

Lake Macquarie Sustainable Neighbourhood Alliance Inc

Board meeting – MINUTES

Tuesday 16 March, 6-7pm

Teralba Bowling Club



Present: Robyn Charlton, Gabrielle Clappison, Steve Dewar, Mark Howells, Nico Marcar, Jean McGarry, Bruce Tozer

Apologies: Amanda Herrald, Rachelle McConville, Samantha Doove

Welcome from Chair and acknowledgement of Country

ITEMS FOR DISCUSSION

1. Amanda – proposed leave to end of May

Amanda will be unable to make our upcoming meeting times, because of time commitments generally, and the location of her new job. She is still keen to remain a board member, and has proposed that she be allowed 3 months leave (March – May) from attendance at board meetings. During this time, she will maintain communications via email, and contribute via email where she can. If there are zoom meetings, she will more likely be able to attend.

Propose that we can revisit the arrangement at the end of May, when circumstances may have changed.

Seeking approval from the board for this arrangement. Approved.

2. Hunter Jobs Alliance

Membership is only available to individuals, rather than groups. Membership form here: <https://www.hunterjobsalliance.org.au/membership>. Suggestion that SN volunteers might consider joining as individuals; and SN can promote relevant HJA initiatives.

Action: Include notice in upcoming SN News.

3. Follow up from special board meeting re advocacy

Resolutions from the meeting included:

1. The Alliance Board will formulate a communique to Sustainable Neighbourhood groups addressing these issues around governance and advocacy, including a requirement for all SN groups to submit regular meeting minutes to the Alliance Board, noting key decisions made, current projects, and advocacy activities, being planned on behalf of the group.
2. The Alliance Board will seek to improve 2-way communications with SN groups, by arranging to visit upcoming local group meetings.
3. The Alliance Board will develop a more detailed policy to provide guidance and advice to SN groups around advocacy.

Resolution: Confirm minutes from special meeting for distribution to usual minutes recipients.

Actions:

- *Nominate and schedule board member visits to local group meetings*
- *Draft advocacy policy for board input*

Discussion has also highlighted that there are a number of omissions from the Alliance's suite of policies / procedures, including:

- Code of conduct for SN volunteers. Should be included in induction materials, and agreement when becoming a financial member.
- Dispute resolution, misconduct & complaints handling
- Bullying & sexual harassment

There are a number of policy templates available at <https://communitydirectors.com.au/tools-resources/policy-bank> that will provide some valuable guidance.

Proposed resolution: Alliance board will work towards developing these policies over the coming months. Recognise that it will take some time to develop these. Anyone want to draft one or more of these policies?

4. Insurance renewal

Insurance renewal underway with Austcover – Through their Community Environment Insurance Program (underwritten by Chubb).

List of SN projects and activities, and Insurance Policy Schedule circulated to board members for review.

Have asked Austcover to clarify sections c&d under the 'Non Medicare Medical Expenses' heading – to explain what the clauses mean in relation to engaging in youth and education activities.

5. Proposed inclusion in Queens Commonwealth Canopy

Queens Commonwealth Canopy, <https://queenscommonwealthcanopy.org/>, “By creating a pan-Commonwealth network of forest conservation projects, the QCC will mark Her Majesty The Queen’s service to the Commonwealth while conserving indigenous forests for future generations.”

Proposal to write to the Minister for the Environment on behalf of the Alliance, to nominate the Awaba Conservation Area (proposed) for inclusion in the QCC.

Seeking board approval to write to Minister with request above. Approved.

6. Better Streets Strategy

Council’s Walking, Cycling and Better Streets Strategy currently on public exhibition.

Action: Robyn to prepare a submission on the Alliance’s behalf, including links to better transport and parking.

7. Gone fishing day - Rathmines

Sponsor a small group of disabled clients to fish from a fishing location – Proposed activity.
Requires further investigation, and delay until fishing platform is accessible for people with disabilities.

8. February meeting minutes

Meeting minutes were circulated via email.

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

Moved. Mark. Seconded: Gab. Carried.

9. TREASURERS REPORT - FEBRUARY

See attached below.

Moved: Jean. Seconded: Gab. Carried.

RISK ASSESSMENTS AND REQUESTS

10. Clean up coal ash workshop, 20 March

Risk assessment circulated to board members and approved.

11. Pond and tree planting workshops – CASNG, 18 April and 23 May, 10am-1pm

Risk assessment in preparation – to be circulated to board members via email.

PROJECT AND LOCAL GROUP UPDATES

12. Strategic Plan progress update

Progress update circulated via email.

13. Business membership – progress update and feedback

Sam has drafted some promotional text, and is investigating suitable online platforms to manage memberships (application, payment, renewal, database management). There is a free option with one company but it has limited functionality. Keen on a platform called Join Up though, which would cost about \$20 a month. I can see the potential for local groups to also use this to collect their memberships and monitor their renewals etc. With our growing advocacy role, more members would be powerful.

Seeking feedback from board about outlaying some dollars to set up a system like this.

14. Volunteer recruitment & induction

Volunteer position descriptions have been updated for 2021 – available here:

<http://www.sustainableneighbourhoods.org.au/volunteer.html>. Will promote each of them

over coming months. Started with Waste to Art roles, and have received two expressions of interest so far.

Draft content for a volunteer induction is available here:

<https://docs.google.com/presentation/d/16z9p6NFE3H6xGiecOZx1ONiIdqVTR1IzEVwHqMRQMc0/edit?usp=sharing>. Rachele will test with incoming Waste to Art volunteers, and is investigating options for online delivery platform.

15. Clean Up Coal Ash workshop + report from 20 Feb

There are many ideas about reuse of the coal ash dams if only NSW Gov would encourage it...millions of tons can be reused in a relatively short time frame. Mark Ramsey from Vecor Co. spoke about plans to make ceramic tiles and Nick Willis from Wilco Group spoke about their reuse already to make lighter, more flexible yet stronger concrete. Vale's Pt Power Station still has no emissions standards...so make a submission!

Presentations and more information from the 20 Feb meeting is available here:

<https://www.hcec.org.au/events/coal-ash-public-meeting>.

Clean Up coal ash Campaign update and planning workshop, Saturday 20 March, 9am-12noon, The Place Charlestown. More information and registrations at:

<https://www.eventbrite.com.au/e/clean-up-coal-ash-campaign-update-and-planning-tickets-142452237477>

16. Plastic Free Lake Mac

Good publicity around plastics with articles in Newcastle Weekly re Plastic Free Cafes, and Newcastle Herald re Clean Up Australia Day.

Most of the near 40 cafes are running down their numbers of bamboo reusable coffee cups and I will check the numbers this week and, if necessary, reallocate the remaining cups around and give out a thank you certificate. I think another campaign with fastfood cafes and truck type coffee vendors later in the year would be great especially for tradies. Also, we can promote the JOC's campaign called Caffeine? and Simply Cups system.

\$88.30 owed to Steve. Money boxes to be added up and total sent to Jean for 3rd round for coffee trucks later this year. Latest evidence Biocups and compostable coffee cups have many problems so reusable is definitely the way to go!

Just an ask. Maccas is getting a lot of adverse feedback about its switch from plastic straws and cutlery. Can we send feedback to MACC.AS/FEEDBACK to applaud their decision on single use plastics?

Also note request from GCSNG around Aldi and soft plastic recycling – seeking some more info.

17. Waste to Art

Currently recruiting volunteers for 2021. Considering a few options for 2021, including:

- Exhibiting at 4 Launchpad spaces at Charlestown, Belmont, Toronto and Swansea to increase visibility
- Partnership with MAC to run art-making workshops in conjunction / lead up to exhibition.
- Potential venue for satellite events for Living Smart Fest.

18. Good Car Company – Possible citywide workshop? Lead by WBASNG

Dennis from WBASNG is looking into potential collaboration with the Good Car Company, <https://www.goodcar.co/> to encourage uptake of electric vehicles in Lake Mac.

Gab will provide further details about presentation at Club Macquarie.

19. EnergyWave Redhead

Project team are considering their options to deliver their grant project, as the expo they originally proposed is being reconsidered because of covid. So far they have created excellent series of newsletter content including personal case studies, and other educational information around installing solar at home.

20. Valentine SNG 'festival' project

The Valentine SNG submitted a grant application to Awesome Lake Mac, to fund their upcoming plans for a community planning event (May) and workshop series (August). (No need to be auspiced by Alliance.)

They are also applying for a Council Community Environment Grant and a draft will be circulated to board for review.

21. RMIT research project, "Why join a Sustainable Neighbourhood Group?"

Encouraging SN volunteers to participate in this research project. Survey here: https://rmit.au1.qualtrics.com/jfe/form/SV_23QlapRTE2H73St?fbclid=IwAR1-JCezpSlyfKOybyDoc6Mga2afMMf9c95tFacCXps0T7RvvlEsxs84_40 and focus groups planned for 18 March.

22. SN Gathering, Feb

17 attendees. Great opportunity to meet other SN volunteers and plan for 2021. Local group reports, Action ideas for citywide projects and Strategic Plan, and Summary of Strategic Plan progress and citywide projects were circulated to SN network.

23. ReLeaf Lake Mac

All SNGs invited to plant a few trees for National Tree Day on 1 August, through existing Landcare groups, and as publicity for ReLeaf. Supported Landcare. TIN could supply tree stock at reasonable price. Steve could help coordinate. A canvass of SNGs needed.

Robyn to address Wangi Lions Wednesday, March 17 on Releaf Lakemac.

24. Urban Greening Strategy

Encourage groups and individuals to add comments and suggestions through shape.lakemac.com.au/urbangreening. Make sure to include Landcare.

25. Proposal about a suggestion box system for SN brochures at our events.

Meeting closed 7.01pm

26. Correspondence 12 February – 11 March

- Notice that the Lake Macquarie Coastal Management Program Scoping Study is now available at <https://shape.lakemac.com.au/coastal>
- Updated minutes from meeting with board members and Dudley SNG, and various correspondence with individuals.
- Alliance PO Box was renewed to March 2022.
- NSW Water Quality Objectives – consultation – sent to SN Key Contacts
- Full names and board positions of Alliance bank signatories provided to Greater Bank as requested.
- Coastal Zone Management Committee February meeting minutes – circulated to board members
- Notes from SN Gathering event – circulated to SN Key Contacts
- Two expressions of interest received (through Facebook) for Waste to Art Coordinator role
- Nico Marcar (and TASNG / SN Network) received a community recognition statement in NSW Parliament from Greg Piper.
- Reminder to SN Key Contacts about RMIT research project
- Correspondence from TASNG to Council to advise that they would like to return the remaining grant funds for the Picnic in the Park project.
- Two enquiries regarding sourcing reusable coffee cups re Plastic Free Cafes
- Enquiry from Wallsend Heritage Group, seeking information about the WBASNG Heritage Trail project
- Boomerang Alliance update ‘Plastics under attack’ – Sent to SN key contacts
- Invitation to Q&A session re Council’s Better Streets Strategy – Sent to SN key contacts
- Correspondence with Austcover regarding insurance renewal

**LAKE MACQUARIE SUSTAINABLE NEIGHBOURHOODS ALLIANCE
GENERAL MEETING**



TREASURER’S REPORT

1 February to 28 February, 2021

Account 724181724 with Greater Bank, Charlestown Branch.

Balance **\$ 13,641.97 CR**

RECEIPTS

Total Income **\$ NIL**

EXPENDITURE

Total Expenditure **\$ NIL**

BALANCE

\$ 13,641.97 CR

This is a true statement of accounts for the Lake Macquarie Sustainable Neighbourhoods Alliance Inc. for the period 1 February 2021 to 28 February, 2021

Signed _____

Name Jean McGarry

Title Hon Treasurer

Date 12 February, 2021.