

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

<b>Date:</b>	Tuesday 18 <sup>th</sup> June 2013	<b>Chair:</b>	Dot Seiffert
<b>Time:</b>	Opened at 6:00pm & closed 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>	Dot Seiffert, Norbert Lica, Jean McGarry, Robyn Charlton, Steve Dewar, Avril Lockton, Colin Mondy, Rachelle McConville		
<b>Apologies:</b>	Sandy Benson, 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 21<sup>st</sup> May 2013</b>  <b>MOTION:</b>  That the previous meeting minutes dated 21<sup>st</sup> May 2013, be confirmed as an accurate record.  Moved: Norbert Lica  Second: Steve Dewar  Vote: Unanimous</p> <p><b>4.2 Business &amp; Actions Arising From The Minutes</b> ( refer to Action Logs on page 4 &amp; 5 of these minutes )  Item 2, Robyn's profile is complete.</p> <p>Item 6, the groups grant aquittal for the Mural project is due in September, Rachelle has given the forms to Susan to fill in.</p> <p>Item 7, Robyn and her group and Jean have volunteered to help Dot and Norbert with a sausage sizzle fundraiser at Bunnings, if application is successful.</p>
<b>5 Correspondence Inwards</b> Two documents of the successful Lake Macquarie Environmental Sustainability Grants for Toronto SNG and Dudley SNG. Both dated 11 June 2013.
<b>6 Correspondence Outwards</b> None
<b>7 Treasurers Report</b> Treasurers report was tabled. Current balance on the 18 <sup>th</sup> June, 2013 of \$475.05 It was mentioned that the Alliance will need to get an auditor soon. At the moment we don't need an auditor, we don't have enough turn over. Steve mentioned that he knows an accountant who may be able to help. It was mentioned that the wording in the Treasurers report be corrected to "This is a true statement of accounts for the <u>Lake Macquarie Sustainable Neighbourhood Alliance</u> " (not Lake Macquarie City Council) "for the period ending....."

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**ACTION:** Jean to make correction to the Treasurers Report document.

### 8 Grants On Offer

**8.1 Clubs NSW Grants:** Steve informed the board about the category 1 and 2 grants which closes in may.

**8.2 Australia Post, Our Neighbourhood Community Grant Applications close Friday, 28<sup>th</sup> June 2013:**  
Robyn informed the board about the grant and tabled a brochure about the grant.

**8.3 Grants from Jill Hall's office:** A list of Grants can be emailed to you from her office, just ask to be added to there emailing list by emailing her secretary on [melanie.field.@aph.gov.au](mailto:melanie.field.@aph.gov.au)

### 9 For Discussion & Action

**9.1 Council support of SN activities in Public Parks and Areas:** The group wants to move there Christmas At Redhead event from the school, down to the park. An issue arose when it was suggested to the group that utilising the public toilets would cost around \$1,500 just to clean the toilets to pay for labour which the group was not sure about. It is suggested that an operating committee of council would be responsible for maintaining the toilets and that there is a pricing policy that the group should have a look at. Generally the fee is more expensive on the week ends and that there would be no exceptions to fees, but it may be possible to apply for an exemption, where you would have to pay the fee up front and then council would reimburse the fee. It was explained that there is a policy process & procedures for public land use that the group will have to go through to ensure public safety, road closers and so forth.

**ACTION:** Jean to draft a formal letter to council asking for clarification of the pricing policy and apply for an exemption to the fee for the group and other groups in general.

**9.2 Fund Raising, Expression Of Interest Process For Corporate Sponsorship:** It was suggested that the alliance has something to sell, to offer businesses in return for support in the form of corporate sponsorship. We will need to explain who we are and what we do by way of a prospectus. We will need to come up with a list of organisations that may be interested in sponsoring us who's values and beliefs are aligned with the Alliance.

**ACTIONS:** Jean and Rachelle to draft a prospectus for corporate Sponsorship.

**9.3 Sustainable Neighbourhood Brand Name:** Some discussion around the use of the Sustainable Neighbourhood brand name, where some groups don't use it for there branding. It was suggested that the value of the name could be lost if there was no consistency in the branding which would make it hard for members of the public to recognise the Sustainable Neighbourhood name around the lake. To protect the integrity of the name and to be recognisable, it was suggested that we encourage local groups to use the name Sustainable Neighbourhood when referring to them selves.

**ACTION:** Rachelle to encourage local groups to use the name Sustainable Neighbourhood when referring to them selves in there branding so that it can be recognisable and consistent around the lake.

### 10 Requests From Member Groups

**10.1 Valentines Graffiti Grappler's, Grant Application TBC:** Discussion centred around the groups unsuccessful application in the second round of the Lake Macquarie Environmental Sustainability Grants. The application did not meet the criteria for the grant. However the groups application does meet the criteria for the Australia Post grant noted above in item 8.2 and so the alliance approves the project and gives Rachelle permission to submit the application on the alliances behalf.

**ACTION:** Rachelle to submit Valentines Grant Application to Australia Post.

### 11 Report Backs From Member Groups

**11.1 Speaker Allan Jones (not the shock Jock):** Allan's plan is to reduce the city of Sydney emissions by 70% by 2030, using energy efficiency through co-generation, where lost heat from buildings, roads and so on, is captured and funnelled to heat exchanges, where the hot air is converted to either cool or heat other

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buildings. Some other presentations came from CleanAs, Tom Farrell Institute, The University Of Newcastle, Alice Howes (LMCC) and others.

**11.2 Toronto's Shopping Centre Clean Up, Keep Australia Beautiful Grant:** The group succeeded with there Keep Australia Beautiful Grant which will be used in conjunction with there Tidy Towns Grant. The group wants to give Rachele a big thank you for the help and support she gave them with the grant application. The group also applied for a category 1 grant from Clubs NSW. The group plans to improve ally ways that have graffiti and install plant boxes and signs. The group will install large double metal recycling bins which cost around \$3,500.

**11.3 Dudley Community Garden Groups, Equipment & Materials Grant:** The grant has been successful and was awarded \$3,000 and has been sent back to council.

**11.4 Toronto's Fire Retardant Vegetation Project, Grant:** The grant has been successful and was awarded \$2,000 and has been sent back to council.

**11.5 Marketing & Media Training:** 35 people registered for training, 25 people attended, which is a pretty good turn out. Rachele felt that it went very well, with the topic being on marketing. Some discussion around the possible reasons why some people from other community groups don't attend training. Suggested reasons; people don't have time, training not relevant, Other family commitments.

**11.6 Report At Council Meeting 27 May:** Dot's address to council was well received by all, with a positive reception from the Mayor and Counsellor's. We don't have a copy of the council's resolution but a copy of an update report presented in the agenda to council of the Sustainable Neighbourhood Program was handed out to Alliance members present, for there reference. Dot thanked everyone for the support she received from board members. Board Members would like to have a copy of Dot's address to council.

**ACTION:** Rachele to email board members a copy of Dot's address to council.

**11.7 Morisset & Peninsulas Sustainability Fresh Food Revolution, Presentation:** The workshop went well with around 9 to 11 people attending including Greg Piper the NSW MP for Lake Macquarie. Sadly Joy Edmonds had passed away, Joy was one of the first people to join the alliances inaugural AGM. Peace Be With You Joy and condolences to her family.

## 12 General Business

**12.1 Draft schedule of training and activities for 2013/14:** Yearly planner was handed out to members present. Suggestions For Training; on logo and marketing, on keeping motivated, on doing a Murial.

**12.2 Alliance stall at Living Smart Festival, 28 September:** The alliance will be having a stall at the festival with the cost of \$21.

**ACTION:** Rachele to register the alliance for a stall at the Living Smart Festival.

**12.3 Fundraising Speakers:** Steve mentioned that he knows a few willing speakers who would be happy to give presentations to help with fundraising. His idea is to ask members of the public to donate \$5.00 each, to hear speakers give presentations. He suggested around October would be a good time. The Speakers he mentioned were Janet white and a friend of his who is well versed in solutions to public transport.

**12.4 Rock Quiz At Redhead:** 115 people attended the night, band was awesome, The band was paid \$600 and the night raised \$1600. The SNG gets \$400, and the school p&c gets \$1200. The group has put out a news letter some 1350 copies get printed and around 200 emails get sent to local members.

**ACTION:** Rachele to email copies of letters from Colin to board members.

## 13 Next Meeting Dates

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### 13.1 Next Ordinary Meeting, Tuesday 23<sup>rd</sup> July 2013, 6pm to 8pm:

#### 14 Meeting Close

### Action Log Arising From Ordinary Meeting Minutes Dated Tuesday 3<sup>rd</sup> July 2012

Item	Responsibility	Action	Item Ref	Due Date	Progress
1	R. McConville	Rachelle to register the domain name <a href="http://www.sustainableneighbourhoods.org.au">www.sustainableneighbourhoods.org.au</a> in the Alliance's name.	8, 2 <sup>nd</sup> dot point	February 14 <sup>th</sup> 2014	In progress

### Action Log Arising From Ordinary Meeting Minutes Dated Tuesday 20<sup>th</sup> November 2012

Item	Responsibility	Action	Item Ref	Due Date	Progress
2	Jean, Norbert, Robyn, Susan, Colin & Sandy	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	August	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 <sup>th</sup> May 2013. As offered Dot to do a draft report for the alliance.	11.6	Before 27 <sup>th</sup> May 2013	Complete

### Action Log Arising From Ordinary Meeting Minutes Dated Tuesday 19<sup>th</sup> 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

### Action Log Arising From Ordinary Meeting Minutes Dated Tuesday 21<sup>st</sup> May 2013

Item	Responsibility	Action	Item Ref	Due Date	Progress
6	S. Denholm	Susan to provide alliance with a report of the Mural Project with details of budget and activities undertaken.	11.3	September	In Progress
7	N. Lica	Norbert to approach Bunnings Warehouse to apply for a donation of a gift voucher to the Living Smart Festival as well as the sausage sizzle fund raiser at Bunnings. Dot offered to assist in selling sausages and the writing of the letter.	12.1	ASAP	In Progress
8	R. McConville	Rachelle to email details to board members of the up coming presentation by Allan Jones.	13.3	ASAP	Complete

### Action Log Arising From Ordinary Meeting Minutes Dated Tuesday 18<sup>th</sup> June 2013

Item	Responsibility	Action	Item Ref	Due Date	Progress
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<b>9</b>	J. McGarry	Jean to make correction to the Treasurers Report document.	<b>7</b>	July	In Progress
<b>10</b>	J. McGarry	Jean to draft a formal letter to council asking for clarification of the pricing policy and apply for an exemption to the fee for the group and other groups in general.	<b>9.1</b>		In Progress
<b>11</b>	J. McGarry & R. McConville	Jean and Rachelle to draft a prospectus for corporate Sponsorship.	<b>9.2</b>		In Progress
<b>12</b>	R. McConville	Rachelle to encourage local groups to use the name Sustainable Neighbourhood when referring to them selves in there branding so that it can be recognisable and consistent around the lake.	<b>9.3</b>	August	In Progress
<b>13</b>	R. McConville	Rachelle to submit Valentines Grant Application to Australia Post.	<b>10.1</b>	28 <sup>th</sup> June 2013	In Progress
<b>14</b>	R. McConville	Rachelle to email board members a copy of Dot's address to council.	<b>11.6</b>	July	In Progress
<b>15</b>	R. McConville	Rachelle to register the alliance for a stall at the Living Smart Festival.	<b>12.2</b>		In Progress
<b>16</b>	R. McConville	Rachelle to email copies of letters from Colin to board members.	<b>12.4</b>	July	In Progress

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