

Lake Macquarie Sustainable Neighbourhood Alliance Inc

Board meeting – MINUTES

Tuesday 15 December, 6-7pm

Teralba Bowling Club



Present: Robyn Charlton, Gabrielle Clappison, Steve Dewar, Samantha Doove, Amanda Herral, Mark Howells, Bruce Tozer

Apologies: Nico Marcar, Jean McGarry

Welcome from Chair, and acknowledgement of Country

Robyn welcomed everyone to the meeting. Robyn acknowledged the Awabakal people who are the traditional custodians of the land we are meeting on. We pay our respects to Awabakal Elders both past and present and extend that to other Aboriginal people present.

ITEMS FOR DISCUSSION

1. Board induction and welcome

- Welcome to Bruce, and board introductions
Board members each introduced themselves, and identified some of their key experience and interests in both the SN network and Alliance board, including:
 - Protecting the future of lake mac for future generations
 - Waste and recycling
 - Experience on Hunter Wetlands board
 - Interest in improving accessibility of infrastructure eg jetties.
 - Nature Play
 - Like knowing what's going on – Good to hear about other opportunities
 - Personal values align with SN network. Connection to community and nature
 - Repair café project
 - Background in HR and management
 - Great to learn more
 - Interest in waste and recycling
 - Interest in SN projects broadly and help where I can

- Confirm board member roles
Board members discussed some key functions of the Alliance board, including:
 - Making sure funds are administered correctly
 - Ensuring relevant policies and procedures are in place
 - Compliance
 - Leadership and strategy
 - Note Board Roles and Responsibilities document

Also discussed ideas for improvement:

- Need to focus more on future strategy, and governance rather than direct project work

- Emails are very useful to have inclusive discussions. Great to get feedback from board members. Agree that there's no need for everyone to respond to every email or issue. All agree that if 4 people have responded in agreement, and there's no objections, then that indicates agreement to go ahead.
- Important to task actions to individual members, and identify who is responsible for what.
- Encourage other volunteers (non-board members) to get involved in project work or other Strategy / Governance type work – where they are interested. They don't need to be on the board to contribute.
Can encourage and identify opportunities to key contacts and SN News. Also opportunity to receive Alliance board minutes directly.
- How to identify local group priority projects regularly? Currently identified through group meeting minutes, and direct requests. Rachelle to include notice in upcoming SN news - Tell us what projects you are prioritising this year?

- Meeting procedures

All agreed with the standing meeting procedures, as circulated.

Agenda items for discussion, along with relevant background information, and other reports will be sent to Rachelle 1 week before the meeting.

- Regular meeting times

3rd Tues of the month 6pm – keep that time

Prefer face to face meetings. Can consider using zoom occasionally eg during winter / bad weather.

- Board member photos and blurbs for the website,

<http://www.sustainableneighbourhoods.org.au/alliance-board.html>. New board members please send through a short blurb (and existing board members you can update if you want).

2. Committee representatives

For all committees, Alliance delegates are there to represent the Sustainable Neighbourhood network and Alliance as a whole rather than as an individual, or on behalf of a specific group.

Alliance representatives are expected to:

- Notify the board of upcoming meetings, any special agenda items, and seek feedback from the board or broader network if required.
- Provide a written report (or meeting minutes if suitable) to the board as soon as possible following each meeting.

Confirm Alliance representatives for the following committees:

- Coastal zone Management Committee (Council). Colin with backup Bruce and Steve
- Community Environment Grants Committee (Council). Jean with backup Amanda
- Customer and Community Advisory Group (Hunter Water). Jean with backup Steve

Noted the newly formed Hunter Jobs Alliance. Steve will send more information about this as potential for Alliance to join.

3. Avril and Christine retirement

The board would like to note the recent retirement of two board members.

Christine has served on the Alliance board for 3 years in total, and will continue to be a key volunteer in the Greater Charlestown SNG.

Avril has served on the Alliance board since April 2012 - that's over 8 years! Avril has played a major role in shaping the development of the Sustainable Neighbourhood network over that time, and locally in Cooranbong.

We appreciate the contributions you have both made to the board and will miss you at our regular meetings.

4. Confirm arrangements for bank signatories and Public Officer

Christine currently holds two roles relevant to board activities. Need to confirm arrangements for bank signatories and Public Officer.

Public Officer.

There is no legal requirement for Public Officer to be a board member. From the [Fair Trading website](#): "A committee member, an ordinary member or a person outside the association may hold the position of public officer."

The Alliance 'Board Roles and Responsibilities' doc includes the Public Officer duties, but also doesn't include a requirement to be a board member.

Christine has indicated that she is happy to remain the Public Officer if that is the board's preference.

The main implication would be that Christine's residential address remains the official address of the association (where we can't use a PO address), and that she notify the board if any correspondence for the Alliance is received.

Resolution: Agreement for Christine Aus to remain in the role of Public Officer.

Bank signatories.

Current signatories for the Alliance's Greater Bank account include Jean, Christine, Robyn and Steve.

Christine has indicated that she is happy to remain in this role if that is the board's preference.

Suggest adding an extra signatory (total of 5) to make transactions easier if others are unavailable.

Account rules include that approval from two signatories are required to complete a withdrawal.

Board agreed that it is important for signatories to be Board Members, so that they are aware of current projects and background to any transaction requests.

Resolution: Remove Christine Aus as a bank account signatory. Add Samantha Doove and Gabrielle Clappison signatories.

Sam and Gab will arrange to meet with Jean to complete this.

5. Request regarding Coal Ash event, March 2021

As there have been some important developments, more research findings and activity relating to the issue of 'coal ash and water pollution', the Warners Bay Sustainable

Neighbourhood Group agreed that it would be important to have another meeting in 2021. There have been some preliminary discussion about the event and Lyn Fraser is formally requesting that the Alliance auspice this event to be held on 20 March 2021. Preliminary plans anticipate the 20th March event be held at The Place (at Charlestown). It is expected that the event will provide an opportunity for community involvement in activities and following on from a February public meeting which is being organised by the Hunter Community Environment Centre.

Also additional request to help promote the HCEC's February event to SN groups.

Resolution: Agree to host the March event, and help promote the February event.

6. Sponsorship package development

Existing proposal includes:

- Corporate Membership - Opportunity for a business to become a corporate member of the Alliance (eg \$100). Could display sticker, be listed on SN website, have advance opportunity to participate in our projects, maybe networking opportunities etc. Easy buy in for small businesses, and encourage local partnerships.
- Tiered Corporate Sponsorship – Limited opportunity for larger businesses. Larger ask \$xxxx. Sponsor name could be included on banner at all events, highlighted on website, volunteer opportunities, could sponsor specific events or offer naming rights of an annual corporate networking event.

Both will require fostering business relationships, eg attendance at Business Chamber meetings, networking events etc.

First step - Clarify the terms and develop a written package + promo materials, outlining the opportunities, that can then be used as a basis to approach businesses.

Resolution: Sam and Christine happy to work on developing a written package.

7. November Meeting minutes

Meeting minutes were circulated via email.

Resolution: The previous meeting minutes, dated 17 November 2020 are confirmed as an accurate record.

ITEMS FOR INFORMATION

8. November Treasurer's Report

Attached below.

Action completed to close the Comm Bank account (transfer \$127.30 to Greater account)

9. November Strategy update

Progress to 30 November was circulated to board members, and available to members on request.

10. Risk assessments

Alliance – SN Picnic

Risk assessment for picnic event was circulated and approved via email.

11. Reports

- **Picnic Celebration event**

24 people attended. Lovely opportunity for socialising. Mayor Fraser attended and thanked participants for their work and efforts through Sustainable Neighbourhoods.

- **Plastic Free Cafes - upcoming purchase of cups**

Final grant payment has now been completed. There will be about \$3,600 for a campaign in January/February. Do have a sample bamboo cup to show you. Thinking of ordering 500 of these bamboo reusable coffee cups, with \$300 left for some collapsible cups/metal straws. Still have posters. Have lined up a few of the suggested cafes already.

Suggest purchasing all bamboo rather than collapsible ones. Steve will get a new quote, and go ahead with purchase for all bamboo.

- **Meeting with Dudley re Alliance processes**

Letter has been drafted and meeting arranged with Dudley SNG members for 16 December.

- **Waste to Art**

Last exhibition day 13 December. Final visitor numbers and evaluation report to come.

- **Valentine Festival project ideas**

The newly reinvigorated Valentine SNG are planning for a 'festival' event in mid 2021. Considering range of workshop and other ideas to engage the local community and inspire sustainability behaviours.

- **Council Parks and Play Strategy – focus group**

- The purpose of the study is to create a strategy that will plan for and enhance the park and play experiences in the Lake Mac area.
- The majority of the attendees were from SNG's or Progress Associations, which was great as we were all on the same page.
- Toilets are very important, good walking paths (crushed gravel - permeable surfaces were preferred) and available water was the majority of the suggestions.
- Shade covers/trees over play equipment, fenced areas alongside larger clear spaces, natural looking play equipment preferred instead of out of place steel and plastic structures. QR codes with more relevant information regarding the area, climbing walls and challenging climbing structures for the older children.
- Please comment on the survey and share with your networks, they need more feedback, asap. <https://shape.lakemac.com.au/parks-and-play> #letsplayinLakeMac hashtag to use on your social media with your photo of your favourite park

12. Correspondence (18 November – 10 December)

- Notification of unsuccessful grant application – Supplementary Volunteer Grants 2020
- Notification from Council regarding Development application DA/1786/2020 – 20 Central Road, Cooranbong - Proposed Community Facility and Recreation Area (Cooranbong Community Off-Road Shared Pathway) – forwarded to the Cooranbong and Morisset SNG contacts
- Notification from Council about Local Adaptation Planning session. Forwarded to the Pelican Area SNG contacts.
- Confirmation from NSW Government. Alliance registered as a Covid-Safe business
- Alanna Pike (Dudley SNG) – Looking to take on the Dudley Nature Play project. Is currently seeking feedback from local community about how best to spend the remaining grant funds.
- Alliance AGM minutes and board welcome – Sent to SN Key Contacts
- Sustainable Neighbourhood News, November 2020
- Coastal Zone Management Committee meeting minutes – circulated to board members
- Confirmation from EPA that Plastic Free Café grant payment is being processed. Remittance received 11 December.
- Alliance Board – Important information and documents – circulated to board members
- Certificate of Achievement – Awarded to the SN Alliance – NSW/ACT Regional Achievement and Community Awards
- Renewal of the Alliance’s Insurance Duties Exemption
- Reminder regarding Waste to Art pack up – sent to artists
- Invitation from Council consultants to participate in Lake Macquarie Parks and Play Strategy focus group
- Meeting request with Dudley SNG members regarding Alliance processes and the bench seat installed on Ocean St

Meeting closed 7.20pm

**LAKE MACQUARIE SUSTAINABLE NEIGHBOURHOODS ALLIANCE
GENERAL MEETING**



TREASURER’S REPORT

1 November to 30 November, 2020.

Account 724181724 with Greater Bank, Charlestown Branch.

Balance **\$ 14,830.62**
CR

RECEIPTS

18 Nov 2020 Cash dep. CBA A/c Charlestown \$ 127.30

18 Nov 2020 Cash Dep Plastic Free Café, Toronto 950.55

Total Income **\$ 1,077.85**

EXPENDITURE

Total Expenditure **\$ NIL**

BALANCE **\$ 15,908.47**
CR

This is a true statement of accounts for the Lake Macquarie Sustainable Neighbourhoods Alliance Inc. for the period 1 November, to 30 November 2020.

Signed _____

Name Jean McGarry

Title Hon Treasurer

Date 13 December, 2020.