

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

Date:	Tuesday 20 th May 2014	Chair:	Rachelle McConville
Time:	Opened at 6:18pm & closed at 8:20pm	Secretary:	Norbert Lica
Location:	Orchid Room, Lake Macquarie City Council Administration Building, 126 – 138 Main Rd, Speers Point, NSW, 2284		
Present:	Norbert Lica, Steve Dewar, Colin Mondy, Avril Lockton, Jean McGarry, Susan Denholm, Rachelle McConville (LMCC).		
Apologies:	Sandy Benson, Dot Seiffert,		

Minutes

- 1 **Welcome & Introduction** – The board welcomed Rachelle to be our stand in chair, as Dot gave her apologies for this meeting.
- 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) Rachelle McConville, notified the meeting that she works for Lake Macquarie City Council, which all board members know.
- 4 **Previous Meeting Minutes**
 - 4.1 **Ordinary Meeting Minutes Dated Tuesday 18th March 2014**
MOTION:
 That the previous meeting minutes dated 18th March 2014, be confirmed as an accurate record.
 Moved: Norbert Lica
 Second: Colin Mondy
 Vote: Unanimous
 - 4.2 **Ordinary Meeting Minutes Dated Tuesday 15th April 2014**
MOTION:
 That the previous meeting minutes dated 15th April 2014, be confirmed as an accurate record.
 Moved: Norbert Lica
 Second: Colin Mondy
 Vote: Unanimous
 - 4.3 **Business & Actions Arising From The Minutes** (refer to Action Log on pages 4 & 6 of the minutes)
Item 2 – Training organised for August with Dora Creek SNG's Education Kit as the topic, which was developed for school students. An additional Idea to include online organising tools as a second topic, such as google docs, drop box, wikki pages, which help people with sharing documents and collaboration with one another.
Item 7 – ACTION: Steve and Colin to write a submission to the draft Fee's and Charges Schedule, describing how the fees and charges have prohibited our member groups activities, including an example like Redheads \$1500. Also to ask as a general principle, to recognise the SNG's who's activities are in line with councils objectives of environmental sustainability and to be given an exemption from council fees and charges.
Item 13 – Toronto, Wangi Wangi and Redhead are making submissions to the draft Fee's and Charges Schedule that council has put on public exhibition.
- 5 **Correspondence Inwards**
 - Enquiry from Richard Edmond, Climate Action Lake Macquarie
 - ACTION:** Rachelle to forward information to member groups re Climate Action Lake Macquarie.

Minutes

6 Correspondence Outwards

- Letter to SNG's from Steve Dewar regarding Park Fees
- Sustainable Neighbourhood News - April and May editions

7 Treasurers Report

Treasurers report was tabled with the current balance of \$5,677.73c dated 20th May 2014. Received \$80.00c from Michael Mobbs Books, received interest of 00.07c from bank, received \$100.00 from the Bicycle Network for West Wallsend and the Expenditure of a \$100.00 cheque to West Wallsend.

8 Grants On Offer

- 8.1 Club Grants:** www.clubsnsw.com.au/clubgrants advised to look at website, grants will close at end of month.
- 8.2 Eraring Power Station Grants:** They provide grants of \$600 every year and are on offer now.
- 8.3 Hunter Water Grant:** close on the 1st June 2014. For water tanks and water efficiency programs and water education.

9 For Discussion & Action

10 Requests From Member Groups

- 10.1 Morisset Community Festival, 18 May:** The event was approved through email by board members.
- 10.2 Eco Health Expo, 25 May:** Risk assessment viewed. Will be on at the Masonic Hall at Morisset 10am – 4pm with stalls, and speakers organised. The alliance is in support of the event, but will not cover the work shops for insurance, Permaculture Hunter will be covering the workshops for insurance.
- 10.3 Jeff Angel talk at West Wallsend SNG, 27 May:** Risk assessment on talk was reviewed. Jeff is from Total Environment Centre in Sydney who is giving a talk at 6:30pm at West Wallsend Workers Club. The alliance approves of the activity.
ACTION: All board members are asked to attend Jeff Angel Talk at West Wallsend Workers Club at 6:30pm.
- 10.4 Wangi Scarecrow Competition, Project planning and initial risk assessment:** The Wangi Wangi group have done a management plan for the project. It is a fund raiser and community building exercise where members participate in making a scarecrow and displaying in the front yard between 26th September 2014 to 12th October 2014 and are judged and given prizes. The alliance agreed that we would support the project but the alliance will not cover insurance. People who participate in making scarecrows must do it on there own private property and at there own risk and are responsible for there own WHS. The scarecrows must be displayed on there own front private property visible from the foot path.
- 10.5 Birds In The Southlake Area Cooranbong SNG, 10 June:** Viewed risk assessment, The event is a power point presentation by Maurice Ashton on his photography of local birds. Also a presentation by the chair of the local garden club. The board approves the activity.

11 Report Backs From Member Groups

- 11.1 Redhead Music Trivia Night, 3 May:** Done in partnership with the school and held in school hall with BYO alcohol with nibbles and a local rock band. 90 people attended and the event raised about \$800 of which \$650.00 went to the P&C and \$150.00 went to the SNG. Promotion was done by the SNG and Raffles were also done. Everyone had an excellent night.
- 11.2 Graeme Stuart Talk (Morisset), 8 May:** He is from Transition Newcastle and is the main coordinator, it is believed low attendance.
- 11.3 Success Stories (Alliance), 15 May:** It went very well, was well organised, around 15 people attended, feed back asked for more of the same type of activity, very useful for meeting other group members, suggestion of holding in different locations around Lake Macquarie and to try to have all board members to be present and invite two or three people from our groups to attend.

Minutes

- 11.4 Toronto Fire Station Open Day, 17 May:** Fire retardant garden is set up, two signs have been erected, plantings of beans as well as grape vines. Chicken coupe has been set up for the kids. Many people attended the day. The firemen will educate the public on the plants to grow to give better protection of homes and will give lists of the plants.
- 11.5 SN Stall at Morisset Community Festival, 18 May:** Feed back was that not many people stopped to look at the stall. After evaluation, reasons why include, stall not set up correctly, no single theme of Sustainable Neighbourhood Program, confusing messages from different brochures on table, to close to painting stall, Banners at the very back away from people. Good points was that it was undercover, all three SNG's were able to meet each other.
- 11.6 LT Creek Cat Care Brochure, in progress:** Robyn has sent through a draft of the brochure and is liaising with council rangers on the content for feedback to get it right.
- 11.7 Pelican Area Drain Audit, in progress:** Is going well, group have been doing a few drains here and there and will give a report in May or June and is doing the survey of how much rubbish is blocking the drains.

12 General Business

- 12.1 Authority to Fund raise, looking for independent 'auditor:** We need to find an independent auditor, a suggestion of our bank manager, or we could go to the accountants association. The person does not have to be a licensed accountant, can be a person who has done the degree.
ACTIONS: Rachelle to contact the accountants association and the Commonwealth Bank to find an independent auditor.
- 12.2 Sponsorship update:** Rachelle spoke with Monique from Guild Insurance and was helpful, basically in general Guild don't do sponsorship and that there market is not quite compatible with the alliance, she advised to submit a proposal to Guild (note, maybe ask for in kind support instead of \$20,000) and that she will talk with her senior colleges. She also advised to maybe target companies that have an online presence, such as with websites. Rachelle explained that promotions with advertising of signs and logos, and events could be an advantage for companies and the alliance. Suggestion of real estate agents as the next target but we would have to be cautious with conflict of interests. Also target solar companies. Target web advertising companies, ethical if possible and personal contact.
ACTION: Rachelle to submit sponsorship proposal to Guild Insurance with modified proposal as discussed.

13 General Information

- 13.1 Bicycle Network:** Super Tuesday Bicycle Count, on a Tuesday in March and a Sunday in November the Bicycle Network who are from Melbourne enlists and pays \$50.00 for each site, to volunteer organisations to collect data on bicycle use and bicycle traffic. They then sell that data to local councils who have signed up to collect information on the trends and the places in need of bicycle paths. Good opportunity for alliance membership to raise some funds.
- 13.2 High School Student Campaign:** Steve tabled a document he created dated 21st April 2014 with his 12 possible ideas for alliance campaign for High School students for us to consider. The Awabakal Education Centre was an additional suggestion as a source of information and that we dedicate a meeting on this subject. Suggestion for the alliance to go to the Wetlands Environmental Educational Centre, asking what they know about educating students and what can we do to help.
ACTION: Colin and Steve to organise a meeting with Head principle of The Wetlands Centre Australia to find out more info on what they know about environmental education to students and what can the alliance do to help with this.
- 13.3 LMCC's Draft Environmental Sustainability Action Plan 2014-2023:** The plan is on exhibition, the board resolved to do it's best to read and make submissions on the draft plan before June.
ACTION: All board members to read LMCC draft Environmental Sustainability Action Plan 2014 – 2023 and make submissions on the draft by June.

Minutes

13.4 Biggest Morning Tea: Colin gave an example of how his group helped with the printing and distribution of a flyer to help raise funds for the Cancer Council's Biggest Morning Tea. There were raffles drawn, lucky door prizes and more.

14 Next Meeting Dates

14.1 Next Ordinary Meeting Scheduled for Tuesday 17th June 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	Susan	Susan to write a short profile or summary, detailing her reasons for involvement in Sustainable Neighbourhood Program. Will be put on the Alliance website with a photo along side other Board Members profiles.	8.6		Complete
2	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
3	Dot	Dot to talk with council about the cost of fees to groups for council parks, after she returns home from her holiday.	9.4	On going	Complete
4	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.	9.8	On going	In Progress

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

Item	Responsibility	Action	Item Ref	Due Date	Progress
5	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		In Progress

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

Item	Responsibility	Action	Item Ref	Due Date	Progress
6	Steve	Steve to approach friend or councillors in relation to the fees and charges for parks. And email board members on how he went.	9.1		Complete

Action Log Arising From Ordinary Meeting Minutes Dated Tuesday 18th March 2014

Item	Responsibility	Action	Item Ref	Due Date	Progress
7	Steve & Colin	Colin and Steve to write up a draft letter (addressed to councillors) indicating the issues of high fees and charges in the Pricing Policy and options councillors could agree on adopting. Points to include; Ask to adjust the pricing policy	9.1	April, May, June	In Progress

		so there is a reasonable process for not for profit organisations to apply to use parks and reserves with out the imposition of a high up front cost like Redheads \$1500; council develop an application process with guide lines, out lining the process and conditions of use, such as cleaning up after woods; develop a sliding scale to pay a minimal fee that not for profit organisations and volunteers can afford. The draft to be sent to board members for improvement or approval.			
8	All Board Members & Alliance Membership	Board members and community to liaise with (lobby) councillors in person, to express the issues of the policy and ask to adjust the Pricing Policy to cater for not for profit organisations.	9.1	April, May, June	In Progress
9	Rachelle	It was agreed that the project section should be removed from the sponsorship proposal. We should also use images and quotes of worthy projects that people have had the pleasure in doing.	9.2		Complete
10	Rachelle	Rachelle to talk to Monique from Guild Insurance about who to talk to for possible sponsorship with insurer.	9.2		Complete
11	Rachelle	It was agreed that Rachelle work out the times and dates and venues for training and that we combine the two topics, Toronto's Tossers can be Binners & Redheads Financial Sustainability for presentation to be in June.	9.3	June	Complete
12	Rachelle	Rachelle to add a new category to the risk assessment form regarding to the purpose or how the activity relates to sustainability or why have the activity.	9.4		Withdrawn

Action Log Arising From Ordinary Meeting Minutes Dated Tuesday 15th April 2014

Item	Responsibility	Action	Item Ref	Due Date	Progress
13	Steve & Colin	Steve and Colin to draft an initial letter requesting people to make submissions in May with suggestions to point out.	4.2 Item 6	May	Complete
14	Rachelle	Rachelle to identify the next company, with our support and agreement for sponsorship proposal.	9.1		Complete

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

Item	Responsibility	Action	Item Ref	Due Date	Progress
15	Steve & Colin	Steve and Colin to write a submission to the draft Fee's and Charges Schedule, describing how the fees and charges have prohibited our member groups activities, including an example like Redheads \$1500. Also to ask as a general principle, to recognise the SNG's who's activities are in line with councils objectives of environmental sustainability and to be given an exemption from council fees and charges.	4.3 Item 7	30 th May 2014	In Progress
16	Rachelle	Rachelle to forward information to member groups re Climate Action Lake Macquarie.	5		In Progress
17	All Board Members	All board members are asked to attend Jeff Angel Talk at West Wallsend Workers Club at 6:30pm.	10.3	27 th May 2014	In Progress
18	Rachelle	Rachelle to contact the accountants association and the Commonwealth Bank to find an independent auditor.	12.1		In Progress

19	Rachelle	Rachelle to submit sponsorship proposal to Guild Insurance with modified proposal as discussed.	12.2		In Progress
20	Steve & Colin	Colin and Steve to organise a meeting with Head principle of The Wetlands Centre Australia to find out more info on what they know about environmental education to students and what can the alliance do to help with this.	13.2		In Progress
21	All Board Members	All board members to read LMCC draft Environmental Sustainability Action Plan 2014 – 2023 and make submissions on the draft by June.	13.3	June	In Progress

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