



## Annual General Meeting - MINUTES

**Sunday 21 October 2012, 11am – 12noon**

**Landcare Resource Centre, Teralba**

**Chair: Dot Seiffert / Rachelle McConville**

**Minutes: Rachelle McConville**

### Present

Debra Bailey, Sandy Benson, John Carr, Robyn Charlton, Indra Deamer, Susan Denholm, Steve Dewar, Joy Edmonds, John Gill, John Hegarty, Annabel Jaffray, Peter Lipscomb, Norbert Lica, Jean McGarry, Colin Mondy, Laurene Mulcahy, Maree Nelson, Ray Nelson, Dot Seiffert, Jane Smith, Baz Thrower

### Observers (Council staff)

Alice Howe (Manager, Sustainability), Rachelle McConville (Sustainability Engagement Officer), Kelly Wood (Senior Sustainability Engagement Officer)

### Apologies

Adrielle Britten, Suzanne Pritchard, Carol Rogers, Chris Walters, Jane West, Greg Wright

Meeting opened 11.05am

#### 1. Welcome (Dot Seiffert)

Dot welcomed everybody to the meeting, and thanked everybody for making the time to be here.

#### 2. Sustainable Neighbourhoods (Alice Howe)

Alice stated her pleasure at having been involved in the Sustainable Neighbourhoods program from near its beginnings, and from the beginnings of the first group at Dora Creek. The Sustainable Neighbourhoods program builds on the community's strengths, and supports communities to become more sustainable. Alice highlighted the role of the Alliance in providing mentoring, networking and support for the Sustainable Neighbourhood network, and thanked all volunteers for contributing to the program.

#### 3. Minutes of previous AGM (Rachelle McConville)

The minutes of the previous AGM, dated Tuesday 20 September 2011 were circulated, as attached.

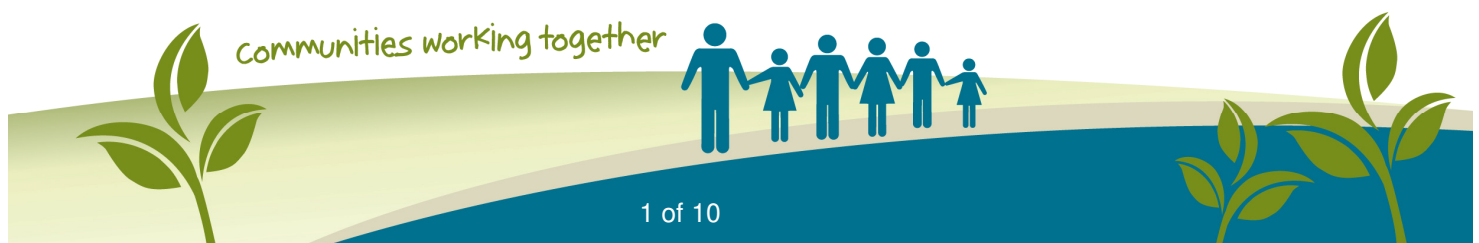
*Motion: Members accept the minutes from the previous AGM, dated Tuesday 20 September 2011, as a true and correct record.*

Moved: Robyn Charlton

Seconded: Jean McGarry

Motion passed unanimously.

#### 4. Chairperson's Report (Dot Seiffert)



The Chairperson's Report was circulated as attached. Dot highlighted the achievements and activities of the Alliance during the 2011-12 financial year, and thanked the outgoing Board members for their contributions.

*Motion: Members accept the Chairperson's report as tabled.*

Moved: Jean McGarry  
Seconded: Norbert Lica  
Motion passed unanimously.

#### **5. Treasurer's Report** (Jean McGarry)

The Treasurers report was presented as attached.

*Motion: Members accept the Treasurer's report as presented.*

Moved: Dot Seiffert  
Seconded: Robyn Charlton  
Motion passed unanimously.

#### **6. Appointment of Board Members** (Rachelle McConville)

Rachelle chaired the meeting from this point. All Board Member positions were declared vacant, and nominations were called for. Nominations were received from:

- Sandy Benson
- Robyn Charlton
- Susan Denholm
- Steve Dewar
- Norbert Lica
- Avril Lockton
- Jean McGarry
- Colin Mondy
- Dot Seiffert

Each nominee briefly introduced themselves, and their interest in being a member of the Alliance Board.

*Motion: That all of the nominees listed above are appointed as Board Members of the Lake Macquarie Sustainable Neighbourhood Alliance.*

Moved: John Hegarty  
Seconded: Debra Bailey  
Motion passed unanimously.

#### **7. Appointment of Office Bearers** (Rachelle McConville)

Rachelle called for nominations from appointed Board Members for roles of Chair, Secretary, Treasurer and Public Officer.

**Nomination for Chair:** Dot Seiffert

*Motion: That Dot Seiffert is appointed as Chair of the Lake Macquarie Sustainable Neighbourhood Alliance.*

Moved: Robyn Charlton  
Seconded: Jean McGarry  
Motion passed unanimously.

**Nomination for Secretary:** Norbert Lica



*Motion: That Norbert Lica is appointed as Secretary of the Lake Macquarie Sustainable Neighbourhood Alliance.*

Moved: Robyn Charlton  
Seconded: Dot Seiffert  
Motion passed unanimously.

**Nomination for Treasurer:** Jean McGarry

*Motion: That Jean McGarry is appointed as Treasurer of the Lake Macquarie Sustainable Neighbourhood Alliance.*

Moved: Susan Denholm  
Seconded: Robyn Charlton  
Motion passed unanimously.

**Nomination for Public Officer:** Colin Mondy

*Motion: That Colin Mondy is appointed as Public Officer of the Lake Macquarie Sustainable Neighbourhood Alliance.*

Moved: Dot Seiffert  
Seconded: Robyn Charlton  
Motion passed unanimously.

## **8. Meeting closed 12.05pm**

### **Attachments:**

- a – Minutes of previous AGM – Tuesday 20 September 2011
- b – Chairperson's Report
- c – Treasurer's Report



## Lake Macquarie Sustainable Neighbourhood Alliance

### Chairperson's Report – Dot Seiffert

Annual General Meeting. Sunday 21 October 2012



It's a pleasure to report that this has been a very productive and positive year for the Alliance and the Sustainable Neighbourhood network. Membership has expanded to 14 groups and 64 financial members, as new groups have developed and formalised their membership.

The Alliance has made some significant achievements this financial year (2011-12), particularly in setting up some of the administrative and governance-related structures that are essential for community groups to operate effectively. Some of these milestones include:

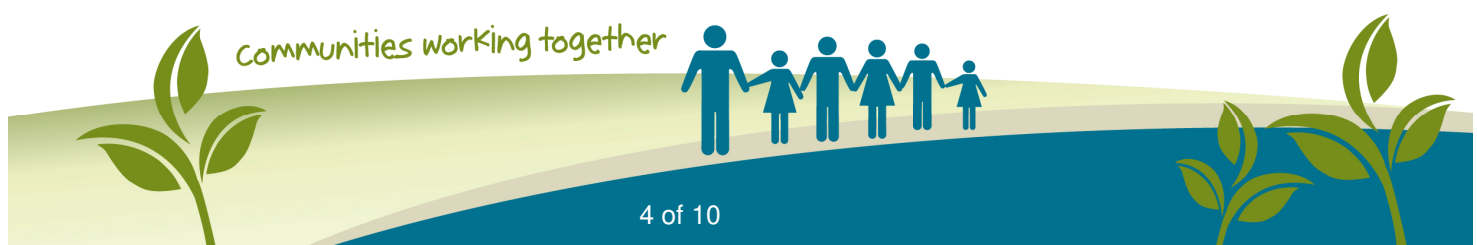
- Officially incorporated as an association. July 2011
- Purchased insurance to cover our member group's activities. January 2012
- Established a website ([www.sustainableneighbourhoods.org.au](http://www.sustainableneighbourhoods.org.au)) for member groups.
- Set up other administrative necessities (eg post office box, email addresses, bank account and ABN etc).

Of course, another important function of the Alliance is to provide mentoring and support to learn from each other and increase our skills. To this end the Alliance has:

- Direct mentoring for local groups. For example, Board members often meet with local groups to give advice, inspiration, and to explain the role of the Alliance
- Produced the Community Resource Toolkit, with resources, templates and guides to assist Sustainable Neighbourhood groups undertake their activities
- Training sessions in Grant Writing, Governance, and Managing Projects
- Stall at 2011 Living Smart Festival
- Sustainable Neighbourhood Celebration – November 2011

Since setting up the 'infrastructure' in 2012, the Alliance has auspiced a number of local group activities:

- Dudley Mural Project (Grant application) – May 2012
- NSW Plastic Bag Free petition – May 2012
- Woodrising Community Garden Planning Workshop – May 2012
- Swansea Heads Bag It film screening - June 2012
- Cooranbong Bag IT film screening – June 2012
- Dudley Garage Sale – July 2012



From its inception, the Alliance and its activities has received strong support from Council, and we would like to extend our appreciation for providing staff time and funding to establish

I'd also like to make a special thank you to volunteer Board Members who have put their considerable skill and energy into developing the Alliance on behalf of the Sustainable Neighbourhood Network.

Robyn Charlton	Public Officer, September 2011 to present
Susan Denholm	Board Member, September 2011 to present
Michelle Downey	Board Member, September 2011 to July 2012
John Hegarty	Board Member, September to November 2011
Stefanie King	Secretary, September 2011 to February 2012
Norbert Lica	Board Member, September 2011 to present
Avril Lockton	Board Member, April 2012 to present
Jean McGarry	Treasurer, September 2011 to present
Colin Mondy	Board Member, September 2011 to present
Suzanne Pritchard	Board Member, April to September 2012
Dot Seiffert	Chair, September 2011 to present
Hellen Slott	Board Member, April 2012 to present

I'd like to thank our outgoing Board for their contributions so far, and look forward to continuing the good work of the Alliance with the incoming Board Members for 2012-13.

#### 14 Member groups as of October 2012

- Belmont
- Cameron Park and Edgeworth
- Cardiff North
- Charlestown East
- Cooranbong
- Climate Ready Dora Creek
- Dudley
- LT Creek
- Morisset and Peninsula
- Redhead
- Swansea Heads / Swansea
- Toronto Area
- Valentine
- Woodrising, Booragul and Marmong Point

**Total of 64 financial members as of October 2012.**

(Some groups have not yet forwarded their updated membership registers for 2012-13)



**TREASURER'S REPORT**  
**ANNUAL GENERAL MEETING**

20 October, 2012

The Lake Macquarie City Council Sustainability Alliance has only been operating as a fully established, Not for Profit organisation for one year. For this, acknowledgement is due to the Lake Macquarie City Council for its contributions, both advisory and funding, in the set up and operation of this Committee. We appreciate this very much.

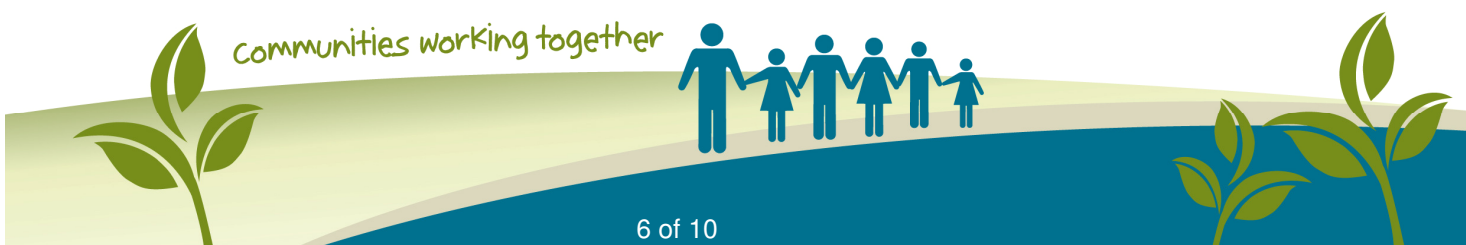
In particular, thanks must go to Sustainability Engagement Officer, Ms. Rachelle McConville, for the tremendous support that she has provided to us during this time of establishment: advice, support, organisation, management, leadership, and resourcefulness, all of which is delivered in a friendly and co-operative atmosphere, and which is greatly appreciated by us all.

The Alliance commenced operations in January, 2012, with a bank balance of NIL. Shortly after, funds were provided by Council to provide insurance cover for the Alliance and its members, and in a general capacity to support individual sustainability groups around the Lake Macquarie area in activities that they have both begun and completed and that may be continuing.

During its' period of operation, the Alliance has begun its involvement with individual sustainability networks, with numbers still growing. We hope that this will continue and will increase.

In the time ahead for this Committee, I believe that we will need to establish a means of generating income for current and future actions that the Committee may deem necessary within the Lake Macquarie City Council area, to both support and expand its work, and it is hoped that further progress can be made by the Committee in the coming year.

Jean McGarry  
TREASURER  
20 October, 2012.



**LAKE MACQUARIE SUSTAINABLE NEIGHBOURHOODS ALLIANCE**

**ANNUAL GENERAL MEETING**

**TREASURER'S REPORT**

**21 October 2012**

**TREASURER'S REPORT**

Opening Bank statement 20 January 2012

Account 06 2806 10352969 opened with Commonwealth Bank of Australia, Charlestown Branch.

Balance NIL

**RECEIPTS**

27 January	LMCC	\$1,715.00
27 April	LMCC	\$ 99.00
10 July	Cheque	\$2,500.00
01 September	-Int. Cr	<u>0.02c</u>

Total Receipts \$4,314.02

**EXPENDITURE**

30 January	Guild Insurance	\$1,174.74
18 September	N. Lica	<u>\$ 84.90</u>

Total Expenditure \$ 1,259.64

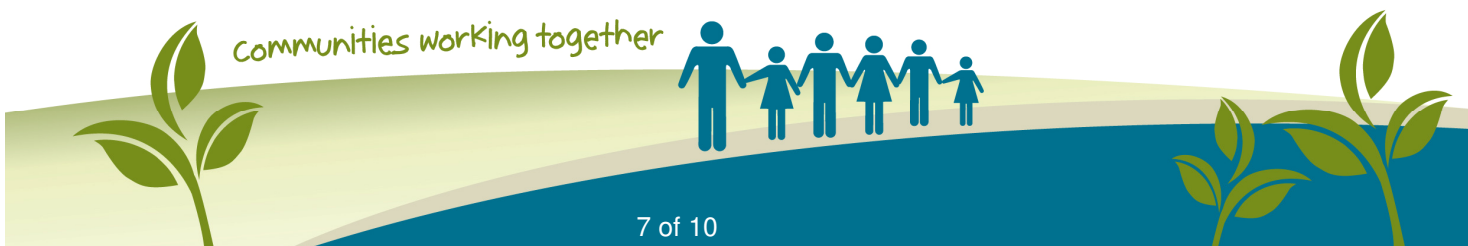
**BALANCE** \$ 2,514.38

This is a true statement of accounts for the Lake Macquarie City Council Sustainability Alliance for the year ended 20 October, 2012.

Signed \_\_\_\_\_

Name Jean McGarry

Title TREASURER



**LAKE MACQUARIE SUSTAINABLE NEIGHBOURHOODS ALLIANCE**  
**ANNUAL GENERAL MEETING**  
**TREASURER'S REPORT**  
**21 October 2012**

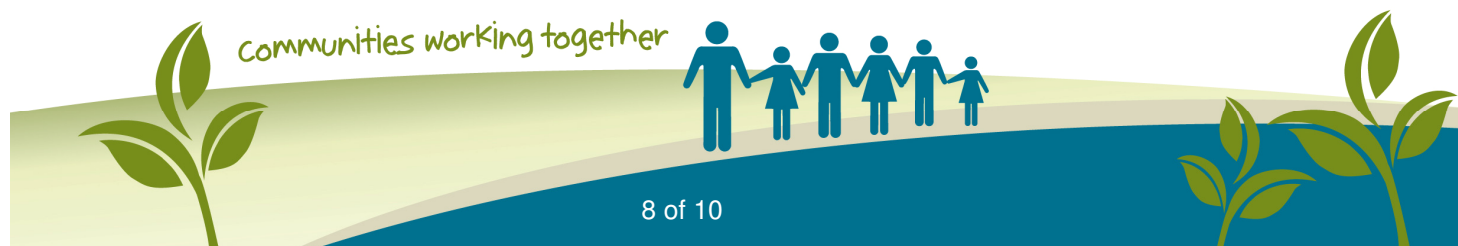
**ACCOUNTS FOR PAYMENT**

No Accounts have been received for payment

**TREASURER'S REPORT**

Bank statement 21 August – 20 September 2012

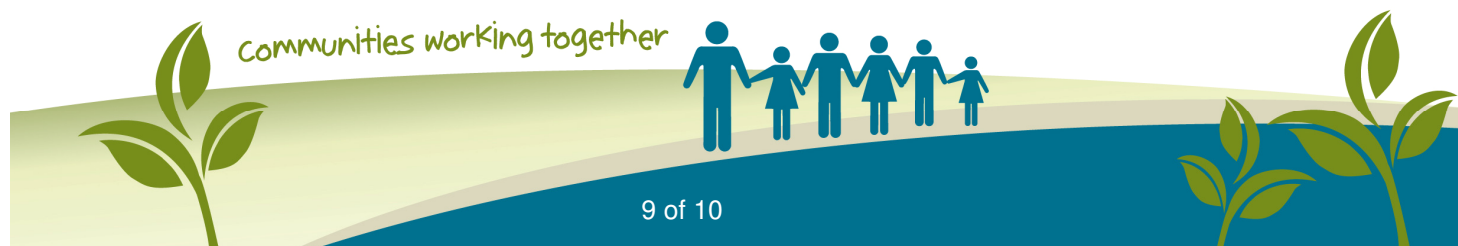
Balance brought forward	\$2,714.36		
Receipts	\$	NIL	
Expenses		<u>NIL.....</u>	
Balance			<u>\$2714.36</u>





**LAKE MACQUARIE CITY COUNCIL SUSTAINABLE NEIGHBOURHOODS ALLIANCE**  
**ANNUAL GENERAL MEETING**  
**21 OCTOBER 2012**  
**TREASURER'S REPORT**

<b>INCOME AND EXPENDITURE STATEMENT</b>							
<b>INCOME</b>				<b>EXPENDITURE</b>			
<b>DATE</b>	<b>REF. NO</b>	<b>AMOUNT \$</b>	<b>ITEM</b>	<b>DATE</b>	<b>CHEQUE NO</b>	<b>AMOUNT \$</b>	<b>ITEM</b>
23 Jan 2012	932337	1,715.00	Deposit, LMCC	30 Jan 2012	000002	1,714.74	Insurance premium
23 Jan	12BU D009	99.00	Donation - CESNG	18 Sept	000003	84.90	Worm Garden (Prize) – N. Lica
19 June	22328 1	2,500.00	Env.Sust.Grant – Dudley SNG-Mural				
20 Oct 2012		4314.00	TOTAL	20 Oct 2012		1799.64	TOTAL



LAKE MACQUARIE CITY COUNCIL SUSTAINABLE NEIGHBOURHOODS ALLIANCE

ANNUAL GENERAL MEETING

21 OCTOBER 2012

TREASURER'S REPORT

BALANCE SHEET

ASSETS			LIABILITIES		
REFEREN CE	ITEM	\$	REFEREN CE	ITEM	\$
	Cash at Bank	4,314.02		Public Liability Policy	1,714.75
				LMCC Donation - CESNAG	99.00
				Grant – Dudley Sust.N'hd Group	2,500.00
TOTAL		4,314.02	TOTAL		4,313.75

Balance held after deduction of liabilities is \$0.27c.

Signed: \_\_\_\_\_

Name: JEAN McGARRY

Position: Treasurer

