

Lake Macquarie Sustainable Neighbourhood Alliance – Meeting Minutes

Location:	Orchid Room, Council Administration Building, Main Rd, Speers Point	Date:	Tuesday 3 July, 2012 (Rescheduled from Tuesday 19 June, 2012)
Chair:	Robyn Charlton 7-8pm, Avril Lockton 8-9pm	Time:	7 – 9pm
Present:	Suzanne Pritchard, Jean McGarry, Robyn Charlton, Rachelle McConville, Avril Lockton, Norbert Lica, Susan Denholm,		

** Please notify the meeting if you believe you have a conflict of interest regarding any agenda items.

Meeting Minutes

Agenda Item Ref	Meeting Minutes
1	<p>Apologies Colin Mondy, Hellen Slott</p>
2	<p>Meeting Minutes MOTION: That the previous meeting minutes dated 15 May 2012, be approved by the Alliance Board. Moved: Norbert Lica Second: Jean McGarry Vote: Unanimous</p>
3	<p>Chair Resignation and Nomination / Election of new Chair Due to unforeseen circumstances, Dot Seiffert has resigned from the Alliance Board. This leaves the Chair vacant. Colin Mondy put his hand for nomination as Chair. MOTION: That Colin Mondy be Chairman of the L.M.S.N.A Board. Moved: Jean McGarry Second: Robyn Charlton Vote: Unanimous ACTIONS – Jean McGarry to draft up a letter of appreciation to Dot.</p>
4	<p>Treasurers Report Jean McGarry discussed the need for the replacement of the previous Chair's signature to the Alliances bank account. Norbert Lica offered to be a signatory to the account, which means that all four signatory's to the Alliances account will be filled and both sides of the lake will be covered with signatory's. MOTION: That Norbert Lica be a signatory to the Alliance's bank account. Moved: Jean McGarry Second: Susan Denholm Vote: Unanimous ACTIONS – Norbert to fill in paper work to be a signatory to the Alliance bank account. The four signatory's will now be 1)Chair, Colin Mondy 2)Treasurer, Jean McGarry 3)Secretary, Norbert Lica, and 4)Public Officer, Robyn Charlton. Requires any two signatures for transactions to occur.</p>

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	<p>It was also discussed that the Alliance would need to come up with ideas on fund raising, with the view to be self sufficient. Options to include, a planned budget, partnerships with the business community and other organisations.</p>
5	<p>Outcomes from Governance Training</p> <ul style="list-style-type: none"> • <u>Managing Bank Accounts / Funding</u> It was discussed that it was a preferable option for all SNG's to have there own bank accounts, to manage there own funds from grants and be responsible for there own accounts. The Alliance will support groups that need the use of the Alliances bank account for grants. Groups with small amounts of money, have options of using community banks. Please refer to Managing Bank Accounts document for what was discussed. • <u>Fund Raising Licence</u> Discussion on whether the Alliance needed to have a licence to do fund raising. ACTIONS – Rachelle to research the subject. • <u>Collecting / Ratifying TOR's From Local Groups</u> Terms Of Reference are being sent out to all the groups to complete and ratify. ACTIONS – Rachelle to collect all ratified Terms Of Reference from groups. • <u>Register Of Interests</u> During every meeting, board members will be asked to notify meeting of a conflict of interest regarding any agenda items. ACTIONS – Norbert to add Register Of Interests as an agenda item. • <u>Chair To Sign Copy Of Minutes</u> Discussion on the need for the chair to sign the meeting minutes. ACTIONS – The Chair will now at every meeting ask if there are any corrections to the minutes and then confirm the copy of the previous meeting minutes to be a true and accurate record, by signing the minutes after it has been corrected and approved by the Alliance board. Then hand the signed copy to the Secretary to be filed for the Alliances record. • <u>Postal Address And Other Contact Details</u> A discussion for the Alliance to have a postal address with the suggestion that it would be good for the Alliance to have a Post Office Box in Warners Bay. MOTION: That the Alliance have a Post Office Box in Warners Bay. Moved: Susan Denholm Second: Norbert Lica Vote: Unanimous ACTIONS – ?
6	<p>Requests from member groups</p> <ul style="list-style-type: none"> • <u>Dudley Garage Sale Day (1July?!)</u> Via email Dudley SNG provided Activity Notification And Risk Assessment Form (ANARAF) and relevant information. Via email the Alliance Board approved the activity. • <u>Colin Attendance At Belmont SNG Meeting (11 July)</u> Belmont SNG will be formalising there group with the launch of it's SNAP on Saturday 21 July 2012 from 9am-12pm. Colin Mondy will be attending the groups meeting on Wednesday 11 July 2012 to help prepare the group for there launch. It was advised that it would be good to have Members of the Alliance Board attend the launch as a support for the group. Members of the

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	<p>board are welcome to attend if they can.</p> <p>ACTIONS – Colin Mondy to attend Belmont SNG meeting, and other Alliance Board Members if they can.</p>
7	<p>Report-backs from member groups</p> <ul style="list-style-type: none"> • <u>Dudley Mural Project – Grant Acceptance – Papers Submitted To Council 21 June</u> The cheque for the Mural is in the mail. Susan Denholm discussed progress of the Mural Project, she outlined some of the things the group has been doing, e.g. securing the artist, researching online funding and some hurdles they have overcome. Susan also mentioned Dudley's Garage Sale Day. It went really well, the day was a great success. They raised funds from the BBQ, and had good attendance. • <u>Woodrising, Booragul and Marmong Point – Community Garden Planning Day (20 May 2012)</u> Apologies from Rachelle about confusion of the event auspice. Norbert and Suzanne attended the event. Dot organised a wonderful BBQ and raised some funds from selling cans of drinks. There was good attendance and from that time since, the local community have started work to clear the site, all that attended were very keen. • <u>Council Donation For Charlestown East Garden – Received By Alliance</u> Money has been passed on to Charlestown SNG. Opportunity for Tafe students to help local SNG's with projects. Every year about 5 to 10 Tafe student get to help local communities as part of there Tafe course. • <u>Swansea Heads 'Bag It' Screening (15 June)</u> Report back was very positive, members of the community were amazed with the information the film provided them. • <u>Cooranbong 'Bag It' Screening (19 June)</u> Avril talked about the success of the Bag It screening, how people responded to the screening.
8	<p>General Business</p> <ul style="list-style-type: none"> • <u>Alliance Stall At The Living Smart Festival, Application Form</u> Rachelle has completed the application form for the Alliance to have a stall at the Living Smart Festival. The festival will be on the 15 September 2012 from 9am-3pm. Opportunities to showcase SNG's achievements are on offer for local groups. Groups are being asked to register there interest in the stall. ACTIONS – Rachelle to collect register of groups that are interested. • <u>Register Website In Alliance's Name: www.sustainableneighbourhoods.org.au</u> Rachelle discussed the Alliances website, that at the end of August the domain name will expire. It was agreed that the domain name will be put into the alliances name. ACTIONS – ? • <u>Community Toolkit</u> The Toolkit has been completed, every Alliance Board Member present received a Community Resource Toolkit to keep for there own reference. Rachelle explained that every established SNG will receive the Toolkit, as well as new groups that form around the lake. It is a kit to help guide the groups with all the relevant information they need to be successful in the there local communities. • <u>Volunteer Grants (FASCIA) – Due 25 July</u> Discussion about the grants, what item's would be good for the Alliance such as, fold up tables and chairs, first aid kits, video camera, projector, lap top computer and software, urn, kitchen utensils.

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	<p>ACTIONS – Rachelle to make application for the grant.</p> <ul style="list-style-type: none"> • <u>AGM Date</u> Discussion about AGM, whether the board should be replaced, regards to mentors, induction process, governance structure. Suggestion for terms of reference for process and positions. <p>ACTIONS – Rachelle to research a venue and find out what is an appropriate date, so does not conflict with other events.</p> <ul style="list-style-type: none"> • <u>Survey Monkey Account for Alliance</u> It was discussed that it would be a good idea to have an account with survey monkey. ?
9	<p>Next meeting date:</p> <ul style="list-style-type: none"> • Tuesday 17 July, 6pm Please note the change of time.
10	<p>Meeting close</p>