

**Lake Macquarie Sustainable Neighbourhood Alliance
Ordinary Meeting
Minutes**

Date:	Tuesday 15 th July 2014	Chair:	Dot Seiffert
Time:	Opened at 6:19pm & closed 7:31pm	Secretary:	Rachelle McConville
Location:	Orchid Room, Lake Macquarie City Council Administration Building, 126 – 138 Main Rd, Speers Point, NSW, 2284		
Present:	Norbert Lica, Dot Seiffert, Steve Dewar, Jean McGarry, Rachelle McConville (LMCC).		
Apologies:	Susan Denholm, Colin Mondy, Sandy Benson, Avril Lockton.		

Minutes

1 Welcome & Introduction
2 Apologies – As noted above.
3 Conflict Of Interest (Please notify the meeting if you believe you have a conflict of interest regarding any agenda item) None reported.
4 Previous Meeting Minutes 4.1 Ordinary Meeting Minutes Dated Tuesday 20th May 2014: Deferred, to make way for corrections. 4.2 Ordinary Meeting Minutes Dated Tuesday 17th June 2014: Deferred, due to Norbert's computer problems. 4.3 Business & Actions Arising From The Minutes (refer to Action Log on pages 3, 4 & 5 of these minutes)
5 Correspondence Inwards 5.1 Resignation from Sandy Benson: - moving to WA for a ranger job. Congratulations Sandy, and thank you for all your work! ACTION: Send thank you letter to Sandy. (Rachelle) 5.2 Request for leave from Susan Denholm: Susan's mum is sick with cancer, and Susan will not have time to commit to Alliance business while she cares for her. RESOLUTION: Alliance is happy to approve leave for indeterminate amount of time, until Susan has time available. The Alliance would also like to offer any support we can in the mean time. This leaves the current number of (active) board members as 6, so means a quorum of 4 (50%+1).
6 Correspondence Outwards - Toronto SNG's "Tossers Can Be Binners" submission, sent to Toronto Tidy Towns for the Tidy Towns Awards. - Request to Transition Newcastle to purchase and distribute a copy of their Transition Streets Workbook.
7 Treasurers Report – Deferred to next meeting. Sorry! Rachelle forgot to include the Treasurer's Report on the agenda, so we didn't have one this month!
8 Grants On Offer 8.1 Changes To Council's Grants & Funding: www.lakemac.com.au/council/community-funding-sponsorship-and-grants 8.2 Christmas Community Raffle, Lions Club: Starts end of July, beginning of August. Finishes in November. 8.3 NSW Gov, The Community Building Partnership: Closes 18 th July 2014.

Minutes

8.4 LMCC's Environmental Sustainability Grants: Closes 8 September 2014, Also info session on 29 July.

9 For Discussion & Action

9.1 Alliance stall at Scarecrow Awards - Saturday 11 October 9-11am: Yes. We'd like to have a stall. Dot is keen to help, and Steve might be available. Will confirm details closer to the date.

ACTION: Rachele to book stall with WASNG committee.

9.2 AGM Date - Sunday 2 November 2014: Confirmed the date for the AGM and celebration. Agreed to use the same format as last year, at the Landcare Resource Centre:

12 – 1pm: BBQ lunch

1.00 – 1.30pm: AGM

1.30 – 3.00pm: Show and tell

9.3 AGM nomination process and board member recruitment:

RESOLUTION: Use same process and form format as in previous years.

ACTION: Organise a video recording at the celebration.

ACTION: Recruitment of new board members – Rachele to promote to SN groups.

9.4 High School Education Project: Project idea for Steve / Colin to approach local high schools to do a talk at assembly. Start at Toronto High School (good principal there), Warners Bay High (they have an environmental group etc), and St Mary's. Would start by contacting Principal to seek interest, and ask to be able to speak at an assembly.

ACTION: Steve (and Colin?) to draft introductory letter to give to schools

ACTION: Rachele to approach Pam Baker (Council's Schools Sustainability contact), Tony Ellitt (Youth Engagement) to seek assistance for this project (eg what high schools are active or need help)?

10 Requests From Member Groups

10.1 Greater Charlestown SNG, New Alliance Member Group: New Alliance member group. Includes Charlestown East and West, Kotara South, Adamstown Heights, and the surrounding area. Their Terms of Reference was tabled, and membership register submitted. Working towards a launch event in September.

RESOLUTION: To formally accept the Greater Charlestown Sustainable Neighbourhood Group as a new member group of the Alliance.

10.2 Wangi Centenary Project Plan - Wangi Area SNG: The project plan was submitted to the board for consideration. The board are happy to support the project. The board anticipates further details as they become available. Identified a need to address possible waste and recycling issues. It is expected that these issues will be considered as part of Council's required risk assessment and approval of the project.

ACTION: Rachele to note above waste and recycling issue with the WASNG

RESOLUTION: Approve in principal, pending submission of appropriate risk assessment (aligned with Council guidelines for permission to use the Wangi Foreshore)

10.3 "Memories Making Mosaics" Project Plan - Wangi Area SNG: A project management plan and schedule were submitted to the board for consideration.

RESOLUTION: Approve in principal, pending submission of appropriate risk assessments as the project progresses.

10.4 Scarecrow-making Workshop Risk Assessment - Wangi Area SNG (Not Yet Available): A risk assessment was submitted with a short project plan for the proposed workshop. As the project is proposing to use public land, a more detailed risk assessment will need to be completed to gain Council approval.

RESOLUTION: Approve in principal, pending submission of appropriate risk assessment (aligned with Council guidelines for permission to use land outside the Wangi library)

10.5 Monthly market stall Risk Assessment - Morisset, Cooranbong and Dora Creek SNG's (Not Yet Available): Rachele notified the board of the Morisset and Peninsula SNG's intention to run regular market stalls at the Morisset Monthly Markets. A risk assessment has not yet been received.

Minutes

RESOLUTION: Alliance board supportive of project, and anticipate submission of a risk assessment prior to the market stall. Agreed to review risk assessment via email once submitted.

11 Report Backs From Member Groups

11.1 Pelican Area Drain Audit, progress on report to Alliance:

11.2 Sustainability Experts David Holmgren & Nicole Foss Dinner Talk: Very interesting talks and great attendance. Some SN sign ups. Thank you to Steve and Norbert for organising and attending the stall.

11.3 Tidy Towns Awards Application for 'Tossers can be binners' (x2?) and the Fire Retardant Garden projects:

12 General Business – None

13 General Information

13.1 Tuesday 22 July, 7.00 - 8.30pm: Collaborating online - training. Dudley Public School: RSVP; Steve, Jean (TBC), Norbert

13.2 Tuesday 29 July, 5.30 - 6.30pm: Info session re Council's Environmental Sustainability Grants. Council Admin Building.

13.3 Tuesday 5 August, 7.00 - 8.00pm: Dora Creek Education Kit - training. Dora Creek Hall.

13.4 Wednesday 27 August, 5.30 - 8.30pm: Health and Safety Training. Belmont Library: RSVP; Jean, Steve, Norbert,

13.5 Saturday 27 September, 8am - 2pm: Living Smart Festival, Speers Point Park: Steve not available on 27 Sept.

14 Next Meeting Dates

14.1 Next Ordinary Meeting Scheduled for Tuesday 19th August 2014, 6pm – 8pm:

15 Meeting Close

Action Log Arising From Ordinary Meeting Minutes Dated Tuesday 20th November 2012

Item	Responsibility	Action	Item Ref	Due Date	Progress
1	All Board Members	All board members to submit ideas for training to the board either at meetings or through email.	10.2	On going	In Progress

Action Log Arising From Ordinary Meeting Minutes Dated Tuesday 17th September 2013

Item	Responsibility	Action	Item Ref	Due Date	Progress
2	Norbert	Norbert to type a letter requesting permission to have a BBQ fund raiser, then to deliver the letter to all Bunnings Warehouse Stores around Lake Macquarie, then to make a list of successful Bunnings Warehouse applications. This so we can start as soon as possible. Dot, Jean and with Robyn and her LT group, volunteered to assist in selling sausages. Write a letter (attach Public Liability certificate) to request Bunnings BBQ at Morisset. (Glendale is fully booked already?)	9.8	On going ASAP	In Progress

Action Log Arising From Ordinary Meeting Minutes Dated Tuesday 22nd October 2013

Item	Responsibility	Action	Item Ref	Due Date	Progress
3	Norbert	Norbert to write a letter of thanks to Bunnings for there support in the donated prize, Stating that we were successful and that the young prize winner was very happy and exited about the win and that we informed the winner that she can purchase her worms from Bunnings.	11.2		Withdrawn Update to do item 16 instead.

Action Log Arising From Ordinary Meeting Minutes Dated Tuesday 20th May 2014

Item	Responsibility	Action	Item Ref	Due Date	Progress
4	Rachelle, Steve & Norbert	Rachelle to contact the accountants association, to find an independent auditor. (follow up with Steve's teacher contact + Norbert's contact)	12.1		In Progress
5	Rachelle	Rachelle to submit sponsorship proposal to Guild Insurance with modified proposal as discussed. (EDIT: Instead - find a better target Eg. Solar provider / recycling etc)	12.2		In Progress
6	Colin & Steve	Steve and all board members to read LMCC draft Environmental Sustainability Action Plan 2014 – 2023 and send points to Colin so he can make, on the Alliances behalf, a submission by 20 th June 2014.	13.3	20 th June 2014	In Progress

Action Log Arising From Ordinary Meeting Minutes Dated Tuesday 17th June 2014

Item	Responsibility	Action	Item Ref	Due Date	Progress
7	Rachelle	Rachelle to email venues, times and dates for upcoming training events.	4.2 Item 1	ASAP	In Progress
8	Steve	Steve to get into contact with his accountant friend regarding his accountant friend to audit our books.	4.2 Item 9		In Progress
9	Colin & Steve	Colin & Steve to do a document reporting back on the summation of the suggestions provided already and any extra ideas that they may have regarding contacting High Schools.	4.2 Item 11		In Progress
10	Rachelle	Rachelle to get in contact with Pam about her survey with the High Schools and send info to Colin and Steve.	4.2 Item 11		In Progress
11	Rachelle	Rachelle to ring Morisset Lions Club on 02 4973 1221 to get more information about the Christmas Community Raffle and email member groups about raffle.	9.2	End of July	In Progress
12	Rachelle	Rachelle to send Alliances suggested improvements for the Cat Care Brochure to Robyn.	9.3		In Progress
13	Norbert	Norbert to contact friend about doing the audit for the alliance.	12.1		In Progress
14	Rachelle	Rachelle to enquire about holding a stall at the Hunter Valley EV Festival.	12.2	16 th & 17 th August 2014	In Progress
15	Rachelle	Rachelle to research The Natural Confectionery Co for sponsorship prospectus.	12.3		In Progress
16	Rachelle & Steve	Rachelle to apply for the Alliance stall at the Living Smart Festival. Steve to write to Bunnings (Glendale) to thank them for their raffle prize last year, and request a similar donation for this year's Living Smart Festival	12.4	01/08/14	In Progress

17	Alliance Board	Alliance to await on council meeting regarding issue of no motorised equipment for Landcare volunteers , before we comment on support for Colins Document.	13.2		In Progress
Action Log Arising From Ordinary Meeting Minutes Dated Tuesday 15th July 2014					
Item	Responsibility	Action	Item Ref	Due Date	Progress
18	Rachelle	Send thank you letter to Sandy. (Rachelle)	5.1		In Progress
19	Rachelle	Rachelle to book stall with WASNG committee.	9.1		In Progress
20		Organise a video recording at the celebration.	9.3		In Progress
21	Rachelle	Recruitment of new board members – Rachelle to promote to SN groups.	9.3		In Progress
22	Steve (and Colin?)	Steve (and Colin?) to draft introductory letter to give to schools	9.4		In Progress
23	Rachelle	Rachelle to approach Pam Baker (Council's Schools Sustainability contact), Tony Ellitt (Youth Engagement) to seek assistance for this project (eg what high schools are active or need help)?	9.4		In Progress
24	Rachelle	Rachelle to note above waste and recycling issue with the WASNG	10.2		In Progress

Signed as an accurate record, Chair's Name: _____ Signature: _____ Date: ____ / ____ / ____