

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

Date:	Tuesday 16 th April 2013	Chair:	Dot Seiffert
Time:	Opened at 6:00pm & closed at 6:05pm	Secretary:	Norbert Lica
Location:	Orchid Room, Lake Macquarie City Council Administration Building, 126 – 138 Main Rd, Speers Point, NSW, 2284		
Present:	Dot Seiffert, Norbert Lica, Jean McGarry, Susan Denholm, Avril Lockton, Steve Dewar, Rachelle McConville		
Apologies:	Colin Mondy, Sandy Benson (until May), Robyn Charlton		

All agenda items below were deferred to the next meeting with the following exceptions of item 11.1 and 11.2 which were discussed, as indicated below. Items were deferred as they were not urgent, the Board wanted to focus mainly on fundraising business.

Meeting 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).
4 Previous Meeting Minutes
4.1 Ordinary Meeting Minutes Dated Tuesday 12th March 2013 MOTION: That the previous meeting minutes dated 12 th March 2013, be confirmed as an accurate record Moved: Norbert Lica Second: Vote:
4.2 Business & Actions Arising From The Minutes (refer to Action Log on page 2 & 3 of this agenda)
5 Correspondence Inwards
6 Correspondence Outwards
7 Treasurers Report
8 For Discussion & Action
9 Requests From Member Groups
10 Report Backs From Member Groups
10.1 Toronto Area Sustainable Neighbourhood Group, Community Litter Survey & KAB Grant:
10.2 LT Creek SNG, Responsible Cat Care Brochure:
10.3 Dudley Mural Celebration, 14 April :
10.4 Dudley Community Garden Group, Gardening Equipment & Materials - Grant Application:

Meeting Minutes

10.5 Toronto Area SNG, Fire Retardant Vegetation Project - Grant Application:

11 General Business

11.1 New Member Group - Wangi Wangi Area: Rachelle reported that the Wangi Area Sustainable Neighbourhood Group has completed their SNAP, formalised their membership and agreed upon a Terms of Reference. The Terms of Reference was circulated. So far they have signed up 12 financial members, and elected their committee. They are currently planning to launch their SNAP on Saturday 11 May.

MOTION: That the Alliance Board welcomes the Wangi Area Sustainable Neighbourhood group to become a member group of the Alliance, and looks forward to working with them to implement their projects.

Moved: Jean McGarry

Second: Dot Seiffert

Vote: unanimous

11.2 Essential Health and Safety Training: Rachelle encouraged Board members, committee members and project leaders from all groups to attend this important training coming up on Wednesday 15 May.

Any Alliance member is encouraged to attend, and it's good to spread the skills around each group – ie send someone from your group who hasn't done the training before. Suggestion that training remains valid for 2-3 years before it requires refresher training.

12 Next Meeting Dates

12.1 Next Ordinary Meeting, Tuesday 21st May 2013, 6pm to 8pm:

13 Meeting Close

Action Log Arising From Ordinary Meeting Minutes Dated Tuesday 3rd July 2012

Item	Responsibility	Action	Item Ref	Due Date	Progress
1	R. McConville	Rachelle to register the domain name www.sustainableneighbourhoods.org.au in the Alliance's name.	8, 2 nd dot point	February 14 th 2014	In progress

Action Log Arising From Ordinary Meeting Minutes Dated Tuesday 20th November 2012

Item	Responsibility	Action	Item Ref	Due Date	Progress
2	All Board Members	All Board members to write a short profile each or summary, detailing their reasons for involvement in Sustainable Neighbourhood Program. Will be put on the Alliance website with a photo of each Board Member.	8.6	On going, until complete	In Progress
3	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
4	R. McConville & D. Seiffert	Rachelle to keep board up dated as to when to present a report of achievements to council and how to move this forward. Estimated time to present on 27 th May 2013. As	11.6	Before 27 th May 2013	In Progress

		offered Dot to do a draft report for the alliance.			
Action Log Arising From Ordinary Meeting Minutes Dated Tuesday 19th February 2013					
Item	Responsibility	Action	Item Ref	Due Date	Progress
5	J. McGarry	Jean to change the address at the bank for bank statements to be sent to the Alliance P.O Box.	7	ASAP	In Progress
6	A. Lockton	Avril to bring her usb to the next meeting so Rachelle can have a look at her usb.	11.6	March	In Progress
7	C. Mondy	Colin to attend the next Grants Committee Meeting on the alliance behalf.	11.7	April	In Progress
Action Log Arising From Ordinary Meeting Minutes Dated Tuesday 12th March 2013					
Item	Responsibility	Action	Item Ref	Due Date	Progress
8	R. McConville	Rachelle to pay P.O Box renewal.	5		In Progress
9	R. McConville	Rachelle to send information to member groups about the Government register for grants.	12.2		In Progress

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