

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

<b>Date:</b>	Tuesday 15 <sup>th</sup> April 2014	<b>Chair:</b>	Dot Seiffert
<b>Time:</b>	Opened at 6:10pm & closed at 8:05pm	<b>Secretary:</b>	Norbert Lica
<b>Location:</b>	Orchid Room, Lake Macquarie City Council Administration Building, 126 – 138 Main Rd, Speers Point, NSW, 2284		
<b>Present:</b>	Norbert Lica, Steve Dewar, Colin Mondy, Avril Lockton, Jean McGarry, Sandy Benson, Dot Seiffert, Rachele McConville (LMCC).		
<b>Apologies:</b>	Susan Denholm,		

**Minutes**

<b>1 Welcome &amp; Introduction</b>
<b>2 Apologies</b> – As noted above.
<b>3 Conflict Of Interest</b> ( Please notify the meeting if you believe you have a conflict of interest regarding any agenda item ) No conflict of interest advised.
<p><b>4 Previous Meeting Minutes</b></p> <p><b>4.1 Ordinary Meeting Minutes Dated Tuesday 18<sup>th</sup> March 2014 will be reviewed at next meeting</b>  <b>MOTION:</b>  That the previous meeting minutes dated 18<sup>th</sup> March 2014, be confirmed as an accurate record.  Moved:  Second:  Vote:</p> <p><b>4.2 Business &amp; Actions Arising From The Minutes</b> ( refer to Action Log on pages 3 &amp; 4 of this agenda )  <b>Item 4</b> – A letter of request to BBQ fund raise was emailed to Glendale Bunnings Warehouse, reply asked for a hard copy as well as a current certificate of insurance, then will be placed on a waiting list for fundraising.  <b>Item 6</b> – Steve informed board that he sent the amended letter to councillors. Kay Fraser sent the letter to Alice Howes, who replied saying we need to approach councillors now to seek amendments to the fees and charges which are being reviewed in the budget committee meeting in May. On the 28<sup>th</sup> of April, a council meeting will be held where a resolution will be put to place the Pricing Policy on public exhibition for public comment for 28 days from the 28<sup>th</sup> of April. This is when we put in our submissions and encourage other groups and individuals to make submissions to amend the Pricing Policy.  <b>ACTION:</b> Steve and Colin to draft an initial letter requesting people to make submissions in May with suggestions to point out.  <b>Item 12</b> – Rachele rang Guild but Monique was away for a week, so will make contact with her when she comes back.</p>
<b>5 Correspondence Inwards</b>
<b>6 Correspondence Outwards</b> Email to Councillors regarding park fees - Steve
<b>7 Treasurers Report</b> – Deferred to next meeting. Note that \$80.00 went into our bank account which was the last of Michael Mobbs books that were sold and donated to the alliance.
<b>8 Grants On Offer</b>

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**8.1 Club Grants:** [www.clubsnsw.com.au/clubgrants](http://www.clubsnsw.com.au/clubgrants) advised to look at website, grants are available.

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

### 9 For Discussion & Action

**9.1 Sponsorship Proposal:** A final draft of the proposal has been completed with images and quotes from our successful projects. It was agreed that the final copy be adopted as our Sponsorship Proposal. Discussion around who would be the next on the list should Guild fall through.

**ACTION:** Rachele to identify the next company, with our support and agreement for sponsorship proposal.

### 10 Requests From Member Groups

**10.1 Wangi Garden Club - Wangi Area SNG (project plan for review / information):** The group are very good at writing management plans for there Wangi Garden Club. They want to centre there efforts for Wangi centennial in 2016. They want to have a scare crow competition in August and will do a risk assessment in due coarse. Discussion around public liability on private land and informing the group what they need to do. The alliance feedback is that we think its a really good idea and look forward to what they are planning.

**10.2 Redhead War Memorial project - Redhead SNG (project plan for review / information):** Next year will be the centenary celebration on ANZAC Day. The group have put in an application to the federal government. There are 3 diggers who were ex students of the school who were involved in the world war and a plaque will be placed in memory of these men as well as a mural. They will be doing an education program about the 3 men as well as produce 50 booklets. The alliance agreed to auspice the project provided a risk assessment was completed for the mural.

**10.3 Sustainable Neighbourhood Success Stories – Alliance:** On the 15 May will be our training night where Steve, Colin and Dan will each give a talk about there projects. Members present viewed the risk assessment and approve of the event. Emails will be sent out to encourage people to take part.

### 11 Report Backs From Member Groups

**11.1 Dudley SNG, Mine Disaster Anniversary:** About 60 people attended the anniversary which is great.

**11.2 Pelican Area SNG - Storm Water Drain Audit:** No report back as yet, but will find out how it is going.

**11.3 Dudley SNG - Super Street Sale:** Went very well, stalls at fete made around \$4000.00, plenty of people at the school, estimation of around 200 people going to garage sales in the morning. A downer was the rain in the afternoon, despite the rain a successful day.

**11.4 LT Creek - Responsible Cat Care Brochure:** Is in the process of being finalised. Robyn was on ABC radio talking about cats and her broacher.

**11.5 Incorporated Associations Seminar:** Norbert and Rachele attended the seminar, The first part of the seminar was about Incorporated Associations, and the second part was the Liqueur and Gaming for fund raising.

### 12 General Business

**12.1 Sustainability Grants:** Colin attended the sustainability grants committee round two. 28 applications were submitted. Applications were much better than last round in that they were much clearer, budgets were well understood. Comments came through that the training we provided is working. Only one application failed. \$28,500 worth of grants were approved in total.

**12.2 High School Program:** Discussion around getting high school aged kids involved in sustainability. We need to develop a program that engages high school kids to learn about sustainability. The Awabakal Educational Centre provides assistance on teaching kids. Dora Creek SNG has a learning kit to teach kids and adults about how our planet works, this could help us. Tafe could also teach environmental sustainability. Ideas on

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how to get community to understand our local environment.

### 13 General Information

**13.1 Alliance Business & Council Business:** Rachelle will be the main contact person for all Alliance business and Council Business.

**13.2 Eco Health Expo:** John Hegarty and Tom Toogood are organising for 4 speakers to come and give presentations at the this expo on may 25<sup>th</sup> 2014 at Morisset. They are holding 10 workshops involving the 4 speakers and would like to know if we would support there expo. The alliance supports the expo organised by Permaculture Hunter.

### 14 Next Meeting Dates

**14.1 Next Ordinary Meeting Scheduled for Tuesday 20<sup>th</sup> May 2014, 6pm – 8pm:**

### 15 Meeting Close

#### Action Log Arising From Ordinary Meeting Minutes Dated Tuesday 20<sup>th</sup> 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		In Progress
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 17<sup>th</sup> 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	In Progress
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 22<sup>nd</sup> 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 17<sup>th</sup> 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		In Progress

7	Rachelle	Rachelle send a thank you letter to Michael Mobbs.	9.3		Complete
8	Rachelle & Steve	Rachelle to find the article that Steve was referring to and to use her judgement as to whether to send it to membership.	13.1		Complete
<b>Action Log Arising From Ordinary Meeting Minutes Dated Tuesday 18<sup>th</sup> March 2014</b>					
Item	Responsibility	Action	Item Ref	Due Date	Progress
9	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; 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	In Progress
10	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
11	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		In Progress
12	Rachelle	Rachelle to talk to Monique from Guild Insurance about who to talk to for possible sponsorship with insurer.	9.2		In Progress
13	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	In Progress
14	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		In Progress
<b>Action Log Arising From Ordinary Meeting Minutes Dated Tuesday 15<sup>th</sup> April 2014</b>					
Item	Responsibility	Action	Item Ref	Due Date	Progress
15	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	In Progress
16	Rachelle	Rachelle to identify the next company, with our support and agreement for sponsorship proposal.	9.1		In Progress

Signed as an accurate record, Chair's Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_