

Lake Macquarie Sustainable Neighbourhood Alliance Inc

Board meeting – MINUTES

Wednesday 17 May 2022, 6-7.15pm

Council Admin Building



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

Rachelle McConville (Council)

Apologies: -

Welcome and acknowledgement of Country

Nico welcomed everyone to the meeting. Robyn acknowledged the Awabakal people, as the traditional owners of the lands around Lake Macquarie, and paid respects to Aboriginal elders past, present and emerging, and to other Aboriginal people attending.

ITEMS FOR DISCUSSION

1. Planning for the Living Smart Festival 2022

This year, Council is planning 2 separate events that weekend. We have the option to hold activities at Saturday and Sunday events, or just the Saturday:

- Saturday 24 September (annual sustainability festival - Living Smart branded incl Costa, native plant giveaway etc)
- Sunday 25 September (new festival event - multicultural festival, open community day – Completely different branding and audience to Living Smart)

Current list of ideas circulated via email.

Seeking to confirm activity outlines to enable booking of spaces. Also confirm activities for just Saturday or both Saturday and Sunday events.

ACTION: Rachelle will circulate proposed activities to local groups to seek their interest in being involved / any extra ideas to integrate.

ACTION: Rachelle to book heritage shed and outside spaces for both days. Can seek to refine closer to the date if needed.

2. Local group visits

ACTION: Board members to contact local groups to confirm upcoming visits:

- Cardiff – Nico
- Five Bays – Bruce
- Greater Charlestown – Steve
- Pelican Area – Jean
- Redhead – Robyn

- Warners Bay – Jean

3. Social media proposal

A new volunteer has offered to start and manage an Instagram account for the Alliance. Detailed proposal circulated to board members via email.

Resolution: Approval to go ahead.

PROJECT UPDATES, REPORT BACKS, UPCOMING EVENTS

4. Insurance

Policy paid in full to Austcover on 5 May, confirming both Public & Products Liability; and Volunteer Accident cover for our members and activities.

Note bicycle repair activities continue to not be covered.

5. Work Health Safety training

At least one representative from each Sustainable Neighbourhood group should attend this training. Also recommended all board members attend.

Wednesday 15 June, 5.30-8.30pm. Council Administration Building, Speers Point

Book at <https://events.humanitix.com/essential-health-and-safety-training-for-sustainable-neighbourhood-volunteers>

6. Risk management for greening projects

Starting to work on a risk management framework for Alliance's greening projects, presuming we will be managing an increasing number of these projects. Our standard risk assessment form is suitable for events, but doesn't suit on-ground projects.

Meeting with representatives from current greening projects to develop a starting point, and then will seek broader feedback from board and network.

7. Repair Café, 1 May

~160 attendees; 27 volunteers; >100kg items brought in for repair; >40k facebook reach; 4 media articles

The May event was at capacity. We had 130 signed in attendees, of which 110 were from the LMCC LGA, and over 115 items brought in for repair. We feel these events are timely – we are really seeing a strong demand and interest from the community to have things repaired. We also took the opportunity to provide information to attendees regarding the circular economy, furthering LMCC's objectives around circular economy education within the community. Once again, tool sharpening and our electricians were the high demand services.

We had 27 volunteers assisting on the day, including 13 repairers, representing over 100 volunteer hours. Of our volunteer repairers, 5 were new volunteers, with another 3 inquiries on the day or shortly after the event. This is likely our capacity in terms of service provision at present. We are now revisiting our wait systems and potentially limiting the number of items

that can be brought in to make the day run more smoothly and fairly for both our repairers and the community.

Seeking opportunities to host Repair Café events in different locations in the second half of 2022 eg Rathmines, Cam Park, Charlestown, Swansea etc.

8. Lake Mac Tiny Forest

Waiting for announcement regarding Love Water Grant from Hunter Water, \$10,000.

Currently working with Council staff to identify a site. Want to be more confident about that before seeking further sponsors.

9. Face mask recycling, Warners Bay Area SNG

Project currently wrapping up.

- Successfully diverted approximately 4000 disposable face masks from entering our local landfill, Awaba Waste Management Facility (where they would have taken 450 years to break down – in to microplastics and ultimately ended up polluting our waterways).
- Provided masks for recycling into decking boards and outdoor furniture.
- Had good media coverage with 2 newspaper articles (the Newcastle Herald and Newcastle Weekly), one radio interview (ABC), one community newsletter (Charlestown Courier) and two school newsletters (Warners Bay High School and Speers Point Public School).
- Has been well supported by the community and received no negative commentary online or otherwise (a miracle)!
- Has assisted us to establish working partnerships with Coles Warners Bay and Bunnings Glendale, both of whom we are already planning future projects with.

10. Waste to Art 2022

Only received one response to volunteer for Waste to Art this year, so will not be going ahead with the usual exhibition. A new volunteer is keen to be involved though, so has offered to organise a display of selected Waste to Art works for the Living Smart Fest.

11. Worm farm workshop

17 attendees, and excellent feedback from participants:

What part(s) of the workshop did you most enjoy or find most interesting?

- *actually making and walking away with a finished product*
- *Fantastic to see how I can sustain my worm farm right now, and how I can use the bounty. Lochie is an engaging and knowledgeable speaker, as were the volunteers from Toronto Community Centenary Hub, whose donations I most appreciate. Thank you!*
- *"Your awareness of participants needing help and your giving assistance but taking over*
- *Lachie, as always, was very clear with his presentation and free with advice.*
- *Thanks to the lovely ladies proving the morning tea. "*
- *I loved learning how to make the worm farm.*
- *Questions being answered and hands on approach*
- *Practical element and opportunity to ask questions*

Anna has completed the report for Council. Just need to receive and pay invoice from presenter, and then we can formally wrap up the old Wangi Scarecrow Comp grant project.

12. Plastic Free cafes and coffee trucks

Rollout planned for next week and publicity to coincide with the Queen's Platinum/Holiday weekend.

13. World Environment Day stall

TASNG is doing World Environment Day stall on June 4 at Toronto Woolworths to publicise the single use bans on June 1 and November 1. <https://www.dpie.nsw.gov.au/our-work/environment-energy-and-science/plastics-action-plan/phasing-out-single-use-plastics-in-nsw>

14. Current grant projects

Nature Play Dudley SNG	Overdue Extension granted to Jan 2017 ~\$1000 remaining	Multiple offers to SNG to take up Feb/Mar received indication that school is interested. Awaiting response to confirm governance arrangements
Wangi Scarecrow Competition Wangi Area SNG	In progress. Approval received to deliver alternate project – due Jun22	Successful worm farm workshop completed May 2022. Waiting for invoice from presenter, and can then submit final report.
Repair Café Toronto and Warners Bay Area SNGs	Overdue Extension granted to Dec2019	Activities completed, and funds spent as of march. Pending submission of final report
Charlestown Pool Community Garden Greater Charlestown SNG	Overdue Report due June 2019 ~120 remaining	In principle agreement for remaining funds to be donated to Dudley Community Garden. Awaiting submission of final report and to formally transfer funds to Dudley
Cardiff Pollinator Plan Cardiff Area SNG	In progress Extension approved to June 2022	Group planning an ollas workshop, but having difficulty securing their preferred venue because of ongoing covid restrictions
Community Harmony Initiative Toronto Area SNG	In progress Report due December 2022	Report on funds spent to date submitted to Council. Approval received to spend remaining funds on car boot sale event. Event application and planning in progress.
EnergyWave Redhead Redhead SNG	In progress Report due June 2022	Group planning to wrap up project
Plastic Free Cafes & Coffee Trucks Toronto Area SNG	In progress Report due December 2022	In progress
Tree Trail at the MAC ReLeaf Lake Mac	In progress Report due December 2022	In progress

Lake Mac Tiny Forest Initiative ReLeaf Lake Mac	Application submitted March 2022	Waiting announcement
Rathmines Park Planting Rathmines Area SNG	Application submitted March 2022	Waiting announcement

15. Upcoming events:

- **National Volunteer Week celebration, 22 May.**
<https://events.humanitix.com/national-volunteer-week-celebration>
- **Boomerang Bags sewing, 29 May.**
<http://www.sustainableneighbourhoods.org.au/boomerang-bags-sewing-group.html>
- **Our Place our Patches, 4 June.** <https://events.humanitix.com/our-place-our-patches>
- **Repair Café major event, 12 June.** <https://www.facebook.com/RepairItLakeMac>
- **Health and Safety training, 15 June.** <https://events.humanitix.com/essential-health-and-safety-training-for-sustainable-neighbourhood-volunteers>

16. Past events:

- **Repair Café major event, 1 May.**
- **Clean Up Australia event, Marks Point, 7 May.** About 6 group members attended, and collected lots of rubbish.
- **Worm farm workshop, Toronto, 14 May**

17. RISK ASSESSMENTS AND REQUESTS

- **Grant application – Rathmines Park planting project** – Grant application circulated and approved via email. Submitted to Council’s Community Environment Grants. March 2022
- **Risk assessment – Our Place Our Patches – garden walking tour and workshops – Valentine SNG.** Risk assessment circulated and approved via email.

18. TREASURER’S REPORT

April Treasurer’s Report and additional / amended reports below.

19. PREVIOUS MEETING MINUTES

Meeting minutes were circulated via email.

Resolution: Confirm that the previous meeting minutes, dated 27 April 2022, are an accurate record.

Moved: Steve. Seconded Anna. Carried.

CORRESPONDENCE

26 April – 16 May 2022

- Various correspondence with Austcover to confirm insurance renewal. Certificate received for period to 1 April 2023
- Sustainable Neighbourhood News, May 2022
- Summary of board feedback sent to Council waste team, highlighting concerns around comms and misunderstanding of bulk waste changes.
- Project update from Hunter Water, regarding construction of permanent desalination plant at Belmont. Forwarded to board members.
- Grant agreement and supplier registration submitted to Hunter Water for Tiny Forest grant
- Invitation to National Volunteer Week event – Sent to SN Key Contacts

NEXT MEETING

Tuesday 21 June, 6pm

Council Admin Building

Agenda item: Business Supporters progress

LAKE MACQUARIE SUSTAINABLE NEIGHBOURHOODS ALLIANCE

GENERAL MEETING

TREASURER'S REPORT

1 April, 2022 to 30 April, 2022



Account 724181724 with Greater Bank, Charlestown Branch.

Balance **\$ 15,696.44 CR**

RECEIPTS

Total Income **\$ NIL**

EXPENDITURE

27 Apr 2022 Wdl Ref 1682694 GBS Mobile Repair Café
062827 10168842 A & G Clappison \$ 254.42

Total Expenditure **\$ 254.42**

BALANCE **\$ 15,441.92 CR**

This is a true statement of accounts for the Lake Macquarie Sustainable Neighbourhoods Alliance Inc. for the period 1 April, 30 April, 2022.

Signed _____

Name Jean McGarry

Title Hon Treasurer

Date 15 May, 2022.

Additional Treasurer's Reports (Circulated via email, 27 April)

LAKE MACQUARIE SUSTAINABLE NEIGHBOURHOODS ALLIANCE

GENERAL MEETING

CORRECTED TREASURER'S REPORT

1 January to 31 January, 2022



Account 724181724 with Greater Bank, Charlestown Branch.

Balance **\$ 18,693.59 CR**

RECEIPTS

Jan 28 Osko pymt. B. Adamthwaite \$ 500.00
Pamper Care

Total Income \$ 500.00

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 190.00

Total Expenditure **\$ 256.00**

BALANCE **\$ 18,937.59 CR**

This is a true statement of accounts for the Lake Macquarie Sustainable Neighbourhoods Alliance Inc. for the period 1 January to 31 January 2022.

Signed _____

Name Jean McGarry

Title Hon Treasurer

Date 25 March, 2022.

LAKE MACQUARIE SUSTAINABLE NEIGHBOURHOODS ALLIANCE

GENERAL MEETING

TREASURER'S REPORT

1 March to 31 March, 2022



Account 724181724 with Greater Bank, Charlestown Branch.

Balance **\$ 18,630.96 CR**

RECEIPTS

10 Mar 2022 Dep LMCC 12798 \$ 1,500.00

30 Mar 2022 EFT Stripe rH1hZwYEtwF 50.00

Total Income **\$ 1,550.00**

EXPENDITURE

02 Mar 2022 Wdl Ref 18254206 INV0023946 \$ 3,828.00

Fresh Promotions Pty Ltd
07 Mar 2022 Wdl Tfr to 637000 781599689 153.92
G Clappison Repair Café

14 Mar 2022	Wdl 13562950 Repair Café Grant 082-847 794796097 S Doove	191.67
16 Mar 2022	Wdl Tfr to 10375761 Repair Café 082-612 G. Ord	132.15
25 Mar 2022	Wdl Tfr to637-000 781599689 Repair Café G. Clappison	58.79
30 Mar 2022	EFT Stripe rH1hZwYEtwF Tfr Fee	2.68

Total Expenditure **\$ 4,367.21**

BALANCE **\$ 14,418.75 CR**

This is a true statement of accounts for the Lake Macquarie Sustainable Neighbourhoods Alliance Inc. for the period 1 March to 31 March 2022.

Signed _____

Name Jean McGarry

Title Hon Treasurer

Date 22 April, 2022.

Quarterly project report – July 2021 – March 2022

Date	Reference	Transaction details	Income	Expenditure
July 02 2021	Wdl. 10171757	Cardiff Pollinator Project, 082-741 507054905 Ms J A McGrath		\$ 71.40
July 16 2021	Wdl 10212428	Cardiff Pollinator Project 313-140 12175424 J Maverick		\$1,486.00
Aug 05 2021	Wdl 15074927	Cardiff Pollinator Project, 082-741 507054905 Ms J A McGrath		\$ 75.80
Aug 19 2021	Wdl 53475039	LMCC CRN 03103330 mobile banking		\$ 260.00
Sept 16 2021	EFT Dep	STRIPE STRIPE_KEWPGN9qC3Q	\$ 50.00	
Sept 16 2021	EFT Wdl	STRIPE STRIPE_KEWPGN9qC3Q		\$ 2.68
Oct 10 2021	Osko Dep	Pamper Care from Ms C.A. Goodwin	\$ 80.00	
Oct 15 2021	Osko Dep	Pamper Care from Ms C.A. Goodwin	\$ 20.00	
Nov 03 2021	BPayWdl 54121604	LMCC CRN 03103330 mobile banking		\$ 492.50
Dec 23 2021	EFT Dep	LMCC 12798	\$ 7,147.00	
Jan 19 2022	Wdl.Mob.Bnk.Tfr.	Fabric Cutting mat. Tfr 637-000 781599689 G. Clappison Repair Café		\$ 66.00
Jan 28 2022	Wdl 16504760	Mobile Decals-Membership 082-847 794796097 S Doove		\$ 190.00
Jan 28 2022	Osko Dep	Pamper Care Brian Adamthwaite	\$ 500.00	
Feb 02 2022	Wdl 12193165 Mob.Bnk	Pamper Care 650-000 982767322 R Charlton		\$ 401.27
Feb 24 2022	EFT Dep	EFT STRIPE STRIPE RypO4YNVSO5	\$ 100.00	
Feb 24 2022	EFT Wdl	EFT STRIPE STRIPE RypO4YNVSO5		\$ 5.36
Mar 02 2022	Wdl 18254206	GBS INV0023946 014-245 450666109 Fresh Promotions Pty Ltd		\$ 3,828.00
Mar 07 2022	Wdl Mob Bnk	Trans. 637-000 781599689 Repair Café G. Clappison		\$ 153.92
Mar 10 2022	EFT Dep	LMCC LMCC 12798	\$ 1,500.00	
Mar 14 2022	Wdl 13562950 GBS MobBnk	Repair Café Grant 082-847 794796097 S. Doove		\$ 191.67
Mar 16 2022	Wdl 10375761GBS MobBnk	Repair Café Grant 082-612 845209180 G. Ord		\$ 132.15
Mar 25 2022	Wdl Mpb Bnk	Trans 637-000 781599689 Repair Café Grant G. Clappison		\$ 58.79
Mar 30 2022	EFT Dep	STRIPE STRIPE-rH1hZwYEtwF	\$ 50.00	
Mar 30 2022	EFT Wdl	STRIPE STRIPE-rH1hZwYEtwF		\$ 2.68
Mar 30 2022	Wdl 22294464 GBS Mob Bnk	Trans Repair Café 062-827 10168842 A & G Clappison		\$ 117.31