

Lake Macquarie Sustainable Neighbourhood Alliance Inc

Board meeting – MINUTES

Tuesday 21 April, 6-7pm, Via Zoom

Present: Mark, Robyn, Nico, Avril, Amanda, Steve, Sam (Rachelle)

Apologies: Gab, Jean, Christine



Welcome from Chair, and acknowledgement of Country (1min) – Robyn

Robyn welcomed everyone to the meeting and presented an Acknowledgement of Country.

Check in

- 1min each – personal check in

ITEMS FOR DISCUSSION

1. Moving our board meetings online - Reminder re meeting procedures (5min) - Robyn

- Process becomes especially important for online meetings
- Only one person speaking at a time. Take direction from the Chair.
- Be present. Please avoid multitasking during the meeting
- Be aware of background noise. You can mute yourself to avoid disrupting the meeting
- Let's keep to strict start and end times

All agreed with the meeting guidelines.

2. Updated training / networking schedule (10min) - Rachelle

- Revising what was planned in light of physical distancing requirements
- SN Network meetings
 - Rachelle will schedule an online gathering for SN Network at the end of April. Suggest focussing on a report back from each of the groups + positive lessons from covid to sustain in the future. (See draft details below.)
- Digital storytelling (how to make and edit a short video on your phone/tablet) – Planning for 6 week online course starting end May. Limited spots available. Expected about 3-6 hours/week time commitment, and obligation to produce a video. Will be promoted to active SN and Landcare volunteers this week.
- Community organising and advocacy training. Aiming for series of three online 'workshops' in June-July, with the Change Agency.

Resolution. Happy for Rachelle to proceed with these events as planned.

3. Alliance submission to NSW Plastics Strategies (10min) - Steve

EPA Plastics feedback - Now open for public feedback till 8 May

- NSW Plastics Plan, <https://yoursay.dpie.nsw.gov.au/plastics-plan>
- Future for Waste and Resource Recovery in NSW, <https://yoursay.dpie.nsw.gov.au/20-year-waste-strategy>

Steve circulated a draft submission for each consultation via email, including:

- Supportive of plan, and applaud action to address the very important plastic and waste crisis.
- Supportive of key targets in the plan, and emphasis on circular economy.

- Recommend additions to place immediate bans on a broader range of single use plastics including: plastic plates, cutlery, stirrers, straws heavier plastic bags, polystyrene material or oxy biodegradable materials.

Board discussion included:

- Additional items to add to submission: Barrier bags (veggie bags) and single use freezer bags.

Resolution. Agree to support submission drafted by Steve, with amendments above.

Action. Rachelle to circulate Alliance submission to network to seek member feedback and encourage individual or group submissions too.

4. Board functions (10min) - Robyn

Suggestion to assign specific tasks for board members. For example there are a couple of functions already managed by specific board members:

- ✓ Facebook page admin – Robyn and Gab
- ✓ Bank signatories – Jean, Robyn, Steve and Christine

Are there other suitable roles for specific board members to take up? Eg idea of Sponsorship, Marketing teams? Ideas welcome. Let Robyn and Rachelle know.

Idea to nominate 3-4 people to review risk assessments. Board responsibility to understand and to consider if all the health and safety risks are being reasonably controlled.

Resolution.

- *Continue to send all risk assessments direct to admin@sustainableneighbourhoods.org.au for initial review, and to be forwarded to board. Require responses from 4 board members to approve.*
- *Need to remind all groups that the board requires at least 1 week notice. Note that board members are volunteers too, and can't be expected to review risk assessments and grant applications at short notice.*

ACTION: Rachelle to remind membership about 7 days notice, and review process for risk assessments and grant applications.

5. February meeting minutes (2min)


Draft minutes were circulated via email.

Resolution. Confirm the minutes dated 18 February 2020 meeting are a correct record of the meeting proceedings. Note that there was no formal meeting in March.

MOTION moved: Steve. Seconded: Mark. Carried.

ITEMS FOR INFORMATION

6. March banking report

		06/04/2020 9:36 AM		
Account 724181724 Access				
Date	Description	Debit	Credit	Balance
02/04/2020	BPAY Wdl ref: [redacted] DEFT INSURANCE. CRN [redacted] Internet Banking	-\$3,250.00		\$7,300.47
30/03/2020	Osko Payment Internet Banking to [redacted] Gavin Ord - Plants for pollinato...	-\$195.00		\$10,550.47
25/03/2020	Osko Payment Internet Banking to [redacted] Stewart Sinclair	-\$150.00		\$10,745.47
23/03/2020	BPAY Wdl ref: [redacted] LMCC. CRN [redacted] Internet Banking	-\$250.00		\$10,895.47
03/03/2020	Osko Payment Internet Banking to [redacted] Robyn Charlton - Pamper Care	-\$200.00		\$11,145.47
02/03/2020	BPAY Wdl ref: [redacted] LMCC. CRN [redacted] Internet Banking	-\$325.00		\$11,345.47
24/02/2020	EFT Dep CHARLTON ROBYN DonationFromStall		\$10.00	\$11,670.47
04/02/2020	Wdl Thpar Internet Banking Transferred to [redacted] WARNERS BAY AREA SUSTAINABLE NEIGHBOURHOOD GROUP - Nature Play	-\$800.00		\$11,660.47
04/02/2020	Wdl Thpar Internet Banking Transferred to [redacted] WARNERS BAY AREA SUSTAINABLE NEIGHBOURHOOD GROUP - Repair Cafe Hall hir...	-\$150.00		\$12,460.47
04/02/2020	Wdl Thpar ref: [redacted] GBS Internet RepairCafe man/too [redacted] Sam Doove	-\$178.65		\$12,610.47
29/01/2020	Wdl Thpar ref: 17240436 GBS Mobile DudleyComGardenEG [redacted] Simon Mudge	-\$220.00		\$12,789.12
29/01/2020	Wdl Thpar ref: 17232379 GBS Mobile Grant Project: EPA [redacted] Stephen Dewar	-\$147.88		\$13,009.12
24/01/2020	Wdl Thpar ref: 18484799 GBS Internet Plastic Free Cafes [redacted] Rachelle McConville	-\$102.50		\$13,157.00
15/01/2020	Wdl Thpar ref: 21202036 GBS Internet Lakemac Sus Neigh [redacted] Fresh Promotions Pty Ltd	-\$4,240.50		\$13,259.50
10/01/2020	Chq1 Dep CHARLESTOWN		\$17,500.00	\$17,500.00

7. March Strategy Update

Circulated via email.

8. Insurance renewal

Insurance policy review and renewal took place over email, between 3 March –

Some discussions took place:

- Clarification of our events >1 day duration (Waste to Art and stall at Living Smart Festival)
- Clarification of Repair Café activities, and regularity of events. Note that the insurer is unwilling to include bike maintenance activities, “due to heightened risk of a bike

breaking whilst in use and the third party holding you negligent for bodily injury caused through the repair.” The Alliance could still include these activities in Repair Café events, as long as a qualified contractor is engaged and licensing/insurances are maintained by the contractor (Same as for the electrician).

Insurance policy was renewed with Austcover, under their Community Environment Group scheme, noting the exclusion above.

9. Discussion points from fortnightly catch up 14 April

Avril, Steve, Mark, Amanda, Nico, Robyn, Christine present

- **Active Transport Strategy.** Group is currently on hold, and don't expect Strategy development to progress in the near future.
Definitely an increase in walking around local neighbourhoods, and shopping at local shops. Useful for people to identify good local walking routes – especially within 15-20min of town centres. Can email Nico these to forward on to the Active Transport Group when it meets again.
- **The Future We Choose** by Christina Figueres and Tom Rivett-Carnac – Recommended reading.
- **Sustainability, Climate Change and Covid.** Use opportunity to highlight climate change as an issue and encourage behaviour change – especially at home. Lessons learned from living in physical isolation? Eg many of our car trips aren't necessary. Gardening and nature are important. Widespread health and hygiene behaviours work (eg flu season has been delayed dramatically this year). Less need for office buildings – available for housing? Don't need to take that overseas trip. Cross party collaboration eg union and fed gov.
Need political / systemic change. Without it individual change is ineffective.
- **Social assistance – eg Pamper Care.** Will be many more people struggling to make ends meet. Encourage people to promote to Pamper Care? Woodrising Neighbourhood Centre is drop off point. Eg give gift vouchers for local businesses. Robyn will send through details for promotion when they are available. Can donate through Alliance bank account. Rachelle to update website when details are available.
Emilie – citywide food banks and other support? Eg Hunter Region Neighbourhood Centres

10. Items tabled for later/ next meeting:

- Reminder re Health and Safety obligations, need for training refresher and reviewing requirements.
- Process for Alliance submissions. Need to clarify collecting input / ensuring our submissions fairly represent the network as a whole. Timelines.
- Alliance T shirts. Had planned to request orders again in April. Postpone considering possible financial stresses, and no face to face events anyway. If LSF is going ahead we can revisit again in July so that we've got tshirts ready.
- Citywide Eco Angel Clean Up - Please check with your groups if people are interested. Could start planning for possible winter or later date. Message re new society and cutting down waste and litter in general.

11. Group updates

Cardiff Area	<ul style="list-style-type: none"> • Pollinator Project. Haven't received report back yet about how they plan to proceed.
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Caves Beach - Swansea Area	<ul style="list-style-type: none"> • Remain relatively inactive
Cooranbong	<ul style="list-style-type: none"> • Remain relatively inactive
Dudley	<ul style="list-style-type: none"> • Excellent Facebook page focussing on local Dudley info and keeping community connected. • Group members already keeping in touch with Facebook Messenger group. • Dudley Community Garden? Assume its available because it's in public space, but no gathering. • No specific projects coming up.
Five Bays	<ul style="list-style-type: none"> • Zoom meeting scheduled for end April
Greater Charlestown	<ul style="list-style-type: none"> • Seeking access for individual maintenance at pool garden
Morisset and Peninsula	<ul style="list-style-type: none"> • Remain relatively inactive
Pelican Area	<ul style="list-style-type: none"> • Group members staying in touch over the phone • Landcare activities cancelled
Rathmines Area	<ul style="list-style-type: none"> • Continuing to keep in touch over email, and considering Zoom meeting • Individual waterwatch monitoring • Project to oversee management of noticeboard at Rathmines shops
Redhead	<ul style="list-style-type: none"> • Redhead Energy Wave – grant application submitted
Toronto Area	<ul style="list-style-type: none"> • Zoom meeting April • Toronto Foreshore – Lack of progress from Council. Being pursued by community. • Concern about vulnerable people in the community and how we can assist. • Reduce waste/plastics
Valentine	<ul style="list-style-type: none"> • Remain relatively inactive
Warners Bay Area	<ul style="list-style-type: none"> • First online group meeting went well • History project – Plaque has been installed and waiting for unveiling ceremony with Council • Water Quality (heavy metals and faecal contamination) project still happening, but waiting for meeting with Council staff • Considering sewing masks like upcycle
West Wallsend District	<ul style="list-style-type: none"> • Individual maintenance at community garden site
Citywide	<ul style="list-style-type: none"> • ReLeaf – Grant announced by end April • Plastic Free Cafes – Holding off on new cup purchase till 'after'. • Waste to Art – Proceeding to plan for October exhibition. Volunteer team producing a series of video mini art project activities to deliver through W2A Instagram account over coming months.

	<ul style="list-style-type: none"> • Citywide Eco Angel Clean Up – Please check with your groups if people are interested. Could start planning for possible winter or later date. Message re new society and cutting down waste and litter in general.
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12. Correspondence (19 February – 16 April)

- GreaterBank – Notice that deposit and payment facility terms and conditions are changing
- Request to Council to extend deadline for ESSAP submission
- Late request on behalf of Pelican Area SNG for inclusion in Council's Housing Strategy
- Request from Hunter Community Environment Centre to promote Bird Feather Hunt and Myuna/Ash Dam event
- Various letters of support received for the ReLeaf application
- Application to Grill'd Fundraising 'Local Matters' program accepted
- Enquiries with The Change Agency and Les Robinson regarding training workshops.
- Sustainable Neighbourhood News, February and March
- Request from Boomerang Alliance to support Plastics Summit Joint Statement
- Notice of Community Consultative Committee for Eraring Ash Dam Expansion Project – sent to key contacts
- Policy review for insurance renewal from Austcover
- Reminder re Neighbour Day and pre-event survey sent to key contacts
- Confirmation from 1 Million Women that we have been included in their app
- Coronavirus precautions, and subsequent updates sent to key contacts, and Sustainable Neighbourhood News
- Invitation (and subsequent covid cancellation) to give evidence to the 'Inquiry into costs for remediation of sites containing coal ash repositories'.
- Request from Newcastle High School for assistance with repair and upcycling bikes.
- Discussion with Austcover regarding 2020 insurance renewal, including:
 - event
- Two grant applications submitted to Council for the current round of Community Environment Grants:
 - EnergyWave Redhead – Project to encourage renewable uptake in Redhead
 - NatureScape – Project to deliver Nature Play activities to local Schools
- Various correspondence from the Boomerang Alliance regarding upcoming NSW Plastic and Waste consultations
- Notice from Council that the Coastal Zone Management Committee meetings are cancelled until further notice. Subsequent invitation for online meeting for 5 May.
- Submission to NSW Government regarding Koala SEPP Guidelines submitted.
- Request to assist with shopping from local resident.

SN Network Catch Up – Draft invitation

Wednesday 29 April, 3-5pm

Registrations essential at [link]. Once registered, we'll send you instructions on how to join.

Join us for a virtual gathering of Sustainable Neighbourhood volunteers from around Lake Macquarie.

We'll be asking each group to provide a 6 minute (spoken) report about:

- How is your group operating within physical distancing restrictions? Any projects still happening?
- A lesson or idea for Sustainable Neighbourhoods that this pandemic has inspired. What have we changed that can / should be sustained in the long term?
- What's the first thing your group will do when restrictions are relaxed / removed?

We'll be strictly facilitating the session to help manage a large group of people. Please:

- Use your video if you can – It's much nicer to be able to see each other.
- Mute your microphone when not speaking.
- Take direction from the Chair. Only one person speaking at a time.
- Use the '[Raise hand](#)' function if you'd like to speak. (Feel free to use the other Reactions during the meeting as well.)
- We'll open the meeting at 2:45pm, so that we can have a quick hello and sort out any technical problems prior to a 3pm start.