

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

Date:	Tuesday 17 th June 2014	Chair:	Avril Lockton
Time:	Opened at 6:18pm & closed at 8:41pm	Secretary:	Norbert Lica
Location:	Orchid Room, Lake Macquarie City Council Administration Building, 126 – 138 Main Rd, Speers Point, NSW, 2284		
Present:	Norbert Lica (6:31pm), Steve Dewar, Colin Mondy, Avril Lockton, Jean McGarry, Rachelle McConville (LMCC).		
Apologies:	Dot Seiffert, Sandy Benson, Susan Denholm.		

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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) No conflict of interest advised.

4 Previous Meeting Minutes

4.1 Ordinary Meeting Minutes Dated Tuesday 20th May 2014 deferred, to make way for corrections

MOTION:

That the previous meeting minutes dated 20th May 2014, be confirmed as an accurate record.

Moved:

Second:

Vote:

4.2 Business & Actions Arising From The Minutes (refer to Action Log on pages 4,5 & 6 of these minutes)

Item 1 – Up coming training events scheduled; - Online Collaboration 22nd July 2014, - Dora Creek Education Kit 6th August 2014 and - Health & Safety Training 27th August 2014.

ACTION: Rachelle to email venues, times and dates for upcoming training events.

Items 4 & 6 – Steve tabled a document dated 21 / 05 / 14 being the submission he wrote to council and sent on the Alliances behalf regarding LMCC Fee & Charges Schedule. So far the known received submissions have come from Toronto SNG, Dora Creek SNG, Redhead SNG and Wangi Wangi SNG. A decision will be made on the submissions on Monday 23rd June 2014 at the council chambers.

Item 9 – Jean reported that the Commonwealth Bank don't have any one qualified to do an audit. Jean mentioned that her Tafe colleagues won't do auditing cause the cost of auditors insurance is quite high and is a requirement, and so we need to go through an accountant. Steve knows people who charge \$50 to audit his friends books. He will try to get into contact with them.

ACTION: Steve to get into contact with his accountant friend regarding his accountant friend to audit our books.

Item 11 – Colin and Steve reported that they had a meeting with the Wetlands Environmental Education Centre principal and discussed the different options and ways to encourage high school students to think more environmentally, like trying a slogan that can be promoted in there school Bulletin or website. Points also included;

1) that the Alliance contact all the High School principals around Lake Macquarie, work out what the schools are doing and what can the Sustainable Neighbourhood Alliance offer to stimulate environmental awareness in the schools.

2) that we talk to Pam from council who has conducted surveys through out most of the high schools. We could collate this information to get an idea of where these schools and students are at.

3) that the students and schools need to be aware of the Sustainable Neighbourhood Group in there local area.

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4) that we contact one High School principal as a pilot school.

5)The Alliance can promote the Wetlands Environmental Educational Centre as well as the Awabakal Education Centre, for which both are available to all schools to visit.

ACTION: 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.

ACTION: Rachele to get in contact with Pam about her survey with the High Schools and send info to Colin and Steve.

5 Correspondence Inwards

6 Correspondence Outwards

- Sustainable Neighbourhood News x 2

- Tabled document, General Manager LMCC submission on Council Fees & Charges, dated 21/05/14.

- Tabled document, The Ken and Audrey Owen's Walkway, Landcare not permitted to use motorised equipment.

7 Treasurers Report

No tabled document, but reported that our current bank statement is \$5,577.79c, we have received 0.06% interest on that amount, two cheques have been signed tonight for Toronto SNG. ?

8 Grants On Offer

8.1 Changes To Council's Grants & Funding: www.lakemac.com.au/council/community-funding-sponsorship-and-grants

8.2 Eraring Power Station Grants: They provide grants of \$600 every year and are on offer now.

8.3 Christmas Community Raffle, Lions Club: Starts end of July, beginning of August. Finishes in November.

8.4 Beverage Container Recycling Grant: Closes 30th June 2014 www.kab.org.au/beverage-container-recycling-grants/

8.5 NSW Gov, The Community Building Partnership: Closes 18th July 2014

9 For Discussion & Action

9.1 Park Fees & Changes To Funding Programs: Council have improved there financial assistance programs, to now include Seed Funding and Growth Funding, with monthly applications under the Community Funding Program. Seed Funding is for new events and Growth Funding is for events that have happened before, up to three years.

9.2 Christmas Community Raffle, Lions Club: Every year Morisset Lions Club holds the Raffle, tickets sold at \$1.00 each, all money raised by the Alliance, gets donated to the Alliance. If we sell 40 tickets, that's \$40.00 donated to the Alliance on behalf of the Morisset Lions Club. If the Alliance sells the winning ticket, the alliance will get an extra \$200 to \$300 not sure about the amount. The tickets can be sold anywhere in the region, such as right around the lake. The Alliance will look at selling the tickets at the Living Smart Festival and letting other groups know it is available.

ACTION: Rachele to ring Morisset Lions Club on 02 4973 1221 to get more information about the Christmas Community Raffle and email member groups about raffle.

9.3 LT Creek Cat Care Brochure: The final version of the brochure was tabled, some discussion around improvements for the points used in the brochure. The Alliance thanks Robyn and her group for the work she has put into the brochure.

ACTION: Rachele to send Alliances suggested improvements for the Cat Care Brochure to Robyn.

10 Requests From Member Groups

10.1 Tidy Towns Awards Application for 'Tossers can be binners' (x2?) and the Fire Retardant Garden projects: Toronto Tidy Towns will send an application from the Keep NSW Beautiful, Community Actions And

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Partnerships Award for Toronto SNG to win an award for the work they did for the Tossers Can Be Binners & the Fire Retardant Garden projects. The Alliance endorses the application for both projects.

11 Report Backs From Member Groups

- 11.1 Birds In The Southlake Area Cooranbong SNG, 10 June:** It went very well, 42 people in attendance, with Maurice Ashton doing a slide power point presentation of his photographed images. Martin Stanfield who is the chair of the local community garden introduced the owner of a local native plant nursery who spoke about native plants and how to attract native birds.
- 11.2 Jeff Angel talk at West Wallsend SNG, 27 May:** Rachelle, Colin and Steve attended the talk. It was very well attended with 30 or more people. The talk was very interesting, Jeff had been around for over 40 years, advocating for better land and water use. The venue was not liked but overall every one enjoyed themselves.
- 11.3 Eco Health Expo, 25 May:** The expo was good, had very good speakers, many attended. A few issues arose with the venue, no designated person to collect money with no sign saying how much, no clear direction as to where speakers were giving there talks, the organiser fell ill on the day, the tool kit not utilised which would help with coordination of event. At least three months planning could occur rather than six weeks. Overall it was a good event to have despite the issues.
- 11.4 Wangi Scarecrow Competition:** Not much to report back on.
- 11.5 Pelican Area Drain Audit, in progress:** They have put in a detailed report to council staff about where water goes during high rain events. A report will be sent to the Alliance.
- 11.6 Redheads Biggest Morning Tea:** Colin offered to help out a local community group with there fund raiser. His group offered to help produce of a little flyer and distribute the flyer with a letter box drop. The group raised \$4,500 with one guy who walked in and gave \$500 cheque. A question was asked how did you find out about the event ? His answer was he received a flyer in the letter box. Colin tabled the flyer to show what can be done when the community comes together for each other.

12 General Business

- 12.1 Independent Auditor, Usher:** Norbert has a friend that could help us with doing the audit, he has done a degree at university in accountancy.
ACTION: Norbert to contact friend about doing the audit for the alliance.
- 12.2 Hunter Valley EV Festival 2014:** The festival will go for two days on the 16th and 17th August 2014. It's in it's 4th year running. Stalls are on offer for not for profit groups. Discussion around whether we secure a spot for the Alliance to have a stall. An example of a prospectus for sponsorship for the EV Festival was tabled for the Alliances information.
ACTION: Rachelle to enquire about holding a stall at the Hunter Valley EV Festival.
- 12.3 Sponsorship, The Natural Confectionery Co:** Discussion around the opportunity to target this company for sponsorship.
ACTION: Rachelle to research The Natural Confectionery Co for sponsorship prospectus.
- 12.4 Living Smart Festival:** The festival will be on the 27th September at Speers Point Park.
ACTION: Rachelle to apply for the Alliance stall at the Living Smart Festival.
- 12.5 Sustainability Experts David Holmgren & Nicole Foss Dinner Talk:** On the 29th June 2014 at Cardiff North Public School with a 3pm start.

13 General Information

- 13.1 On Leave:** Rachelle will be on leave for a week.
- 13.2 Landcare Stopped In Its Tracks:** Colin tabled a document regarding a response to LMCC, who are no

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longer permitting Landcare volunteers to operate mechanical or motorised equipment, such as lawnmowers, whipper snipers, chainsaws, etc. Last year council changed the policy after an incident occurred when a volunteer injured him self using a ground hole boring machine. The Alliance resolved to wait for the outcome of a meeting that council have organised before we make any suggestions of support for the document.
ACTION: Alliance to await on council meeting regarding issue of no motorised equipment for Landcare volunteers , before we comment on support for Colins Document.

14 Next Meeting Dates

14.1 Next Ordinary Meeting Scheduled for Tuesday 15th July 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.	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
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		In Progress

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

Item	Responsibility	Action	Item Ref	Due Date	Progress
4	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 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.	9.1	April, May, June	Complete
5	All Board	Board members and community to liaise with (lobby)	9.1	April, May,	Complete

	Members & Alliance Membership	councillors in person, to express the issues of the policy and ask to adjust the Pricing Policy to cater for not for profit organisations.		June	
Action Log Arising From Ordinary Meeting Minutes Dated Tuesday 20th May 2014					
Item	Responsibility	Action	Item Ref	Due Date	Progress
6	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	Complete
7	Rachelle	Rachelle to forward information to member groups re Climate Action Lake Macquarie.	5		Complete
8	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	Complete
9	Rachelle & Jean	Rachelle to contact the accountants association and Jean the Commonwealth Bank, to find an independent auditor.	12.1		In Progress Jeans is complete
10	Rachelle	Rachelle to submit sponsorship proposal to Guild Insurance with modified proposal as discussed.	12.2		In Progress
11	Steve & Colin	Colin and Steve to organise a meeting with the principal of the Wetlands Environmental Educational Centre 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		Complete
12	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
13	Rachelle	Rachelle to email venues, times and dates for upcoming training events.	4.2 Item 1	ASAP	In Progress
14	Steve	Steve to get into contact with his accountant friend regarding his accountant friend to audit our books.	4.2 Item 9		In Progress
15	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
16	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
17	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
18	Rachelle	Rachelle to send Alliances suggested improvements for the Cat Care Brochure to Robyn.	9.3		In Progress
19	Norbert	Norbert to contact friend about doing the audit for the	12.1		In Progress

		alliance.			
20	Rachelle	Rachelle to enquire about holding a stall at the Hunter Valley EV Festival.	12.2	16 th & 17 th August 2014	In Progress
21	Rachelle	Rachelle to research The Natural Confectionery Co for sponsorship prospectus.	12.3		In Progress
22	Rachelle	Rachelle to apply for the Alliance stall at the Living Smart Festival.	12.4		In Progress
23	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

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