

Lake Macquarie Sustainable Neighbourhood Alliance Inc

Board meeting – MINUTES

Tuesday 15 February 2022, 6-7.15pm

MS Teams meeting online

Present: Robyn Charlton, Gabrielle Clappison, Sam Doove, Steve Dewar, Mark Howells, Jean McGarry, Anna Noon, Mackenzie Robson, Bruce Tozer

Rachelle McConville (Council)

Apologies: Nico Marcar



Welcome and acknowledgement of Country

Rachelle provided an acknowledgement of Country, and paid respects to the Awabakal people as the Traditional Owners of the Country in the Lake Macquarie region.

Steve offered to Chair the meeting.

ITEMS FOR DISCUSSION

1. Grants projects review

Alliance is holding a total of \$3,808.05 of grant funds across 7 projects that are overdue. In the last round of Council's Community Environment grants, one of our applications was deemed ineligible because there was an overdue project for that group.

We are working to chase up all overdue projects, to finalise and/or confirm variation approval prior to the upcoming round at the end of March.

Summary of current project status was circulated to board members. Four groups have indicated that they want to complete their projects, and will prepare requests for extension / project variation or complete their final report.

There are a few exceptions:

- **Wangi Scarecrow competition** - \$430 remaining. The group has been inactive since 2017, and attempts to offer the funds for use in Wangi have been unsuccessful. Under the grant rules (Council event grants) funds can be used for community event that will deliver waste / reuse / gardening and community engagement outcomes.

Proposal: Anna to draft a proposal to use the funds, based on idea to run a composting / gardening workshop. Will seek interest from the West Wallsend District SNG to see if they are interested in hosting / delivering.

- **Charlestown Community Garden** - \$116 remaining. The GCSNG successfully delivered most of the grant outcomes, but were later forced to abandon the garden site at Charlestown pool. With approval, the garden equipment and plants that were purchased with grant funds were donated to the Dudley Community Garden.

Proposal: Offer remaining funds for use at the Dudley Community Garden. We have received in principle support for this from Council grant officer, but will need to submit a written request for approval. DSNG to prepare a brief request about how they can use the funds. GCSNG to prepare a final report for project activities completed.

- **Community Harmony Initiative** - \$1,190.50 remaining. Three successful events held, but further events unable to go ahead because of Covid. TASNG conversation via email agreed to return the funds to Council, as Covid uncertainty continues to make it difficult to plan events. Also a couple of ideas from TASNG members to use funds for car boot sale event.

Proposal: TASNG to prepare report for activities completed to date.

Request to TASNG that they consider possible use of the funds for a future event rather than returning to Council. Seeking alternate event proposal that will align with grant outcomes around community engagement and social cohesion.

Resolution: Board approval to progress these grant acquittals as proposed above. Carried.

2. Draft Cluster Group concept – for comment / discussion

The draft concept attempts to identify key task groupings that will assist in delivering specific actions for our [Strategic Action Plan](#).

Board members would have the opportunity to identify with (have a role in) one or more of these task groups. They will then aim to link with anyone else from the wider SNG network to help deliver actions.

The cluster groups would identify board members who are responsible for overseeing / championing particular components of the Strategic Plan. The cluster leader becomes the spokesperson; communications conduit; prepares a report for board meetings each month; main contact for liaison eg with Council, SN network and local groups. It will enable volunteers to specialise their efforts in a more focussed way.

We are already making some progress in each of the Strategic Plan areas.

For example:

1. Strategic Partnerships with Council: A key focus would aim to strengthen and identify new persons and groups in Council with whom the SNG network can better link/work with to better embed sustainability outcomes within Council strategies, plans and actions.

Task Cluster	Strategic Plan Action (s)
1. Strategic Partnerships with Council	1 (c), 2(c)
2. City-Wide Projects	2 (h) & (j)
3. Marketing and Finance	4 (a), (c) & (d)
4. Strengthening SNGs	3 (g), (l) - (n), 4 (e)
5. Grants, events & advocacy	1(c), 4(c)

Resolution: Agreement in principle. Worth trialling for 12 months.

Rachelle will set up a miro board to facilitate ongoing discussion – Eg ideas for each proposed cluster group above – what is included in each? Board members to nominate interest in specific areas. Add comments or changes to the group clusters.

3. Meeting with Mayor – Improving working relationship with Council

Previous discussion from February board meeting:

Key objectives for meeting include to improve how we can collaborate with Council, and to introduce new board and current projects.

Some positive examples of collaboration: Repair It collaboration; Tree Trail support;

Some negative examples: Toronto foreshore and not feeling listened to / ignoring community concerns.

Resolution: Agreed meeting purpose:

- Improving communications and collaboration with Council
- Introduce new Alliance board and current projects to Council

Bruce, Sam and Anna available

4. Council staff visits

Following meeting with Andrew Bryant and Chris Harle, suggestion to arrange more regular staff visits to board meetings and/or network meetings.

Board meetings – Invite relevant staff member to attend for up to 30min. Learn more about their role, upcoming projects and opportunities for collaboration.

Online network meetings – Eg one hour online sessions with staff presentation on particular project or topic. All network invited for opportunity to learn about topic and ask questions. Similar to previous sessions eg around Urban Heat Strategy, Community survey results etc.

Resolution: Rachelle to organise staff member visits and presentations as above. Board members and SN volunteers can suggest topics of interest as they arise.

PROJECT UPDATES, REPORT BACKS, UPCOMING EVENTS

5. Online volunteer induction – Seeking board feedback please

<http://sway.office.com/aD2T3XqHGOLvTdJD>

Intended for use by local groups to introduce new or potential new members to the SN network, different project opportunities, and some of the key policies relevant to volunteering with SN. More aimed at people who have already expressed interest, rather than a widely distributed recruitment tool.

6. Renewing SN Groups

Key outcomes from eoi process & survey:

- Work with the West Wallsend District SNG to renew their membership, and expand their neighbourhood area to include Cameron Park (and Wakefield TBC).
- Establish a new group in the Belmont Area including Belmont, Belmont North, Belmont South, Floraville and Jewells
- Continue to deliver support for all Sustainable Neighbourhood groups, including continued implementation of the Sustainable Neighbourhood Strategic Plan, with a focus on impact, visibility, volunteer support and financial sustainability.

Currently preparing survey mail out for both neighbourhood areas – due for delivery in late March/early April.

7. Business Supporters, [Business Supporters \(sustainableneighbourhoods.org.au\)](http://sustainableneighbourhoods.org.au)

Decals are ordered and brochures are getting printed.

Planning to send details out to SN groups week of 21 February, so they can consider and understand the project. Each group can decide which businesses they might like to target, and whether timing is good now or better to wait. Plan to include a project update at the network gathering too, to help introduce the concept and give people brochures.

8. SN Network Gathering, 26 Feb

Saturday 26 February 1.30pm

Booking link: <https://events.humanitix.com/sustainable-neighbourhood-gathering>

We'll focus on reports from local groups and current citywide projects

Please prepare project reports 3min max. We can have a projector set up if needed.

Rachelle will send invitation request out to groups.

9. SN network online meeting – Council presentation and q&a regarding bulk waste

Tuesday 22 March, 5pm, online.

Rachelle will send out details closer to the date.

10. Plastic Free Coffee Vans

Covid and other issues have delayed the Plastic Free Cafes/Coffee Vans keepcup campaign to April. Still keen to mount a Lakemac-wide campaign, many coffee vans already on board.

Money from grant available then. Plastic is proliferating in a huge way since Covid Delta and Omicron.

11. Pamper Care Project

The Pamper Care Project with Woodrising Neighbourhood Centre has it the ground running! In the Christmas break we had approximately 10 phone calls for food assistance. The Centre reopened on 4 January. The Centre had 19 operational days in January. 19 people came forward for food assistance, at least 11 of these people had children. Pamper Care is now a member of Costco, which enables me to buy some food in bulk. Ultra Tune Toronto has helped put meat into our freezer.

Donations of food stocks or cash are welcome.

12. ReLeaf Lake Mac - Tree Trail at the MAC

In December two LMCC staff officially identified our trees.

12 trees were decided on. Sign writer and Printer have been notified. Research has begun.

13. ReLeaf Lake Mac - Tiny forest

Project background and draft project plan were circulated, summarising Tiny Forest concept, and potential collaboration between ReLeaf Lake Mac, Alliance, Trees In Newcastle, Lake Macquarie Landcare, Local businesses, Council and Earthwatch Australia -

<https://www.earthwatch.org.au/tiny-forests>.

3min clip on the concept: <https://www.weforum.org/videos/these-tiny-urban-forests-could-be-a-secret-weapon-against-climate-change>

4 min Ted Talk:

https://www.ted.com/talks/shubhendu_sharma_an_engineer_s_vision_for_tiny_forests_everywhere

Currently seeking to secure a Council approved site.

Anna is seeking volunteers to be part of the working party, and as part of SN ReLeaf project. Jonathan, Robyn, Jean have expressed interest. Will also include Council and Earthwatch representatives on working group. Looking for diverse skills eg project management, marketing, sponsorship management, community engagement and planting days.

14. Clean Up Australia Day

Reminder to register your site at [Clean Up Australia](#) by this Friday 18 February.

15. Lake Mac Awards

Submitting two nominations:

Warners Bay Area SNG – Environmental Leaders Award

Pelican Area SNG – Community Group of the Year Award (co-nomination with Landcare)

16. Upcycle / Circular Economy workshops in schools

Upcycle are looking at running circular economy workshops in Lake Mac schools focussing on textiles eg clothes swaps, mending etc.

Seeking SN volunteers to help on the day.

Action: Gab to send email out to the board with further detail.

17. Warners Bay – face mask recycling

Working with local schools + Council to encourage installation of face mask recycling boxes.

18. NSW government – single use plastics bans

TASNG working to promote and support these when they come into effect in June.

19. RISK ASSESSMENTS AND REQUESTS

- Valentine Gathering , 23 November – Risk assessment approved via email.
- Five Bays face to face meetings, from January 2022 – Risk assessment approved via email
- West Wallsend Crop Swap and Repair Café, 26 February - Risk assessment approved via email

20. TREASURER'S REPORT

See below for Treasurer's report for December 2021 and January 2022

Moved: Jean. Seconded: Mackenzie. Carried.

Note request for more detailed Treasurer's Reports that include a breakdown of project balances to give board members a better insight into Alliance's financial status.

Action: Rachele and Jean to progress.

PREVIOUS MEETING MINUTES

21. November Meeting Minutes

Meeting minutes were circulated via email.

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

Moved: Sam. Seconded: Gab. Carried

CORRESPONDENCE

17 November 2021 – 8 February 2022

- Good SUP Bad SUP postcards available from Boomerang Alliance – Sent to SN Key Contacts
- Alliance Summary of Financial Affairs, and Change of Constitution submitted to Department of Fair Trading
- Submission for renewal received from West Wallsend District Sustainable Neighbourhood Group
- Invitation to the Sustainable Neighbourhoods Celebration Picnic – Sent to SN Key Contacts
- New contact details from Renewal Survey – distributed to relevant SN groups
- Sustainable Neighbourhood News, December 2021 and February 2022
- Request from Council regarding renaming of the Landcare Resource Centre. Response sent with Alliance board's consensus.
- Boomerang Alliance – Submission for Product Stewardship nominations – Inclusion of SN Alliance as a supporter
- Submission to Council regarding Munibung Hill Plan of Management
- Requests to various SN groups regarding outstanding grant projects
- Renewal Survey results report – Sent to survey respondents
- Request to Council to advise how to return remaining funds from 'Community Harmony Initiative' grant
- Request from Council for letter of support for Villages project grant application.
- Notice from Council – Introduction the Landcare and Sustainable Living Centre, Umali Barai-ku

NEXT MEETING

Tuesday 15 March, 6pm, Location/online TBC

Meeting end 7.33pm

LAKE MACQUARIE SUSTAINABLE NEIGHBOURHOODS ALLIANCE
GENERAL MEETING



TREASURER'S REPORT

1 December to 31 December, 2021

Account 724181724 with Greater Bank, Charlestown Branch.

Balance **\$ 11,546.59 CR**

RECEIPTS

23 Dec 2021 EFT LMCC, LMCC12798 \$ 7,147.00

Total Income **\$ 7,147.00**

EXPENDITURE

Total Expenditure **\$ NIL**

BALANCE **\$ 18,693.59 CR**

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

Signed _____

Name Jean McGarry

Title Hon Treasurer

Date 10 February, 2022.

LAKE MACQUARIE SUSTAINABLE NEIGHBOURHOODS ALLIANCE

GENERAL MEETING

TREASURER'S REPORT

1 January to 31 January, 2022

Account 724181724 with Greater Bank, Charlestown Branch.

Balance **\$ 18,693.59**
CR

RECEIPTS

\$ NIL

Total Income **\$ NIL**

EXPENDITURE



19 Jan 2022	Wdl G Clappison 637000 781599689 Fabric Cutting Mat	\$ 66.00
28 Jan 2022	Wdl Ref 16504760 S. Doove Member- ship Decals 082-847 794796097	<u>190.00</u>
Total Expenditure		\$ 256.00

BALANCE **\$ 18,437.59**
CR

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Signed _____

Name Jean McGarry

Title Hon Treasurer

Date 10 February, 2022.