

## Lake Macquarie Sustainable Neighbourhood Alliance Inc

### Board meeting –MINUTES

Wednesday 6 September 2023, 6.00-7.30pm

**Present:** Gabrielle Clappison, Steve Dewar, Jean McGarry, Bruce Robertson, Mackenzie Robson, Bruce Tozer

Rachelle McConville, Council

Emily Hemsall, Council, Trainee Administration Officer

**Apologies:** Nico Marcar



### MINUTES

#### 1. Welcome and acknowledgement of Country

### ITEMS FOR DISCUSSION

#### 2. Living Smart & Living Together Festival

Large (9mx4.5m) marquee for all Sustainable Neighbourhoods activities to be located together. Activities will include:

- Sign up to SN News emails
- Poster display of SN projects and local groups
- Plastic Free and recycling info (including soft plastic recycling, recycling signs, plastic alternatives, and reusable coffee cups).
- Sale of Boomerang Bags
- Emergency preparedness
- Waste to Art display
- TV set up with rotating videos from Repair Cafe and SN + repair display. (TV hopefully powered by an electric vehicle.)

Warners Bay Area SNG have also been engaged separately by Council to deliver nature play activities.

We've got the Sustainable Neighbourhoods stall well covered for the Saturday, but would be great to have more volunteers for:

- Saturday 16 September - Nature Play activities
- Sunday 17 September - Nature Play activities and Sustainable Neighbourhood stall.

*DISCUSSION: Confirm activities and any additional resources needed. Confirm volunteer roles.*

#### 3. Board member recruitment – identifying key skills and attributes + draft advertisement

Bruce R circulated an updated proposal to board members for discussion, including suggestions for:

- Defining / agreeing on desirable board members skills and attributes
- Survey of SN group member interests

*August meeting action: [Re-circulate the proposal](#) for board member feedback and discussion via email.*

#### [Draft advertisement for feedback](#)

Advertisement text is based on [Alliance Board Member Roles and Responsibilities](#), and the [Strategic Plan priorities](#), and a summary of the key skills/characteristics we've been discussing.

Idea about SN Networking event – inviting committee members from all SN groups together.

*DISCUSSION: Seeking approval to advertise board member roles through SN and other networks.*

#### **4. Set AGM date**

Proposed AGM date Wednesday 1 November, 6pm

#### **5. Intern update**

The UON Intern Managers are working on reviewing three options for presentation to the board, including:

- Civil and Engineering + Environmental Science intern
- Early career research
- Uni Crew volunteering

#### **6. Nico resignation from the Alliance Board**

Nico Marcar circulated his notice of resignation to board members. Nico expressed that he is no longer able to give the role the dedication and enthusiasm that it deserves but will continue with the TASNG team.

#### **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 available for board member review here:

[https://drive.google.com/file/d/1PzCqHj49LOq4RVh1twRUnz\\_qf7n3Rg7u/view?usp=sharing](https://drive.google.com/file/d/1PzCqHj49LOq4RVh1twRUnz_qf7n3Rg7u/view?usp=sharing)

#### **8. Bank signatories**

Confirmation that Mark has been removed as a signatory, and Mackenzie and Jean are now able to initiate and second payments.

#### **9. Hunter Community Alliance – board meeting visit**

David Barrow (Organiser, HCA) is available to attend October board meeting.

#### **10. Fisheries grants available**

<https://mailchi.mp/dpi/newscast-recreational-fisheries-news-august-2023?e=102370afa9>

#### **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 closed. Some great entries received. Now planning exhibition and encouraging people to visit the exhibition, 13 October – 7 December at Toronto and Swansea libraries. [sustainableighbourhoods.org.au/waste-to-art](https://sustainableighbourhoods.org.au/waste-to-art).

### 13. Repair It Lake Mac

Engaged by Cessnock City Council (fee for service) to deliver Repair Cafe stall at their bush week event.

### 14. Solar Sense project, Valentine

Two workshops coming up as part of their grant project:

- Solar Sense workshop, 24 September <https://events.humanitix.com/solar-sense-workshop-2-24th-sept-2023>
- Warm house Cool house, 29 October: <https://events.humanitix.com/cool-house-warm-house-workshop>

### 15. 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 – Next meeting in September

### 16. RISK ASSESSMENTS AND REQUESTS

- Valentine Area SNG – Solar Sense and Warm House Cool House workshops – Risk assessments circulated and approved via email.
- Greater Charlestown Spring Fair – Risk assessment circulated via email.
- Warners Bay Area SNG – Risk assessment circulated via email

### 17. TREASURER'S REPORT

The August Treasurer's Report is attached below.

*Proposed resolution: The board accepts the Treasurer's report.*

### 18. PREVIOUS MEETING MINUTES

August meeting minutes were circulated via email.

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

### 19. 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.

### 20. CORRESPONDENCE

2 August – 31 August 2023

- Invitation to selected artists to show their work at the Waste to Art display at Living Smart Festival
- Welcome email sent to new volunteer who completed the online volunteer induction.
- Invitation to join Institute of Community Directors for free: <https://communitydirectors.com.au/membership> - sent to board members.
- Request regarding removal of large fig tree in Redhead – forwarded to ReLeaf.

- Seeking volunteers for 2023 Living Smart Festival – email sent to SN News subscribers and SN Key Contacts
- Recording of ‘Finding Funding’ webinar sent to board members
- Call to action from Hunter Community Environment Centre regarding potential extension of Eraring power station
- Boomerang Alliance report – ‘Choosing to Reuse in Australia’

## **21. GENERAL BUSINESS**

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**Meeting close:**

**NEXT MEETING: Wednesday 4 October, 6pm**

DRAFT

## AUGUST TREASURER'S REPORT

### LAKE MACQUARIE SUSTAINABLE NEIGHBOURHOOD ALLIANCE

#### GENERAL MEETING

#### TREASURER'S REPORT

1 August to 31 August, 2023



Account 724181724 with Greater Bank, Charlestown Branch.

**Balance**

**\$ 19,297.04 CR**

#### RECEIPTS

**\$ NIL**

**Total Income**

**\$ NIL**

#### EXPENDITURE

02 August	BPay Wdl 59412995 Hunter Water CRN 0218273079 -Tiny Forest	\$ 333.00
16 August	BPay Wdl 5953 0018 Lake Mac City Cncl CRN 03143807	\$ 1,057.80
19 August	BPay Wdl 595695966 Lake Mac City Cncl CRN 03410826	\$ 120.40
22 August	Wdl Ref 09530760 Valentine SNG Solar Sense A.D Marsh	\$ 250.00
22 August	Wdl 09542746 Valentine SNG Solar Sense 112879, G & J Russell	\$ 362.47
29 August	Wdl 15244307 Inv 8036 Pepper Pty Ltd	\$ 220.00
30 August	Wdl 09024589 Inv 0455 Valentine Community Service Org. Hall Hire	\$ 75.00
30 August	Wdl 23151665 Repair Café Summit Attend. Petrol A&G Clappison	\$ 263.49
31 August	Wdl 10570690 Food Repair Café Summit A&G Clappison	\$ 160.20
31 August	Wdl Incidentals-glue etc Repair Café Summit A&G Clappison	\$ 181.00
31 August	Wdl Accom. Repair Café Summit Accom. A&G Clappison	<u>\$ 277.74</u>
	Total Expenditure	\$ 3,301.10

**BALANCE**

**\$ 15,995.94**

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

Signed \_\_\_\_\_

Name           Jean McGarry  
Title           Hon Treasurer  
Date           1 September, 2023