

## Lake Macquarie Sustainable Neighbourhood Alliance Inc

### Board meeting – MINUTES

Wednesday 5 July 2023, 6.00-7.30pm

**Present:** Gabrielle Clappison, Nico Marcar, Bruce Robertson, Bruce Tozer, Steve Dewar, Mackenzie Robson

Rachelle McConville, Council

**Apologies:** Jean McGarry



### AGENDA

#### 1. Welcome and acknowledgement of Country

Gab welcomed everyone to the meeting. Gab acknowledged the Awabakal people as the Traditional Owners of the lands around Lake Macquarie and extended respects to Elders past and present. We also noted that this week is [NAIDOC week](#) – a good opportunity to connect with and support Aboriginal and Torres Strait Islander communities.

### ITEMS FOR DISCUSSION

#### 2. Mark resignation

Mark Howells submitted a letter of resignation from the Alliance Board seeking to take effect from 5 July. Mark's work circumstances have changed, and he is unable to attend board meetings. He expressed that if circumstances allow in future he would hope to return to the board.

This will mean there are seven board members, and a quorum of 4 for meetings and key decisions.

*Resolution: Board members expressed their thanks to Mark for his contribution to the board and accept his resignation.*

#### 3. Bank signatories

With Mark resigning, we will need to remove him as a bank signatory. Mark has indicated that he is happy to continue in the role, but the board has discussed before that it's important that bank signatories are also board members to maintain a high standard of governance, transparency, and to ensure bank signatories are up to date with current projects and alert to what might be an unusual expenditure request.

Note that will leave 4 board members as current signatories:

- Jean McGarry
- Gabrielle Clappison
- Stephen Dewar
- Mackenzie Robson

The account requires 2 signatories to make a withdrawal, and Steve, Gab and Mark generally action these requests. Other board members are invited to take on the role. Having more signatories available means the workload is shared and that we have at least 2 signatories available when some might be away, or to avoid a perceived conflict of interest.

Jean indicated via email that she will be able to take a more active role in initiating and seconding transactions.

Mackenzie noted that he is signed up as a signatory, but doesn't have a user name and password to be able to access the Alliance's internet banking account.

*ACTION: Mackenzie to arrange with Greater Bank to get a user name and password set up. Gab and Steve can assist where needed.*

#### **4. Sustainable Neighbourhoods Volunteer Survey results**

Draft survey posters and detailed summary report were circulated to the board, and Rachelle presented a summary of the key findings. The results will be useful to inform Strategic Planning development.

*ACTION: Survey report will be distributed in the next Sustainable Neighbourhood News.*

#### **5. Watering the Tiny Forest**

Request from ReLeaf to apply to [hire standpipe from Hunter Water](#) to provide 'insurance' in case the Tiny Forest needs to be watered while it is becoming established particularly as this Spring and Summer are forecast to be dry.

- No urgency to water during winter when temperature and growth are low. Note the potential for overwatering, and implications for long term plant survival, and need to encourage plant roots to explore the soil profile.
- Existing Tiny Forest funds are available to pay for the hire and any water costs incurred, but will be valuable to seek exemption or discount from Hunter Water if that's an option.
- The site has been watered a few times since planting by running a long a hose from the L&SLC site, but this is no longer an option.
- Expect application process with Hunter Water (and further consideration from board/ReLeaf) will address and resolve logistics including suitability of nearby standpipe access points, training requirements, standpipe safekeeping, and health and safety management.

*Resolution: The board agrees to apply to hire a standpipe from Hunter Water for use at the Tiny Forest site, Booragul.*

#### **6. Hunter Community Alliance**

Gab has been approached by a number of different people requesting that the SN Alliance become a member (or Friend?) of the [Hunter Community Alliance \(thehca.org.au\)](#).

Discussion about the purpose and activities of the HCA, and potential implications or benefits for the SN Alliance.

*Resolution: If the HCA approaches the SN Alliance directly, then we'd offer a presentation at a board meeting to consider further. Otherwise no further action.*

[Mackenzie left 7:08pm]

#### **7. Board member recruitment – identifying key skills and attributes**

Draft list of important skills and attributes was circulated, and feedback received from Steve and Bruce R.

*ACTION: Seeking feedback from other board members please. Rachelle will circulate shared document link.*

Discussion about 2 different proposed approaches.

- Identify important skills and gaps on existing board, and develop recruitment strategy to target people with particular skills.

- Distribute survey via local group Chairs to seek info about existing members' skills, career experience and aspirations.

Disagreement about purpose of Alliance board as a governing body, or prioritising project delivery.

[Nico left 7:35pm]

## **PROJECT UPDATES, REPORT BACKS, UPCOMING EVENTS**

### **8. Plastic Free July – display at umali barai-ku**

SN and Landcare volunteers have set up a Plastic Free July display at the L&SLC foyer, highlighting alternatives to single use plastics and recycling different items.

Lots of useful resources at [plasticfreejuly.org](http://plasticfreejuly.org).

### **9. Welcome to Lake Macquarie – event for new residents**

Thank you Steve and Bruce for attending the recent event for new residents. Good opportunity to talk with people, but noted some feedback for organisers for future events.

### **10. Styles Point planting project**

Final grant report was circulated to board for review.

The project involved re-establishing native tree cover and understory to provide bird habitat at 3 sites in Styles Point Park. The group held a number of site preparation and planting days at the sites, engaging 171 volunteers and participants, and planted more than 2000 trees, shrubs, understory and groundcover plants. The project also involved establishing a valuable partnership with OzFish. They have also organised ongoing observations with Hunter Bird Observers to monitor the longer-term impact of the project.

Congratulations to the group on a great project!

### **11. ReLeaf Citizen science project**

Action from June meeting. Jean to prepare ReLeaf proposal for next board meeting about potential for citizen science program to compare / evaluate success at range of SN greening sites. Note Landcare volunteers are likely to be keen to contribute.

### **12. Waste to Art**

Registrations are now open: [sustainableighbourhoods.org.au/waste-to-art](http://sustainableighbourhoods.org.au/waste-to-art).

### **13. Repair It Lake Mac**

Reports from April-June events coming. Next event 5 August.

### **14. Circular Economy workshops**

Warners Bay Area and Greater Charlestown SNGs are planning on working together to deliver some more circular economy activities / workshops. Details coming.

### **15. Pamper Care update - May**

Pamper Care has been very busy in May with 34 clients requesting assistance. Last year, there were five. Some of the clientele are return customers. Some need assistance with feeding their companion animals.

Food is the major area of concern. Pamper Care funds have extended to buying meat and topping up on vegetables, should there be a shortfall in the OzHarvest delivery. Food that is unable to be given out due to use-by dates is going to chook and critter food.

The Centre is grateful for the Tasty Truck donations of hot food. Not only is this providing meals for at least 6 families, it is providing an outreach service to at least two agencies in our catchment area and putting food into Centre's freezers.

WNC has been blessed with donations from the Community, This includes fresh produce, homemade meals, pantry items and cash. A huge thank you to those who have contributed.

The demographics for assistance include:

- Single parents
- Clients who identify as Aboriginal or Torres Strait Islander
- Clients with multiple health issues.
- Clients whose English is their second language
- Clients with significant rent increases.

#### **16. Solar Sense, Valentine event**

Solar Sense grant successful. Planning workshop for 24 September.

Group debrief from June workshop: General consensus was that the workshop was a great success. We had around 35 people attend. Feedback: informative, relevant and helpful, particularly in relation to the prompts about energy efficiency, Hot Water System upgrading before its needed and asking people what they were hoping to get from the workshop, then answering their questions. Some discussion on how to refine some things for the next workshop. Majority of attendees as follows source of information in this order: Gayle presentations etc. & word of mouth, Eco-Advocate, Nextdoor App, Facebook page, 2NUR FM, Solar Sense poster and general word of mouth. People came from numerous locations including Valentine, Belmont, Floraville, Toronto, Charlestown etc.

*ACTION: Bruce R to provide his feedback about the workshop to Gayle to consider for future workshops.*

#### **17. Board visits to local groups**

Thank you to board members who have visited groups so far, and provided their reports via email. The reports are all collated in the board's shared drive.

Outstanding groups:

- Jean - Dudley
- Bruce R – Redhead – Meeting coming up in July

#### **18. Kahibah Spring Fair**

Greater Charlestown SNG planning a spring fair in September. Note to avoid Living Smart Festival 16 September.

#### **19. RISK ASSESSMENTS AND REQUESTS**

- NA

#### **20. TREASURER'S REPORT**

Note a draft project balances report is available in the board's shared drive.

The June Treasurer's Report is attached below.

*Resolution: The board accepts the Treasurer's report.*

*Moved: Gab, Seconded: Steve, Carried.*

#### **21. PREVIOUS MEETING MINUTES**

June meeting minutes were circulated via email.

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

*Moved: Gab, Seconded: Steve, Carried.*

## **22. 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.

## **23. CORRESPONDENCE**

2 June – 3 July 2023

- Invitation to submit a nomination for Plastic Free Cafes in the KAB NSW Sustainability Awards 2023
- Report from P Ingrey about excessive ash smoke from Eraring power station 2 June. Advised to report to EPA and also let HCEC know.
- Request regarding Boomerang Bags from American traveller. Advised her to contact Toronto Library.
- Offer from community member of used sewing machine – forwarded to Toronto Area SNG, Repair Cafe and Upcycle.
- Offer from OzFish of clean up kits – Sent to SN Key Contacts
- Sustainable Neighbourhood News, June 2023
- Letter of resignation from the Alliance board received from Mark Howells
- Reminder about end of financial year, membership renewals and AGMs – Sent to SN Key Contacts
- Notice from Council that Valentine Area SNG Solar Sense grant application was successful. Grant agreement signed and submitted.
- Grounds to garden – Invitation to approach local cafes – Sent to SN Key Contacts

## **24. GENERAL BUSINESS**

**Meeting close: 8:11pm**

**NEXT MEETING: Wednesday 2 August, 6pm**

## JUNE TREASURER'S REPORT



### LAKE MACQUARIE SUSTAINABLE NEIGHBOURHOOD ALLIANCE GENERAL MEETING

#### TREASURER'S REPORT

1 June to 30 June, 2023

Account 724181724 with Greater Bank, Charlestown Branch.

**Balance**

**\$ 10,762.49 CR**

#### RECEIPTS

		\$
08 June, 2023	EFT Lake Macquarie CC- LMCC 12798	152.08
22 June 2023	RJ Halton, Pamper Care	180.00
22 June 2023	N E Marcar, Pamper Care	50.00
22 June 2023	David E Piper Pamper Care	100.00
27 June 2023	B & D Adamthwaite Pamper Care	500.00
27 June 2023	M Howells Pamper Care	900.00
29 June 2023	EFT Lake Macquarie CC, LMCC 12798	9,280.00
	Valentine SNG \$4300.00	
	Repair It Lake Mac \$4980.00	
29 June 2023	Cessnock City Cncl. 11677.01	550.00

**Total Income**

**\$ 11,712.08**

#### EXPENDITURE

01 June 2023	Symbiola Ecology P/L Tubestock Tiny Forest	217.80
01 June 2023	MA Colquhoun/A Noon Catering Hunter Water Grant	174.04
06 June 2023	Trees in Newcastle Nursery Tubestock Tiny Forest	1,292.50
08 June 2023	Toronto Ares SNG, Equip. & Maintenance Graffiti removal	152.08
21 June 2023	Warners Bay SNG, "Go Circular" tickets Sale of tickets	260.00
28 June 2023	MA Colquhoun/A Noon Catering, Tree Keepers induction HWater Grant	129.00
28 June 2023	Lake Macquarie CC CN 03143807 Hunter Water Grant	359.00
29 June 2023	R. Charlton. Pamper Care	<u>413.23</u>

**Total Expenditure**

**\$ 2,997.65**

**BALANCE**

**\$ 19,476.92 CR**

This is a true statement of accounts for the Lake Macquarie Sustainable Neighbourhoods Alliance Inc. for the period 1 June, to 30 June, 2023.

Signed

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Name           Jean McGarry  
Title           Hon Treasurer  
Date            4 June, 2023