

Lake Macquarie Sustainable Neighbourhood Alliance Inc

Board meeting – MINUTES

Tuesday 18 May, 6-7pm

Teralba Bowling Club



Present: Robyn Charlton, Gabrielle Clappison, Steve Dewar, Nico Marcar, Jean McGarry, Bruce Tozer

Apologies: Amanda Herrald, Sam Doove, Mark Howells

Meeting start: 6.06pm

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. Alliance 10 Year Anniversary – 7 July 2021

Major action in the Alliance Strategic Plan is to celebrate and leverage the occasion of the Alliance's 10 Year Anniversary. Actions agreed to go ahead with:

- Arrange media for week of 7 July. Summary of achievements, volunteer profiles, and upcoming events like NTD.
- Brand everything over the coming 12 months July21-Jun22, as 'Celebrating a decade of Sustainable Neighbourhoods'. Rachele to develop some branding suitable for use by Alliance and local groups.
- ~~Farmers Market day.~~ [Home Grown Market at Speer Pt](#) – On every fortnight. Located close to the heritage shed. Sundays. 4 & 18 July
Similar to what we do at a Living Smart Festival, confirmed activities:
Repair Café in Heritage Shed – Gab will seek volunteers
Plastic Waste – Steve
Matchstick seeds planting activity – Pelican TBC – Robyn will ask them.
WED – energy efficiency – Toronto SNG
Waste to Art – Rachele to find some items to exhibit.
- Members' dinner TBC– Does anyone want to organise a social dinner for members?
Suggest Pippis at Speers Point – central, relaxed and affordable.

ACTION: Rachele to summarise and ask SN groups how they want to participate. Confirm details etc.

2. National Tree Day plans

Meeting for participating SNGs + Landcare reps with Jason Harvey:

1 June, 11.30-12.30, Teralba Hall, 15 Anzac Parade, Teralba

Sites confirmed so far:

Group	Event date	Site details	Notes
Cardiff Area	Saturday 24 July		Need site details

Dudley			
Five Bays			Working with Council to confirm non-Landcare site. May not be for NTD
Greater Charlestown			Interested? TBC
Morisset and Peninsula			
Pelican Area			Interested? TBC
Rathmines Area			Rathmines Park? Need to confirm where their established Landcare site(s) are. Have directed to Landcare.
Redhead			
Toronto Area	Saturday 31 July	Guranda Reserve Landcare site, Coal Point	
Valentine			Interested? TBC
Warners Bay Area	Tuesday 3 August – is that right?	North Creek Landcare site, Warners Bay	
West Wallsend District			Interested? TBC

ACTION: Steve to chase up missing site and date details from keen groups for 1 June meeting.

3. Confirm change of representative – Coastal Zone Management Committee

Colin Mondy resigned in March from his role as the Alliance representative on Council's Coastal Zone Management Committee.

Resolution: Confirm Bruce Tozer as Alliance representative, and Steve Dewar as a backup.

Move: Robyn. Seconded Gab. Carried.

Coastal Zone Management Committee Meeting Report 20/04/2021

Cr Langford flagged possible SN support on a couple of items, for example Operation Posidonia – a program to monitor and revegetate vulnerable lake seaweed (Posidonia).

Suggest Alliance board can address any relevant items and items can be raised at upcoming CZMC meeting. We should take the opportunity to be proactive where we can.

Meeting minutes have been circulated to board members, and are available on request.

Resolution: SN network will be able to promote Operation Posidonia, and individuals will be encouraged to participate. More info here: Operation Posidonia, <https://www.operationposidonia.com/how-to-guide>.

4. Draft volunteer Code of Conduct

Draft Code of Conduct for SN volunteers has been developed as part of our refresh of Alliance governance. Draft has been circulated to board members for review, and mentioned by Alliance board members at a few recent local group meeting visits.

- Suggested changes to the text to soften the wording as board member feedback.
- Aim to collect feedback by mid June, to present final draft to June board meeting for formal adoption.
- Start using updated Membership Forms from July when groups will be renewing their memberships for 2021-22.

Resolution: Circulate draft Code of Conduct (and updated membership form) to SN Key Contacts to seek feedback from members and groups.

5. Board member visits

Confirmed details for most groups. Waiting to confirm meeting details for Dudley & Morisset. Reports so far:

Group	Board member	Report
Cardiff Area	Steve	<ul style="list-style-type: none"> • Confirmed NTD site on July 24 • Supportive of 10th Anniversary stall July at Farmers Market • Business Supporters Plan approved, although work involved in getting small business supporters. • Liked citywide projects eg coffee cups. • Some unease / problems with Code of Conduct. Could be seen as over the top. • Particularly unhappy with Council's frequent lack of consultation with SNGs – particularly around property development and destruction of bushland, eg at Myall Rd. • Local Projects: Wreath Making, Pollinator Corridor, protect Munibung Hill, Frog Pond Workshop, Save Myall Rd bushland, Swap Library, help Repair Cafe WB, Car boot sale, Boomerang Bags, Cardiff North School Community Garden, CASNG newsletter. • Need help from Alliance regarding casual hire of Council Halls. Casual hirers are not currently allowed at any council halls because of covid concerns and unreasonable risk aversion. • What do we do if Council disconnects from Sustainable Neighbourhoods? • Need help to advertise SNG events. Council has recently disallowed community events on their events page • Council often doesn't consult transparently. Need Alliance to help set up more communication with Council - maybe a regular consultation.
Valentine	Gab	<ul style="list-style-type: none"> • Thoroughly enjoyable planning meeting - full of passion and commitment. • They discussed the planning meeting. Good opportunity to remind them about governance requirements. Sent a thank you email with links from our web page, regarding governance and planning. • 10yr anniversary, very excited about supporting the workshops and a Repair Cafe "the heritage shed will be a good place to do the Repair Cafe

		<p>and showcase what we do" maybe with a photo display or video imaging. "like the idea of walking into a variety of workshops/activity tables.</p> <ul style="list-style-type: none"> • National Tree day, some concerned were shared regarding people's attitude towards trees. Explained it was only Landcare sites and we are there to assist them, if they wanted to collaborate with other local volunteer groups. • Business supporters were not talked about, we ran out of time. • Several times we were referred to as 'the council' e.g the council will check our risk assessments, council will contact all our volunteers, council will give us the hall. I clarified this every time. • I feel this experience has certainly benefited the group and myself.
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ACTION: Rachelle to collate and send around to groups when we collect a few more reports over coming month.

ACTION: Steve to enquire with Cr Fraser about potential to set up regular meeting with Council liaison. Noted that many aspects of Council engagement are proactive, but main problems have been around inappropriate developments.
 Moved Steve. Seconded: Jean. Carried.

6. March meeting minutes

Meeting minutes were circulated via email. Note that the April meeting was cancelled.

Resolution: Confirm that the previous meeting minutes, dated 16 March 2021, are an accurate record.

7. TREASURERS REPORT – MARCH and APRIL

See attached below

Moved Jean. Seconded Nico. Carried

RISK ASSESSMENTS AND REQUESTS

- 8. Warners Bay Area SNG – Repair Café, 5 June**
- 9. Toronto Area SNG – World Environment Day stall, 5 June**
- 10. Cardiff Area SNG – Tree planting workshop, 29 May**

All risk assessments circulated and approved via email

PROJECT AND LOCAL GROUP UPDATES

11. Strategic Plan progress update

April progress update circulated via email.

12. Upcoming training and networking events

- **Social media training** – series of online workshops in June.
 Online - Tuesday evenings in June, 7–8.30pm

1, 8, 15 and 22 June

Book by 20 May at <https://www.eventbrite.com.au/e/social-media-for-community-groups-in-lake-mac-online-workshop-series-registration-152784641977>

- **SN Networking event**

Save the date for Saturday 12 June, 2-4pm

Details TBC – Will be asking Debbie OByrne to come and talk about Circular Economy.

13. SN stall at May Movie Month

Fantastic night for first session. About 100 movie goers and Gab managed to chat to over a third of them. Most new about us with seven new people signing onto the email list.

14. ReLeaf Lake Mac

ReLeaf Lake Mac is moving forwards with meetings with representatives of the Aboriginal Community including the MAC Aboriginal Reference Group and the CEO from Biraban LALC. Both parties are interested in the tree trail concept at the MAC Sculpture Park. All approve the concept of 'Aboriginal name, common name and scientific name' last. Here is the link to Facebook album, "Trees of Lake Mac" is here.

<https://www.facebook.com/media/set?vanity=releaflakemac&set=a.295217062242848>

The Blackalls Park site is under investigation on HOW to safely implement the planting project. It will happen, not sure when.

The community has really taken to the ReLeaf LAKE MAC Facebook page and the Trees of Lake MAC Facebook group. Individuals are sending in pics of their fave tree, in which it is put into an "album". Most posts are reaching over 4500 people.

<https://www.facebook.com/media/set/?vanity=releaflakemac&set=a.245354223895799>

Contributions to this album have filled the May calendar.

Operation Callistemon is going well. CASNG have taken 130 tube stock for their Pollinator Program. Replanting into bigger pots has commenced. Link to the album is here.

<https://www.facebook.com/media/set/?vanity=releaflakemac&set=a.303872421377312>

ACTION: Robyn to organise a project meeting, to develop updated project plan. Will send out meeting invitation to network when available.

15. Pamper Care

Assisted at least two people in April. One lady was homeless. Continue to network with OZ Harvest.

Request for updated deposit submitted to Jean.

16. Waste to Art

Registrations now open, visit: <http://www.sustainableneighbourhoods.org.au/waste-to-art.html>

2021 exhibition details: 9 October – 18 December. Will be held across 4 locations at library Launchpad spaces in Belmont, Charlestown, Swansea and Toronto.

17. Greater Charlestown SNG – current projects

- Planning possible movie night with Regal Cinema – August or September
- Sustainable Schools project with Charlestown East PS – rainwater tank installation in April + Nature Play area to be put forward for funding

- Assisting Bobin fire affected community by helping to build their community culinary garden. Funding EOI submitted on their behalf
- Developing better streets submission
- Comments to Council to install skate park, handball court and amphitheatre at Kahibah Memorial Park

18. Redhead – succession planning

A couple of crucial volunteers are moving away from the Redhead area, and therefore the Redhead Sustainable Neighbourhood group.

They have started a succession planning process to encourage existing and new volunteers to take up the administrative workload and coordination of the group. To date have summarised the different organisational tasks and project related work, as well as documenting the many achievements towards the groups SNAP: sustainablethead.wordpress.com/redhead-sustainable-neighbourhood/snap.

A great example of an approach to planning for volunteer succession and handover.

19. Cardiff Pond and Tree planting workshops

Note change of date for pond workshop to 24 April and 23 May

20. Cooranbong SNG

Harwood (Avril's partner) has been in touch to seek advice about funds held (~\$300) by the Cooranbong SNG. Rachele suggested to consult with other bank signatory and either donate to SN Alliance / or to nfp community group in Cooranbong. They are talking with their other committee member to confirm and/or investigate whether there is interest in renewing the group.

21. Muddy Lake, Dora Creek

Rachele assisting members of Coal Ash Community Alliance with Salvinia infestation at Muddy Lake, Dora Creek. They approached the SN Alliance about a possible grant application and project to engage with their neighbours around this issue. Upcoming meeting with Council and Crown Lands staff to understand current management actions.

22. Plastic Free Lake Mac

Remaining Bamboo Coffee Cups, Signs and money boxes from nearly 40 cafes have been collected. Each café received a Certificate of Appreciation.

The feedback from Cafes has been really great - people are reusing them and cafes are keen to move to Plastic Free status.

Future plans: Save the leftover coffee cups for a campaign in Spring targeting coffee trucks. May also need an environmental grant. Will bank the money in the money boxes (as Plastic Free Cafes money), hopefully to use it in the spring campaign.

Considering applying for a new grant to focus on coffee trucks – next Community Environment Grant round.

23. Report from Litter Conference

See summary in SN News

24. Networking – film screening

Gab attended a film screening and local climate action update at Pachamama House in April. The film was "Beyond the Burning" a look at the 2019 fires of the Victorian Gippsland, quite upsetting and inspiring at the same time.

Climate Action Newcastle, Hunter Community Environment Centre, Newcastle Climate Change Response and Beyond Zero Emissions, hosted by James Whalen.

James and Jo from HCEC mentioned the SNA from Lake Mac, which provided an opportunity to converse with other locals, although all from Newcastle, but our name and activities are getting out there, most knew about "The Waste To Art" and "Repair Cafe Lake Mac.

25. General Business

- Hunter Jobs Alliance will be opening up their membership to other environmental groups.
- My efficient electric home – excellent website.

TABLED FOR DISCUSSION AT JUNE MEETING

26. Business supporters – Membership platform costs and options

Researching online platforms that will be able to:

- Make it easy for Business Supporters to join up and donate annually
- Make it easy for individual financial members to join and renew their memberships annually.
- Reduce administrative workload involved in managing memberships & Business Supporters
- Accept online payments from the public
- Manage membership automatically including joining, renewals and automatic reminders

We've identified two platforms that may be suitable (JoinIt and Raklet), as well as a couple of options for online payments, but no membership management (Humantix and Stripe). The key features, and costs of each platform have been circulated to board members.

Each of the platforms will cost a fair amount, ranging from 12-127%, depending on the number and amount of transactions that are processed. It puts some pressure on recruiting enough supporters to make it worthwhile. (Eg if we only got 30 small business supporters, the platform costs would take up 40-60%.) Is that an acceptable cost to make money?

Questions for discussion:

- Is there a willingness to accept the costs of the platform in order to make Business Supporters and individual memberships more manageable?
 - First investigate how many Business Supporters we will be able to recruit, to help judge the potential benefit/cost of a membership platform?
 - Do we / SN network have capacity/commitment to promote and recruit enough Business Supporters to make the platform worthwhile?
 - Could trial the platform for 6-12 months and accept initial \$\$ outlay.
- Individual memberships
 - Relatively simple if people just want to join Alliance directly.
 - How to manage local group memberships to maintain local ownership and income. Eg could set up for people to choose which local group they are

joining. If platform allows multiple bank accounts, the payment could go direct to group.

- Platform has potential make managing memberships easier for local groups, and to encourage automatic renewals etc.
- Will transaction costs take up too much of small individual membership fees (eg \$2-5)
- JointIt is probably the preferred platform. If we agree about the costs in general, Rachelle to invest some time to set up the JointIt platform as part of a 30 day free trial.

27. Ban on helium balloons

Request from Gayle (Valentine SNG member) regarding advocating for a ban on helium balloon releases in Lake Mac, following Council screening of film, Rubber Jellyfish:

A number of councils in Australia have developed policies on Helium balloons to ban any release of them - and effectively to help stop their use. Margo suggested that people may want to urge councillors to take up this issue and to urge Lake Mac council to follow suit. I thought the Alliance would be a good place to start.

Am interested in your thoughts on this and what you might suggest as a way to take this further.

28. Correspondence 12 March -

- Four expressions of interest received for Waste to Art volunteer role
- Correspondence with Austcover to confirm insurance policy renewal
- Invitation to SN network – Better Streets Strategy Q&A
- Boomerang Alliance - Request to allys to support letter regarding Victorian Container Deposit Scheme.
- Enquiry from Coal Ash Community Alliance regarding salvinia infestation at Muddy Lake, Dora Creek.
- Alliance submission to Council Better Streets Strategy completed
- Sustainable Neighbourhood News, April and May 2021
- RMIT research update: 38 surveys and 12 focus group participants.
- Reminder regarding governance, board member visits and outstanding policies sent to SN Key Contacts
- 'Good for the Hood' Online event opportunity - sent to SN Key Contacts
- Governance reminder – Sent to SN Key Contacts
- Resignation from Colin Mondy as Alliance representative for Council's Coastal Zone Management Committee.
- Request to SN Key Contacts to participate in National Tree Day with local Landcare groups
- Announcement received from Boomerang Alliance – about Victorian container deposit scheme, and that CDS schemes now cover all of Australia.
- Enquiry from DET Engagement Officer regarding SN capacity to support garden project at Morisset High School
- Invitation to Social Media Training – Sent to SN Key Contacts

LAKE MACQUARIE SUSTAINABLE NEIGHBOURHOODS ALLIANCE

**GENERAL MEETING
TREASURER'S REPORT**

1 March to 31 March, 2021



Account 724181724 with Greater Bank, Charlestown Branch.

Balance **\$ 13,641.97 CR**

RECEIPTS

Total Income **\$ NIL**

EXPENDITURE

19 Mar 2021 Wdl Ref16270203 S&N Dewar
 Plastic Free Cafes \$ 88.63

Total Expenditure **\$ 88.63**

BALANCE **\$ 13,553.34 CR**

This is a true statement of accounts for the Lake Macquarie Sustainable Neighbourhoods Alliance Inc. for the period 1 March to 31 March, 2021.

Signed _____

Name Jean McGarry

Title Hon Treasurer

Date 16 April, 2021.

LAKE MACQUARIE SUSTAINABLE NEIGHBOURHOODS ALLIANCE

**GENERAL MEETING
TREASURER'S REPORT**

1 April to 30 April, 2021



Account 724181724 with Greater Bank, Charlestown Branch.

Balance **\$**
13,553.34 CR

RECEIPTS

01 Apl 2021 Donation from Council \$ 2,950.00
07 Apl 2021 Cash Dep, M'ship fees 10.00
19 Apl 2021 Cash Dep Toronto 155.00

19 Apr 2021 Cash Dep Toronto

991.95

Total Income

\$ 4,106.95

EXPENDITURE

01 Apr 2021 Insurance payment

\$ 2,950.00

Total Expenditure

\$ 2,950.00

BALANCE

\$ 14,710.29

CR

This is a true statement of accounts for the Lake Macquarie Sustainable Neighbourhoods Alliance Inc. for the period 1 April to 30 April, 2021.

Signed

Name

Jean McGarry

Title

Hon Treasurer

Date

13 May, 2021.

Meeting closed 7.21pm