

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

<b>Date:</b>	Tuesday 19 <sup>th</sup> February 2013	<b>Chair:</b>	Dot Seiffert
<b>Time:</b>	Opened at 6:05pm & closed at 7:53pm	<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, Sandy Benson, Norbert Lica, Jean McGarry, Avril Lockton, Steve Dewar, Rachelle McConville		
<b>Apologies:</b>	Susan Denholm, Colin Mondy(until 20 <sup>th</sup> March), Robyn Charlton		

**Meeting Minutes**

**1 Welcome & Introduction**

Dot opened the meeting with a welcome to members and introduced agenda to people present.

**2 Apologies** – Sandie Benson puts her apologies for the next three months. The Alliance agreed to have the quorum modified to not include Sandie while Sandie is away which means 50% + 1 equals a quorum of 5.

**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.

**4 Previous Meeting Minutes**

**4.1 Ordinary Meeting Minutes Dated Tuesday 18<sup>th</sup> December 2012**

**MOTION:**

That the previous meeting minutes dated 18<sup>th</sup> December 2012, be confirmed as an accurate record with the correction of item 8.2, That the board received copies of the Constitution and Governing documents and explained what the documents meant for the board.

Moved: Norbert Lica  
Second: Steve Dewar  
Vote: Unanimous

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

**5 Correspondence Inwards**

A letter from Guild Insurance, dated 18<sup>th</sup> December 2012 of the alliances renewal schedule.

**6 Correspondence Outwards**

None advised.

**7 Treasurers Report**

The treasurer has no report to provide, due to mail going missing from her letter box. The treasurer will investigate the issue with bank and provide January and February bank statements at our next meeting. Discussion centred on how to protect the alliance from criminals taking private and confidential information. It was agreed that the treasurer is to use the alliances Post Office Box for our bank statements. It was suggested to use our USB's to store contact lists and not store contact lists on our computers hard drives and to have anti virus programs to protect from scams and malicious software.

**ACTION:** Jean to investigate missing mail and change the address at the bank for bank statements to be sent to the Alliance P.O Box.

**8 For Discussion & Action**

No items.

## Meeting Minutes

### 9 Requests From Member Groups

- 9.1 Cooranbong, A Walk in the Park, 19<sup>th</sup> March 2013:** The group have organised a Tour, a walk through Cooranbong Park. The tour will go through two significant sites, one, is the work done by Landcare on a billabong with native plants planted on the site and, Two, the history of a church and cemetery which is one of the oldest churches in the hunter. The alliance agreed to auspice the event.
- 9.2 Possible pending grant application from Redhead SN:** The group have a Landcare project planned with the school. The group is looking to seek funding through the Environmental Sustainability Grant and are asking the alliance to be a sponsor for the project depending on the success of the grant.
- 9.3 Dudley Super Street Sale:** The group is organising a super garage sale on the 17<sup>th</sup> March where all residents in Dudley hold a garage sale all on the one day. The residents who choose to participate will hold there own garage sales on there own private property with in there boundary. The group is liaising with the local school, as the school is looking to hold a second hand market to raise some money for the school. The group would like the alliance to auspice the event, the alliance agreed to auspice the event.

### 10 Report Backs From Member Groups

#### 10.1 LT Creek SNG Meeting: ?

**10.2 Dudley Mural Project:** The group will be organising a Celebration planned for the 14<sup>th</sup> April in celebrating the completed mural.

**10.3 Training Session, Grants & Fund Raising, Held On Wed 13 Feb 2013:** The training was well received by the participants. There were 28 people that attended the training with people finding the sessions to be useful. Most people came from different organisations like people from Wangi, Scouts, Camp Quality, just to name a few.

### 11 General Business

**11.1 Training dates for first half 2013:** The next training date will be Wednesday 20<sup>th</sup> March 2013, 5:30pm to 8:30pm at Toronto Workers Club. Topic will be Sustainable Neighbourhood Recruiting And Keeping Volunteers.

**11.2 White Boards Donated To Alliance:** Discussion on what to do with the white boards. It was agreed to have one white board at the Landcare Resource Centre and one at Dot's workplace in Newcastle.  
**ACTIONS:** Norbert to deliver the white boards to there respective places.

**11.3 Fund Raising (Colin) Special Meeting:** A discussion around time and date to hold a fund raising meeting. It was agreed to have it on Tuesday 26<sup>th</sup> March 2013 at 6pm at the Orchid Room, Lake Macquarie City Council Administration Building. Rachele has put together a budget report, with info that was discussed at our last fund raising meeting.

**ACTIONS:** Rachele to email fund raising budget report to all board members in preparation for up coming fund raising meeting.

**11.4 Earth Hour – any activities being planned?** An email has been sent out to key contacts about earth hour, as a prompt to see what the local community is doing for earth hour. Council will be putting out a media release and if local groups are holding an event, council can advertise it for them. The alliance to promote it in there emails with the net work of groups.

**ACTIONS:** All members to send emails to there groups informing them of earth hour.

**11.5 Payment of insurance renewal for 2013 (for information):** The alliances renewal schedule for insurance has been paid. The amount paid of \$1,714.74. Jean has paid this amount on the 8<sup>th</sup> January 2013 to the insurer with a cheque, but has not received a receipt. Rachele will follow up with insurer.

**ACTION:** Rachele to follow up with insurer about the receipt for our insurance and if payment was successful.

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**11.6 USB:** Discussion around the Community Resource Tool Kit. Avril praised the tool kit but had some difficulty in finding forms and documents for her group. Rachelle explained that the usb should have all the forms and documents stored on them. It was suggested that Avril bring her usb to the next meeting, so Rachelle can have a look.

**ACTION:** Avril to bring her usb to the next meeting so Rachelle can have a look at her usb.

**11.7 Grants Committee:** Dot advised Rachelle that she would not be able to attend the grants committee for this round. Rachelle asked Colin Mondy if he could go on the alliances behalf, to which he has kindly accepted. Rachelle explained to new board members what the grants committee is and what is involved and what the committee does.

**ACTION:** Colin to attend the next Grants Committee Meeting on the alliance behalf.

### 12 Next Meeting Date

**12.1 Next Meeting:** Date will be changed due to meeting on the same night as Cooranbong walk, which members want to attend, date to be confirmed by email.

**ACTIONS:** Rachelle to email board members the options of dates for next meeting date.

### 13 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		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	R. McConville & C. Mondy	Rachelle to assist Colin to log onto <a href="mailto:publicofficer@sustainableneighbourhoods.org.au">publicofficer@sustainableneighbourhoods.org.au</a> email address.	6	December	Complete
3	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
4	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
5	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 roughly in august. As offered Dot to do a draft report for the alliance.	11.6	Before August 2013	In Progress

#### Action Log Arising From Ordinary Meeting Minutes Dated Tuesday 18<sup>th</sup> December 2012

Item	Responsibility	Action	Item Ref	Due Date	Progress
6	R. McConville	Rachelle to finalise payment with Guild Insurance, for our insurance cover.	5	ASAP Before 9 <sup>th</sup> January 2013	Complete

7	N. Lica	Norbert to secure a tape recorder for his role as secretary. No reimbursement required for tape recorder as has been lent, to support his role.	8.1	Tues 19 <sup>th</sup> February 2013	Complete
8	All Board Members	All board members to work out a time date and place for a special fund raising meeting.	8.3	ASAP	Complete
9	R. McConville	Rachelle to send to board members the face book link for Dudley's Mural Wall.	10.2	ASAP	Complete
10	N. Lica	Norbert to pick up white boards and give to the alliance.	11.3	ASAP Before 19 <sup>th</sup> February 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
11	J. McGarry	Jean to investigate missing mail and change the address at the bank for bank statements to be sent to the Alliance P.O Box.	7	ASAP	In Progress
12	N. Lica	Norbert to deliver the white boards to there respective places.	11.2	ASAP	In Progress
13	R. McConville	Rachelle to email fund raising budget report to all board members in preparation for up coming fund raising meeting.	11.3	Before 26 <sup>th</sup> March 2013	In Progress
14	All Members	All members to send emails to there groups informing them of earth hour.	11.4	March	In Progress
15	R. McConville	Rachelle to follow up with insurer about the receipt for our insurance and if payment was successful.	11.5	March	In Progress
16	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
17	C. Mondy	Colin to attend the next Grants Committee Meeting on the alliance behalf.	11.7		In Progress
18	R. McConville	Rachelle to email board members the options of dates for next meeting date.	12.1	ASAP	In Progress

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