

Lake Macquarie Sustainable Neighbourhood Alliance Inc



Location:	Council Administration Building, Main Road, Speers Point	Date:	Wednesday 3 July 2024
Chair:	Gabrielle Clappison		
Present:	Chairperson and Secretary: Gabrielle Clappison Treasurer: Jean McGarry Board members: Josephine Lane Bruce Robertson Mackenzie Robson Bruce Tozer		
Folder	Google Drive – Alliance Board.Board Meetings		
Minutes:	Secretariat – Chris Harle		
Guest	Linda Rowan		
Apologies:	Board members: Ingrid Schraner, Natalia Soeters		

Agenda Items

Agenda Item Ref	Agenda Item	Officer	Time (mins)
1.	Acknowledgement of Country	Chair	1
2.	Previous Minutes:	Chair	1
<p>Previous meeting minutes Draft meeting minutes from 12 June 2024 were circulated via email. Proposed resolution: Confirm that the previous meeting minutes are an accurate record.</p> <p>Moved: Josephine Lane Second: Gabrielle Clappison</p> <p>Carried</p>			1

3.	<p>Register of interests Board members are required to immediately declare any: direct or indirect pecuniary interest; or any non-pecuniary conflict of interest; or potential perception of a conflict of interest in any matter before the Board. Register of Interests.</p> <p>Note new entry July 2024: Ingrid noted that she is the Greens Lake Macquarie Lead candidate for the West Ward in the 2024 Local Council election. Note potential for perceived conflict. Ingrid may need to withdraw from discussions relating to Local Government Elections.</p>	Chair	1
4.	Review Action Item Log	Chair	5
5. Items for Discussion			
5.1	<p>Guest: Linda Rowan, Hunter Wetlands How the wetlands centre has benefited through a more disciplined approach to social media and how that could benefit us.</p>	Chair	20
5.2	<p>Interim Secretary - Advice from Fair Trading In response to enquiry, Fair Trading advised that where the Constitution is ambiguous, it is ultimately up to the board to interpret. The main thing is to ensure that decisions are documented, so that they can be consistently and fairly implemented in future. They confirmed that the decision by the board to nominate an interim Secretary to the period up to a normal election at the upcoming AGM is acceptable.</p> <p>Proposed Resolution: The Chair, Gabrielle Clappison, takes on the role of Secretary until the normal election at the upcoming AGM.</p> <p>Moved: Jean McGarry Second: Bruce Robertson</p> <p>Carried</p>	Chair	5
5.3	<p>Potential Memorandum of Understanding between the Sustainable Neighbourhood Alliance and Lake Macquarie City Council.</p> <p>Update: Landcare MOU has been circulated. Council (Community Partnerships Manager) is supportive of developing a MOU.</p> <p>Proposed Resolution: A small working group be formed to develop a draft MOU for sign off by the Alliance Board and Council.</p> <p>Moved: Gabrielle Clappison Second: Josephine Lane</p> <p>Carried</p>	Chair	5

	<p>Decision: Josephine Lane, Jean McGarry and Mackenzie Robson nominated as MOU working group members.</p> <p>Action: Secretariat to send previous Council report on Sustainable Neighbourhood program to the SN Alliance.</p>		
5.4	<p>August Sustainable Neighbourhood Gathering</p> <p>Tentatively scheduled for Sunday 11 August, 10am-noon - Landcare and Sustainable Living Centre, Booragul</p> <p>Draft planning doc and content ideas to date: SN network gathering - August 2024 - Planning</p> <p>Seeking board discussion and consensus to clarify:</p> <ul style="list-style-type: none"> • Purpose of event - Do we want an August event, or suggest other opportunities? • Prioritise which activities / content to include • Preference for format <p>Proposed Resolution: Nominate board member to help plan upcoming networking event.</p> <p>Moved: Mackenzie Robson Second: Jean McGarry</p> <p>Carried</p> <p>Action: Secretariat to invite Linda Rowan to deliver her presentation at the August Sustainable Neighbourhood gathering.</p> <p>Action: Gabrielle Clappison and Bruce Robertson to assist with planning the upcoming networking event.</p>	Chair	10
5.5	<p>Draft media release - TASNG recycling campaign Revised media release received from Toronto Area SNG 28 June. Note interview with SD on ABC radio 1 July, 8.50am, so presume TASNG has already sent a media release.</p> <p>Proposed Resolution: No action to be taken. Secretariat to advise TASNG.</p> <p>Moved: Gab Second: Bruce</p> <p>Carried / Not carried</p> <p>Action: Constitution sub committee to review the constitution in regard to rules regarding media and include that the Board approves all media promotions.</p>	Chair	10
5.6	<p>Hunter Community Alliance - Membership renewal</p>	Chair	5

	<p>HCA Membership Renewal is due. We have received an invoice for \$300 to cover HCA membership for 12 months to 30 June 2025.</p> <p>Proposed resolution: Agreement to pay \$300 from accumulated funds to confirm SN Alliance membership of HCA for this financial year.</p> <p>Moved: Gabrielle Clappison Second: Josephine Lane</p> <p>Carried</p>		
5.7	<p>Hunter Community Alliance - representation</p> <p>Seeking discussion to clarify Sustainable Neighbourhoods representation to the HCA. Who is going to be our representative? How will this look? A member of our organisation has contacted the HCA on our behalf without seeking clarification with us, the Alliance is a member not each of our members.</p> <p>Proposed resolution: Nominate a board member to be the main contact for the HCA.</p> <p>Moved: Gabrielle Clappison Second: Josephine Lane</p> <p>Carried</p> <p>Decision: Josephine Lane has nominated to be the main contact for the HCA.</p> <p>Action: Josephine will investigate the benefits for the Alliance on being a part of the HCA and will report back to the Alliance.</p>	Chair	5
5.8	<p>Proposed coffee catch up - Alliance board</p> <p>Proposal for board members to have regular, informal catch up, to chat, build relationships, workshop ideas, build momentum, develop consensus for board business.</p> <p>Fourth Tuesday of the month, 6pm</p> <p>Proposed resolution: Gab to go ahead and organise and notify board members of upcoming locations each month.</p> <p>Moved: Gabrielle Clappison Second: Josephine Lane</p> <p>Carried</p> <p>Action: Gab to go ahead and organise the informal catch ups on the fourth Tuesday of the month.</p>	Chair	5

6. For Information – Taken as read	<i>Project and event reports and updates from citywide projects, local groups, other Alliance business.</i>	0
6.1	<p>Sugar Valley SNG</p> <p>Companion planting workshop (and LM Grows Crop Swap) coming up at Holmesville Community Garden, 29 June: https://events.humanitix.com/companion-planting-workshop .</p> <p>Both the crop swap and the companion planting workshop were well attended. Final count for the companion planting was 26, including children (24 without).</p> <p>Driveway project - successful grant Notice of successful grant from Community Building Partnership, to construct a driveway at the Holmesville Community Garden. The driveway will make the garden site more functional and avoid problems with waterlogged soils preventing safe delivery of materials to the site.</p> <p>June Newsletter June 2024 Newsletter (mailchi.mp)</p>	
6.2	<p>FAST Opening event, 14 July Sustainable Neighbourhood stall and nature play activities</p>	
6.4	<p>Waste to Art Registrations open, Waste to Art Sustainable Neighbourhoods</p>	
6.6	<p>Greater Charlestown update</p> <p>Greater Charlestown - Draft minutes - June 2024.pdf</p> <ul style="list-style-type: none"> • Managing SN stall at FAST opening event • Successful Council Community Environment Grant, “Pit Pony Park Understory planting”, \$2478. Planning for planting day in July. • On Track grant application to Eraring was unsuccessful. Seeking \$45k • Request from Redhead SNG for help with visioning workshop 	
6.8	<p>Valentine Area</p> <p>Planning community music event for October, Sounds of Sustainability Goal - to build a sense of engaged community, to promote sustainability and VASNG, to have some good time with music in our local park - immediately opposite the shops. " A village green community music event - building community - a family event."</p> <p>Propose another Transform your Lawn workshop later in the year</p> <p>Solar Sense project wrap up Gayle circulated a valuable project summary documenting the actions and outcomes from their project. Secretariat will assist to circulate to other groups and add to website etc.</p> <p>Solar Sense project - assessment and outcomes. June. 2024.docx</p>	

	Gayle currently working to finalise grant expenditure and submit grant report to Council. Valentine Area - Meeting minutes - 25 June 2024	
6.11	Toronto Area SNG Draft TASNG Ord Meeting minutes 24-06-12.docx <ul style="list-style-type: none"> • Anti graffiti project - Celebration event planned for 17 July. Currently planning promotions for event and project through newsletters and social media. • Recycling / circular economy campaign 	
6.12	Five Bays SNG 2024 - June Meeting Minutes (Members) - Five Bays SNG.pdf Five Bays - AGM June 2024.pdf <ul style="list-style-type: none"> • Pamper Care project continues through Woodrising Neighbourhood Centre • Successful tree planting event held in May 	
6.13	Local group projects, minutes and newsletters Board members can view local group minutes, newsletters and project info in the google drive: Local groups and projects	
7. For Board Endorsement		
7.1	Risk assessments and requests <ul style="list-style-type: none"> • Toronto Area SNG - Anti-Graffiti event, 17 July. Risk assessment circulated via email. • Proposal from Repair It Lake Mac to take over management of the DeStash project, and expand the concept throughout Lake Mac. • Greater Charlestown and Warners Bay Area SNGs - Stall at FAST opening event - Risk assessment circulated via email. • Repair Cafe events at Cessnock - Risk assessment circulated via email. • Toronto Area SNG - Recycling and Plastic Free July stall at Charlestown Square, 4 July. Risk assessment circulated via email. <p>Endorsed</p> <p>Action: comments on DeStash proposal to be sent to Gab by board members.</p>	10
8. Treasurers Report		
	Treasurer's Report for June 2024 attached below. Proposed resolution: The board accepts the Treasurer's Report. Moved: Jean McGarry Seconded: Gabrielle Clappison Carried	Treasurer 5
9. Current Grant Projects		

Grant project	Remaining funds as of 20 June 2024	Status	Action
Cardiff Pollinator Plan	\$167.00	Overdue	Secretariat liaising with CASNG to finalise. Not yet complete.
Dudley Nature Play - Community Environment Grant	\$1,051.00	Overdue	Council approval was received to use funds for nature play equipment and activities at Tiny Forest site planned for May 2024. Pending reimbursements for purchases.
Solar Sense Valentine - Community Environment Grant	\$59.15	In progress. On track.	Project activities mainly complete. Remaining funds to be spent. Expect final report for July 2024.
Toronto Anti graffiti Mural project - Eraring Community Investment Fund	-\$76.88	In progress. On track.	Secretariat liaising with TASNG to correct overspend. Just confirming balance payment. Final report submitted to Origin
Driveway at Holmesville Community Garden - Community Building Partnership NSW Gov	[\$6710.00] Funds not yet received.	Application submitted October 2023	Notified successful June 2024. Waiting to receive grant agreement paperwork.
Planet Ark Seedling Bank - Pit Pony Park planting - Greater Charlestown SNG	[\$500.00] Funds held by GCSNG directly.	Grant agreement submitted April 2024	Planning for event July 2024
Pit Pony Park planting - Greater Charlestown SNG - Council Community Environment Grant	[\$2478.00] Funds not yet received.	Application submitted March 2024	Notified successful. Confirming grant agreement paperwork with GCSNG
10. Correspondence			
5 June to 30 June 2024			
<ul style="list-style-type: none"> • Phone call from Clayton Barr's MP office to advise the Community Building Partnership grant for a driveway at the Holmesville Community Garden was successful. Awaiting paperwork. • Invitation from Hunter Community Environment Network to meeting regarding Eraring extension - forwarded to SN Key Contacts. • Enquiry to NSW Fair Trading regarding correct process to elect an interim Secretary. Response via phone call as above. • Invitation to Red Cross Emergency Redi Workshops - forwarded to SN Key Contacts • Wrap up and thank you from Nature Conservation Council regarding Natalia's presentation at their conference in June. • Reminder about membership renewals, AGM and 2024 annual reporting - Sent to SN Key Contacts • Enquiry from East Lake Macquarie Dementia Service seeking volunteer guest speaker to talk about sustainability or deliver a workshop - Sent to Valentine and Pelican Area SNGs • Grant acceptance form for Greater Charlestown SNG, Pit Pony Park understory planting project - Submitted to Council 			

	<ul style="list-style-type: none"> • Council exhibition of draft North West Catalyst Area Place Strategy - forwarded to SN Key Contacts • Invitation to Coastal waterways monitoring and reporting workshop - forwarded to board members. 		
11 General Business			10 mins
11.1	Update on mediation with Community Justice Centre	Bruce Tozer	
11.2	Inviting volunteers to SN Alliance Board meeting. Action: Secretariat to sent around reminder about ability to attend	Gabrielle Clappison	
11.3	Discussion about the Constitution sub committee working group. Decision: Bruce Robertson has nominated to join the committee Action: Josephine Lane to email the group with dates for the working group.	Josephine Lane	
12. Next meeting: 7 August 2024; 6-7:30pm; Council Administration Building, Speers Point		Chair	
13. Meeting close: 7:58pm			

Action Item Log

Action Item Ref.	Action Item Description	Listed Date	Due Date	Completed/Status	Resp.
2024 - 1	<i>Action:</i> Board to consider public comments to the Volunteer Engagement Strategy when it goes on public exhibition.	1.5.24	TBA	Not yet started	Chair
2024 – 2	SN Alliance board members to continue to progress skills in conflict management.	1.5.24	TBA	Ongoing	All
2024 - 3	General business set for 10 mins to be put in as an agenda item	1.5.24	June 24	Complete	Sec
2024-4	Secretariat to forward Bruce's email(s) to the board as per the above action items and put on agenda for next meeting	1.5.24	June 24	Complete	Sec
2024-5	Establish a 2-5 min role for a board member to talk about their story and why they're part of the board.	1.5.24	June 24	Not commenced	Sec
2024-6	Bruce to invite contact from Hunter Wetlands Board to next Sustainable Neighbourhood Gathering to discuss their successful social media posts.	1.5.24	TBA	Complete	Bruce Tozer
2024-7	Organise signatures;	13.06.24	12.7.24	Complete	Jean McGarry
2024-8	Bruce T to go ahead and prepare for annual reporting as required.	13.06.24	12.7.24	In progress	Bruce Tozer
2024-9	Gabrielle Clappison liaises with Bruce Tozer about being a back up person for annual reporting requirements.	03.07.24	07.08.24	In progress	Bruce Tozer / Gab Clappison
2024 -11	Secretariat to send a previous Council report on the Sustainable Neighbourhood program to the Board.	03.07.24	07.08.24		Secretariat
2024-12	Secretariat to invite Linda Rowan to deliver her presentation at the August Sustainable Neighbourhood gathering.	03.07.24	07.08.24		Secretariat
2024-13	Gabrielle Clappison and Bruce Robertson to assist with planning the upcoming networking event.	03.07.24	07.08.24		Gab/ Bruce R.

2024-14	Constitution sub committee to review the constitution in regard to rules regarding media and include that the Board approves all media promotions.	03.07.24	01.11.24		Mackenzie
2024-15	Jo will investigate the benefits for the Alliance on being a part of the HCA and will report back to the Alliance.	03.07.24	07.08.24		Josephine
2024-16	Gab to go ahead and organise the informal catch ups on the fourth Tuesday of the month.	03.07.24	07.08.24		Gab
2024-17	Comments on DeStash proposal to be sent to Gab by board members.	03.07.24	10.07.24		All
2024-18	Secretariat to send around reminder about ability to attend Board meetings.	03.07.24	07.08.24		Secretariat
2024-19	Jo Lane to email group with dates for the Constitution sub committee.	03.07.24	07.08.24		Josephine

Treasurer's Report - June 2024

Treasurer's Report 1 June 2024 - 30 June 2024

Date: 2024
Page:

Balance as at: 19,977.34

Income

04/06	EFT Dep. TAONG - Graffiti overspend	76.83
19/06	Chg. Dep. W. Bay	100.00
27/06	EFT Dep. LMCC	6,478.00
27/06	EFT Dep. CCC 1167701	<u>1,659.00</u>

Expenditure

05/06	BPay Ref. LMCC CR Note 3126380	127.83
05/06	BPay Ref. LMCC Note 3143807	130.00
18/06	Wdthpar 08154184 Tiny Forest A/Celhan AJ Noon	50.00
20/06	Wdthpar 06575A6 Solar Sense Admach	230.00
20/06	Wdthpar Ref 1152373 Hall Hire	50.00
24/06	Wdthpar Solar Valentine SNG G Russell	<u>18.59</u>

Balance as at 31 May 2024 \$ 27,675.30

J. J. J. J.
Treasurer