

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

Date:	Tuesday 18 th December 2012	Chair:	Dot Seiffert
Time:	Opened at 6:18pm & closed at 8:23pm	Secretary:	Norbert Lica
Location:	Orchid Room, Lake Macquarie City Council Administration Building, 126 – 138 Main Rd, Speers Point, NSW, 2284		
Present:	Dot Seiffert, Sandy Benson, Norbert Lica, Colin Mondy, Jean McGarry, Avril Lockton, Steve Dewar, Robyn Charlton, Susan Denholm, Rachele McConville		
Apologies:	None		

Minutes

1 Welcome & Introduction: A warm welcome and introduction was given to the board. A special introduction to our new board members Sandy Benson and Steve Dewar. Both were asked to introduce them selves to the board and talk a bit about them selves. Sandy explained that she just completed her Conservation & Land Management course at Tafe. She does her best at home to recycle for the environment and would like to contribute to the alliance. Steve introduced him self and spoke about his recent trip to Africa. He spoke of how people in Africa are great recyclers. He spoke of what he saw in Africa and how amazing it was. Steve is an ex teacher and is a Landcare member.

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. An explanation of what a conflict of interest is, was provided to all the board members present.

4 Previous Meeting Minutes

4.1 Ordinary Meeting Minutes Dated Tuesday 20th November 2012

MOTION:

That the previous meeting minutes dated 20th November 2012, be confirmed as an accurate record.

Moved: Norbert Lica

Second: Colin Mondy

Vote: Unanimous

4.2 Business & Actions Arising From The Minutes (refer to Action Log on page 3 & 4)

5 Correspondence Inwards

The Alliance has received the Renewal Invitation to make payment to the insurer of \$1,714.74 in order to be covered by our policy. The period of insurance cover is from 9th January 2013 to 9th January 2014 at 4pm.

ACTION – Rachele to finalise payment with Guild Insurance, for our insurance cover.

6 Correspondence Outwards

A document with Information for insurance cover renewal has been sent out to our insurer Guild Insurance. The sent document with the details of our business activities, Alliance Board Members, Membership numbers, funding received and other relevant information is kept on file for our record and is dated Wed, Dec 12, 2012.

7 Treasurers Report

Treasurers report was tabled. Currant balance on the 18th December 2012 of \$664.38 Three cheques have been made out to Dudley SNG totalling \$1,850.00

8 For Discussion & Action

Minutes

8.1 Role of Board members - see document., Go through it and discuss: Rachelle handed out the Board Roles & Responsibilities document to all board members present. Rachelle explained as an introduction to the new board, that the board is there to represent the whole network of groups, not your own specific group. The document acts as guidelines to help guide board members with their roles. A discussion around the option to rotate the role of taking the minutes. Instead it was agreed to trial the use of a tape recorder to record the minutes. Once typed up, the recording would be deleted ready for the next meeting. This allows the fast flow of the meeting and allows the secretary and others to contribute to the meeting.

ACTION – Norbert to secure a tape recorder for his role as secretary.

8.2 Constitution , governing document: ?

8.3 Meetings - agree on regular monthly time and place. Any special meetings social events we'd like to schedule?: It was agreed to keep meetings the third Tuesday of every month at the same time of 6pm to 8pm. A discussion centred around our meeting being over time. It was agreed that we would finish right on 8pm even if we missed items. It was noted that the tape recording would help with the reduction of stopping and going with the minutes. Also that we hold a special meeting to discuss fund raising options for the alliance.

ACTION – All board members to work out a time date and place for a special fund raising meeting.

8.4 Communications via email, and out of session decision-making. Quorum with 9 board members = 5: It was agreed that members would check their emails at least once or twice a week. It was agreed that out of session decision making (away from ordinary meetings) could be made by voting via email. If requests or business need approval via email, there will need to be a quorum of 5 members.

8.5 Email addresses, PO box keys, Bank signatories etc (Just want to confirm who is responsible for what, and whether we need to update anything): Most people are up to date with all emails, Dot and Jean have a key each to the PO box. It is assumed that Norbert is a signatory to the alliance bank account.

9 Requests From Member Groups

None advised

10 Report Backs From Member Groups

10.1 LT Creek SNG Meeting: Their first meeting back after a 5 month hiatus went well. The group is looking at a project on responsible cat care. There is a large problem in the area with cats going out in the bush breeding and killing the Australian wildlife, mostly native birds. The group is liaising with the head ranger, Steven Barry to come up with a plan to teach people who own cats, responsible cat care.

10.2 Dudley Mural Project: The Mural Wall has started and is looking fantastic. Heaps of people are seeing the transformation of the wall take place and have been donating sums of money to the group. The artist will have a break through the Christmas period and is expected to finish the Mural in February of next year. Rachelle will send a face book link of the mural wall for members to see. Some issues have arisen with getting compliance from volunteers to ensure their safety. A suggestion to educate volunteers about how and why it is important to comply with the requirements of the Risk Assessment Form and to show that form to the volunteer.

ACTION – Rachelle to send to board members the face book link for Dudley's Mural Wall.

10.3 Christmas At Redhead: The event went really well. The group had a face book page for the event, which attracted 35 stall holders. One of the stall holders So Funky, had a fashion parade which attracted over 200 people. The event was advertised in The Post with good coverage all around. The group didn't make much money, but it was well worthwhile to organise such a wonderful community event.

11 General Business

Minutes

11.1 Training dates for first half 2013: Emails have been sent out to all member groups, informing them of the up coming training sessions for first half of next year. Rachelle handed out a document showing the dates of the training sessions for our record.

11.2 Toolkit For Steve And Sandy And DOB: Both Steve and Sandy were handed a Community Resource Toolkit as board members. They have also provided there Date Of Birth to Rachelle.

11.3 White Boards Donated To Alliance: Norbert asked if the alliance would like to accept two large white boards as a donation to the alliance for alliance use. It was agreed for Norbert to get the white boards.
ACTION – Norbert to pick up white boards and give to the alliance.

11.4 Fund Raising Levies (Colin): Colin made a suggestion to put levies on the groups membership to the Alliance. It was suggested that there be a separate meeting, with the focus on options for fund raising for the alliance. (refer to 8.3 above).

12 Next Meeting Date

12.1 No meeting in January?

12.2 Rachelle on leave (hurrah!): 21 December-6 January, and then from 10 Jan – 3 Feb.

12.3 Could be good for Board members to have a meeting without Rachelle?

12.4 Otherwise next meeting will be Tuesday 19 February.

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		In progress

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

Item	Responsibility	Action	Item Ref	Due Date	Progress
2	R. McConville	Rachelle to contact Guild Insurance ASAP, to correct errors found in our policy.	5	ASAP	Complete
3	R. McConville & C. Mondy	Rachelle to assist Colin to log onto publicofficer@sustainableneighbourhoods.org.au email address.	6	December	In Progress
4	J. McGarry	Jean to provide last treasurers report for minutes before next meeting.	7	December	Complete
5	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

6	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
7	R. McConville	Rachelle to check with council on whether council will pay for Alliances Insurance. The Board to re insure in January with the same policy with Guild Insurance.	11.1	Before 9 th January 2013	Complete
8	R. McConville	Rachelle to consult with Alice Howe about the best way to present a report of achievements to councillors and how to move this forward.	11.6	ASAP	In Progress
9	R. McConville	Rachelle to email Board members to confirm date for next meeting.	12.1	December	Complete

Action Log Arising From Ordinary Meeting Minutes Dated Tuesday 18th December 2012

Item	Responsibility	Action	Item Ref	Due Date	Progress
10	R. McConville	Rachelle to finalise payment with Guild Insurance, for our insurance cover.	5	ASAP Before 9 th January 2013	In Progress
11	N. Lica	Norbert to secure a tape recorder for his role as secretary.	8.1	Tues 19 th February 2013	In Progress
12	All Board Members	All board members to work out a time date and place for a special fund raising meeting.	8.3	ASAP	In Progress
13	R. McConville	Rachelle to send to board members the face book link for Dudley's Mural Wall.	10.2	ASAP	In Progress
14	N. Lica	Norbert to pick up white boards and give to the alliance.	11.3	ASAP Before 19 th February 2013	In Progress

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