

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

Date:	Tuesday 21 st October 2014 (rescheduled from 16 th September)	Chair:	Dot Seiffert
Time:	Opened at 6:09pm & closed at 8:30pm	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, Shandala (LMCC), Rachelle McConville (LMCC).		
Apologies:	Susan Denholm (Currently on leave), Jean McGarry (Currently on leave).		

Minutes

1 Welcome & Introduction

2 Apologies

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 26th August 2014

MOTION:

That the previous meeting minutes dated 26th August 2014, be confirmed as an accurate record.

Moved: Norbert Lica

Second: Steve Dewar

Vote: Unanimous

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

5 Correspondence Inwards – No correspondence inwards.

6 Correspondence Outwards

- Sustainable Neighbourhood News - 2 September & 2 October
- Toronto fire retardant garden - Final grant report. Submitted to Council
- Letter of support from Alliance to 'Southlake Harvest' project
- Request to Bunnings to re-schedule BBQ for early 2015
- Request to Bunnings for worm farm donation
- Welcome email to new contacts from the Living Smart Festival
- Request for updated membership registers from SN groups

7 Treasurers Report

Treasurer's report was tabled by Rachelle on Jean McGarry (Treasurer's) behalf. Total expenditure for the period of 14 August 2014 to 21 October 2014 was \$855.10c and the total income for the same period was \$244.00c.

8 Grants On Offer

8.1 Landcare Grants 2014 – 15: Total of \$5 million is available, with individual grants of up to \$5,000 and \$20,000. Applications close Monday 20th October 2014, Call LRC: 49210392

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

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

9 For Discussion & Action

9.1 AGM and Celebration: Hope to see Jean attending AGM. Same format as last year, with Chair's and Treasurer's report. All current board members will attend. Discussion around the order of the Agenda regarding BBQ, AGM, Show and tell, which will occur in order as described in nomination forms.

ACTION: Norbert and Dot to help with the BBQ at AGM.

ACTION: Rachele to purchase food and drinks for BBQ at AGM.

9.2 Board nomination forms: Nomination forms handed out to board members, showing the date of AGM, 2 November 2014. Christine Aus is interested in becoming a board member. Contact has been made with many of the groups to encourage to take part in the show and tell.

9.3 Rathmines Catalina Festival, 25 October 2014: A stall will be held at the festival. The cost for a stall is \$80 But the organiser said that a donation of \$20 is ok if we cant afford it, seeing as we are a not for profit organisation. A document was tabled for a cheque of \$20 to be made to the Rathmines Catalina Memorial Park Association. Norbert, Steve and Dot will Volunteer at the festival.

ACTION: Rachele to make a cheque of \$20 to Rathmines Catalina Memorial Park Association.

10 Requests From Member Groups

10.1 Pelican Area SNG, Eco Angel Clean Up at Blacksmiths Beach: The group is holding an eco angel clean up on the 1st November 2014, the risk assessment has been sent to the Alliance. Discussion on dangers of needles and the proper procedures to follow. The Alliance is happy to Auspice the clean up.

10.2 Dudley SNG, Be Ready for Bushfire: On the 5th November 2014, the group will hold a workshop at the local school hall to prepare for Bush Fire. Both Dudley and Read Head are working on the workshop together. The risk assessment has been sent through to the Alliance. The Alliance is happy to Auspice the workshop.

10.3 Launch event - Greater Charlestown SNG - 8 November: The group is relaunching, with a brochure already developed. The day will have family fun activities with a BBQ fundraiser for the Guides. Displays and stalls will be set up on the day. The risk assessment has been sent through, the Alliance is happy to auspice the event.

10.4 Wangi, Christmas Fair: In December the group is looking to hold a fair as a thank you to the volunteers who participated and helped with the Scarecrow Competition and the development of a community garden. The risk assessment will be viewed online through email.

11 Report Backs From Member Groups

11.1 LT Creek, Cat Care brochure: The brochure has been completed and is on the groups website as well as the Alliance website. The brochure has been letter boxed dropped in the neighbourhood and is available to other areas around Lake Macquarie. All the grant money has been spent on the printing of the brochures.

11.2 Cooranbong, Be Ready Be Safe event: Event went well but had less people then last year with about 40 this year.

11.3 Swansea Springtime by the Lake - SN Stall: The Caves Beach and Swansea Area SNG, held a stall to promote there launch event that was coming up. It went very well with great interest from the public.

11.4 SN stall at Living Smart Festival: The festival had record numbers of an estimated of over 25,000 people in attendance. This reflected in over 75 people signing up to our contact list. Photos were taken on the day and will be put on Alliance website. The worm farm raffle raised \$224, the winner received her prize. A big thank you to all the volunteers who helped at the stall.

ACTION: Rachele to send a thank you letter to Bunnings for donation of worm farm.

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- 11.5 International Day of Peace:** John Hegarty held it at Avondale Collage, with roughly over 300 people in attendance. The Alliance had a stall present along with U3A, Disability Links and others. It was an excellent and worthwhile day, and praise should go out to John Hegarty. Well informed discussions on the UN, and the work that they do. John intends to do it again next year. Local councillors were also in attendance.
- 11.6 Wangi Scarecrow Competition:** Steve was very pleased and congratulated Dot and Norbert for the stall they had set up. Two full sign up sheets were filled with new contacts. The day was a beautiful sunny day. \$3 was donated to the Alliance. There were more than 200 people there in attendance.
- 11.7 SN stall at Toronto Spring Fair:** Over 100 stall at Toronto, well organised with different businesses taking part with great promotions. Thousands of people in attendance.
- 11.8 Caves Beach - Swansea Launch event:** Went well, almost 60 people in attendance. Lovely weather for the eco angel clean up that was held. Tours on the day were great. The launch event helped to raised awareness of the group.
- 11.9 Health and Safety Training:** It was good, with just over 10 people in attendance. People came from Caves Beach and from Charlestown, as well as Dora Creek. The trainer was very good and educational.
- 11.10 Collaborating online - training. Dudley Public School:** About 30 to 40 people in attendance. Great use of technology for surveys, and different websites for managing people. Very enjoyable and informative, with great presentation by Daniel. Some feed back was that some struggled to understand the use of the technology, other then that it was excellent.
- 11.11 Council's Environmental Sustainability Grants Committee:** Colin talked about taking part as a committee member. The committee assessed 5 applications and discussed some of the issues that arose as a committee member.
- 11.12 Dora Creek Education Kit - training. Dora Creek Hall:** The training was cancelled due to not enough people registering. Rachelle explained that the group would try to put it online. Jenny Wendybank did a great job in developing the education kit and the group would like to see it go to great use.
- 11.13 Monthly market stall, Morisset, Cooranbong and Dora Creek SNG's:** On the last Sunday of each month, we hold a stall at the Morisset Monthly Markets in partnership with Hunter Permaculture, SNG's and others to promote our respective organisations. We do ok, but we feel that in the summer months things will pick up and be better.
- 11.14 Pelican Area Drain Audit, progress on report to Alliance:** The group have completed the audit, taking photos and taking stock of all the drains. The audit has been submitted to council. A response was given to the group from council, which the group feels that it was not satisfied with this response.
ACTION: Rachelle to get a copy of Pelican Area SNG drain audit report.
- 11.15 Tidy Towns Awards Application for 'Tossers can be binners' and the Fire Retardant Garden projects:** The Tidy Towns Awards application form has been submitted. The Toronto Fire Retardant Garden Final Grant report has been submitted to Council. Rachelle will ask the group if they want to apply for the Australia Day award.
- 11.16 Current climate change science and opportunities – Presentation by Declan Clausan:** The Wangi Area SNG hosted Declan at a bowling club in Wangi Wangi. He has been personally trained by Al Gore, through the Climate Reality Project and gave a presentation about GLOBAL WARMING. The talk was excellent and very informative. About 18 to 20 people were in attendance.
- 11.17 Redhead, motorised equipment for Landcare volunteers:** Meetings were held with work cover, looking at how to move towards the use of motorised equipment for Landcare volunteers within a Landcare Management plan. No LMCC decision has been made at this stage. With over 60 people in attendance, many people were angry and upset with the ban. 15 volunteers used to be proactive, looking after the area, now since the ban the area is degraded due to the reactive maintenance of council.

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12 General Business

12.1 Super Sunday Bike Count: On Sunday 9 November 2014, an opportunity to count bikes in 23 selected sites around Lake Macquarie is on offer, as part of Super Sunday Bike Count. In return, for every counter at a site can nominate a charity or community organisation to receive a \$120 donation. To register go to the Bicycle Network's website and nominate a SNG or the Alliance.

12.2 Alliance Website Activities: Discussion around the statistics for website traffic and activities.

ACTION: Norbert to add a new section in the agenda relating to statistics for Alliance website activities, traffic.

12.3 Redhead, Logo: It was established that the group did not have a logo. The Alliance will work with council to help the group to develop a logo.

ACTION: Rachele to talk to council to develop a logo for Redhead SNG.

12.4 Morisset And Peninsula SNG: A survey is just about to go out to the residents of Morisset & Peninsula. The group have never had a formal launch with the two areas amalgamating, which is a much larger catchment for people to join the group. A workshop will be planned for some time after the survey TBC.

13 General Information

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

13.2 Sunday 2 November 2014 AGM:

14 Next Meeting Dates

14.1 Next Ordinary Meeting Scheduled for Tuesday 18th November 2014, 6pm – 8pm:

15 Meeting Close

Action Log, Arising From Ordinary Meeting Minutes Dated;

Item	Responsibility	Action	Item Ref	Due Date	Progress
Tuesday 20th November 2012					
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
Tuesday 20th May 2014					
2	Rachele, Steve & Norbert	Rachele to contact the accountants association, to find an independent auditor. (follow up with Steve's teacher contact + Norbert's contact)	12.1		In Progress
3	Rachele	Rachele to submit sponsorship proposal to Guild Insurance with modified proposal as discussed. (EDIT: Instead - find a better target E.g. Solar provider / recycling etc.)	12.2		In Progress
4	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	Complete, Avril sent submission on behalf of CEN.
Tuesday 17th June 2014					

Item	Responsibility	Action	Item Ref	Due Date	Progress
5	Rachelle	Rachelle to email venues, times and dates for upcoming training events.	4.2 Item 1	ASAP	Complete
6	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		Refer to item 20 below
7	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		Complete, Refer to item 16 below
8	Rachelle	Rachelle to send Alliances suggested improvements for the Cat Care Brochure to Robyn.	9.3		Complete
9	Rachelle	Rachelle to research The Natural Confectionery Co for sponsorship prospectus.	12.3		Withdrawn
10	Alliance Board	Alliance to await on council meeting regarding issue of no motorised equipment for Redhead, Landcare volunteers, before we comment on support for Colins Document.	13.2	Awaiting response from LMCC.	In Progress
Tuesday 15th July 2014					
11	Rachelle	Send thank you letter to Sandy. (Rachelle)	5.1		Complete
12	Rachelle	Rachelle to book stall with WASNG committee.	9.1		Complete
13	Norbert, & Rachelle	Organise a video recording at the AGM celebration. Norbert to ask kyle and Elisabeth, ask uni students, media department, 2NUR FM, Avondale Collage, I pad, I phone.	9.3		In Progress
14	Rachelle	Recruitment of new board members – Rachelle to promote to SN groups.	9.3		Complete, Christine Aus is interested.
15	Steve (and Colin?)	Steve (and Colin?) to draft introductory letter to give to schools	9.4		Refer to item 20 below
16	Rachelle	Rachelle to approach Pam Baker (Council's Schools Sustainability contact), Tony Ellitt (Youth Engagement) to seek assistance for this project (e.g. what high schools are active or need help)?	9.4		Complete, Pam will be helpful with contacts. Tony will be busy, but can help with promotion on social media. Option to send in a proposal.
17	Rachelle	Rachelle to note above waste and recycling issue with the WASNG.	10.2		Complete
Tuesday 26th August 2014					

Item	Responsibility	Action	Item Ref	Due Date	Progress
18	Rachelle	Rachelle to send a get well card to Jean on Alliance's behalf.	2	September	Complete
19	Rachelle & Norbert	Book Bunnings BBQ fundraiser at Glendale for 2015. (attach Public Liability certificate)	4.4 Item 2	2015	In Progress, tentatively booked, will be put on 2015 list.
20	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 ASAP	In Progress, Colin received draft, and will finalise to send to schools
21	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, around 15 or 20 people have RSVP
Tuesday 21st October 2014					
22	Norbert & Dot	Norbert and Dot to help with the BBQ at AGM.	9.1	02/11/14	In Progress
23	Rachelle	Rachelle to purchase food and drinks for BBQ at AGM.	9.1	02/11/14	In Progress
24	Rachelle	Rachelle to make a cheque of \$20 to Rathmines Catalina Memorial Park Association.	9.3	25/10/14	In Progress
25	Rachelle	Rachelle to send a thank you letter to Bunnings for donation of worm farm.	11.4	ASAP	In Progress
26	Rachelle	Rachelle to get a copy of Pelican Area SNG drain audit report.	11.14		In Progress
27	Norbert	Norbert to add a new section in the agenda relating to statistics for Alliance website activities, traffic.	12.2		In Progress
28	Rachelle	Rachelle to talk to council to develop a logo for Redhead SNG.	12.3		In Progress

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