

Lake Macquarie Sustainable Neighbourhood Alliance – Formation Meeting

Location:	Orchid Room, Council Administration Building, Main Rd, Speers Point	Date:	Tuesday 26 July 2011
Chair:	Dot Seiffert	Time:	6.30 – 8.00pm
Present:	Dot Seiffert, Robert Hughes, Robyn Charlton, Tim Woicek Observers (Council staff): Margo Smith, Rachelle McConville,		
File No:	SNA2011/0001		

Meeting Record

Agenda Item Ref	Meeting Details
1	Apologies Colin Mondy
2	Minutes and Action Log from previous meeting
3	Official Incorporation Members discussed the significance of the group incorporating and the importance of maintaining strong links between existing Sustainable Neighbourhood Groups and helping new groups establish. Dot Seiffert took over the role of chairing the meeting and Robert Hughes the recording of the minutes.
4	Test Websites and an email address Rachelle mentioned that she has sent members links to the test LMSNA website and passwords to look into what can be done to edit material. She urged members to have a look around and see whether they found the interface easy to use. The merits of both Weebly (free with \$50 upgrade for extra features) and Wordpress were discussed. LT Creek and Redhead already have Wordpress sites up and running. We need to decide which we prefer to use. Group discussed the potential uses of a LMSNA website. Google Calendars with future events, forums, galleries, media releases etc. It is seen as a platform for all groups, rather than them take the time and expense to get their own up and running. It wouldn't preclude individual websites (which could be linked to). It is envisaged that each SNG will have their own page(s) that they have authorisations to be able to log in and change/edit/update/upload pictures and information.
5	Frequently Asked Questions Rachelle circulated the LMSNA FAQ that will be sent to the SNGs (and ultimately uploaded to the LMSNA website). It was produced with input from the Sustainable Engagement Officers that assist the groups. We now need feedback from LMSNA members about what they think. The document will be a living one, updated as new information becomes relevant and new

Agenda Item Ref	Meeting Details
	<p>questions are asked. The group talked about the possibility of a New Members Pack that could be emailed to people that join an SNG and that the FAQ would be a logical conclusion.</p>
<p>6</p>	<p>Preparations for AGM</p> <ul style="list-style-type: none"> • Tentative Date: Tuesday 20 September, 6:30 – 8:00pm <p>Date not set in stone. We can roll it on if we have a reason. It has to be within 18 months of Incorporation though.</p> <ul style="list-style-type: none"> • Formalising Membership <p>Rachelle circulated a draft template that could be used by SNGs for members to formally join their group. It documents the applicants contact information, states a set of objectives for the Sustainable Neighbourhood Program and asks the applicant to sign and date that they agree to abide by the rules of that SNG (constitution, terms of reference etc)</p> <p>There is a section covered in the FAQ that sets out in why groups need to formalise membership and what shape the groups may take, under; <i>What governance models are available to Sustainable Neighbourhood Groups?</i></p> <ul style="list-style-type: none"> • Nomination Process for Board Membership <p>To be a member of the LMSNA Board, one must be a formal member of a SNG and have the nomination of 2 members of a SNG in writing.</p> <ul style="list-style-type: none"> • Notice of AGM to membership <p>Notice will go out to members by email and through SNGs via SEOs. Rachelle has designed a Draft notice/Agenda for the AGM.</p> <p>Robert noted the incentive for Alliance members wishing to run for board positions to get their groups formalised before the AGM.</p>
<p>7</p>	<p>Insurance</p> <p>Rachelle and Sandie have gone through the existing SNAPs and listed a summary of common activities. This list is fairly broad at this stage. Rachelle will run the list by an Insurance Broker(s?) to get feedback on the type/cost that the group might be looking at.</p> <p>Robyn asked if there was a chance it could be sorted out by the AGM so that we could give some certainty to the SNGs. She noted that it was the biggest issue at the October 2010 SNG gathering.</p> <p>Robert noted that Sandie previously mentioned that work on acquiring insurance may be a job that the worker appointed by LMCC to help the LMSNA might work on.</p>
<p>8</p>	<p>Developing a Memorandum of Understanding with Council</p> <p>The MUO is being worked on by LMCC staff. It is currently at the stage of looking in detail at the resources that will be committed to the program. Margo offered to find out whether the MUO could be made ready in time for the AGM.</p> <p>The group discussed the issue of resources being allocated by LMCC to the SN Program and Robyn noted that it is difficult to explain to residents that LMCC isn't a bottomless pit of money.</p>

Agenda Item Ref	Meeting Details
	<p>The group agreed that the core ideology of the SN Program is to empower residents to take ownership of the issues and work out suitable solutions as a community.</p> <p>The group resolved to request that LMCC have the MUO completed before the AGM to allow a greater degree of certainty to members as to the future of the program.</p> <p>Motioned: Dot Seiffert Seconded: Robyn Charlton.</p>
9	<p>General Business</p> <p>Robert Hughes spoke about the need to grow the membership of the Alliance and make sure that there are enough people to fulfil board roles and allocate a fair workload. He offered to write a letter addressed to the SNGs to inform them of who the Alliance is, what we are doing for them and in general allow them to understand why we exist. It is hoped that SNG members recognising the importance of the Alliance may be more inclined to get involved if they know who we are.</p> <p>Robyn mentioned that the LT Creek group is launching a community notice board and that the Lakes Mail will be doing an article on the project. She requested assistance from LMCC to help create a media release and for any other advice to best capitalise on the publicity for LT Creek and the SN Program as a whole. Rachelle to speak to Robyn about who in council to speak to for that help.</p> <p>Tim presented to the group copies of the Redhead SNGs' most recent newsletter. The newsletter goes out to residents letterboxes and electronically for those that sign up. Robyn requested that members of the Alliance get a copy.</p>
11	<p>Next meeting date</p> <p>Tuesday 23 August, 6.30 – 8.00pm</p>

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	In Progress	Sandie
2	Investigate setting up an email account using ...@sustainableneighbourhoods.org	28 June 2011	23 August 2011	In Progress	Rachelle
3	Circulate the FAQ to LMSNA members for feedback	26 July 2011	23 August 2011	Completed	Rachelle

Action Item Ref.	Action Item Description	Listed Date	Due Date	Completed / Status	Resp.
4	Submit list of common SNG activities to insurance broker to discover the type of insurance required and likely costs.	26 July 2011	23 August 2011	In Progress	Rachelle
5	Request that LMCC have the MUO between them and LMSNA prepared before the AGM in Sep	26 July 2011	23 August 2011	In Progress	Margo
6	Write a letter of Introduction on behalf of the LMSNA to be sent to members of the SNGs	26 July 2011	23 August 2011	In Progress	Robert