

Lake Macquarie Sustainable Neighbourhood Alliance (Inc)

ABN 9727 452 3597

Web: www.sustainableneighbourhoods.org.au

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Phone: 4921 0117 Post: PO Box 361, Warners Bay, NSW 2282



Lake Macquarie Sustainable Neighbourhood Alliance (Inc)

Annual General Meeting

Sunday 2 November, 2014, 1.00 – 1.30pm

Landcare Resource Centre, Teralba

MINUTES

1. Welcome, introductions and apologies

Present: Dot Seiffert, Colin Mondy, Jean McGarry, Avril Lockton, Michael Riddell, Lindsay Black, Brian Maclachlan, Nico Marcar, Christine Aus, Antoinette Balnave, Steve Dewar, Norbert Lica

Rachelle McConville (Observer, LMCC)

Apologies: Lindi Bowen, Robyn Charlton, Susan Denholm, Colleen Hegarty, John Hegarty, Bruce Macfarlane, Noel Mathews, Stephen Needs, Marie Nelson, Raymond Nelson, Jane Smith, Baz Thrower

Dot Seiffert, Chairperson, welcomed everyone to the meeting, and invited everyone to briefly introduce themselves.

2. Confirm minutes of last AGM, Sunday 27 October 2013

The minutes of the previous AGM were circulated.

Motion: Members accept the minutes from the previous AGM, dated Sunday 27 October 2013, as a true and correct record.

Moved: Steve Dewar. Seconded: Norbert Lica. Passed unanimously.

3. Chairperson's report

Dot Seiffert presented the Chairperson's report for 2013-14.

Motion: Members accept the Chairperson's report as tabled.

Moved: Dot Seiffert. Seconded: Jean McGarry. Passed unanimously

The Chairperson's report is attached below.

Motion: The Alliance Board will send letter of thanks to Council for their support and for Rachelle's assistance.

Moved: Dot Seiffert. Seconded: Jean McGarry. Passed unanimously

Some discussion followed about lessons learnt from some groups becoming inactive. Some groups



have become inactive for a variety of reasons. Possibly from depending too heavily on one or two key members who have then moved away from the area. In other areas, the initial neighbourhood area was very small, and lacked community facilities. Council is now assisting groups to reactivate by including a larger geographic area where appropriate. This is helpful by engaging with a larger population, and including a bigger range of meeting areas, other community groups etc.

4. Treasurer's report

Jean McGarry presented the Treasurer's report for 2013-14.

Motion: Members accept the Treasurer's report as tabled.

Moved: Steve Dewar. Seconded: Norbert Lica. Passed unanimously.

The Treasurer's report is attached below.

5. Appointment of Board Members

All Board Member positions were declared open, and Rachelle McConville chaired this section of the meeting.

Nominations were received from Christine Aus, Susan Denholm, Stephen Dewar, Norbert Lica, Avril Lockton, Jean McGarry, Colin Mondy and Dot Seiffert. Any further nominations were invited from the meeting. No further nominations were received.

Motion: Christine Aus, Susan Denholm, Stephen Dewar, Norbert Lica, Avril Lockton, Jean McGarry, Colin Mondy and Dot Seiffert are appointed as Board Members of the Lake Macquarie Sustainable Neighbourhood Alliance.

Moved: Antoinette Balnave. Seconded: Nico Marcar. Passed unanimously.

6. Appointment of Office Bearers

Nominations were requested from appointed Board Members for roles of Chairperson, Secretary, Treasurer and Public Officer.

Motion: Board Members are appointed to the following roles:

- *Dot Seiffert, Chairperson*
- *Norbert Lica, Secretary*
- *Jean McGarry, Treasurer*
- *Colin Mondy, Public Officer*

Moved: Steven Dewar. Seconded: Avril Lockton. Passed unanimously.

7. General business

Dot Seiffert resumed the Chair, and requested items of general business from the meeting.

- Suggestion to have assistant roles for Board Member positions. For example to provide back up when a board member is away or unavailable. The meeting was generally in agreement.
RESOLUTION: Board members will discuss at the next Board meeting, and confirm assistant roles for Chairperson, Secretary and Treasurer.
- The meeting was reminded that proxies are available for Board meetings. That is, if a Board member is unavailable for a regular Board meeting, they can nominate a proxy to attend in their place.
- A member asked about the perceived effectiveness of Sustainable Neighbourhoods from



Council's perspective.

There is general agreement that Sustainable Neighbourhoods is a valuable avenue for Council and community to communicate with each other, and has facilitated deeper community engagement from various Council departments. Sustainable Neighbourhood Groups have achieved very clear outcomes in terms of community engagement and encouraging the community to connect and work together.

General recognition that there is still a lot of work to do at a larger society scale as far as environmental sustainability goes, and that Lake Macquarie has a much better starting point than many other places (eg Council's Environmental Management Plan). Sustainable Neighbourhoods is important because it creates a resilient community who talk with each other. And that we need that kind of community to be able to talk about and address the important sustainability things.

Also recognised that our current actions will have significant intergenerational impacts.

8. Meeting close 2.06pm



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Chairperson's Report – Dot Seiffert

Lake Macquarie Sustainable Neighbourhood Alliance, 2013-14

Annual General Meeting, Sunday 2 November 2014

I'm delighted to report on the achievements and status of the Lake Macquarie Sustainable Neighbourhood Alliance and its member groups for the 2013-14 financial year.

This year we have again seen the Sustainable Neighbourhood Alliance and the network of local groups across the city mature significantly. Neighbourhood groups have completed more than 30 significant public events and attracted participation from over 2600 Lake Macquarie residents.

This year we have worked to provide more networking opportunities amongst local groups, and to encourage the sharing of successful projects and ideas. Given the number of very successful projects now completed, we are now in a position to share our successes and learn from each other.

Sustainable Neighbourhoods is becoming more and more visible and recognised in the community – we can still do more in this respect to promote the great work we are doing.

Core functions – Lake Macquarie Sustainable Neighbourhood Alliance

We continue to provide the essential administrative and governance structures for our member groups to safely and successfully complete their projects. These functions include governance and legal framework, risk management, insurance, training, advocacy and promotional assistance.

The Alliance continues to receive significant support from Council and we would like to extend our appreciation to Council for providing staff time and funding for the Alliance and the Sustainable Neighbourhood network.

Membership

Our current membership has grown to 247 financial members this year (from 152 last year). We currently support 14 active member groups.

Three local groups have become inactive over the past couple of years (Belmont, Cameron Park & Edgeworth, and Cardiff North). The past financial year has seen Council assist to reactivate groups in the Greater Charlestown and Caves Beach – Swansea Areas. These groups have now successfully re-formed, now encompass larger geographic area, and have new vigour and enthusiasm. We look forward to working with them on their future projects.

Council is currently working to reactivate the Cardiff North Sustainable Neighbourhood, by expanding in to the greater Cardiff Area to include Cardiff, Cardiff South, Cardiff Heights, Garden Suburb and Hillsborough. Council is also working with the Morisset and Peninsula Sustainable Neighbourhood Group to formally engage and include residents on the Morisset Peninsula. We are keen to work with Council to assist other inactive groups reactivate over the coming years.



Active member groups (14)

- **Greater Charlestown (previously Charlestown East)**
Adamstown Heights, Charlestown, Highfields, Kahibah, Kotara South and Whitebridge
- **Cooranbong**
- **Dora Creek**
- **Dudley**
- **LT Creek**
Fennell Bay, Fassifern and Blackalls Park
- **Morisset and Peninsula**
Morisset, Bonnells Bay, Morisset Park, Brightwaters, Sunshine, Silverwater, Balcolyn and Yarrowonga Park
- **Pelican Area**
Blacksmiths, Pelican and Marks Point
- **Redhead**
- **Caves Beach - Swansea Area (previously Swansea Heads + Swansea)**
Swansea Heads, Swansea and Caves Beach
- **Toronto Area**
Carey Bay, Coal Point, Kilaben Bay and Toronto
- **Valentine**
- **Wangi Area**
Wangi Wangi, Buttaba, Myuna Bay and Arcadia Vale
- **West Wallsend District**
West Wallsend, Holmesville, Seahampton, Barnsley, Killingworth, O'Donnelltown
- **Woodrising, Booragul and Marmong Point**

Projects and activities

The past eighteen months have seen some innovative, and very successful projects come to fruition. There are far too many significant projects to list them all within this report. A list of the projects and activities of all Sustainable Neighbourhood Groups from July 2013 to present is attached for your information.

The Alliance has recently started a citywide project to engage with secondary students around environmental and sustainability issues. We are aiming to work with high schools to offer assistance with environmental education initiatives that are targeted at the high school age group, and to provide opportunity for local Sustainable Neighbourhood Groups to engage with their local secondary schools.

Training, networking and capacity building

Feedback from members suggested that more opportunities for networking and learning from each other's successes would be useful. So this year we focussed on organising informal training and networking sessions to help bring people together to talk about how they made their projects successful, and to inspire and assist each other. These are also included in the project list attached.

We welcome suggestions for future training and networking sessions.

Board Members in 2013-14

I'd like to convey our appreciation to our current Board members for each of their contributions, and for taking on significant responsibility on behalf of the Sustainable Neighbourhoods network.

Susan Denholm	Board member July 2011 to present. On leave July 2014 to present.
Steve Dewar	Board member October 2012 to present.
Norbert Lica	Board member September 2011 to present. Secretary April 2012 to present.
Avril Lockton	Board member April 2012 to present.
Jean McGarry	Board member July 2011 to present. Treasurer September 2011 to present.
Colin Mondy	Board member September 2011 to present. Public Officer October 2012 to present.
Dot Seiffert	Board member July 2011 to present. Chairperson September 2011 to present.
Sandy Benson	Board member October 2012. Resigned July 2014



Looking ahead

As our core functions are now established and working well, the Alliance is starting to look to the future to ensure the effectiveness of the Sustainable Neighbourhood network in the long term. We are currently very dependent on direct and in-kind support from Council, and are very appreciative of Council's significant contribution in initiating the program and providing staff time, direct financial assistance, and grant opportunities. We have some assurance from Council that this arrangement can continue to 2016.

However, we are also aware that Council can be affected by changing priorities, political uncertainty, or other influences that may impact the level of support that Council can provide in the longer term. To this end, the Alliance is seeking alternate funding sources that can supplement Council assistance, and provide some financial security in the longer term.

To this end, in this current financial year, the Alliance has developed a sponsorship proposal to seek partnerships with compatible commercial or philanthropic organisations. Our current focus is on researching possible partner organisations who reflect the ethic of the Sustainable Neighbourhoods program, and where there are mutual benefits from a sponsorship arrangement.

Further ahead, we anticipate that the Alliance will seek assistance to undertake business planning, to ensure the longevity and effectiveness of the Sustainable Neighbourhood network well into the future.

Thank you to volunteers and participants

Finally, I would like to add our sincere appreciation for all volunteers from local Sustainable Neighbourhood Groups who make such an amazing contribute to sustainability in our community. All of the volunteers who are on the local committees, come up with and organise different activities and projects, attend events, talk with their communities, organise meetings and morning teas and monitor email accounts and write meeting minutes, and all the day to day tasks that go in to making these projects and events happen.

Many volunteers are regularly going above and beyond to create innovative community projects that are bringing our community together, educating each other about sustainability issues, and improving our environment. We appreciate the time and energy you are contributing and look forward to supporting you continue to do the excellent work you are doing.

We welcome any feedback or suggestions about how the Alliance can better support your group and the work that you do.



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LAKE MACQUARIE SUSTAINABLE NEIGHBOURHOODS ALLIANCE

TREASURER'S REPORT

ANNUAL GENERAL MEETING

2 NOVEMBER 2014

The Lake Macquarie Sustainable Neighbourhoods Alliance has now completed its third (3rd) year of operation as an 'incorporated, not for profit organisation'. We must again register our grateful thanks for the support of the Lake Macquarie City Council through its contributions, both advisory and funding, to the operation of this committee.

Our sincere appreciation must also go to Ms Rachelle McConville, Sustainability Engagement Officer, for her support to the Alliance in a variety of ways: knowledge, advice, organisation, management and resourcefulness, all of which is provided in such a friendly and unreserved manner. We greatly appreciate this.

It is always exciting to welcome newly formed sustainable neighbourhood groups to the wider group and the Alliance hopes that this will continue in the year ahead. Our committee will always provide assistance to new and existing groups, including the management of a group's funds when required.

The Alliance is still financially reliant upon Council for funding to continue its activities and support for current and future sustainable neighbourhood groups. In the year ahead, the Alliance must continue to seek a means to generate income to support actions that we might take to improve sustainability activities and knowledge in the wider community.

Jean McGarry
TREASURER
2 November, 2014.



LAKE MACQUARIE SUSTAINABLE NEIGHBOURHOOD ALLIANCE

ANNUAL GENERAL MEETING

2 NOVEMBER, 2014

Account 06 10352969 held with Commonwealth Bank of Australia, Charlestown Branch.

Opening Balance, Bank statement No. 14, 1 July, 2013	\$ 5,475.05
PLUS RECEIPTS	
1 July, 2013-30 June, 2014	\$.70
9 October, 2013 Cash deposit	91.00
6 December, 2013 Dir dep LMCC 962089	675.00
13 December, 2013 Dir dep LMCC 962399	1,800.00
17 December, 2013 Cash dep	23.60
18 December, 2013 Cash dep	560.00
1 April, 2014 Dir Dep 301500 Bicyc.Network	100.00
Total Receipts	\$ 3,250.80
LESS EXPENDITURE	
27 September, 2013 Chq 000013 Aura Signs/Toronto SNG	451.00
30 October, 2013 Chq 000015 Trees In Ncle/Toroto SNG	519.00
31 October, 2013 Chq 000014 LMCC/Stall Hire Cost	22.00
31 October, 2013 Chq 000016 Printing/Toronto SNG	187.00
14 January, 2014 Chq 000017 Trees in Ncle/Toronto SNG	68.40
17 January, 2014 Chq 000018 Guild Ins/Pub Liab. Ins	1,800.50
29 April, 2014 Chq 000019 W.Wsend SNG	100.00
10 June, 2014 Chq 000020 Aura Signs/Toronto SNG	451.00
10 June, 2014 Chq 000021 Hunter Ind. Plants/Toronto SNG	163.50
Total Expenditure	3,762.40
BALANCE	\$ 4,963.45

This is a true statement of accounts for the Lake Macquarie Sustainable Neighbourhood Alliance for the year ended 30 June, 2014.



LAKE MACQUARIE SUSTAINABLE NEIGHBOURHOODS ALLIANCE

ANNUAL GENERAL MEETING

2 NOVEMBER, 2014

TREASURER'S REPORT

INCOME AND EXPENDITURE

INCOME AND EXPENDITURE STATEMENT							
INCOME				EXPENDITURE			
DATE	REF. NO.	AMOUNT	ITEM	DATE	REF. NO.	AMOUNT	ITEM
2013				2013			
1 July/ 30 June 14	B/State	.70	Bank Interest	27 Sept	000013	451.00	Aura Signs/Toronto SNG
9 Oct		91.00	Cash Deposit	30 Oct	000015	519.00	Trees in N'cle/Toronto SNG
6 Dec	962089	675.00	LMCC/Direct deposit	31 Oct	000014	22.00	LMCC/Stall Hire Cost
13 Dec	962399	1,800.00	LMCC/Direct deposit	31 Oct	000016	187.00	Printing/Toronto SNG
17 Dec		23.60	Cash deposit	2014			
18 Dec		560.00	Cash deposit	14 Jan	000017	68.40	Trees in N'cle/Toronto SNG
2014				14 Jan	000018	1,800.50	Guild Insurance/Public Liability Insurance
1 April	301500	100.00	Dir dep/Bicycle Network/WW'send SNA	1 April	000019	100.00	West W'send SNG/Cycleways grant
				10 June	000020	451.00	Aura Signs/Toronto SNG
				10 June	000021	163.50	Hunter Indigenous Plants
30 June		3,250.80	TOTAL	30 June		3,762.40	TOTAL



ANNUAL GENERAL MEETING

2 NOVEMBER, 2014

TREASURER'S REPORT

BALANCE SHEET

ASSETS			LIABILITIES		
REFERENCE	ITEM	\$	REFERENCE	ITEM	\$
30 June 2014	Cash at Bank	5,577.86		LMCC Donation - CESNAG	99.00
				Public Liability Policy – Guild Insurance	1,800.50
				LMCC Grant – Toronto SNG	160.10
				LMCC Grant – LT Creek Cat Care Brochure	675.00
TOTAL		5,577.86	TOTAL		2,734.60

