

# Lake Macquarie Sustainable Neighbourhood Alliance

## Ordinary Meeting

### MINUTES

Tuesday 23 October 2017, 6.00 - 8.00pm

(rescheduled from 17 October)

Committee Room, Lake Macquarie City Council Administration Building, Speers Point



<b>Present:</b>	Robyn Charlton, Indra Deamer, Steve Dewar, Avril Lockton, Jean McGarry, Dot Seiffert, Gabrielle Clappison (WBASNG) Rachelle McConville (LMCC)
<b>Apologies:</b>	Colin Mondy, Norbert Lica

## 1 Welcome & acknowledgement of Country

*We would like to acknowledge the Awabakal people who are the traditional custodians of this land. We would also like to pay respect to Elders both past and present of the Awabakal nation and extend that respect to other Aboriginal people present.*

## 2 Apologies

As above.

## 3 Conflict of interest

None stated.

## 4 Previous meeting

### 4.1 Ordinary meeting minutes, 15 August 2017

Note there was no meeting in September.

Minor update to the August minutes: 8.2, The project at the Holmesville Community Garden is an 'Outdoor seating area'.

*MOTION: That the previous meeting minutes dated 15 August 2017, be confirmed as an accurate record.*

Moved: Robyn. Seconded: Jean. Carried.

### 4.2 Business arising from the minutes

Outstanding actions from previous meetings:

4.2.1 Action from June meeting: To request that the Council purchase a number of bags to be used:

- for Sustainable Neighbourhood volunteers to take samples to local pet suppliers to suggest that they start stocking them;
- and to be used as giveaways or educational resources.

Rachelle to approach relevant Council staff to investigate possibilities. Have made some enquiries with suppliers, but not yet heard back.

4.2.2 Action from April meeting: Regarding inclusion of accessibility requirements on Alliance risk assessment forms.

Waiting for feedback from Council staff. Council are currently reviewing and updating their own Accessibility Guidelines, so we will wait until that is complete before proceeding. This will ensure we can be consistent with Council's updated guidelines.

Note that in the meantime, we can start to include accessibility information when promoting our events. Greater Charlestown has done this for their upcoming history talk, and is a good example of promoting information about accessibility for a particular venue:

<http://www.sustainableneighbourhoods.org.au/community-history.html>.

## 5 Correspondence

September-October 2017

- Sustainable Neighbourhood News – sent 14 September
- Notice of Alliance AGM; request for board nominations; and request for membership registers – sent to SN Key Contacts
- Invitation from Greg Piper's office (Lake Macquarie electorate). Strategic Funding Workshop, Friday 17 November.
- Various correspondence regarding stalls for Living Smart Festival

August-September 2017

- Request to EPA to provide promotional / signage materials for the Rathmines Area SNG's litter project.
- 2016-17 financial year statement received from the Rathmines Area SNG
- Request for updated information about the 'I love my dog' poop scoop bags sent to suppliers, <http://www.poopscoop.biz/index.htm>
- Correspondence with Council staff to confirm 'coffee cup library' at the Living Smart Festival.
- Opportunity to attend Les Robinson Changeology workshop in Sydney, circulated to Key Contacts.
- Sustainable Neighbourhood News – sent 23 Aug

*MOTION: That the correspondence be confirmed as an accurate record.*

Moved: Steve .Seconded: Avril. Carried.

## 6 Treasurers report

### 6.1 Treasurer's report for August 2017 and September 2017

See both reports attached, below.

*MOTION: That both the Treasurers Reports are accepted.*

Moved: Jean. Seconded: Robyn. Carried.

## 7 For discussion & decision

### 7.1 Alliance AGM

Scheduled for our next monthly meeting: Tuesday 21 November

Currently seeking board member nominations.

Also need to complete Chairperson's Report and Treasurer's Report. Note that we will include outcomes of the Sustainable Neighbourhoods Review in the Chairperson's Report.

### 7.2 Sustainable Neighbourhoods Celebration and networking

Scheduled for Saturday 18 November, 2-5pm.

Agreed that the format we used last year worked well:

- Project presentation
- Afternoon tea

- Project discussion in small groups

Would be good to have presentations about solar project ideas; and Upcycle Newcastle. These could then be the basis for small group project planning discussions. Also transition to plastic bag free as a planning discussion.

ACTION: Rachelle to go ahead and plan / promote along these lines.

### 7.3 Australia Day Award nominations

Categories include:

- **Citizen of the Year** – Judged on achievements; benefits to community; circumstances (eg initiative, individuality, ingenuity, compassion, generosity, bravery or sacrifice).
- **Young Citizen of the Year** (12-21) – as above.
- **Community Contribution** – Can be for an individual volunteer, group or event. Judged on: contribution to quality of life, the arts, the environment or other endeavour; and circumstances (eg initiative, individuality, ingenuity, compassion, generosity, bravery or sacrifice).

Agreed to submit 2 nominations in the 'Community Contributions' category:

- CALMD School Art Competition (Caves Beach – Swansea Area Sustainable Neighbourhood Group)
- Nature Play Adventure series (Warners Bay Area Sustainable Neighbourhood Group)

ACTION: Rachelle to complete and submit award nominations.

### 7.4 Strategic Review – Summary and Recommendations

Draft report was circulated to board members via email.

This report summarises the results of the previous year's review process, and makes seven key recommendations. These recommendations are intended to be high-level priority areas for consideration in the development of a Strategic and Business Plan for the Sustainable Neighbourhood Alliance.

Questions for board discussion:

- Comments about the report in general. Anything surprising or missing?
- Do the Key Recommendations reflect the results of the review? Any additional recommendations or changes?
- Do the Key Recommendations provide a suitable guide / list of priorities for strategic planning?

The report wasn't discussed, as board members need some more time to read and consider.

Could 'launch' the report at the upcoming celebration event.

ACTION: Rachelle will resend to board members for their review. Request comments and feedback from board members by Monday 6 November.

### 7.5 Dog management – request to Council

Following action from August meeting: Request that Colin draft a letter on the Board's behalf, to follow up from Redhead's request to Council for citywide statistics about dog management.

The draft letter has now been circulated via email for comment and approval to send.

RESOLUTION: The board agreed to support the letter.

## 8 Requests from member groups

### 8.1 Bunnings BBQ – Pelican Area SNG

Pelican Area SNG are planning a Bunnings BBQ in December, but have a slight shortfall to cover the initial purchase of food (drinks, sausages, bread). They are requesting a \$300 loan from the Alliance to assist with this. The funds can then be paid back to the Alliance with proceeds from the BBQ.

RESOLUTION: The board agreed to loan \$300 to the Pelican Area Sustainable Neighbourhood Group to cover the costs of their BBQ, and will require a signed agreement with the following conditions:

- That the PASNG agree to repay the full amount within one month of the completion of the BBQ; and
- That the PASNG agree to advise the Alliance Board immediately following the BBQ if sufficient funds are not raised to repay the loan amount. In that case, the Alliance Board will consider options for repayment of the loan.

The agreement will require two signatures (from the PASNG Chair and Treasurer).

## **8.2 CALM'D Art Competition**

Request from Caves Beach – Swansea Area SNG to have an Alliance representative at their opening event, Friday 20 October, 6-8pm. Colin attended on the board's behalf.

## **8.3 Bunnings BBQ – West Wallsend District SNG, 28 October**

Risk assessment circulated via email.

Approved

## **8.4 Stall at Cardiff Halloween event, Cardiff Area SNG, 28 October**

Risk assessment circulated via email.

Approved.

## **8.5 Boomerang Bags Workshop, Cardiff Area SNG, 26 November**

Risk assessment circulated via email.

Approved.

## **8.6 Spring Nature Play Adventure, 5 November**

Risk assessment circulated via email.

Approved.

## **8.7 Toronto Community Picnic, 10 November**

Risk assessment circulated via email.

Approved.

## **8.8 Aussie Backyard Bird Count BBQ, Cardiff Area SNG, 22 October**

Risk assessment circulated and approved via email.

## **8.9 CALM'D Art Competition**

Risk assessment and competition details circulated and approved via email.

## **8.10 Beeswax cloth wrap workshop – Cardiff Area SNG**

Risk assessment circulated and approved via email.

## **8.11 Bunnings BBQ – Cardiff Area SNG, 2 October**

Risk assessment circulated and approved via email.

## **8.12 Information stall – 'Green body gym' open day, Cardiff Area SNG, 30 September**

Risk assessment circulated and approved via email.

## 9 Report backs from member groups and projects

### 9.1 Living Smart Festival – Alliance and coffee cups stalls

Ran out of bags to give away.

Coffee cups went very well. Estimate that they washed at least 100 cups on the day – saved them from going to landfill.

Slight issue with another stall doing the same thing, but charging a deposit.

Next time need a tray to collect the dirty cups.

### 9.2 Bag Swap Stations

Stations installed at Blackalls Park, Boolaroo, Redhead, and now Rathmines too. Details here: <http://www.sustainableneighbourhoods.org.au/bag-swap-stations.html>.

Cooranbong SNG looking at installing them at their local shops.

Photo shoot with the Mayor, and media release went out in September. Robyn did 2 radio interviews – ABC and 2NUR.

### 9.3 Pamper Care project – LT Creek SNG

Helping people in need by collecting donations of personal care products – being distributed through Woodrising Neighbourhood Centre.

<http://www.sustainableneighbourhoods.org.au/pamper-care-project.html>

Drive for donations is currently on. Cash donations are also accepted through Alliance's bank account.

Robyn also did an interview on 2NURfm

### 9.4 Alliance stall at Maratus screening, Thursday 7 September

Movie was great, and it was worthwhile having an Alliance stall there.

### 9.5 LT Creek Update

September saw our AGM happening at Toronto Workers Club. Our Committee members are Robyn Charlton – Chair, Mark Howells- Secretary and Jan Burrige as Treasurer. Thanks to Jan Benz for being Secretary for the last six years.

Current projects are the Pamper Care Project, Swap Bag Station at Blackalls Park Friendly Grocer, and distributing dog brochures in the suburbs of Blackalls Park, Fassifern and Fennell Bay.

The Pamper Care Project is moving forward with Blackalls Pie and Cake Shop agreeing to be a permanent drop off point. Checkout this Flickr Album for a pictorial update.

<https://www.flickr.com/photos/146759871@N04/sets/72157684235664711>.

### 9.6 Beeswax cloth wrap workshop – Cardiff Area SNG

Successful workshop. Was full in the first couple of days of being promoted. They are planning another one for 2018. Great photos and explanation of the process here:

<http://www.sustainableneighbourhoods.org.au/waxed-cloth-making.html>.

### 9.7 MAV Sustainable Communities Summit + Transition Australia

Rachelle attended this conference recently, and circulated the published presentations to board members. Many of the conference attendees were volunteers from 'Transition' groups around Australia, with very similar objectives to Sustainable Neighbourhood Groups.

There was also discussion about establishing 'Transition Australia' to support all of these groups at a national level. Steve is interested in joining their phone meeting on 27 October.

### 9.8 Cardiff South Wetland Clean Up

Small but determined team on the day: <http://www.sustainableneighbourhoods.org.au/cardiff-south-wetland-care-day.html>

### **9.9 Dog Brochure**

- Redhead 1500 brochures distributed (every residence and business , including caravan parks, in Redhead), September 2017.
- LT Creek 1500 delivered so far.
- Dudley – half distributed so far. Still has some more to use for future events etc.
- Toronto – lots given out at Toronto Spring Fair.

Feedback has been very positive.

Article about dog management and the dog brochure was included in Redhead's September Newsletter.

Media release coming?

Grant report is due 31 December. Colin has offered to complete.

### **9.10 Christmas Car Boot Sale**

Cardiff Area SNG are planning their Christmas Car Boot Sale for 19 November. They are inviting other SN groups to have a stall there as a fundraising opportunity. (Eg collect second hand goods from members to sell)

### **9.11 Disaster Resilience Reference Group**

Will ask for a report-back from Gavin.

### **9.12 Hunter Water Community Consultative Forum**

(Meeting was deferred from September)

Written report will be circulated.

Visit to Tomago pumping station.

Considering a new charter for the HWCCF – Jean will circulate.

Next meeting expected in Feb/March 2018

## **10 Meeting close.**

Meeting close: 8:05pm

Next meeting date: Tuesday 21 November, following AGM

**Treasurer's Report:**

**August 2017**

**LAKE MACQUARIE SUSTAINABLE NEIGHBOURHOODS ALLIANCE**

**GENERAL MEETING**

**TREASURER'S REPORT**

**1 August to 31 August 2017.**



Account 06 2806 10352969 with Commonwealth Bank of Australia, Charlestown Branch.

**Balance** **\$ 18,015.80CR**

**RECEIPTS**

Total Receipts \$NIL

**EXPENDITURE**

Chq. 000075 Lee McElroy-Grtr Ch'town \$ 300.00 ✓

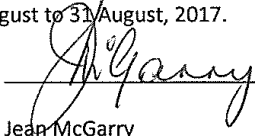
Chq. 000076 W.W'send SNG 973.77 ✓

Chq. 000077 G. Clappison W. Bay SNG 398.82 ✓

Total Expenditure \$ 1,672.59

**BALANCE** **\$ 16,343.21CR**

This is a true statement of accounts for the Lake Macquarie Sustainable Neighbourhoods Alliance for the period 1 August to 31 August, 2017.

Signed 

Name Jean McGarry

Title Hon Treasurer

Date 13 September, 2017.

September 2017



**LAKE MACQUARIE SUSTAINABLE NEIGHBOURHOODS ALLIANCE**

**GENERAL MEETING**

**TREASURER'S REPORT**

**1 September to 30 September 2017.**

Account 06 2806 10352969 with Commonwealth Bank of Australia, Charlestown Branch.

**Balance** **\$ 16,343.21CR**

**RECEIPTS**

18 Sept 2017 R. Charlton-PamperCare Proj \$ 5.00

Total Receipts \$ 5.00

**EXPENDITURE**

Chq 000078 C. Aus Pony Costs \$ 300.00

Chq. 000079 Scouts Assn (Grtr Ch'town) \$ 500.00

Total Expenditure \$ 800.00

**BALANCE** **\$ 15,548.21CR**

This is a true statement of accounts for the Lake Macquarie Sustainable Neighbourhoods Alliance for the period 1 September to 30 September, 2017.

Signed \_\_\_\_\_

Name Jean McGarry

Title Hon Treasurer

Date 11 October, 2017.