

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

<b>Date:</b>	Tuesday 22 <sup>nd</sup> October 2013 (Rescheduled from 15 <sup>th</sup> October 2013)	<b>Chair:</b>	Dot Seiffert
<b>Time:</b>	Opened at 6:15pm & closed at 8:15pm	<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, Steve Dewar, Sandy Benson, Susan Denholm, Rachelle McConville (LMCC).		
<b>Apologies:</b>	Colin Mondy, Avril Lockton, Robyn Charlton.		

**Minutes**

**1 Welcome & Introduction**

**2 Apologies**

Robyn Charlton sends her apologies permanently, unfortunately she won't be able to continue as a board member and so won't renominate at the AGM. The council will send her a letter of thanks for her time at the alliance. The Alliance would like to give thanks to our wonderful Robyn Charlton for her time and commitment to the Alliance over a long period. The Alliance will send a letter of thanks and appreciation for her time. The board will miss her and wishes her well.

**ACTION:** Jean to write a letter of thanks and appreciation to Robyn Charlton for her time at the Alliance.

Norbert informed the Alliance that he may be away next meeting and so sends his apologies in advance.

**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 17<sup>th</sup> September 2013**

**MOTION:**

That the previous meeting minutes dated 17<sup>th</sup> September 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 pages 4, 5 & 6 of these minutes )**

**Item 3** – Jean asked how often do we need to update WHS training ? Rachelle informed board that WHS training for board members be updated at least every 12 months & a minimum of one person from each SNG be trained every 12 months, we offer WHS training every 6 months. Steve suggested an idea for training on the General structure of the council and how things work, who are the key people and a better understanding of the approvals process to facilitate community projects with regard to crown land, council property and private property. Training that simplifies the process for volunteers to deal with council. Rachelle informed members that if you have a project that you want to do, that you go to your assigned council staff contact, who can find out all the info you need to facilitate you with your project.

**Item 5** – Steve reported on how good the Michel Mobbs talk was, saying it was superb. Steve informed the board that the books that were to be sold, didn't arrive. Rachelle informed the board that there is still an opportunity to sell the books, cause they may have finely arrived and that there are about 20 books. The books will sell for about \$45 each.

**Item 17** – Jean attended the Grants Committee Meeting held 7<sup>th</sup> October 2013 on Colins behalf. She explained that of the 15 grant applications that came in, 14 were successful with the majority of them having

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a reduction in the amount of funding they would receive and with 1 application being out rightly refused. The combined Total of around \$25,000 will go to the successful applicants.

### 5 Correspondence Inwards

### 6 Correspondence Outwards

Submission of final Dudley Mural grant report to Council.

### 7 Treasurers Report

Treasurers report was tabled with the currant balance of \$4,934.05 dated 22<sup>nd</sup> October 2013. Two cheques have been drawn, one to the council for the amount of \$22 which is the fee for our stall at the living smart festival, and one to Toronto Area SNG for the amount of \$519 which is an invoice from Trees In Newcastle, being for plants for the Fire Retardant Garden.

### 8 Grants On Offer

**8.1 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)

**8.2 Catchment Management Authority:** Landcare type activities for grants are currently available.

**8.3 Morisset Lions Club Giant Christmas Raffle:** Morisset Lions Club have up to \$20,000 worth of raffle tickets for not for profit organisations to sell. Money raised will go directly to those organisations who sell the tickets. Any not for profit organisation can take part.

### 9 For Discussion & Action

**9.1 Draft Sponsorship Proposal, \$20,000:** Discussion on the feedback from Colins daughter about increasing the request for sponsorship from \$3,000 to \$20,000. Optional points to consider were outlined for both amounts, points being whether it was a too larger sum of money for what we are doing operationally, in the short term with \$3,000 we can target more local Business people and we can promise that for the sponsors logos to go on the Alliance website and emails.

In the longer term \$20,000 could be reasonable over a four year period, we could do a lot more with that amount and could be used to employ someone for a couple of days a week or couple of days a month. What would the terms be with the sponsor, do we have more of an obligation to the sponsor for a larger sum. A larger sum of money could allow the Alliance to run and operate under our own steam launching new groups and provide funds to member groups.

The Alliance will have to ask membership how they feel about a particular sponsor before any agreement is made and work out what we would do with the money. It was warned that it may be controversial if we were to accept money from say a mining company, or a soft drink company, when such companies are working against our values of sustainability. The sponsor would have to be aligned with our values of sustainability.

We should build a relationship with one or two companies, so when council say that they can no longer support us, we can at least give companies the opportunity to come on board and support the alliance through some sponsorship deal.

**ACTION:** Rachele to email out to board members the draft sponsorship proposal for \$20,000.

**9.2 Catalina Festival, 9 November 2013:** An opportunity to hold a stall at the Rathmines Catalina Festival. Board members agreed to enquire about having a stall and the cost and if whether there is any stall available.

**ACTION:** Norbert to enquire whether there is a stall available at the Rathmines Catalina Festival and any associated costs.

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### 10 Requests From Member Groups

**10.1 Pelican Area SNG Launch On 2 November 2013, 8am:** A risk assessment has come through for three eco angel clean ups. They will be meeting at the Surf Life Saving Club for there launch event. Council staff are running the launch, with the groups involvement. The group is asking for the alliance to auspice the event. It was agreed for the alliance to auspice the event. Dot agreed to attend the launch and to give a small presentation.

**ACTIONS:** Dot to attend the Pelican Area SNG launch and to give a small presentation.

**10.2 Redhead Community Garden Fund raiser, 29 November 6-8pm - Risk Assessment received:** Was sent out today, the group want to have a celebration of there garden by having a Wine & Cheese Tasting Event. \$50 from each bottle sold will be donated to the garden, with a similar deal with the cheese people. Location will be at the school at redhead on beach Rd, Bookings essential. The alliance is happy with the event to go ahead provided approval by insurer.

### 11 Report Backs From Member Groups

**11.1 Toronto Area SNG, Eco Angels Clean Up:** The group did not hold the clean up, they felt that they did not have enough time and enough people to participate. They will have another clean up at the end of there project. The group will have installed recycled bins, an audit was conducted with at least 1000 cigarette buts counted. Lots of cigarette wrappers were found. The group was advised that if you clean up an area and make it look nice, people won't garbage the area as much. Ground cover plants have been planted.

**11.2 Living Smart Festival:** The festival went really well, there was a great turn out, we managed to get over 50 sign ups on the day. The whole team came together led by Steve, a great big thank you to Steve for organising the stall and all those involved who came to help promote the Alliance. Steve informed the board that Melissa Facey was the winner of the worm cafe raffle prize. He dropped the prize off at her place. Jean informed the board that we made \$91 from the raffle. The board would like to write a letter of thanks to Bunnings for there support in the donated prize, Stating that we were successful and that the young prize winner was very happy and exited about the win and that we informed the winner that she can purchase her worms from Bunnings.

**ACTION:** Norbert to write a letter of thanks to Bunnings for there support in the donated prize, Stating that we were successful and that the young prize winner was very happy and exited about the win and that we informed the winner that she can purchase her worms from Bunnings.

**11.3 Picnic In Cooranbong Park:** It was informed that Avril had about 25 people come to the picnic. She was a little disappointed cause she wanted a few more people to come. The alliance feels that 25 people is a good turn out.

### 12 General Business

**12.1 Creating a Community Mural Workshop, Postponed:** 13 November 2013 will be the date for the workshop with a 5:30pm start. Held at the council chambers. All are welcome and should register for attendance. All board members encouraged to inform there groups of workshop.

**12.2 Video Camera for Workshop:** Norbert may be able to get a video camera for the Mural Workshop depending on whether friend is available to do the recording.

**ACTION:** Norbert to find out whether friend can volunteer some time to video record the Mural Workshop.

**12.3 AGM Preparation For 27 Oct:** 11am arrival for preparation with 12pm start for lunch. Rachelle will purchase food for the BBQ. AGM will be held at Landcare Resource Centre. Lunch will be had first at 12pm, AGM to start at 1pm sharp. Dot will present a Chair Report, A projector will be used at the AGM. Displays used at festival will be used at AGM. Not that many groups have signed up to do a presentation. Jean will give a treasurers report.

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### 13 General Information

**13.1 Victory Gardens:** Susan informed the board about a community group in Newcastle who are looking at urban community gardens. The group is made up of members from GPT, Renew Newcastle and other community members as well as some local businesses. They have started up a new garden called Victory Gardens, related to war, where in war time people had to be self sufficient. They want to branch out into different areas where opportunities arise.

### 14 Next Meeting Dates

**14.1 Next Ordinary Meeting, Tuesday 19<sup>th</sup> November 2013, 6pm to 8pm:**

### 15 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	Susan	Susan to write a short profile or summary, detailing her reasons for involvement in Sustainable Neighbourhood Program. Will be put on the Alliance website with a photo along side other Board Members profiles.	8.6	November	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

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

Item	Responsibility	Action	Item Ref	Due Date	Progress
4	J. McGarry, C. Mondy & R. McConville	Jean and Colin to draft a prospectus for corporate Sponsorship with assistance from Rachelle.	9.2		Complete

#### Action Log Arising From Ordinary Meeting Minutes Dated Tuesday 23<sup>rd</sup> July 2013

Item	Responsibility	Action	Item Ref	Due Date	Progress
5	S. Dewar	Steve, to help Michel Mobbs with book sales at Toronto library.	9.3	27 <sup>th</sup> September 2013	Complete

#### Action Log Arising From Ordinary Meeting Minutes Dated Tuesday 17<sup>th</sup> September 2013

Item	Responsibility	Action	Item Ref	Due Date	Progress
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6	Dot	Dot to drop the worm farm off in the morning at 8:00am, at our stall, at the Living Smart Festival.	4.2 – item 4	28 <sup>th</sup> September 2013	Complete
7	Rachelle	Rachelle to make a sign with Bunnings Warehouse logo on it, selling raffle tickets at “\$2.00each or 3 tickets for \$5.00”.	4.2 – item 4	28 <sup>th</sup> September 2013	Complete
8	Norbert	Norbert to email Rachelle a copy of the Request of Donation letter to Bunnings.	4.2 – item 4	October	Complete
9	Rachelle	Rachelle to send out info on the grants on offer to our member groups.	8	October	Complete
10	Steve	Steve to coordinate the set up of the Sustainable Neighbourhood Alliance stall at the Living Smart Festival.	9.1	28 <sup>th</sup> September 2013	Complete
11	All Board Members	All board members to read through draft policy statement for corporate sponsorship and email amendments or additions to the statement, for improvement to Rachelle.	9.2	October, November	In Progress
12	Rachelle	Rachelle to Approach council asking about the Sustainable Advantage Program.	9.3	November	In Progress
13	Dot	Dot to talk with council about the cost of fees to groups for council parks, after she returns home from her holiday.	9.4		In Progress
14	Sandy & Susan	All board members to hand in there nominations for the board positions as soon as possible.	9.5	Before 27 <sup>th</sup> October 2013	In Progress
15	Norbert	Norbert to organise a date for presentation from Small Biz Connect, provided they are applicable to not for profit organisations.	9.7		In Progress
16	Norbert	Norbert to type a letter requesting permission to have a BBQ fund raiser, then to deliver the letter to all Bunnings Warehouse Stores around Lake Macquarie, then to make a list of successful Bunnings Warehouse applications. This so we can start as soon as possible. Dot, Jean and with Robyn and her LT group, volunteered to assist in selling sausages.	9.8	November	In Progress
17	Jean	Jean to attend the Grants Committee Meeting held 7 <sup>th</sup> October 2013 on Colins behalf.	9.9	7 <sup>th</sup> October 2013	Complete
18	Rachelle	Rachelle to email signed final acquittal for Dudley Mural project to board members.	9.10	October	Complete
19	Rachelle	Rachelle to inform member groups of the two programs council have on offer the Eco Angel and Super Street Sale.	12.1	October	In Progress

**Action Log Arising From Ordinary Meeting Minutes Dated Tuesday 22<sup>nd</sup> October 2013**

Item	Responsibility	Action	Item Ref	Due Date	Progress
20	Jean	Jean to write a letter of thanks and appreciation to Robyn Charlton for her time at the Alliance.	2	November	In Progress

<b>21</b>	Rachelle	Rachelle to email out to board members the draft sponsorship proposal for \$20,000.	<b>9.1</b>	November	In Progress
<b>22</b>	Norbert	Norbert to enquire whether there is a stall available at the Rathmines Catalina Festival and any associated costs.	<b>9.2</b>	ASAP	In Progress
<b>23</b>	Dot	Dot to attend the Pelican Area SNG launch and to give a small presentation.	<b>10.1</b>	2 <sup>nd</sup> November 2013	In Progress
<b>24</b>	Norbert	Norbert to write a letter of thanks to Bunnings for there support in the donated prize, Stating that we were successful and that the young prize winner was very happy and exited about the win and that we informed the winner that she can purchase her worms from Bunnings.	<b>11.2</b>	November	In Progress
<b>25</b>	Norbert	Norbert to find out whether friend can volunteer some time to video record the Mural Workshop.	<b>12.2</b>	27 <sup>th</sup> October 2013	In Progress

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