

## Lake Macquarie Sustainable Neighbourhood Alliance – Ordinary Meeting

<b>Location:</b>	Orchid Room, Council Administration Building, Main Rd, Speers Point	<b>Date:</b>	Tuesday 18 October 2011
<b>Chair:</b>	Dot Seiffert	<b>Time:</b>	7 – 9pm
<b>Present:</b>	Dot Seiffert, Susan Denholm, Robyn Charlton; Stefanie King; Colin Mondy, Norbet Lica Observers (Council staff): Rachelle McConville		
<b>File No:</b>	F2011/00422		

### Meeting Agenda

Agenda Item Ref	Meeting Details				
1	<b>Apologies</b> Jean McGarry; Michelle Downey, John Hegarty				
2	<b>Minutes and Action Log from previous meeting</b>				
	<b>Action Item Ref.</b>	<b>Action Item Description</b>	<b>Listed Date</b>	<b>Due Date</b>	<b>Completed / Status</b>
	1	Investigate setting up an email account using ...@sustainableneighbourhoods.org	28 June 2011	23 August 2011	In Progress
	2	Source three insurance quotes for consideration.	26 July 2011	6 September 2011	Complete
	3	→ Council will work with Alliance to develop MoU after AGM.	26 July 2011	23 August 2011	In progress
	4	Write a letter of Introduction on behalf of the LMSNA to be sent to members of the SNGs	26 July 2011	23 August 2011	Complete
	Comment re/ Action Item No. 2: Rachelle requested 2 quotes, from Guild Insurance and Local Community Insurance services. While costs seemed comparable, Guild insurance was more helpful and supportive. The Alliance board members decided that the item be marked complete and a third quote is not required.				
3	<b>Welcome to new Board members and introduction</b> New Board members were welcomed and gave a short introduction.				
4	<b>AGM Minutes</b> Rachelle circulated the minutes, there was a good turnout and the results of the AGM were communicated back to Council.				
5	<b>Letter of introduction to SN network</b> Robert originally suggested writing an introductory letter to introduce the Alliance to the SN groups, and a letter was sent out in September, to introduce the interim Board. An updated version is proposed to introduce the elected Board members, with a generic part and a short paragraph for each board member. Stefanie King volunteered to draft a letter.				

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6	<p><b>Website</b>  <a href="http://www.sustainableneighbourhoods.org.au">www.sustainableneighbourhoods.org.au</a> )</p> <p>The website has an updated address; currently it is editable and live, but not searchable on the web. Rachelle had sent all board members an email with details on how to become editors of the website and the board is currently testing the editing functions. A gmail calendar has been incorporated into the website to facilitate coordinating and visibility of all SN activities. Rachelle will circulate the details to access this calendar.</p> <p>Colin suggested to list events on mycommunityconnect.com.au. Rachelle will also circulate a list of similar websites.</p>
7	<p><b>Logo / branding</b></p> <p>The logo has been accepted and approved by the Board members.</p> <p>Use of the logos by the individual SN groups has yet to be reviewed by the Alliance and some advice has been sought from Council to draft a style guide and guide to appropriate and inappropriate uses of the logo. It was for example suggested that the logo can be used in conjunction with the individual group logo or name, but details have yet to be decided.</p> <p>Note: The logo is currently not protected. ( i.e trademark or copyright)</p> <p>The logo also needs to be available in different formats to allow use on websites, letterheads and coloured backgrounds.</p>
8	<p><b>Insurance</b></p> <p>Rachelle is still waiting for an updated quote from Guild Insurance.</p> <p>The board decided that anyone who “volunteers” at SN events needs to be a financial member of the group to be eligible for the Volunteer Worker Insurance. Community Gardens need to source their own insurance and operating principles. Men sheds have their own insurance.</p> <p>The alliance and individual SN groups should never assume that they have insurance cover for their events, but should always double check. Landcare activities are insured via Landcare. The SNAP launches are formal SN activities that form the final Council event of the Neighbourhood group . These are Council insured.</p>
9	<p><b>Training needs / capacity building</b></p> <p>Landcare for example offers ½ day Teamleader trainings. The Alliance has yet to determine how to offer the training and when to do it. Rachelle has volunteered to come up with draft procedures. It is also being proposed that the trainings be tailored to suit the organisational needs of the groups rather than offer standard seminars.</p>
10	<p><b>Living Smart Festival – Saturday 19 November</b></p> <p>There will be a stand for the SN at the festival. Display boards will show individual SN groups and Council initiative. Volunteers are still needed to man the stand.</p>
11	<p><b>Memorandum of Understanding (MoU) with Council</b></p> <ul style="list-style-type: none"> <li>• Alice and Rachelle will draft an MoU. Colin will draft a letter to Council thanking for the support and acknowledging the efforts. The question came up whether Landcare have an MoU with Council, but could not be answered. Part of Colin’s letter will be about how the Board sees the relationship between the Alliance and Council now and in the future, and to request that Council and the Alliance work together to develop an MoU.</li> </ul>
12	<p><b>General business</b></p> <p>a) Displays are still being sought from SN groups for the SN celebration on 5 Nov 2011. Volunteer speakers are also needed. The Woodrising groups will display posters of their</p>

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	<p>projects and the Dudley group will show their Mural.</p> <p>b) Colin gave an overview over his group's activities. He stated that establishing a community garden proved to difficult in the current procedural environment and the group now has an informal garden group that meets at someone's garden or helps elderly members that cannot maintain their garden alone. The setup is similar to EGGs. It was suggested that the current Council procedures be reviewed by Council and maybe a "Model for a Community Garden" can be established. Stefanie noted that the Alliance should ask Council whether it is possible to designate areas for Community Gardens in future development plans.</p> <p>c) It was also noted that Landcare Australia can provide Public Liability insurance for local Landcare groups, and is a potential insurer for community gardens.</p>
13	<p><b>Next meeting date:</b> The next meeting date will be Tuesday, 29 November 2011, 7-9pm at Council.</p>
14	Meeting close

### Action Item Log

Action Item Ref.	Action Item Description	Listed Date	Due Date	Completed / Status	Resp.
1	Investigate setting up an email account using ...@sustainableneighbourhoods.org	28 June 2011	23 August 2011	In Progress	Rachelle
2	→ Council will work with Alliance to develop MoU after AGM.	26 July 2011	23 August 2011	In progress	Margo
3	Write a second letter of Introduction on behalf of the LMSNA to be sent to members of the SNGs	18 Oct 2011	29 Nov 2011	Open	Stefanie
4	Develop style guide and guidelines for appropriate use of Logos	18 Oct 2011	29 Oct 2011	Open	Rachelle
5	Review updated insurance quote	18 Oct 2011		Open	all
6	Communicate insurance details to all SN groups	18 Oct 2011		Open	all
7	Letter to Council on behalf of the Alliance	18 Oct 2011		Open	Colin
8	Raise concerns regarding current Community garden approval procedures	18 Oct 2011		In progress	Rachelle