

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

Date:	Tuesday 26 th August 2014 (rescheduled from 19 th August)	Chair:	Dot Seiffert
Time:	Opened at 6:07pm & finished at 7:55pm	Secretary:	Norbert Lica
Location:	Orchid Room, Lake Macquarie City Council Administration Building, 126 – 138 Main Rd, Speers Point, NSW, 2284		
Present:	Norbert Lica, Dot Seiffert, Steve Dewar, Colin Mondy, Avril Lockton, Anna (Guest), Rachelle McConville (LMCC).		
Apologies:	Susan Denholm (Currently on leave), Jean McGarry (Currently on leave).		

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- 1 **Welcome & Introduction** – Anna from Cooranbong SNG arrives. A warm welcome from everyone to her with board members introducing themselves.
- 2 **Apologies** – Jean McGarry on leave due to hip surgery, the Alliance wishes her well with safe recovery and would like to provide support in any way, as well as a get well card.
ACTION: Rachelle to send a get well card to Jean on Alliance's behalf.
Forward apologies for Steve Dewar 8th September to 9th October, Avril Lockton 9th September to 16th October.
- 3 **Conflict Of Interest** (Please notify the meeting if you believe you have a conflict of interest regarding any agenda item) No conflict of interest advised.
- 4 **Previous Meeting Minutes**
 - 4.1 **Ordinary Meeting Minutes Dated Tuesday 20th May 2014**
MOTION:
That the amended previous meeting minutes dated 20th May 2014, be confirmed as an accurate record.
Moved: Norbert Lica
Second: Steve Dewar
Vote: Unanimous
 - 4.2 **Ordinary Meeting Minutes Dated Tuesday 17th June 2014**
MOTION:
That the previous meeting minutes dated 17th June 2014, be confirmed as an accurate record.
Moved: Norbert Lica
Second: Steve Dewar
Vote: Unanimous
 - 4.3 **Ordinary Meeting Minutes Dated Tuesday 15th July 2014**
MOTION:
That the previous meeting minutes dated 15th July 2014, be confirmed as an accurate record.
Moved: Rachelle McConville
Second: Dot Seiffert
Vote: Unanimous
 - 4.4 **Business & Actions Arising From The Minutes** (refer to Action Log on pages 4 & 5 of these minutes)
Item 1 – Training suggested for a talk about the fire retardant garden, garden should be finished sometime in September. Suggested date for talk, March 2015.
Item 2 – A letter was sent to the Alliance from Bunnings (Glendale) inviting us to hold a BBQ fundraiser on the 27 September, unfortunately the day of the Living Smart Festival. Rachelle informed there will be another opportunity in 2015. 27 September has been cancelled. Anna suggested more money to be raised at

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Glendale then at Morisset. Morisset will be dropped with focus on Glendale.

ACTION: Book Bunnings BBQ fundraiser at Glendale for 2015.

Item 7 – Steve contacted friend from Teachers Association Lake Macquarie, who charges nominal amount, \$50 to \$100 a year, for Alliance to be audited. Rachelle will follow up with phone call.

5 Correspondence Inwards

- Letter from Bunnings (from 5 May) regarding BBQ date on 27 September

6 Correspondence Outwards

- Sustainable Neighbourhood News, 17 & 30 July

- Official welcome to the Greater Charlestown Sustainable Neighbourhood Group

7 Treasurers Report

Rachelle advised she does not have access to the bank accounts but could inform on Jean's behalf, Rachelle received the cheque book from Jean before she went to hospital.

- \$20 for Swansea Spring Fair fee and reimbursement for Swansea and Caves Beach SNG stall. Council will refund this amount back to the Alliance.

- Toronto Fire Station Grant – Final report due 30 September 2014, clarification needed from Jean, on whether outstanding receipts for project.

- Grant extension for Dudley Community Garden – to 30 December 2014 ,group had a grant to buy equipment, they have been working with council to confirm governance arrangements with council on council land and are close to finalising before they can spend grant money on the garden.

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 LMCC's Environmental Sustainability Grants: Closes 8 September 2014.

9 For Discussion & Action

9.1 High School Education Project: - Steve suggested to make a start with the High Schools, getting in touch with an introductory letter to the youth council, staff and teachers of some of these schools, Toronto High School, Warners Bay High School, Morisset High School, St Mary's High School, to visit each of these schools in early term 4, speak at an assembly, talking about the effects of rubbish on the environment, effect on animals, etc.

- An interactive learning experience, so students can understand what it means to live sustainably. Similar to the Dora Creek learning kit.

- Another suggestion was joining the PCYC to develop a fun and interactive program that grabs the students attention. Where students can throw bottles cans and all sorts of rubbish in a controlled environment, making a fun game where students can learn about what happens to rubbish.

- Partner up with Take3 to attend the schools.

- Let every school in our area know about Sustainable Neighbourhood Groups and there SNAP's. What can we do for the schools with the SNAP's.

ACTION: Steve to write an initial letter to offer schools the opportunity to work with the Alliance on a project with the students as discussed. Send to Colin to finalise letter by around October.

9.2 AGM board member recruitment for 2 November 2014: We can do with some more board members,

ACTION: Alliance board to look for potential new members who would like to use there skills in the Alliance.

10 Requests From Member Groups

10.1 Wangi Scarecrow Awards - management plan and risk assessment for approval: Was emailed out to all

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board members.

RESOLUTION: The Alliance board approves the activity and is supportive of the Wangi Scarecrow Awards. The Alliance will set up a stall.

- 10.2 Toronto Spring Fair Festival, 11th October 2014:** Toronto SNG, will be holding a stall at the fair, with the Coal Point Progress Association. Alliance approves, Pending receipt of risk assessment form.
- 10.3 Caves Beach Swansea Area SNG - ToR and Membership Register:** Having a launch in October, ToR has been circulated for approval.
RESOLUTION: The Alliance accepts and approves the ToR and has received membership Register.
- 10.4 Caves Beach Swansea Area SNG - Risk assessment and payment for Swansea Spring Fair - 20 September:** Approved on line.
- 10.5 Monthly market stall Risk Assessment - Morisset, Cooranbong and Dora Creek SNG's:** Approved online.
- 10.6 Cooranbong SNG, Are You Prepared For Bush FIRES:** Group will be holding an event to help people prepare for the coming Bush fire Season. They will be working with the local RFS and locals who own horses to educate people what to do before the season starts. Alliance supportive of event Pending Risk Assessment notification.

11 Report Backs From Member Groups

- 11.1 Collaborating online - training. Dudley Public School:**
- 11.2 Info session re Council's Environmental Sustainability Grants:**
- 11.3 Dora Creek Education Kit - training. Dora Creek Hall:**
- 11.4 Monthly market stall, Morisset, Cooranbong and Dora Creek SNG's:**
- 11.5 Pelican Area Drain Audit, progress on report to Alliance:**
- 11.6 Tidy Towns Awards Application for 'Tossers can be binners' (x2?) and the Fire Retardant Garden projects:** The fire retardant garden is likely to be finished in September, the plants are at there early stages of being established.
- 11.7 Hunter Valley EV Festival:** The day showcased electric car's, as well as electric skate boards, high lights were the Tesla car, the electric car and bike races with ride on lawn mowers. People who attended thought it was excellent. The event is the biggest and the best and the only one of it's kind in Australia.

12 General Business

- 12.1 Environmental Sustainability Grants Committee:** Colin informed he was invited to take part in the committee again for this next round of grants. Colin suggested maybe to raise the possibility to put on our website the successful grants that the SNG's have been awarded and the success of the projects.

13 General Information

- 13.1 Wednesday 27 August, 5.30 - 8.30pm: Health and Safety Training. Belmont Library:**
- 13.2 Tuesday 9 September, 6.00 – 7.00pm: Current climate change science and opportunities – Presentation by Declan Clausan. Wangi Wangi Bowling Club:**
- 13.3 Saturday 27 September, 8am - 2pm: Living Smart Festival, Speers Point Park:**
- 13.4 Saturday 11 October, 9-11am: Wangi Scarecrow Awards, Wangi Foreshore:**

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13.5 Sunday 19 October: Caves Beach Swansea Area SNG – Launch event:

13.6 Saturday 25 October: Greater Charlestown SNG – Launch event:

13.7 Sunday 2 November 2014 AGM,

14 Next Meeting Dates

14.1 Next Ordinary Meeting Scheduled for Tuesday 16th September 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	Write a letter (attach Public Liability certificate) to request Bunnings BBQ at Morisset. (Glendale is fully booked already?)	9.8	2015	Withdrawn refer to item 25

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

Item	Responsibility	Action	Item Ref	Due Date	Progress
3	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
4	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
5	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
6	Rachelle	Rachelle to email venues, times and dates for upcoming training events.	4.2 Item 1	ASAP	In Progress
7	Steve	Steve to get into contact with his accountant friend regarding his accountant friend to audit our books.	4.2 Item 9		Complete
8	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
9	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
10	Rachelle	Rachelle to ring Morisset Lions Club on 02 4973 1221 to get more information about the Christmas Community Raffle and	9.2	End of July	Withdrawn

		email member groups about raffle.			
11	Rachelle	Rachelle to send Alliances suggested improvements for the Cat Care Brochure to Robyn.	9.3		In Progress
12	Norbert	Norbert to contact friend about doing the audit for the alliance.	12.1		Complete
13	Rachelle	Rachelle to enquire about holding a stall at the Hunter Valley EV Festival.	12.2	16 th & 17 th August 2014	Complete
14	Rachelle	Rachelle to research The Natural Confectionery Co for sponsorship prospectus.	12.3		In Progress
15	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	Complete
16	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
17	Rachelle	Send thank you letter to Sandy. (Rachelle)	5.1		In Progress
18	Rachelle	Rachelle to book stall with WASNG committee.	9.1		In Progress
19		Organise a video recording at the celebration.	9.3		In Progress
20	Rachelle	Recruitment of new board members – Rachelle to promote to SN groups.	9.3		In Progress
21	Steve (and Colin?)	Steve (and Colin?) to draft introductory letter to give to schools	9.4		In Progress
22	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
23	Rachelle	Rachelle to note above waste and recycling issue with the WASNG.	10.2		In Progress

Action Log Arising From Ordinary Meeting Minutes Dated Tuesday 26th August 2014

Item	Responsibility	Action	Item Ref	Due Date	Progress
24	Rachelle	Rachelle to send a get well card to Jean on Alliance's behalf.	2	September	In Progress
25	Rachelle & Norbert	Book Bunnings BBQ fundraiser at Glendale for 2015. (attach Public Liability certificate)	4.4 Item 2	2015	In Progress
26	Steve & Colin	Steve to write an initial letter to offer schools the opportunity to work with the Alliance on a project with the students as discussed. Send to Colin to finalise letter by around October.	9.1	October	In Progress
27	Alliance Board	Alliance board to look for potential new members who would like to use there skills in the Alliance.	9.2	02/11/14	In Progress

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