

Lake Macquarie Sustainable Neighbourhood Alliance Inc

Board meeting – MINUTES

Wednesday 1 February 2022, 6.00-7.15pm

Council Administration building, Main Road, Speers Point



Invited: Gabrielle Clappison, Steve Dewar, Mark Howells, Nico Marcar, Jean McGarry, Bruce Robertson, Mackenzie Robson, Bruce Tozer

Rachelle McConville (Council)

Apologies: Steve Dewar, Mark Howells, Bruce Robertson

Mackenzie left 6:56pm

MINUTES

1. Welcome

Gab acknowledgement the Awabakal people as the traditional owners of the lands and waters around Lake Macquarie, and recognised their continuing care for Country and community.

Check in and 2min video, 'Be a Mr Jensen' – Being the best for the world:

https://www.youtube.com/watch?v=4p5286T_kn0

ITEMS FOR DISCUSSION

2. Potential partnership with OzFish

Bruce T circulated some background notes about components of a project at Styles Point including:

- Styles Point salt marsh planting site. Council currently preparing the site. OzFish have secured a grant. Expect plantings to go ahead March/April 2023 to encourage salt marsh rehabilitation.
Note this is an extension of the existing Styles Point Planting project by Rathmines Area SNG, with 2 planting sites completed in 2022. (Grant project funds outstanding.)
- Oz Fish is a not for profit organisation who aim to protect and restore fish habitat. <https://ozfish.org.au/about/>. They have many complimentary objectives with Sustainable Neighbourhoods and possible future opportunities to partner on local projects.
- OzFish have offered to supply free clean up kits to Sustainable Neighbourhood groups, including: A rubbish bag, extendable tongs for reaching into the water, gloves, sharps container, fact sheet, and a carry bag.
They are particularly interested to supply equipment for sites that are relevant for OzFish objectives related to aquatic health.
May also offer volunteers to assist on local projects, and training for on-ground planting or rehabilitation projects.

Noted benefit of using existing equipment rather than buying new, and benefits of Eco Angel program that includes equipment and rubbish removal. Considered that the OzFish kits are likely more suitable for ad hoc or informal litter collection opportunities, rather than larger events like Eco Angels.

Will need to consider risk management requirements. May be suitable to develop site specific risk assessments that are suitable for multiple occasions. Check what resources OzFish already has in place, including risk management, insurance and litter tallies and entry to database.

Resolution: Accept the offer of clean up kits, and continue to explore future partnership opportunities where our values align.

Moved: Bruce

Seconded: Gab.

Carried.

3. Sustainable Neighbourhoods Strategic Plan – review and update

The [Strategic Plan](#) is due for review, and we are considering the best way to engage with SN membership to update and develop the next version. Proposing:

- March-June 2023: SN Volunteer Survey (similar to the [2016 volunteer survey](#)). Noted that a lot has changed in the last few years, and it will be valuable to check in with our network of volunteers. Can use the survey results to inform the Strategic Plan content, and frame the questions accordingly.
- August 2023: Strategy Workshop to inform development of 2024-2030 Strategic Plan.

The board also discussed their role in this process, and suggested that each board member takes the lead on at least one strategy or action in the current plan. This can involve pursuing an existing action or revisiting, reviewing or changing the action to something more useful.

General agreement with this process above.

ACTION: Rachelle to circulate most recent Strategic Plan progress update.

ACTION: Each board member to each identify one or more Strategies and/or actions they are interested in pursuing.

ACTION: Rachelle to send instructions re google drive folder and saving it as a favourite in browser.

4. Landcare and Sustainable Living Centre, umali Barai-ku opening

- Whole program of events: <https://www.eventbrite.com/cc/isl-umali-barai-ku-opening-festivities-1523659>
- Official opening (board members invitation only), 2 Feb
- Community open day, 18 Feb – Alliance stall
- Opportunity for SN volunteers to assist with other events.

Seeking interest to run a simple info stall at the open day on 18 February. Rachelle is on leave again from 10-19 Feb, so will need to organise gear by 9 Feb. Rachelle can just leave items at the centre ready for the day.

ACTION: Gab, Nico, Jean (and maybe Steve) are available to staff an SN stall on Saturday 18 February. Rachelle to confirm details time etc and get gear together, including plastic holders for name tags.

ACTION: Rachelle to do a run of new badges for board members. (Probably won't be ready for open day.)

PROJECT UPDATES, REPORT BACKS, UPCOMING EVENTS

Note: Please read through these prior to the meeting. We will not read out each item at the meeting, but there will be opportunity to add recent information or ask questions.

5. Alliance Year Planner

Rachelle uses this document to plan for upcoming events, and updates it each month. You might find it helpful to refer to for planning.

<https://docs.google.com/spreadsheets/d/1DxINzvz5yjlMFcEDuqaNwJlpHjs-KaDt/edit?usp=sharing&oid=116477624801891408837&rtpof=true&sd=true>

6. Repair Café

Repair Cafe coming up Saturday 25 February, as part of the umali barai-ku opening celebrations.

7. ReLeaf

- Tree Trail at the MAC - Currently updating the brochure with updated stop numbers. (Grant final report pending.)
- Valentine verge greening project – planting completed.
- Tiny forest
Waiting for formal Council feedback on the draft concept design. And requirements for licence approval and ongoing project management requirements.
Have pushed schedule back to aim to complete earthworks in March/April.
- Styles Point – see report in discussion item above

8. Waste to Art

Currently recruiting for the coordinator role:

<http://www.sustainableneighbourhoods.org.au/waste-to-art.html>

Looking for a coordinator to make the project happen, and also supporting volunteers. Have a couple of great expressions of interest so far ☺. Expressions of interest close 20 February, and planning volunteer induction Wednesday 15 March.

9. Toronto Area SNG projects

Planning a publicity campaign to reduce packaging and improve recycling, targeting fast food drive throughs, food delivery and Costco.

10. RISK ASSESSMENTS AND REQUESTS

- **Pelican Area SNG – Info stalls 10 December and 28 Jan.** Risk assessment circulated and approved via email.

11. TREASURER'S REPORT

Quarterly report on project balances attached below.

December and January Treasurer's Report. Thank you Jean for including more explanation in the expenditure details.

Resolution: The board accepts the Treasurer's report.

Moved: Jean

Seconded: Nico

Carried

12. PREVIOUS MEETING MINUTES

December meeting minutes were circulated via email.

Resolution: Confirm that the previous meeting minutes are an accurate record.

Moved: Gab

Seconded: Nico

Carried

13. 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. The following potential conflict is noted by the board, and recorded in the register of interests.

Note updated declarations from Gab:

https://docs.google.com/document/d/1T9g8WfjsCAaSM0Z4TOIZT-L3N1opz_l2/edit?usp=sharing&oid=116477624801891408837&rtpof=true&sd=true

Encourage other board members to add their existing interests that may present, or appear to be a conflict of interest.

14. CORRESPONDENCE

1 December 2022 – 30 January 2023

- Aboriginal Cultural Awareness training – opportunity forwarded from Koori Grapevine to SN Key Contacts
- Annual Summary of Financial Affairs submitted to Department of Fair Trading
- Notice to Sugar Valley email subscribers about handover to Sugar Valley SNG committee, and opportunity to unsubscribe.
- Confirmation of new Public Officer – received from Dept Fair Trading
- Plastic Free Coffee Vans – Final report for Community Environment Grant – Submitted to Council

- Letters of thanks sent to Robyn Charlton and Sam Doove recognising their contribution to the board.
- Sustainable Neighbourhood News, December 2022
- Various correspondence with Council regarding a mis-directed invoice payment. Resolved 10 January.
- Waste to Art Coordinator promotions – Sent through various email lists and newsletters
- Request to promote NSW election candidate forum events in March

15. GENERAL BUSINESS

What's a way to increase volunteer belonging and sense of ownership and also increase visibility

Sustainable Neighbourhoods hat? Badges? T-shirts – could buy own shirt for consistent printing.

NEXT MEETING:

Wednesday 1 March, 6pm

Meeting close: 7.20pm

March meeting:

Invite Chris Harle (Sustainability Engagement Coordinator) and Andrew Bryant (Community Partnerships Manager) from Council

Project balances

Quarter 2. July-December 2022

Group	Project	Funding source	Project balance as of 30 June 2022	Project income (fy to date)	Project expenditure (fy to date)	Project balance 31 December 2022
Alliance	Accumulated funds since 2021	Various	\$ 3,170.00		\$ 36.01	\$ 3,133.99
Alliance	Insurance	Donation - Council	\$ -			\$ -
Alliance	Plastic Free Cafes	Donations and 2020/21 project	\$ 144.37	\$ 1,396.40	\$ 1,536.00	\$ 4.77
Alliance	Plastic Free Coffee Vans	Community Environment Grant - Council	\$ 158.00		\$ 158.00	\$ -
Alliance	ReLeaf - Tiny Forest	Donation - Street Appeal	\$ -	\$ 50.00		\$ 50.00
Alliance	ReLeaf - Tiny Forest	Hunter Water grant	\$ 10,000.00		\$ 1,032.42	\$ 8,967.58
Alliance	ReLeaf - Tiny Forest	Donation - Origin Energy	\$ -	\$ 10,000.00		\$ 10,000.00
Alliance	ReLeaf - Tiny Forest	ReLeaf raffle	\$ -	\$ 1,530.00	\$ 67.32	\$ 1,462.68
Alliance	ReLeaf - Tiny Forest	Donation - Council	\$ -	\$ 2,000.00	\$ -	\$ 2,000.00
Alliance	ReLeaf - Tree Trail MAC	Community Environment Grant - Council	\$ 4,224.50		\$ 4,101.50	\$ 123.00
Alliance	ReLeaf - Banner	Donation - Public	\$ 43.94			\$ 43.94
Alliance	Repair Café	Contract for service provision - Council	\$ 793.69	\$ 1,500.00	\$ 1,383.76	\$ 909.93
Alliance	Repair Café	Payment for green screening speaker	\$ -	\$ 250.00		\$ 250.00
Cardiff Area	Cardiff Pollinator Plan	Community Environment Grant – Council OVERDUE – Final report in progress	\$ 426.65		\$ 426.65	\$ -
Dudley	Nature Play	Community Environment Grant – Council OVERDUE	\$ 1,051.00			\$ 1,051.00
Five Bays	Pamper Care Project	Donation - Public	\$ 1,311.41		\$ 411.43	\$ 899.98
Greater Charlestown	Charlestown Pool Garden	Community Environment Grant – Council OVERDUE	\$ 116.00			\$ 116.00
Rathmines Area	Styles Point Planting Project	Community Environment Grant - Council	\$ 3,088.68		\$ 3,047.06	\$ 41.62
Redhead	Redhead EnergyWave	Community Environment Grant – Council OVERDUE	\$ 885.50		\$ 515.00	\$ 370.50
Toronto Area	Community Harmony Initiative	Community Event Grant - Council	\$ 1,190.00		\$ 1,117.00	\$ 73.00

Warners Bay Area	Nature Play - Service provision to Council	Contract for service provision - Council	\$ 22.00	\$ 1,300.00	\$ 1,300.00	\$ 22.00
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**LAKE MACQUARIE SUSTAINABLE NEIGHBOURHOOD ALLIANCE
GENERAL MEETING
TREASURER'S REPORT**



1 December, 2022 – 31 December, 2022

Account 724181724 with Greater Bank, Charlestown Branch.

Balance **\$ 29,726.67 CR**

RECEIPTS

08 Dec 2022	EFT Dep LMCC 12798	2,000.00
16 Dec 2022	Osko Dep C.C. Marcar Pamper Care	50.00
20 Dec 2022	Osko Dep R.J. Halton	75.00

Total Income **\$ 2,125.00**

EXPENDITURE

12 Dec 2022	Wdl Thpar Inv 1529 Party Chameleon P/L	156.75
20 Dec 2022	Wdl Thpar Reimcarbootsigns, Toronto SNG	220.00
20Dec 2022	Wdl Thpar The Climate Factory – Tiny Forest	990.00

Total Expenditure **\$ 1,366.75**

BALANCE **\$ 30,484.92CR**

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

Signed _____

Name Jean McGarry

Title Hon Treasurer

Date 25 January, 2023

LAKE MACQUARIE SUSTAINABLE NEIGHBOURHOOD ALLIANCE

GENERAL MEETING

TREASURER'S REPORT

1 January, 2023 to 31 January, 2023



Account 724181724 with Greater Bank, Charlestown Branch.

Balance **\$ 30,484.92 CR**

RECEIPTS

20 Jan 2023	Osko P'ment B Adamthwaite	\$	500.00
	Pamper Care		

Total Income **\$ 500.00**

EXPENDITURE

NIL

Total Expenditure **\$ NIL**

BALANCE **\$ 30,984.92CR**

This is a true statement of accounts for the Lake Macquarie Sustainable Neighbourhoods Alliance Inc. for the period 1 January, to 31 January, 2023.

Signed _____

Name Jean McGarry

Title Hon Treasurer

Date 31 January, 2023