

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

Date:	Tuesday 21 st May 2013	Chair:	Dot Seiffert
Time:	Opened at 6:00pm & closed at 7:39pm	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, Robyn Charlton, Steve Dewar, Colin Mondy, Kelly		
Apologies:	Sandy Benson, Avril Lockton, Susan Denholm		

Minutes

1 Welcome & Introduction

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).

4 Previous Meeting Minutes

4.1 Ordinary Meeting Minutes Dated Tuesday 12th March 2013 & Tuesday 16th April 2013

MOTION:

That the last two previous meeting minutes dated 12th March 2013 & 16th April 2013, be confirmed as an accurate record.

Moved: Norbert Lica

Second: Steve Dewar

Vote: Unanimous

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

Referring to Action Log, Item 4, It is confirmed that the alliance will give a presentation of achievements to council on the 27th May 2013. Dot has completed a draft report for the presentation, as well as a power point.

Item 6, is complete, Rachelle to hand back usb stick to Avril.

Item 7, Colin attended the Grants Committee Meeting. The committee comprised of Jason Harvey of Landcare, Sandie Pitter of Council Staff, Caroline Gillard of Hunter Wetlands Centre, Councillors Jason Paling and Chad Griffith. He spoke of the process in assessing the grant applications using set guide lines. Around 12 applications were successful out of the 17 that applied. He spoke of the issues encountered with the applications not being sufficient enough to be granted. A suggestion from Jean to maybe consider one of the board members help grant applicants fill in forms, which will help make grants more successful and ease the burden on Grants Committee Members.

5 Correspondence Inwards

None

6 Correspondence Outwards

Welcome to the Wangi Area Sustainable Neighbourhood Group, Two documents tabled of the communication welcoming the new group, dated Thursday April 18th 2013 and update to alliance membership, sent 21st May 2013.

Minutes

7 Treasurers Report

Treasurers report was tabled. Currant balance on the 21st May 2013 of \$475.05

8 Grants On Offer

8.1 Clubs NSW Grants: Steve mentioned that Clubs NSW have \$350,000 worth of grants on offer called Clubs NSW Grants.

8.2 Australia Post, Our Neighbourhood Community Grants: Robyn mentioned that Australia Post have grants on offer and tabled the broacher for it. **Applications close Friday, 28th June 2013**

8.3 Capacity Building: Colin asked if it was possible to encourage council to advertise a list of all possible grants that are available so council can build up capacity for grant applications.

9 For Discussion & Action

None

10 Requests From Member Groups

None

11 Report Backs From Member Groups

11.1 Toronto Area Sustainable Neighbourhood Group, Community Litter Survey & KAB Grant: Steve Dewar explained as part of the Keep Australia Beautiful Grant, his group with the help of Tidy Towns being a sponsor and Woollies and Aldi providing in kind donation, have identified areas that are disgusting around Aldi and Woolworths car park with walls having graffiti and with lane ways littered with rubbish blocking drains. The grant will go towards getting metal double bins that can be used for recycling, as well as signs and planter boxes. His group is looking to use eco angels, from the scouts who will come out and volunteer on different days to pick up rubbish.

11.2 LT Creek SNG, Responsible Cat Care Brochure: The work for the cat care brochure has started and will be ready for the next round of grants.

11.3 Dudley Mural Celebration, 14 April : A successful day, Dot attended the celebration and spoke of the many people who absolutely loved the Mural. How the community were encouraged to participate in the project and the overwhelming feeling of the pride of place which is a great positive for the Dudley community. Susan will provide a final report on the success of the project with details of the budget and activities undertaken.
ACTION: Susan to provide alliance with a report of the Mural Project with details of budget and activities undertaken.

11.4 Dudley Community Garden Group, Gardening Equipment & Materials - Grant Application: The grant was successful and the group will be notified of the grants success.

11.5 Toronto Area SNG, Fire Retardant Vegetation Project - Grant Application: The grant was successful and the group will be notified this week of the grant.

11.6 Wangi Area SNG, SNAP Launch: The group had there launch on mothers day in front of the Wangi RSL Club. It went really well, over 100 people were there. 30 to 40 new members signed up on the day. They had stalls and activities organised for the day.

11.7 Health and Safety Training and New H&S Fact Sheet: Robin, Steve, Colin and Dot, attended the training. The training was conducted by Ross Coulton. Two updated fact sheets were given to members present to add to the tool kit. One being the Work Health & Safety fact sheet outlining the steps and processes relating to volunteer Work Health & Safety responsibilities and updated Activities Notification & Risk Assessment Form.
Marketing & Media Training on Wed 12th June 2013, 5:30pm – 8:30pm, LMCC Admin Building, Main Rd, Speers Point.

Minutes

12 General Business

12.1 Fund Raising Opportunity – Bunnings Warehouse Sausage Sizzle: Bunnings offer not for profit organisations the opportunity to sell sausage sandwiches for fund raising. Bunnings provide the BBQ, the sausages for selling at the warehouse. It was agreed that the alliance apply for the opportunity to fund raise. Also it was discussed to write up a letter in advance to Bunnings about a donation of a gift voucher for the Living Smart Festival.

ACTIONS: 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.

Steve mentioned some items about our fund raising meeting around the options that was discussed about NRMA. Also To hold speaker events where people can give a small donation to listen to prominent speakers. He mentioned Janet White as a speaker as well as a fellow that has studied options for public transport with in the hunter region.

12.2 Council Meeting - Monday 27th May, 7pm: Dot read through her draft report that she will present to council. She opened the board for suggested improvements to the report. Board members were impressed with her work, that they provided just one or two improvements. Well done Dot. Board members are invited to attend to provide mutual support to dot.

12.3 Speaker Allan Jones (not the shock Jock): Mr Jones will give a presentation on the city of Sydney plan to reduce it's emissions by up to 70% with in the CBD. Utilising technologies that Mr Jones has perfected in England. The details of the time and date and place will be emailed out to board members for there interest in attending.

ACTIONS: Rachelle to email details to board members of the up coming presentation by Allan Jones.

13 Next Meeting Dates

13.1 Next Ordinary Meeting, Tuesday 18th June 2013, 6pm to 8pm:

14 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	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	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 offered Dot to do a draft report for the alliance.	11.6	Before 27 th May 2013	In Progress
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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	Complete
7	C. Mondy	Colin to attend the next Grants Committee Meeting on the alliance behalf.	11.7	April	Complete

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		Complete
9	R. McConville	Rachelle to send information to member groups about the Government register for grants.	12.2		Complete

Action Log Arising From Ordinary Meeting Minutes Dated Tuesday 21st May 2013

Item	Responsibility	Action	Item Ref	Due Date	Progress
10	S. Denholm	Susan to provide alliance with a report of the Murial Project with details of budget and activities undertaken.	11.3		In Progress
11	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
12	R. McConville	Rachelle to email details to board members of the up coming presentation by Allan Jones.	13.3	ASAP	In Progress

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