

**Lake Macquarie Sustainable Neighbourhood Alliance
– Ordinary Meeting Minutes –**

Date:	Tuesday 17 th July, 2012	Chair:	Colin Mondy
Time:	Opened at 6:00pm and closed at 8:40pm	Secretary:	Norbert Lica
Location:	Orchid Room, Lake Macquarie City Council Administration Building, 126 – 138 Main Rd, Speers Point, NSW, 2284		
Present:	Colin Mondy, Jean McGarry, Suzanne Pritchard, Rachele McConville, Norbert Lica, Dot Seiffert, Avril Lockton, Hellen Slott, Robyn Charlton		
Apologies:	Susan Denholm		

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1 Welcome & Introduction

2 Apologies – As noted above.

3 Conflict Of Interest (Please notify the meeting if you believe you have a conflict of interest regarding any agenda item) – No conflict of interest advised.

4 Previous Meeting Minutes

4.1 Ordinary Meeting Minutes Dated Tuesday 3rd July 2012

MOTION:

That the previous meeting minutes dated 3rd July 2012, be confirmed by the Alliance board as a true and accurate record with the corrections of the following items;

Item 5 Outcomes From Governance Training: actions for dot point - Postal Address And Other Contact Details **ACTIONS** – Rachele to establish a Post Office Box on Behalf of the Alliance at Warners Bay.

Item 7 Report-Backs From Member Groups: One (1) additional dot point of - Successful Grant Application – Suzanne Pritchard reported on the Coal Point Progress Associations success in receiving an Environmental Trust Grant for \$250,000. She explained that the grant will go towards the project called Threatened Species Last Stand where work will be done on bush land on Coal Point Peninsula. She spoke of the established Project Steering Committee and some of the members involved.

Also the correction of the first sentence of dot point Council Donation For Charlestown East Garden Received By Alliance – Money has not yet been transferred to Charlestown SNG.

Item 8 General Business: actions for dot point - Register Website In Alliance's Name **ACTIONS** – Rachele to go ahead and register domain name www.sustainableneighbourhoods.org.au in the Alliance's name.

Moved: Norbert Lica

Second: Suzanne Pritchard

Vote: Unanimous

Minutes were signed as a true and accurate record by the Chair.

4.2 Business Arising From The Minutes

Item 3 Chair Resignation And Nomination / Election Of New Chair: After some discussion and with the Board's encouragement, Dot rescinded her resignation, and apologised for the inconvenience caused. The Board agreed to reinstate Dot as the Chair and for her to resume position at the next meeting. Colin was happy to step down from the Chair position and offered to be a Chairman in reserve if the need arises.

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MOTION:

That the Board agree to rescind Dot's resignation and reinstate Dot as Chair.

Moved: Suzanne Pritchard

Second: Jean McGarry

Vote: Unanimous

ACTIONS – Jean McGarry no longer required to draft up a letter of appreciation to Dot.

Item 4 Treasurers Report: As Dot has now been reinstated as Chair, there is no need to replace her signature from the Alliance bank account. The Board agreed to keep the motion as is, to include Norbert as an extra signatory. The five (5) Signatories will now be: Dot Seiffert (Chair), Jean McGarry (Treasurer), Norbert Lica (Secretary), Robyn Charlton (Public Officer) and Colin Mondy (Ordinary Member).

ACTIONS – Jean to arrange to have Norbert included as a signatory to the bank account as per existing action.

Item 5 Outcomes From Governance Training, Fund Raising / Licence – Alliance budget and fund raising options was raised at the Board meeting. The Board has resolved to hold a separate meeting to discuss ideas for fund raising and likely budget requirements, and to report back to next Board meeting.

ACTIONS – Rachele to invite and notify all the Board members of the separate fund raising meeting to be held at 4.30pm on Thursday 26 July 2012, at the Landcare Resource Centre, Teralba.

Item 8 General Business, Community Toolkit – Note that Colin Mondy, Hellen Slott and Dot Seiffert do not yet have a copy of the Community Toolkit.

ACTIONS – Rachele to arrange to give Toolkits to Colin, Hellen and Dot.

5 Treasurers Report

Treasurers report was tabled. Current balance on 20th June 2012 of \$2,599.26 consisting of the grant to Dudley Sustainable Neighbourhood Group (\$2,500.00) and funds for Charlestown East Community Garden (\$90.00). Both of these monies will be transferred to the respective groups.

6 Items For Discussion & Action

6.1 Preparation For AGM: The Board agreed for Rachele to confirm a date for a Sunday in October, and to set the return date for nominations at one week before the AGM. It was agreed that the AGM would be held at the Landcare Resource Centre in Teralba.

6.2 Special Resolutions: The Board discussed the pros and the cons of each dot point below for proposed changes to the Constitution at the AGM;

- **Tenure Of Board Membership:** After discussion the board resolved that there would be no change proposed for the Constitution at the AGM.
- **Reduce Quorum To 50% (Instead Of 50% +1):** After discussion the board resolved that there would be no change proposed for the Constitution at the AGM. The quorum will remain as 50% +1.

6.3 Notification And Returning Officer: The board resolved that the proposed rules of the AGM Notification and Nomination Forms for Board Elections at the AGM to be circulated to all SNG's as soon as AGM date is confirmed. The Board agreed for Rachele to act as the Returning Officer for the AGM.

ACTIONS – Rachele to confirm a date for a Sunday in October, and to set the return date for nominations at one week before the AGM. Rachele to prepare AGM papers and to distribute amongst membership at least 6 weeks prior to AGM date.

6.4 Preparation Of Induction Package For New Board Members: This item not discussed. Deferred to the next meeting agenda.

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- 6.5 Membership:** In relation to the AGM, an additional item came up from Suzanne, with some discussion centred around membership renewal for local groups. It was agreed to encourage local groups to use the financial year as a consistent date for annual membership. This will help the Alliance efficiently keep all the different groups membership more aligned and up to date for the AGM each year.
ACTIONS – Rachele to prompt local groups to renew their memberships for 2012/13.

7 Requests From Member Groups

- 7.1 Use Of Alliance Logo:** Suzanne detailed the background to her request to use the Alliance logo. The Coal Point Progress Association recently received a grant for bush regeneration works, and the Toronto SNG is a significant partner in the project. As the Toronto SNG is currently developing their own branding/logo, this will be able to be used on project materials to represent that partnership. In addition, the Alliance logo can be used to signify the support from the Alliance as an auspice body for the Toronto SNG.

MOTION:

That the Board grant permission to the Coal Point Progress Association to use the Alliance logo on the condition that it is smaller than any branding of the Coal Point Progress Association, so as to signify the support from the Alliance as an auspice body for the Toronto SNG.

Moved: Suzanne Pritchard

Second: Norbert Lica

Vote: Unanimous

ACTIONS – Rachele to prepare Guidelines for use of Alliance Logo to be added to the Community Resource Toolkit and distribute as soon as practicable.

- 7.2 Suggestion from LT Creek for Alliance and SNG's to reopen second hand shop at Awaba to use as a fund raiser (Robyn):** This item not discussed. Deferred to the next meeting agenda. Item for consideration at fund raising meeting as noted above in item 4.2.

8 Reports Backs From Member Groups

- 8.1 Dudley Mural Project / Grant Acceptance / Papers Submitted To Council 21 June:** Refer above to item 5 Treasurers Report.
- 8.2 Council Donation For Charlestown East Garden, Received By Alliance:** Refer above to item 5 Treasurers Report. Gail (contact for garden) is away at the moment, cheque is prepared awaiting advice from Charlestown East SNG for issue.
- 8.3 Jean Attendance At Belmont SNG Meeting (11 July):** Colin gave his apologies and organised Jean McGarry to attend the meeting. Jean gave a report-back on her meeting with the Belmont SNG. Rachele reported that Jean was a fantastic advocate for the Alliance and spoke very well on the Board's behalf. Rachele reported that the Belmont SNG noted their intention to become a member of the Alliance. They now need to complete their Terms of Reference, and complete membership forms. The Board commended Jean and thanked her for attending the meeting.
- 8.4 Redhead SNG's Administration Protocols:** An additional report back from Redhead SNG with the adoption of the groups Privacy Principles and other Administration Protocols proposed by the Alliance.
ACTIONS – Colin to email Redhead Administration Protocols to Board members.

9 General Business

- 9.1 Letter To Dot Thanking Her For Contribution To The Board:** Obviously this is no longer required, given Dot's return. Welcome back Dot! Dot advised that she did receive a letter from council thanking her for her contribution to the board.

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9.2 Grant Application FAHCSIA Volunteer Grants 2012: The draft application was circulated via email, with changes as suggested by Suzanne, and approved by the Board. The board resolved that Public Officer Robyn Charlton would sign the application prepared by Rachelle McConville in the sum of \$5,000.00 for necessary resources such as Data Projector, Lap Top, Urns and Tables. Equipment which will be made available for use by SNG's.

ACTIONS – Rachelle to submit application form with Public Officer Robyn Charlton to sign application.

9.3 Survey Monkey Account For Alliance: The Alliance acknowledges Council's contribution of \$100 for Survey Monkey account. Rachelle reported that a Survey Monkey account has been purchased on behalf of the Alliance and is available for member groups to utilise.

ACTIONS – Rachelle to add to the Tool Kit for member groups information.

9.4 ABN: Board resolved to apply for an ABN, Rachelle has made some enquiries about registering for an ABN, and circulated the necessary paperwork to collect Board Members personal details.

ACTIONS – Rachelle to prepare and submit registration for an ABN.

9.5 Alliance Official Seal: The board acknowledged that Incorporated Associations no longer need to have an Official Seal. However, it would be helpful to produce an official receipt book for the Alliance to make things more official.

ACTIONS – Rachelle to purchase / print a receipt book that includes the Alliance's ABN and other official details.

9.6 Resignation Of Michelle Downey: An additional item with the resignation of Michelle Downey as Board Member. Rachelle reported (as previously circulated via email) that Michelle has resigned from the Board, as she does not have the time to be able to commit to the alliance. The board was very thankful for her being prepared to volunteer during the initial formation of the Alliance and that we wished her the very best for her and her local SNG.

ACTIONS – Rachelle to call or write a letter to Michelle and express thanks on behalf of the Board.

10 Next Meeting Date

10.1 6pm Tuesday 21st August, 2012

Action Log Arising From Ordinary Meeting Minutes Dated Tuesday 3rd July 2012

Item	Responsibility	Action	Due Date	Progress
1	Jean McGarry	Jean to draft up a letter of appreciation to Dot.	August	Not required
2	Jean McGarry & Norbert Lica	Norbert to fill in paper work to be a signatory to the Alliance bank account. Jean to arrange to have Norbert included as a signatory to the bank account.	August	In progress
3	Rachelle McConville	Rachelle to research the need for and details of a fund raising license.		In progress
4	Rachelle McConville	Rachelle to collect ratified Terms Of Reference from all member groups.		In progress
5	Norbert Lica	Norbert to add Register Of Interests as an agenda item.	August	Complete
6	Chair & Secretary	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.	August	Complete

7	Rachelle McConville	Rachelle to establish a Post Office Box on behalf of the Alliance at Warners Bay.		In progress
8	Colin Mondy	Colin to attend Belmont SNG meeting, and other Alliance Board Members if they can.	July	Apologies from Colin, Completed by Jean.
9	Rachelle McConville	Rachelle to collect and register groups that are interested in showcasing their achievements at the Living Smart Festival and people who would like to volunteer at the stall.	Before 15 th September 2012	In progress
10	Rachelle McConville	Rachelle to register the domain name www.sustainableneighbourhoods.org.au in the Alliance's name.	August	In progress
11	Rachelle McConville	Rachelle to prepare grant application for FAHCSIA Volunteer Grants for approval at the next meeting.	17 th July 2012	Complete
12	Rachelle McConville	Rachelle to research a venue for AGM and find out what is an appropriate date, so does not conflict with other events.	17 th July 2012	Complete

Action Log Arising From Ordinary Meeting Minutes Dated Tuesday 17th July 2012

Item	Responsibility	Action	Due Date	Progress
13	Rachelle McConville	Rachelle to invite and notify all the Board members of the separate fund raising meeting to be held at 4.30pm on Thursday 26 July 2012, at the Landcare Resource Centre, Teralba.	July	In progress
14	Rachelle McConville	Rachelle to arrange 3 Toolkits, to be given to Colin, Hellen and Dot.	August	In progress
15	Rachelle McConville	Rachelle to confirm a date for AGM to be on a Sunday in October, and to set the return date for nominations at one week before the AGM. Rachelle to prepare AGM papers and to distribute amongst membership at least 6 weeks prior to AGM date.	ASAP or September	In progress
16	Rachelle McConville	Rachelle to prompt local groups to renew their memberships for 2012/13 financial year.	ASAP or September	In progress
17	Rachelle McConville	Rachelle to prepare Guidelines for use of Alliance Logo to be added to the Community Resource Toolkit and distribute.		In progress
18	Colin Mondy	Colin to email Redheads adoption of Administration Protocols to Board members.	July	In progress
19	Rachelle McConville	Rachelle to prepare grant application for FAHCSIA Volunteer Grants and to submit application form with Public Officer Robyn Charlton to sign application.	ASAP before 25 th July 2012	In progress
20	Rachelle McConville	Rachelle to add Survey Monkey Account to the Community Resource Toolkit for member groups information and to distribute.		In progress
21	Rachelle McConville	Rachelle to prepare and submit registration for an ABN.		In progress
22	Rachelle McConville	Rachelle to purchase / print a receipt book that includes the Alliance's ABN and other official details.		In progress
23	Rachelle McConville	Rachelle to call or write a letter to Michelle and express thanks on behalf of the Board.	August	In progress

Signed as a true and accurate record, Date: ___ / ___ / ___ Chair's name: _____ Chair's signature: _____