alliance – Formation Meeting

Location:	Councillors Workroom, Council Administration Building, Main Rd, Speers Point	Date:	Tuesday 28 June 2011
Chair:	Margo Smith	Time:	6.00 – 8.00pm
Present:	Dot Seiffert, Stefanie King, Jean McGarry, Robert Hughes, Robyn Charlton		
	Observers (Council staff): Margo Smith, Rachelle McConville, Sandie Pitter (left 6:30pm)		
File No:	F2011/00422		

Meeting Record

Agenda Item Ref	Meeting Details
1	**Apologies** Debra Bailey, Susan Denholm, Joy Edmonds, Colin Mondy, Mary Price
2	**Background and significance of the Lake Macquarie Sustainable Neighbourhood Alliance** Sandie talked briefly about the background of the LMSNA, and outlined the support that Council can offer to assist the establishment of the group. See handout attached.
3	**Minutes and Action Log from previous meeting**
4	**Feedback from name change survey** The preferences chosen for an association name are (in order of preference): 1. Lake Macquarie Sustainable Neighbourhood Alliance 2. Sustainable Neighbourhoods Lake Macquarie 3. Sustainable Neighbourhoods Network
5	**Review of Constitution** Circulated the most recent version of the Constitution, with changes highlighted. Changes were made according to legal advice, and were mainly to clarify points that were previously ambiguous. In addition the group agreed to: • Use the word 'shall' to replace occurrences of 'will' or 'must'. • Include a definition of the LMNSA's financial year as ending on 30 June each year.
6	**Agreement to incorporate** Motion 1: I move that the Lake Macquarie Sustainable Neighbourhood Alliance be formed, and that the Lake Macquarie Sustainable Neighbourhood Alliance constitution and rules be those circulated at this meeting. Moved: Jean McGarry Seconded: Stefanie King Motion carried.

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	Motion 2: I move that the Lake Macquarie Sustainable Neighbourhood Alliance incorporate as an incorporated association under the provisions of the Associations Incorporation Act. Moved: Robert Hughes Seconded: Dot Seiffert Motion carried.
7	**Association name and preferences** Motion 3: I move that Lake Macquarie Sustainable Neighbourhood Alliance be 'Lake Macquarie Sustainable Neighbourhood Alliance', or if that name is not approved 'Sustainable Neighbourhoods Lake Macquarie', or if that name is not approved 'Sustainable Neighbourhoods Network'. Moved: Stefanie King Seconded: Robyn Charlton Motion carried.
8	**Nominations and Election of Interim Office Bearers** • Nominations were opened for interim office bearers to act up to the planned AGM in September 2011. • There was only one person nominated for each position. Susan Denholm (absent) expressed her nomination to Rachelle to bring to the meeting. Motion 4: I move that the following appointments make up the Board of the Lake Macquarie Sustainable Neighbourhood Alliance for the interim period up to the scheduled AGM in August 2011. Public Officer – Robyn Charlton Chairperson – Dot Seiffert Treasurer – Jean McGarry Secretary – Robert Hughes Member – Stefanie King Member – Susan Denholm Moved: Stefanie King Seconded: Robyn Charlton Motion carried.
9	**Tentative date for AGM:** **Tuesday 20 September 2011, 6.30 – 8.00pm**
10	**General Business** • Robyn gave an update on the launch of the LT Creek SN group's SNAP. There was a good

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	response on the day. Was an informal event with tree planting, tree giveaways, kids activities, displays etc • Agreed to circulate contact details (email and phone) amongst Board members. Dot agreed to be the public contact person, and gave permission to use her contact details for the whole SN membership. • Request to get copies of existing SNAPs for Board members, to get an idea of what other groups are doing and planning.
11	**Next meeting date** Tuesday 26 July, 6.30 – 8.00pm (note later start time)

Action Item Log

Action Item Ref.	Action Item Description	Listed Date	Due Date	Completed / Status	Resp.
1	Develop MOU to clarify relationship between Council and LMSNA – once LMSNA is incorporated	17 May 2011	December 2011		
2	Update Constitution to use 'shall' and include financial year definition	28 June 2011	8 July 2011		Rachelle
3	Robert, Robyn, Rachelle and Margo to arrange a time to lodge papers for incorporation	28 June 2011	26 July 2011		Robert / Rachelle
4	Post copies of available SNAPs to Board members	28 June 2011	26 July 2011		Rachelle
5	Circulate Board members' contact details to each other	28 June 2011	26 July 2011		Rachelle
6	Send out links for existing test SN websites to Board members	28 June 2011	26 July 2011		Rachelle
7	Investigate setting up an email account using …@sustainableneighbourhoods.org	28 June 2011	26 July 2011		Rachelle