

Lake Macquarie Sustainable Neighbourhood Alliance Inc

## Board meeting – MINUTES

Wednesday 6 March, 6.00 – 7.30pm

Landcare and Sustainable Living Centre, 80 Toronto Road, Booragul

### Present:

Alliance board members: Gabrielle Clappison, Stephen Dewar, Jo Lane, Bruce Robertson, Mackenzie Robson, Ingrid Schraner, Bruce Tozer

**Apologies:** Natalia Soeters, Jean McGarry



## AGENDA

### 1. Welcome and Acknowledgement of Country

Gab acknowledged that we are meeting on the Traditional lands of the Awabakal people, where sovereignty was never ceded. Gab acknowledged the Awabakal peoples' care for Country over millennia, and a hope that we all can sustain care for the environment and culture.

### 2. 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.](#)

No new interests were noted.

## ITEMS FOR DISCUSSION

### 3. Proposed Constitution change - Electing vice roles - Mackenzie (10min)

Proposal circulated to board members 25 January to amend the Alliance Constitution to allow for the election of the roles of Deputy Chairperson, Assistant Secretary and Assistant Treasurer.

Alliance Constitution: [Constitution of the Lake Macquarie Sustainable Neighbourhood Alliance - Adopted 16 November 2021.pdf](#)

Dept Fair Trading's rules for an association to change their constitution:

- [Resolutions | NSW Fair Trading](#)
- [About the constitution | NSW Fair Trading](#)
- There is a \$60 fee to register the change with Fair Trading.

*Proposed addition to the Constitution:*

#### **4.3.5 Deputy/Assistant Positions**

*The Board may also decide to elect 1 or more of the following positions.*

*Deputy Chairperson*

*Assistant Secretary*

*Assistant Treasurer*

*To act in place of the Chairperson, Secretary and/or Treasurer if they are unable to perform their role for any reason.*

Comments and discussion included:

- Having deputy or assistant roles would give formal opportunity for example to mentor or train someone to eventually take on the primary role.
- There are existing provisions in the current constitution to enable existing board members to take on extra tasks as required (eg section 4.3.1)
- If we change the Constitution we should check everything in case there are other improvements to be made, especially considering the fee and work to convene a general meeting.
- Suggest forming a subcommittee to review the constitution and identify possible improvements. Board members can forward their ideas to the subcommittee as well.

***Resolution: Jo, Ingrid and Mackenzie to review and prepare proposal for May board meeting.***

#### **4. SN Alliance membership of Hunter Community Alliance**

Proposal that the Sustainable Neighbourhood Alliance applies to become a founding member of the Hunter Community Alliance [Hunter Community Alliance \(thehca.org.au\)](http://thehca.org.au). Note background about HCA discussed at [October 2023 board meeting](#). Membership costs \$250 pa.

Discussion included:

- Participation may give SN Alliance exposure and raise SN profile as a valuable and active organisation. May result in recruitment of new volunteers for SN Alliance.
- Potential for influence in numbers, and value of being part of a large cross section of community involved (eg unions, community groups, churches etc). Can provide more clout with decision makers. Sydney Alliance has demonstrated their influence.
- Value in providing support to a worthy community initiative, and showing what we can contribute.
- Question what the tangible benefits are to SN Alliance. Should focus on strengthening SN Alliance, wait 12 months and see what HCA achieves and whether sustainability objectives are prioritised. Or join for 12 months and see if it
- Where is there overlap between HCA and SN Alliance priorities?
- Housing and transition are stated priorities of HCA
- Ask for a discount in the fee.

***Resolution: That the Sustainable Neighbourhood Alliance applies to become a founding member of the Hunter Community Alliance for 12 month trial, and encourages SN representative(s) to attend their founding event on 10 April. Carried: 5 votes for, 2 votes against.***

#### **5. Sustainable Neighbourhoods Strategic Plan 2030 - Priority actions for feedback**

Following the various discussions and feedback from volunteers over the last 12-18 months, Rachelle has started drafting some priority actions to be included in the 2030 Strategic Plan.

A working draft was circulated to board members for review and comment:

[WORKING DRAFT - Priority actions - Sustainable Neighbourhoods Strategic Plan 2025-2030.docx](#)

The actions listed so far are taken from:

- 2023 volunteer survey results
- Discussions at SN Network events, visits to local groups and board meetings
- Current projects and organisational requirements

**Resolution:**

- ***Take these draft actions to the SN Gathering event on 10 March to seek member feedback.***
- ***Following that event, circulate the draft to the network more widely to seek their feedback.***

**6. Proposal to transfer ownership of Tiny Forest project**

The licence that gives the Alliance permission (and sets out the terms and conditions) to occupy the Booragul Tiny Forest site is due to expire on 31 March 2024. Council has sent the renewal licence to the Alliance for signing, which was circulated to the board on 29 February 2024.

Anna Noon forwarded a proposal for the board's consideration to transfer ownership and responsibility for the Tiny Forest project from the SN Alliance to [Groundswell](#).

There was some discussion via email, and Gab advised that Anna withdrew the proposal via email prior to the meeting.

The meeting noted the amazing work Anna has done and continues to do as a Sustainable Neighbourhood volunteer to plan and deliver the project, and are keen to continue to provide the governance structure and other support for the continued maintenance, citizen science and education activities at the site.

***Resolution: The Alliance board agrees to renew the Tiny Forest licence with Council.***

**FOR INFORMATION – TAKEN AS READ**

*Project and event reports and updates from citywide projects, local groups, other Alliance business.*

**7. Board member visits to local SNGs**

In previous years we've found it very valuable for board members to visit one or two local groups that you're otherwise unfamiliar with to share information and create closer connections between the board and the wider SN network.

Each group and their meeting times are listed in this doc: [Local group meetings 2024.docx](#)

***ACTION: Board members to nominate one or two groups you intend to visit (add your name to the doc above), and contact them directly to confirm their upcoming meeting times.***

**8. SN Gathering, Sunday 10 March, The Place Charlestown**

Natalia has offered to facilitate the event. Topics include:

- Hear how the Greater Charlestown Sustainable Neighbourhood Group has sparked new energy with a visioning workshop
- Where do we want to be in 2030?
- How can we work together to reduce waste?
- Share your group's plans

Bookings at [Sustainable Neighbourhood gathering | Humanitix](#).

#### **9. Future SN gatherings. Seeking ideas for activities, topics, presentations etc.**

Please send ideas to Rachele for future events.

- May – date TBC (National Volunteer Week 20-26 May). What would you like to do to celebrate NVW?
- August – date TBC
- December celebration – date TBC

Ideas:

- Displays or case studies about local group projects eg Toronto murals
- How can board help recruit for local groups?

#### **10. On Track - Community Arts project**

Planning continuing. Following discussion with Origin re grant funding, have updated project plan to include:

- 15 total sculptures, including ~9 on Fernleigh Track and 5-6 on tracks on the western side of the lake. Perhaps include one in the sculpture park at MAC (TBC)
- 14 of the sculptures to be environmental ie made from natural materials
- 1 only of the sculptures to be made from non environmental. This sculpture to be sited at Origin. This sculpture to be conceived and developed by all 75 (ish) participants. We will ask Origin to supply materials.

Draft grant application was circulated to board members, and Rachele has sent some comments to Barney. Bruce R presented some additional feedback to the meeting.

#### **11. Hunter Wildlife Rescue Turtle Project - Gab**

Planning in progress, including:

- Citywide clean up Sunday 26 May. Coordinate each group to do an Eco Angel clean up - SN Alliance
- Include underwater clean up by Swansea Dive Shop. They also plan to create a promotional video. - Swansea Dive Shop
- Aim for media publicity on Thursday 23 May (World Turtle Day), to promote participation in clean up events that weekend. - shared publicity efforts
- Market stalls Fennel Bay March-April - HWR? (Or Tania this can be an SN Alliance activity if needed. We have insurance already in place that could cover if needed)
- Waste to Art workshop incorporating litter collected. Big fish sculpture? Possible links with On Track Fernleigh art project? - TBC (Could be SN Alliance as part of waste to Art or Barneys project or...)

#### **12. Film screening - Warners Bay Area SNG and Munibung Hill Conservation Society**

Screening of 'Bury Me at Taylor Hollow', Tues 19 March 7pm

Booking link: [Film - Bury Me at Taylor Hollow | Humanitix](#).

Please promote

#### **13. Volunteer hours - google form**

Have set up a google form as an easy way for volunteers to submit their hours worked, and to collate for volunteers across the city. Testing with Warners Bay Area SNG volunteers, and others can add their hours directly there too: <https://forms.gle/hGpivnByRsZUMAw68>.

#### **14. Toronto Anti-Graffiti and Mural project**

TASNG have been removing graffiti and re-painting walls. Prints from local Aboriginal artists are looking amazing. Planning a launch event in June.

#### **15. SNG Clean Up Australia Day sites at:**

- Boolaroo
- Eleebana
- Pelican
- Rathmines
- Redhead
- Warners Bay
- West Toronto
- Whitebridge

Steve comment: Going for several decades now but we need to learn from it. Cans and bottles greatly decreased but we need to use it to educate public more, using social media and radio. Rubbish effects on nature and what we can do better in recycling/circularity. Fast food businesses need to step up! Noted lots of fast food litter at Warners Bay site. Suggestions for signage and for businesses to install signage and recycling bins. Idea to put them on notice for future media campaign.

#### **16. Valentine Area update**

- Clean Up Aus Day site
- Visit to Maitland Travelling Electricity Day 25 April
- Gayle has registered her house 'Valentine: Funky House' for Sustainable House Day, Sunday 21 April.
- Three volunteers re-mulched the verge garden site at Ross St Belmont. Looking good and lots of brilliant feedback from passers-by.
- Next Solar Sense workshop: Sunday 5 May. Will incorporate Solar Sense with Cool House Warm House info, and add case studies.
- Planning Valentine Area newsletter for early April
- Gayle registered her property for Sustainable House Day tour 21 April, <https://sustainablehouseday.com/>
- Transform your lawn workshop, 28 April, [Transform your lawn workshop | Humanitix](#)

#### **17. Greater Charlestown update**

- Pit Pony Park - Proposal for understorey plantings. Planning for planting day National Tree Day July 2024. EOI submitted to seek Council approval - approved 23 Feb. Community Environment Grant application in development.
- Planning green cleaning workshop
- Partnership with Kahibah Business Alliance re Memorial Park
- On-Track - Environmental art project adjacent to Fernleigh Track
- Charlestown Place-making

#### **18. Holmesville Community Garden**

Sugar Valley SNG planning to host some Lake Mac Grows workshops later in 2024.

**19. Tiny Forest, Booragul**

The Lake Mac Tiny Forest is thriving since it was planted in May last year. Many of the trees are more than 3m high, and the site's density is successfully suppressing weed growth. Some self-seeded natives have even popped up too. The ReLeaf Lake Mac team are planning a 1-year birthday celebration in May, and to participate in the Aussie Bird Count in October.

Licence agreement for Tiny Forest site due to expire 31 March 2024. Council has provided a 12-month renewal for board signing, with no change to the licence terms.

**20. Steve leave**

Note Steve will be away 22 April - 23 May.

**21. Volunteer recruitment / promotions idea**

Bruce T suggested holding local open day events as a way to promote and invite participation from new volunteers. Eg BBQ,, local businesses, jumping castle and invitations to schools and everywhere about what local SN contributes in the community. See similar purpose for citywide clean up with Hunter Wildlife Rescue in terms of promotions and opportunity to participate. Note need to be proactive to actually engage with people and get them to sign up at events. Warners Bay Area SNG coffee catch ups with branded tshirts were successful to engage new contacts.

**22. Warners Creek project**

Bruce R to circulate Warners Creek proposal to board.

**23. Teralba to Toronto Resilience Planning**

Steve noted participation in Council's resilience planning project and importance of community preparedness eg in case of a black out.

**24. Council Community Strategic Plan - upcoming consultation**

Steve noted upcoming Council consultations and suggested seeking a clearer volunteer dispute resolution process. Rachelle will circulate consultation and engagement opportunities to SN network when available.

**FOR BOARD ENDORSEMENT**

**25. Risk assessments and requests**

None received

**26. Treasurer's Report**

Treasurer's Report for February 2024.

*Proposed resolution: The board accepts the Treasurer's Report.*

*Moved: Jo*

*Seconded: Steve*

*Carried*

## 27. Current grant projects

Grant project	Remaining funds as of 27 February 2024	Status	Action
Cardiff Pollinator Plan	\$167.00	Overdue	Rachelle liaising with CASNG to finalise
Toronto Community Harmony Initiative	\$0.00	Overdue	Funds have now all been spent. Rachelle liaising with TASNG to prepare and submit final report.
Dudley Nature Play - Community Environment Grant	\$1,051.00	Overdue	Propose funds to be used for nature play equipment and activities at Tiny Forest site planned for May 2024. Need to seek Council approval for variation.
Solar Sense Valentine - Community Environment Grant	\$1778.38	In progress. On track.	-
Toronto Anti graffiti Mural project - Eraring Community Investment Fund	\$3560.00	Updated schedule TBC	-
Driveway at Holmesville Community Garden - Community Building Partnership NSW Gov	\$6710.00	Application submitted October 2023	-

## 28. Previous meeting minutes

Draft meeting minutes from 7 February 2024 were circulated via email.

*Proposed resolution: Confirm that the previous meeting minutes are an accurate record.*

*Moved: Jo*

*Seconded: Steve*

*Carried*

## 29. Correspondence

1 - 29 February 2024

- Signed grant agreement for Toronto Graffiti Mural project submitted to Origin (Eraring Community Investment Fund)

- Invitation for Alliance to have a stall at Rotary's Seniors event at Morisset Showground in March - Sent to board members
- Invitation to the Hunter Community Alliance Founding Assembly event 10 April - Sent to board members
- Updated SN activities and 2023 Annual Report submitted to insurers to prepare renewal quote for 2024 (due in April)
- Confirmation of PO Box renewal from Australia Post
- Request to weebly (website content management platform) to fix 'ssl certificate'
- New volunteer enquiry - Directed to turtle clean up project and Styles Point project
- Purchase order details received from Cessnock City Council for scheduled delivery of Repair Cafe events in 2024
- Invitation to Sn Gathering event 10 March - Sent to SN Key Contacts
- Sustainable Neighbourhood News, 27 February 2024
- Invitation from Council to participate in Teralba to Toronto Resilience Planning workshop and/or working group - Sent to board members
- Free insurance webinars offered by AON - Sent to board members
- Renewal of licence agreement for Booragul Tiny Forest site from Council for signing.

**30. Next meeting:**

Wednesday 3 April 2024, 6.00 – 7.30pm

Landcare and Sustainable Living Centre, Booragul

**31. Meeting close 7.37pm**



**LAKE MACQUARIE SUSTAINABLE NEIGHBOURHOOD ALLIANCE**

**GENERAL MEETING**

**TREASURER'S REPORT**

**1 February, to 29 February, 2024**



Account 724181724 with Greater Bank, Charlestown Branch.

**Balance**

**\$ 20,143.17**

**RECEIPTS**

01 Feb, 2024 LMCC payment Warners Bay SNG  
Nature Play activities, Living Smart \$ 1,500.00

05 Feb 2024 Orica/Eraring Community Investment  
Fund, TASNG Anti-Graffiti & Mural  
Fund \$ 3,560.00

**Total Income \$ 5,060.00**

**EXPENDITURE**

21 Feb, 2024 Payment to Coal Point Progress Ass.  
Advertising, TASNG Community  
Harmony Initiative grant \$ 73.50

**Total Expenditure \$ 73.50**

**BALANCE \$ 21,129.67**

This is a true statement of accounts for the Lake Macquarie Sustainable Neighbourhoods Alliance Inc. for the period 1 February to 29 February, 2024.

Signed \_\_\_\_\_

Name Jean McGarry  
Title Hon Treasurer  
Date 1 March, 2024