

Lake Macquarie Sustainable Neighbourhood Alliance – Ordinary Meeting

Location:	Orchid Room, Council Administration Building, Main Rd, Speers Point	Date:	Tuesday 6 September 2011
Chair:	Dot Seiffert	Time:	6.30 – 8.30pm
Present:	Jean McGarry, Dot Seiffert, Tim Woicek, Susan Denholm, Robyn Charlton Observers (Council staff): Rachelle McConville,		
File No:	F2011/00422		

Meeting Record

Agenda Item Ref	Meeting Details
1	Apologies
2	Minutes and Action Log from previous meeting
3	<p>Membership and AGM preparation</p> <p>Membership</p> <ul style="list-style-type: none"> • So far Woodrising, Morisset, Redhead, Toronto and Dudley will have done their TOR and membership by then. • Maybes are Charlestown East, Swansea, Cooranbong, LT Creek, and Valentine. • Dora Creek, Swansea Heads, Cardiff North, Belmont, Cameron Park, Murrays Beach, and Windale won't be ready by then (but have generally expressed interest in eventually formalising and joining the Alliance). • Discussed ability for active SN participants to join a neighbouring group to enable them to be a part of the Alliance, until their local group is able to formalise. <p>Nomination and election notice for AGM</p> <ul style="list-style-type: none"> • Rachelle has sent out the AGM notice for distribution to the network. • Decided to change the start time to 7.00pm, to give people time to arrive. Rachelle will send out the updated time, and a reminder to members to rsvp and nominate next week.
4	<p>Website</p> <ul style="list-style-type: none"> • Agreed to go ahead and pay for the 'pro' package for the Weebly website (www.sustainableneighbourhoods.weebly.com)
5	<p>Alliance introduction to SN groups</p> <ul style="list-style-type: none"> • Letter from Robert to introduce the Alliance. Suggested that Rachelle get in touch with Robert to find out about progress on this. If Robert is unable to do, Jean would be happy to.
6	<p>Media release</p> <ul style="list-style-type: none"> • Media Release from Robyn re LT Creek noticeboard and the Alliance. The noticeboard at LT Creek has just been installed, so a media release will come in the next little while.
7	<p>Logo / branding</p> <ul style="list-style-type: none"> • Circulated a second draft of a logo and branding for feedback. Some feedback about

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	colours, otherwise looking good. Rachelle will take back to graphic designers, and bring the updated version to the next meeting.
8	Insurance <ul style="list-style-type: none"> • Rachelle has sourced two insurance quotes so far. One from www.localcommunityinsurance.com.au, and the other from Guild Insurance (www.guildinsurance.com.au). • Guild was particularly helpful in investigating the appropriate level of insurance and advice, was recommended by a couple of local community organisations, and is located in Charlestown. • Rachelle suggested to take the two quotes to staff at Council to get their advice before proceeding.
9	Training needs / capacity building <ul style="list-style-type: none"> • Circulated proposed list of capacity building 'modules' / training for SN groups. • Agreed with the proposed list, and also highlighted the importance of training in Grant Writing.
10	Living Smart Festival – Saturday 19 November <ul style="list-style-type: none"> • SN volunteer stall
11	MoU with Council <ul style="list-style-type: none"> • See letter confirming Council's support (circulated meeting of 23 August) • MoU to be developed with Board after AGM
12	General business <ul style="list-style-type: none"> • Environmental Sustainability grants. Closing date Monday 19 September. Rachelle to circulate a reminder. • Keep your Backyard Clean – Student Sign competition
13	Next meeting date: AGM, 20 September 2011 7.00pm Committee Room, Council Administration Building, Main Rd, Speers Point
	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	Source three insurance quotes for consideration.	26 July 2011	6 September 2011	In Progress	Rachelle

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3	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
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	In Progress	Robert