

Lake Macquarie Sustainable Neighbourhood Alliance – Meeting Minutes

Location:	Orchid Room, Council Administration Building, Main Rd, Speers Point	Date:	Tuesday 15 May, 2012
Chair:	Dot Seiffert	Time:	7 – 9pm
Present:	Norbert Lica, Avril Lockton, Rachelle McConville, Dot Seiffert, Jean McGarry, Susanne Pritchard, Colin Mondy.		

Meeting Minutes

Agenda Item Ref	Meeting Minutes
1	<p>Apologies</p> <p>Susan Denholm, Robyn Charlton</p>
2	<p>Meeting Minutes</p> <p>1. <u>Motion</u> That the previous meeting minutes be approved. Moved: Dot Seiffert Second: Jean McGarry Vote: Unanimous</p> <p>2. A warm welcome and introduction was given to our new board member Susanne Pritchard, who is from Toronto S.N.G. Susanne introduced her self and outlined some of the activities of her S.N.G. She talked about the projects that Toronto S.N.G will be doing and that her S.N.G will be launching there Sustainable Neighbourhood Action Plan (S.N.A.P) very soon.</p> <p>3. Updates</p> <p><u>Upcoming Training Opportunities</u> First round of training for S.N.G's went really well and was very successful. The training session Writing Winning Grant Applications had good attendance and was very effective, feed back was positive and found to be relevant to every person. A request on the attendance of the training was asked, Rachelle will get back to the board on the attendance. There are two more training sessions scheduled, Managing Your Community Group & Planning For Successful Projects. Colin discussed a problem he found in trying to keep track of electronic documents, he suggested we come up with a type of filing system for managing electronic files. To be investigated in near future.</p> <p><u>Community Tool Kit</u> Review of the Tool Kit, talked about the Standardised naming of group documents, like the Activity Notification & Risk Assessment Form (A.N & R.A.F), how to make group document details more prominent, simplified. Rachelle explained that the documents are dynamic and will evolve over time and get better, as they are used, we will get feed back, refine and make improvements.</p> <p><u>Video Case Studies</u> Put on hold for further discussion and review. Potential to involve students from High Schools, Tafe, University and other opportunities with help for video case studies.</p>

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	<p>4. General Business</p> <p>Request: Swansea Heads “Bag It” Screening – Board approves activity, pending receiving public liability details and amended A.N & R.A.F.</p> <p>Request: Cooranbong “Bag It” Screening – Avril to complete A.N & R.A.F and Rachelle has delegated authority too approve through email.</p> <p>Request: Marmong Point & Booragul Sausage sizzle – Council will auspice this event for community gardeners. Flyer to go around through email.</p> <p>Request: Dora Creek Steam Boat Day – Discussion amongst board members resolved that A.N & R.A.F not required.</p> <p>Request: Charlestown East Community Garden – Correction, council agreed to donate \$90.00 to the Charlestown S.N.G through the Alliance bank account. Not \$200-\$300 as was suggested at the last meeting. \$90.00 has been received by the Alliance from council, and will be passed to Charlestown S.N.G. Treasurers Report dated 15th May 2012, shows the received sum of \$90.00.</p> <p>Note: The acknowledgement of the A.N & R.A.F will read the event as being auspice d by the L.M.S.N.A.</p> <p>Addition to the minutes: It was discussed that the Treasurers Report be a standard agenda item. The Treasurer handed over a report, stating that L.M.S.N.A has \$90.25c, in the alliances bank account. Humble beginnings.</p> <p>Colin discussed his group activities, talking about a survey his group did with school, and other activities with community garden.</p> <p>Regards Norbert Lica – Secretary L.M.S.N.A Board Member</p>
3	<p>Welcome to new Board Members (for those who haven’t met before)</p>
4	<p>Updates</p> <ul style="list-style-type: none"> • Upcoming training opportunities • Community Toolkit • Video Case Studies
5	<p>General Business</p> <p>Requests:</p> <ul style="list-style-type: none"> • Swansea Heads ‘Bag It’ Screening – pending • Cooranbong ‘Bag It’ Screening – pending • Council donation for Charlestown East Garden – received by Alliance. • Dora Creek Steam Boat Day – pending • Woodrising, Booragul and Marmong Point – Community Garden Planning Day. Has become a Council event, so no need for Alliance to cover.
6	<p>Next meeting date:</p> <ul style="list-style-type: none"> • Tuesday 19 June, 7pm
7	<p>Meeting close</p>