

## Lake Macquarie Sustainable Neighbourhood Alliance – Ordinary Meeting

<b>Location:</b>	Orchid Room, Council Administration Building, Main Rd, Speers Point	<b>Date:</b>	Tuesday 23 August 2011
<b>Chair:</b>	Dot Seiffert	<b>Time:</b>	6.30 – 8.30pm
<b>Present:</b>	Dot Seiffert, Jean McGarry, Susan Denholm Observers (Council staff): Rachelle McConville,		
<b>File No:</b>	F2011/00422		

### Meeting Record

Agenda Item Ref	Meeting Details
1	<b>Apologies</b> Robyn Charlton, Tim Woicek, Margo Smith
2	<b>Membership and AGM Preparation</b> <ul style="list-style-type: none"> <li>• <b>Membership</b> - Noted the email that Rachelle sent out to Council staff to pass on to local groups, detailing how groups can formalise their membership and develop their Terms of Reference. Groups will need to complete this to participate in the AGM.</li> <li>• <b>Nomination and election notice for AGM</b> – Agreed to stick to the 20 September date, as planned. Jean suggested a minor amendment to the nomination form to enable members to nominate for the Board in general, rather than having to nominate for a particular position.</li> <li>• All agreed that it's a great idea to include a networking opportunity after the AGM, for groups to showcase their projects.</li> <li>• Rachelle will send out the notice and nomination forms this week.</li> </ul>
3	<b>Website</b> We didn't make a decision on this, as there wasn't a quorum present. Rachelle still encourages members to have a look and give feedback.
4	<b>Alliance introduction to SN groups</b> Robert to draft a letter to introduce the Alliance to local groups. Not sure where this is up to.
5	<b>Media Release</b> Media release from Robyn re LT Creek noticeboard and the Alliance. Robyn said this hasn't happened yet – the noticeboard isn't up yet.
6	<b>Logo / branding</b> Rachelle circulated the first draft (3 choices) of branding back from graphic design. All present agreed on a preferred option, with some changes. Rachelle will take changes back to graphic design and bring an updated proof to the next meeting.
7	<b>Insurance</b> Rachelle has sourced one quote so far, and plans to source 2 more this week to assist the group to make a decision.  Quote 1: Local Community Insurance Services (Jardine Lloyd Thompson) of \$1,841.06 (for Public liability \$931.63; Associations and officials \$382.25; and Volunteer workers \$527.18)
8	<b>Training needs / capacity building</b> Rachelle brought up the role of the Alliance as providing systems and training to build the

Agenda Item Ref	Meeting Details
	<p>capacity of local groups to implement their SNAPs and manage their affairs. A proposed list of training modules (attached) was circulated. The group agreed that the list covers the main elements that groups will require to manage their affairs.</p> <p>Susan raised a question about how the training would be resourced. Rachelle referred to the recent letter from Alice Howe (Manager, Sustainability) (see item 10 and advised that in the short term (eg this financial year at least) that Council will provide funding for the training. Future details will need to be agreed as part of the development of a Memorandum of Understanding between the Alliance and Council (for example fee for service arrangements may be established).</p> <p>Susan highlighted that of the 'non-essential' list of training, that grant writing was of particular importance for groups to be able to access funds to implement their activities.</p>
9	<p><b>Living Smart Festival – Saturday 19 November</b></p> <p>Rachelle raised the Living Smart Festival (more info here: <a href="http://www.lakemac.com.au/page.aspx?pid=1131&amp;vid=14">http://www.lakemac.com.au/page.aspx?pid=1131&amp;vid=14</a>), and the idea of having a stall run by SN volunteers on the day. Dot and Jean were particularly keen to be involved.</p>
10	<p><b>MoU with Council</b></p> <p>Rachelle passed on a letter from Alice Howe (Manager, Sustainability), (attached) confirming Council's support for the Alliance for this financial year, and the intention to develop an agreed Memorandum of Understanding (MoU) that will outline the roles, responsibilities, and relationships between parties, including details to Council's support to the Alliance.</p> <p>The MoU will not be developed before the AGM, and makes sense to start the process when there is an officially elected Board after 20 September.</p>
11	<p><b>General Business</b></p> <ul style="list-style-type: none"> <li>• <b>Environmental Sustainability grants</b> – Closing date Monday 19 September. Highlighted Council's grant round now open. The next round will happen in about February. Discussed the Alliance's ability to be an auspicing organisation for local groups, but decided that we don't yet have a system/procedure in place to be able to act in this role just yet. Will work towards establishing this in time for the next round (and for other grant opportunities).</li> <li>• <b>Keep your Backyard Clean – Student Sign Competition.</b> Circulated the poster for the Swansea group's student sign competition – this is open to primary schools across the City. Posters have been distributed to all primary schools, but wouldn't hurt to approach a school personally.</li> <li>• <b>National Volunteer Awards</b> – Highlighted the volunteer awards being run through Jill Hall (MP)'s office. Again we probably don't yet have the systems in place to do it this time, but highlighted that nominating for these and similar awards could be a good role for the Alliance.</li> <li>• <b>Australia Day Awards</b> – Query about when these come out, and whether there is an environment category – this could be suitable for SN volunteers. Rachelle to follow up.</li> <li>• <b>Thank you to Dot and Colin</b> – Dot and Colin have both taken time to act as a mentor for new SN groups who are forming at Murrays Beach, Dudley, Cardiff North, and Toronto. They delivered inspiring and entertaining talks about their experience of the SN program and some words of wisdom to assist these new groups. Participants have been very appreciative to hear from experienced SN volunteers and have the opportunity to ask questions. Thank you for taking the time to assist and motivate these new neighbourhood groups, and for being such fantastic advocates of the program.</li> <li>• <b>Jim Diers presentation</b> – Susan circulated a flier promoting an upcoming talk by Jim Diers – an internationally renown advocate for community empowerment. He's doing a presentation</li> </ul>

Agenda Item Ref	Meeting Details
	for City of Newcastle on Wednesday 31 August, 6-8pm, at the Banquet Room Newcastle City Hall, King St. All welcome.
12	<p><b>Next meeting</b></p> <p>Agreed to hold an extra meeting in a fortnight, as we didn't have a quorum tonight, and to ensure we are prepared for the AGM.</p> <p>Next meeting: <b>Tuesday 6 September, 6.30 – 8.30pm.</b> Orchid Room, Council Administration Building, Speers Point.</p> <p>Note: AGM Date: Tuesday 20 September, 6.30 – 8.30pm. Council Administration Building, Speers Point.</p>

### Action Item Log

Action Item Ref.	Action Item Description	Listed Date	Due Date	Completed / Status	Resp.
1	Develop MOU to clarify relationship between Council and LMSNA – once LMSNA is incorporated	17 May 2011	December 2011	Incomplete. Ref item 5 below.	Council / Alliance
2	Investigate setting up an email account using ...@sustainableneighbourhoods.org	28 June 2011	23 August 2011	In Progress	Rachelle
3	Circulate the FAQ to LMSNA members for feedback	26 July 2011	23 August 2011	Completed	Rachelle
4	Source three insurance quotes for consideration.	26 July 2011	6 September 2011	In Progress	Rachelle
5	Request that LMCC have the MUO between them and LMSNA prepared before the AGM in Sep. → Council will work with Alliance to develop MoU after AGM.	26 July 2011	23 August 2011	Complete	Margo
6	Write a letter of Introduction on behalf of the LMSNA to be sent to members of the SNGs	26 July 2011	23 August 2011	In Progress	Robert