

Lake Macquarie Sustainable Neighbourhood Alliance Inc

Board meeting – MINUTES

Tuesday 16 February, 6-7pm

Teralba Bowling Club



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

Apologies: Nico Marcar

6.05 start

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. Business membership proposal

Sam has drafted and circulated a sponsorship plan proposal. Summary below.

Objective: To increase the Alliance's revenue to help support our projects and to guarantee future financial longevity of the network.

- Stage 1 – Business membership
Approach local businesses that contribute towards SN ethos. Aim for 100 businesses in 2021.
Suggested annual fees: \$50 (<20 employees); \$150 (>20 employees)
Benefits to business through association with us and indication to customers that they align with SN values, acknowledgement on SN website and window decal.
Benefit to local SN groups to strengthen relationships with local businesses.
Develop materials and supporting background March-May
Start recruiting businesses in June
- Stage 2 – Corporate networking event for members
Second half 2021
Create larger sponsor package for late 2021 or early 2022

The board discussed and agreed on a number of points:

- General consensus and agreement with the proposed approach.
- Confirm membership prices as above. Consider adding category for large businesses (eg >100 employees), with negotiable price.
- Costs for processing membership will include:
 - Decal (~\$4), Printing and postage (~\$5)
 - Online payment processing fee (~2-6% per transaction)

	Price	Income
Small business (<20 employees)	\$50	\$38.50

Medium businesses (20-100 employees)	\$150	\$133.50
Large businesses (>100 employees)	negotiable	

- Online application form and payment system is feasible on our existing website. Important to make it easy for businesses (and individuals) to join.
- How to judge compatibility with SN ethic? Suggest membership sign up includes declaration of business's alignment with / commitment to working towards SN objectives.
- Potential for SN to promote individual businesses, and outstanding sustainability examples. However, will not be promising this to members. Will need to be ad hoc as volunteer capacity allows.
- Fundraising target and use of funds. Aim for consolidated revenue up to \$5k per year, and additional availability for SN projects. Will need to develop protocols for spending.
- Consider host/co-hosting a corporate event in late 2021, with possible collaboration with Council circular economy lead.
- Managing and allocating workload, setting up and ongoing.
- Communicating consistent message – for local groups and volunteers. Handout with key messages for local groups to use to approach their local businesses.
- Keep register of business contacts and businesses to target for recruitment.
- Raise at SN network event this Saturday to gauge interest and feedback from members.
- Action: Sam and Rachelle to start developing promotional content/ background materials, and investigating / establishing online registration.

2. SN Network Gathering, 20 Feb

Draft running sheet and planning doc circulated for board review. 16 people booked in so far. Confirmed outline and board roles for the day:

- About the Alliance – Skip this bit. Probably speaking to the converted. Just introduce the board, and use time for Strategic / Citywide planning.
- SN local group report-backs – first up
- Strategic Plan summary + Citywide projects + consider how to include upcoming Council plans and priorities.
- 2021 priorities – What actions will you be prioritising in 2021?
- Informal time

3. Declaration of potential conflict of interest

Mark Howells has made the following declaration regarding a potential for conflict of interest:

I have been endorsed to run as a Labor Party candidate for Lake Macquarie City Council in the upcoming September Local Government Elections, third on the North Ward ticket.

I will also be making the above disclosure at the two Sustainable Neighbourhood Groups, Warners Bay & Five Bays, which I hold formal committee roles in.

The feedback I received is that while a conflict of interest is low, there is still a small potential for a number of instances to occur which include:

- *If the board was to make a position on an election issue.*
- *If I was mistaken to be speaking on behalf of Sustainable Neighbourhoods rather than a candidate.*
- *If there is a conflict of interest perceived by the public.*

The potential of a conflict of interest will be on-going until at least Saturday the 4th of September, 2021.

Here's the formal rules from the Alliance Constitution:

5.7 Conflicts of Interest

Board members shall disclose any conflict of interest or affiliation that may impact on their impartiality in regard to the subject matter before the Board. It is particularly important to declare pecuniary (financial) interests. This must be recorded in the minutes. The Chairperson is responsible to decide if a member should not vote on a matter due to a member declaring they may have a conflict of interest. If the Chair declares a conflict of interest, the Secretary will decide if the Chair should not vote on the matter.

The board noted the declaration.

4. Hunter Jobs Alliance

Hunter Jobs Alliance, www.hunterjobsalliance.org.au. From their website:

The Hunter Jobs Alliance is a bold new community and union alliance. Grounded in the local, we will work with governments and industry to deliver a safe, prosperous future for the Hunter - one in which workers, their families and the environment thrive.

Should SN Alliance join? The website has an option for individuals to join, but nothing obvious about organisations joining. Does anyone want to look into what joining as an organisation would mean? And if they are looking for new member organisations?

Action: Jean will investigate membership options, including potential obligations and benefits of joining as an organisation.

5. December Meeting minutes

Meeting minutes were circulated via email.

Resolution: The previous meeting minutes, dated 15 December 2020 are confirmed as an accurate record.

Moved: Steve. Seconded: Gab. Carried.

ITEMS FOR INFORMATION

6. December and January Treasurer's Report

Attached below.

7. December and January Strategy update

Progress to 31 January was circulated to board members, and available to members on request.

8. Risk assessments

- SN Gathering, 20 Feb
Risk assessment circulated and approved via email.

9. Updated Covid Safe plan

The Alliance is now registered as a Covid Safe organisation. The covid safe plan has been updated to reflect this, and to include reference to the QR code.

A QR code is available for groups to use at their public events, if needed.

All the other Covid Safe measures remain the same.

- Note that even when using a QR code check in, it is still important to ensure participants register prior to attending a public SN event, in order to keep expected numbers within NSW Health guidelines.
- Continue to check current health advice and restrictions at www.health.nsw.gov.au, and update your event planning and risk assessments accordingly.
- Complete and submit a risk assessment for all public events, member working bees and projects, including consideration of the Sustainable Neighbourhoods COVID-19 Safety Plan.

10. Special board meeting

A number of issues have arisen related to the SN scope; relationship with Council; managing contentious issues; and advocacy roles.

Board will meet Tuesday 9 March, 6pm, Venue TBC, to discuss.

11. Reports

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

Bamboo cups were delivered to all cafes Thurs 4 Feb.

Media continued during the same week...ABC 1233 on Thurs Feb 4 at Mama P's, Charlestown and various social media including Lakemac Community.

A few restaurants declined at last minute: Moe's Glendale, Three T's Cardiff, Ground Control and Caleo, Warner's Bay. Replaced by New Nero, Cardiff, MAC Gallery Coffee Shop, Sea Maiden Redhead, and Cozzies Cuisine, Swansea. The updated list of cafes is here: www.sustainableneighbourhoods.org.au/plastic-free-cafes.

Steve continuing publicity and checking cafes. Emphasised safe use of reusable coffee cups, cleaning of the cups, and the aim of plastic Free! Also pointed out Marks Pt and Toronto aim to be declared Plastic Free Suburbs.

Thanks to Nico, Gabby, Jean, Amanda and Ken for their help.

Considering campaign later in the year to target small truck style coffee vendors, fast food coffee, and tradie customers.

• **Waste to Art**

Evaluation report has been drafted, and volunteer debrief upcoming. >130 artists exhibiting 40 artworks, and attracting 600 visitors. Estimated digital reach of 38,000. Currently seeking volunteer involvement for 2021 project.

• **Valentine SNG planning**

Valentine SNG planning a couple of events to reinvigorate their group:

- 'Planning party', Thursday 18 May, 6pm. Invite community members to help plan for August events
- Series of 4 workshops in August around sust topics eg solar, gardening, eating well, and new sust ideas.

• **Pamper Care**

Continuing to network with Woodrising Neighbourhood Centre and OZHarvest, assisting mainly residents in North and West Ward. 5 individuals received assistance with Pantry Food and Personal Care items in January. The Christmas Hampers were a huge success.

• **ReLeaf Lake Mac**

Regular updates on Favourite trees etc on Facebook page.
Working with Dudley SNG on possible Tree Trail idea. Gabby and Robyn going to Pearl Beach on 19th Feb to check out their tree trail,
<https://pearlbeachprogress.org.au/directory/the-pearl-beach-significant-tree-walk/>.
Research into tree tags in progress.

Council initial community engagement on Urban Greening Strategy due to commence in March.

- **Coastal Zone Management Committee – February meeting**
Colin attended on behalf of the Alliance. Will circulate meeting minutes when available.
- **Cardiff Area SNG, upcoming events:**
 - Monthly Boomerang Bags workshops started since Jan 2021,
www.sustainableneighbourhoods.org.au/boomerang-bags-sewing-workshop.
 - Wreath making workshop (pending availability of community hall), April
 - Pollinator Project – event at Wilkinson Park. Details TBC
- **Rathmines Main Street proposal**
Rathmines Area SNG are working with the Rathmines Main Street Committee to improve the amenity of the Rathmines shopping strip / public area. They have developed a concept plan and proposal to approach Council.
A summary of their proposal was circulated via email.

12. Correspondence (11 December 2020 – 11 February 2021)

- Waste to Art – Artist survey distributed to 2020 artists
- Letter to Dudley SNG regarding unauthorised installation of bench seat, and reminder about Alliance processes.
- Letter of recommendation for Tristan, 2020 Waste to Art volunteer role
- 2019-20 Summary of Financial Affairs for Alliance submitted to Service NSW
- Invitation from Vision Australia for selected Waste to Art artists to exhibit at their upcoming exhibition as part of City of Newcastle’s Count Us In Festival in March 2021.
- Minutes of December Coastal Zone Management Committee meeting circulated to board members
- Invitation to SN members to attend HCEC Coal Ash public meeting on 27 February – sent to SN Key Contacts
- Various correspondence regarding Dudley SNG concerns around Council’s dWell design competition
- Notice to SN Key Contacts that Alliance is registered Covid Safe organisation, and that Service NSW QR code is available for use at SN events.
- Letters of thanks sent to Avril Lockton and Christine Aus on their retirement from the Alliance board.
- Request to Council seeking permission to install tree tag program in various locations in the City.
- Request to SN Key Contacts to assist with Plastic Free Cafes delivery and promotions
- Invitation to SN Gathering 20 February – sent to SN Key Contacts
- Sustainable Neighbourhood News, 28 January
- Invitation from Deborah Wise, RMIT researcher, seeking participants for research survey and focus group, ‘Why join a Sustainable Neighbourhood Group?’ Sent to SN Key Contacts
- Plastic Free Cafes information emailed to participating cafes

- Online meeting re Electric Vehicle bulk buy opportunities – sent to SN Key Contacts

Meeting closed 7:10pm



LAKE MACQUARIE SUSTAINABLE NEIGHBOURHOODS ALLIANCE

GENERAL MEETING

TREASURER'S REPORT

1 December to 31 December, 2020.

1 January to 31 January, 2021

Account 724181724 with Greater Bank, Charlestown Branch.

Balance **\$ 15,908.47 CR**

RECEIPTS

08 Dec EPA Cr. 16072020	\$ 1,930.00
16Dec Pamper Care, C. Aus	<u>200.00</u>

Total Income **\$ 2,130.00**

EXPENDITURE

03 Dec Th11053632 Tshirt REF R, Charlton	41.00
08 Dec WdITH15463105 Pamper Care R, Charlton	<u>200.00</u>

Total Expenditure **\$ 241.00**

BALANCE **\$ 17797.47 CR**

This is a true statement of accounts for the Lake Macquarie Sustainable Neighbourhoods Alliance Inc. for the period 1 December, to 31 December 2020.

Signed _____

Name Jean McGarry

Title Hon Treasurer

Date 10 February, 2021.

LAKE MACQUARIE SUSTAINABLE NEIGHBOURHOODS ALLIANCE

**GENERAL MEETING
TREASURER'S REPORT**

1 January to 31 January, 2021



Account 724181724 with Greater Bank, Charlestown Branch.

Balance **\$ 17,797.47 CR**

RECEIPTS

Total Income **\$ NIL**

EXPENDITURE

13 Jan Th10564652 L,Mac Sus Nghbrhd /Fresh Prom.	\$ 3,663.00
13 Jan BPayWdl51565809Crn.03103330	<u>492.50</u>

Total Expenditure **\$ 4,155.50**

BALANCE **\$ 13,641.97 CR**

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Signed _____

Name Jean McGarry

Title Hon Treasurer

Date 10 February, 2021.