

**Lake Macquarie Sustainable Neighbourhood Alliance Inc**

**Board meeting – MINUTES**

**Tuesday 19 October, 6-8pm**

**MS Teams meeting online**



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

**Welcome from Chair and acknowledgement of Country**

**ITEMS FOR DISCUSSION – FOCUS ON STRATEGY AND PLANNING**

**1. Group discussion - How do we want Sustainable Neighbourhoods to relate to Council?**

Discussion points were captured on an electronic whiteboard, and included ideas around independence, Council support, Council engagement and consultation, level of influence of Sustainable Neighbourhoods, working relationship, public perception, and the unique position of Sustainable Neighbourhoods.

How can we improve communication between SN and Council?

Agreed to arrange / reschedule a meeting with the Mayor for early next year. Focus on building relationship with Councillors and key Council staff for mutual benefit.

**2. Working together**

Key action in the Strategy is to:

3.2 Engage our membership to contribute to citywide functions	a) Establish a number of citywide teams to focus on key citywide functions: <ul style="list-style-type: none"><li>• Volunteer Management</li><li>• Marketing</li><li>• Training</li><li>• Sponsorship</li></ul> Teams will be made up of volunteers with specialised skills to progress each of these functions.
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Actions towards this so far have included defining / promoting some [key volunteer roles](#), and seeking involvement from the SN network. Only limited success with 5 or so students putting their hands up for individual roles, but there was no interest from membership to establish teams as above.

Bruce circulated a number of points with an example of cluster groups and strengthening different roles among the board, some objectives to:

- Improve liaison between SN and Council
- More formally define how SN volunteers work together driving key projects forward
- Better support SN groups

Seeking ideas and discussion from board members about how the board wants to organise and work together.

Noted that:

- Volunteer capacity is limited.
- A number of successful citywide projects to date eg coffee cups, clean up events, tree day
- Matter of determining what the cluster groups / teams could be. Project-based?
- Start from strategic plan – what roles fit in with the strategic plan?

ACTION: Bruce and Nico to start development of specific roles that fit with strategic plan.

### **3. Review SN Strategic Plan 2018-2023**

Summary and progress towards Strategic Plan to date was circulated to board members.

Noted good progress on a number of items.

Continue with monthly reporting to keep track of progress.

Priorities for 2022?

- Revisit at December meeting to focus on actions
- SN networking event in early 2020

### **4. Proposed Constitution changes**

Seeking in principle agreement to clarify the rules around membership – Specifically to clarify that people only need to fill out an actual membership form when they first join; but pay the fee annually.

Proposed wording changes to be circulated to board members for approval before distribution to membership.

Tuesday 26 October is the deadline to notify our members of the AGM and any proposed changes to the constitution.

All agreed.

### **5. September meeting minutes**

Meeting minutes were circulated via email.

*Resolution: Confirm that the previous meeting minutes, dated 21 September 2021, are an accurate record.*

Moved: Steve. Seconded Nico

### **6. TREASURERS REPORT – September**

See Treasurer's Report below.

## **RISK ASSESSMENTS AND REQUESTS**

None received

## **PROJECT AND LOCAL GROUP UPDATES**

### **7. AGM**

Confirmed Alliance AGM date: 16 November, 6pm (followed by ordinary board meeting).

Hopefully face to face, but allowable to do online if needed.

Rachelle to go ahead and make arrangements to notify membership.

### **8. End of Year Celebration**

Any ideas for end of year celebration? Maybe picnic in a park will be a good option again.

Blackalls Park was a great location last year – nice a quiet, good shelter & facilities.

Or any alternative suggestions on north or east side for different location to last year? Note works at Croudace Bay unlikely to be complete in time.

### **9. Renewing Sustainable Neighbourhood groups**

Request to SN groups, and broader community survey due to go out next week. Seeking feedback re nominations, opportunities and challenges.

### **10. Business Supporters update**

Draft recruitment flyer + window decal design circulated for comment.

Test payment submitted by Sam has now come through.

Still to come – background materials for local groups – in progress

Agreement to spend up to \$200 to purchase window decals

### **11. Governance work**

Noting a number of policies still need to be developed:

- Grievance procedure (including dispute resolution, misconduct & complaints handling)
- Advocacy policy and procedure
- Bullying & sexual harassment
- <https://communitydirectors.com.au/tools-resources/policy-bank>

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

Almost set up and ready to go at Charlestown, Swansea and Toronto.

23 October – 10 December

[sustainableneighbourhoods.org.au/waste-to-art](https://sustainableneighbourhoods.org.au/waste-to-art)

**13. TASNG – Buy local campaign**

Noted impact of covid lockdowns on local businesses. This year's more damaging than last. Important to promote and assist local businesses.

Suggest Alliance and each SNG to campaign via social media and any newsletters to support local businesses after Lockdown through such actions as extra coffee or lunch visits, buying vouchers from local shops as Xmas presents, supporting charity op shops, supporting local online businesses. Other suggestions?

**14. Greater Charlestown SNG – Online screening of 'Motherload' movie and Q&A**

Planning to make movie available to watch online 19-20 October, and online Q&A evening of 21 October. Have secured sponsorship to cover online registrations for 100 people to watch, and considering charging \$5 to watch, to ensure people take up the offer.

Tickets here: <https://events.humanitix.com/motherload-the-movie-community-screening-and-panel-discussion>

**15. Valentine SN starting to plan for a small workshop, 23 November**

**16. Cycling & active transport**

- Cycling for Sustainable Cities – webinar – Highly recommended.  
[austroads.com.au/publications/active-travel/web-cfsc-21](https://austroads.com.au/publications/active-travel/web-cfsc-21)
- Also suggestion from Greater Charlestown SNG to participate in the Safe streets to school campaign, [safe-streets-to-school.org](https://safe-streets-to-school.org)

**17. Council infill housing consultation**

Will discuss over email and consider putting in Alliance submission.

**18. Correspondence 21 September – 14 October**

- Request from Voices for the Hunter to talk with us about their Kitchen Table Conversations project
- Hunter Renewal – workshop and survey invitation
- Notice of vacancy on the Eraring Power Station Ash Dam Expansion Project Community Consultative Committee
- Newstan Mine Extension Project – Notice of exhibition
- Notice of Battery Energy Storage System proposal for Awaba
- Invitation to presentation regarding Environmental Attitude Survey results – sent to Key Contacts
- Sustainable Neighbourhood News – October 2021
- Invitation - Information session – Council's Urban Greening and Urban Heat Strategies – Sent to SN Key Contacts
- Submission regarding the Newstan Extension Project completed

**Meeting closed 8:06pm**

**LAKE MACQUARIE SUSTAINABLE NEIGHBOURHOODS ALLIANCE  
GENERAL MEETING**



**TREASURER'S REPORT**

**1 September, to 30 September, 2021**

Account 724181724 with Greater Bank, Charlestown Branch.

**Balance** **\$ 11,891.77**  
**CR**

**RECEIPTS**

16 Sept 2021 EFT deposit, STRIPE\_KEWPGN9qC3Q \$ 47.32  
\$

**Total Income** **\$ 47.32**

**EXPENDITURE**

**Total Expenditure** **\$ NIL**

**BALANCE** **\$ 11,939.09**  
**CR**

This is a true statement of accounts for the Lake Macquarie Sustainable Neighbourhoods Alliance Inc. for the period 1 September to 30 September, 2021.

Signed \_\_\_\_\_

Name Jean McGarry

Title Hon Treasurer

Date 13 October, 2021.