

Lake Macquarie Sustainable Neighbourhood Alliance Inc

Board meeting – MINUTES

Wednesday 4 October 2023, 6.00-7.30pm

Present: Gabrielle Clappison, Steve Dewar, Jean McGarry, Bruce Robertson (arrive 6.20pm), Mackenzie Robson, Bruce Tozer

Natalia Soeters, Greater Charlestown SNG

David Barrow, Jacob, and Peter Coughlan, Hunter Community Alliance (departed 6.40pm)

Rachelle McConville, Council

Apologies: nil



MINUTES

1. Welcome and acknowledgement of Country

Gab welcomed everyone to the meeting, and acknowledged the Awabakal people as the traditional owners of the lands and waters in the Lake Macquarie area. Gab also encouraged attendees to visit the Biraban songline on top of Munibung Hill, where there are views to Sydney and Nelson Bay.

ITEMS FOR DISCUSSION

2. Hunter Community Alliance

David provided some background about the Hunter Community Alliance and their mission summarised here: thehca.org.au.

- They operate under a community organising framework based around listening to community and developing a consensus about priorities and desired actions. Utilise collective power and breadth of member organisations to seek and persuade commitments from decision makers. Eg 2021 Mayoral Election forums.
- Hunter Community Alliance is governed by NSW Community Alliance, and replicating Sydney Alliance model. Non partisan. Focus on people over issues, and building relationships.
- In the Hunter housing and climate transition have been identified as key community priorities.
- Planning for founding assembly 24 April 2024 to formally form as an organisation
- Upcoming [delegates assembly 8 November](#)
- Member organisations need to be not for profit and non-government. Expectation that representatives attend at least 4 meetings per year to participate in decision making. Annual membership fee on sliding scale based on organisation's ability to pay – to encourage ownership and buy in to the HCA. Fee ranges from \$250pa to thousands by direct negotiation.
- Member organisations have a vote at HCA assembly and can access training opportunities.

The meeting included questions and discussion around:

- Utilisation of existing strategies and priorities of existing organisations eg Hunter Jobs Alliance, Hunter Community Environment Centre etc, and addressing issues of transport, local planning etc.

- Level of impact and influence on decision makers, for example connection with state ministers and representatives, or impact at local vs state or national level
- Use of membership funds – HCA is aiming to raise enough funds to employ a full time organiser.
- Recognise focus on sustainability issues for SN Alliance.

Board members thanked David, Jacob, and Peter for their time. General agreement for available board members to attend their upcoming meeting on 8 November to learn more about the organisation.

3. Identifying board skills and gaps

Revisiting board reflection exercise proposed in July. Questionnaire to board members to identify their personal skills and attributes they are keen to contribute to the work of the Alliance board. The results will be used to identify if there are any skill gaps to target as we recruit new board members.

Natalia noted her interest in joining the board, and that it is based on personal connections and relationships. Key motivation to support people and groups who are doing amazing work.

ACTION: Rachele to circulate questionnaire to board members

ACTION: Board members to continue to make approaches to people in their networks.

4. SN groups survey proposal

Seeking further feedback and discussion around proposal to survey interests of member groups, to improve Alliance impact and provide members an opportunity to engage with their interests.

Noted that priorities of local groups are summarised in each group's Sustainable Neighbourhood Action Plan (SNAP). Proposed list of topics of interest are very broad and question capacity of the network to increase number of issues to address rather than focussing on existing projects and what we know our members are already interested in.

ACTION: Rachele and Bruce R to discuss and edit survey proposal.

5. Proposal on consideration of having a "Preamble" included at front of board meeting agenda

For example something like "With integrity and unitedness we embrace the governance and support for the network to develop and achieve the sustainability aspirations of their neighbourhood."

Resolution against including a preamble.

6. Request for Council staff to attend upcoming board meeting

Chris H is available for the December meeting date. Andrew B currently on leave so Rachele will check when he gets back next week.

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.

7. Annual report

Draft is almost complete and ready to present to the AGM. Just waiting for Chair's report.

8. Living Smart & Living Together Festival

Successful weekend and opportunity to engage with lots of people through our various

activities. Estimate engagement with 300+ people and 27 new SN News subscribers. There were 12 volunteers who contributed 70 hours on site over Friday – Sunday. (Probably many more hours in preparation and pack up too.)

Rachelle is collating feedback from volunteers.

9. Waste to Art

Exhibition coming up 14 October – 7 December at Toronto and Swansea libraries.

sustainableneighbourhoods.org.au/waste-to-art.

Opening night Friday 13 October at SEEN@Swansea

10. Update on Intern Project

Bruce R meeting with UoN representatives.

11. Solar Sense project, Valentine

- Solar Sense workshop, 24 September – report back: We got 30 people along and it was good to get really clear about what is most helpful for people in taking the step. 15 from Valentine and the remainder from various parts of Lake Mac including a couple from Singleton. I had two solar companies presenting in the latter half of the workshop. People gave feedback on the presentations we did on ways to reduce power bills etc.
- Warm house Cool house, 29 October: <https://events.humanitix.com/cool-house-warm-house-workshop>

12. TASNG Trash and Treasure Stall at Toronto Lions Market

Sunday November 19 will give out trash and treasure (donations accepted) as an educational campaign as the regular bulk waste collection ends, and in a REUSE campaign. Also, boomerang Bags will be available for a donation. This campaign will be part of a use less plastic for Christmas.

13. Awabakal Mural Project – Toronto Area SNG

Grant application submitted to Eraring Community Investment fund for TASNG project to deter graffiti, celebrate local Awabakal culture and engage young people.

14. 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. Note that we haven't been able to get a response from Dudley.
- Bruce R – Redhead – Meeting coming in October.

Noted value of regularly visiting each of the groups and perhaps this is a good opportunity to survey member interests (ie item 4)

15. RISK ASSESSMENTS AND REQUESTS

- Standpipe work method statement received – For use at the Teralba Tiny Forest site.
- Risk assessment for Sustainable Neighbourhoods marquee at the Living Smart and Living Together festivals – Circulated and approved via email.
- Greater Charlestown SNG – Kahibah Village Fair – Approved event licence from Council circulated for information.

16. TREASURER'S REPORT

The September Treasurer's Report is attached below.

Proposed resolution: The board accepts the Treasurer's report. Moved: Jean. Seconded: Steve. Carried.

The project balances report for Q1 (Jul-Sep2023) was also circulated to board members, and noted a number of outstanding grant funds that need to be spent and acquitted including an old one from Charlestown Pool Garden. Rachelle to highlight outstanding grants in the report.

17. PREVIOUS MEETING MINUTES

September meeting minutes were circulated via email.

Proposed resolution: Confirm that the previous meeting minutes are an accurate record. Moved Steve. Seconded Jean. Carried.

18. 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.

19. CORRESPONDENCE

1 – 25 September 2023

- Media release promoting Sustainable Neighbourhood activities at the Living Smart Festival
- Invitation for groups to organise a Picnic For Nature from the Nature Conservation Council
- Confirmation of board vacancy listing on Institute of Community Directors noticeboard
- Alliance Board positions vacant and save the date for AGM – sent to SN Key Contacts
- Sustainable Neighbourhood News – September 2023
- 2023 SEEK Volunteer Report – forwarded to board members

20. GENERAL BUSINESS

- Note AGM arrangements – at Landcare and Sustainable Living Centre. Rachelle will send formal invitations and nomination forms to all Alliance members (and SN groups) Following the AGM, we will invite SN groups to provide a summary of their upcoming projects.
- Idea to invite local group representatives to attend board meetings. Eg could have a different group attend each month.
- Noted new plastics bans in WA: plasticsbanwa.com.au.

Meeting close 7.59pm

NEXT MEETING:

Annual General Meeting

Wednesday 1 November, 6pm.

Note Location: Landcare and Sustainable Living Centre, umali barai-ku, 80 Toronto Road.

SEPTEMBER TREASURER'S REPORT
LAKE MACQUARIE SUSTAINABLE NEIGHBOURHOOD ALLIANCE
GENERAL MEETING



TREASURER'S REPORT

1 September to 30 September, 2023

Account 724181724 with Greater Bank, Charlestown Branch.

Balance **\$ 15,995.94 CR**

RECEIPTS

19 Sept. 2023	EFT Cessnock City Council	\$ 750.00
21 Sept. 2023	EFT Newcastle City Council	470.00

Total Income **\$ 1,220.00**

EXPENDITURE

09 Sept. 2023	Wdl. Thpar Ref 09172687 Pamper Care R Charlton	<u>407.55</u>
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Total Expenditure \$ 407.55

BALANCE **\$ 16,807.39**

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

Signed _____

Name Jean McGarry
Title Hon Treasurer
Date 30 September, 2023