

Lake Macquarie Sustainable Neighbourhood Alliance Inc



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| Location: | Council Administration Building, Main Road, Speers Point | Date: | Wednesday 12 June (Rescheduled from 5 June 2024) |
| Chair: | Gabrielle Clappison | | |
| Present: | Gabrielle Clappison, Jo Lane, Jean McGarry, Bruce Robertson, Natalia Soeters, Bruce Tozer | | |
| Folder | Google Drive – Alliance Board.Board Meetings | | |
| Minutes: | Secretariat – Chris Harle | | |
| Apologies: | Ingrid Schraner, Mackenzie Robson | | |

Agenda Items

| Agenda Item Ref | Agenda Item | Officer | Time (mins) |
|--------------------------------|---|---------|-------------|
| 1. | Acknowledgement of Country | Chair | 1 |
| 2. | Previous Minutes: | Chair | 1 |
| | <p>Previous meeting minutes Draft meeting minutes from 1 May 2024 were circulated via email. Proposed resolution: Confirm that the previous meeting minutes are an accurate record.</p> <p>Moved: Jo Lane Second: Natalia Soeters</p> <p>Carried</p> | | 1 |
| 3. | 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. Register of Interests. | Chair | 1 |
| 4. | Review Action Item Log | Chair | 5 |
| 5. Items for Discussion | | | |

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| <p>5.1</p> | <p>Secretary Role</p> <p>The board has followed the SN Alliance Constitution procedure for suspending board membership (Section 4.6), at last month's meeting, leaving the position of Secretary unfilled, however the matter of filling the vacant position has not been resolved.</p> <p>The Alliance and the Model Constitution notes the following information regarding electing a board member to the role of Secretary:</p> <p>Alliance Constitution (Saved here) Alliance's Constitution doesn't address it directly. Only references are: 4.3 "The Board shall formally elect a Chairperson, Secretary and Treasurer at the AGM." 6.1 That the AGM business includes "to elect office-bearers of the association..."</p> <p>Model Constitution (Copy saved here) The model constitution provides some clarity in Part 3 Committee: 14 (2) An office-bearer may hold up to 2 offices, other than both the offices of president and vice-president. and 17 Vacancies in office (2) The association in general meeting* may, by resolution: (a) remove a committee member from office at any time, and (b) appoint another member of the association to hold office for the balance of the committee member's term of office.</p> <p>*Note the distinction between a board/committee meeting, and a general meeting. A general meeting has special requirements including inviting all the members of the association - either an Annual General Meeting or a Special General Meeting.</p> <p>Proposed resolution 1: The board agrees for the Secretariat to follow up with NSW Fair Trading for advice in electing an interim Secretary.</p> <p>Moved: Natalia Soeters Seconded Gabrielle Clappison</p> <p>Carried</p> <p>Proposed resolution 2: Whilst this process takes place the Chair will take on Secretary responsibilities.</p> <p>Moved: Jean McGarry Seconded: Jo Lane</p> <p>Carried</p> | <p>Chair</p> | <p>15</p> |
| <p>5.2</p> | <p>S Dewar Confidential discussion regarding appointment of adjudicator.</p> | <p>Chair</p> | <p>15</p> |

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| 5.3 | <p>Requests from Volunteers to visit SN Groups</p> <p>Discussion</p> <p>Alternative resolution: The SN Alliance confirms that each Sustainable Neighbourhood Group committee has the right to accept or decline visitors to their group meetings.</p> <p>Moved: Jean McGarry Seconded: Jo Lane</p> <p>Carried</p> | | 5 |
| 5.4 | <p>Additional Bank Signatories</p> <p>Currently only three bank signatories being Gabrielle, Jean and Mackenzie. Request for additional board members to sign up so that transactions can be completed in a timely way, and the workload shared.</p> <p>Proposed resolution: The board agrees to the following changes to bank account signatories: Remove Stephen Dewar Add Jo Lane Add Natalia Soeters Keep Gabrielle Clappison Keep Mackenzie Robson Keep Jean McGarry</p> <p>Moved: Gab Seconded: Jean</p> <p>Carried</p> | Chair | 5 |
| 5.5 | <p>New ATO reporting requirements</p> <p>Alliance is now required to submit an annual "NFP self review return" to confirm the self-assessed income tax exemption. It will be due by 31 October 2024, and each income year after that. (In the past, organisations could self assess, but didn't need to submit anything.)</p> <p>The 'Income tax status review worksheet' was circulated via email detailing the Alliance's income tax exemption status.</p> <p>Note the annual reporting requirements for a charity are more significant: 2023 Annual Information Statement Guide ACNC.</p> <p>Also note that registering as a charity with the ACNC, is different to having DGR (deductible gift recipient) status.</p> <p>Proposed resolution 1: Confirm Bruce Tozer, Public Officer as the Primary Contact and Principal Authority to manage the Lake Macquarie Sustainable Neighbourhood Alliance's affairs with the Australian Tax Office.</p> <p>Moved: Gabrielle Clappison Seconded Jean McGarry</p> | Public Officer | 10 |

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| | <p>Carried</p> <p>Proposed resolution 2: The board ratifies the 'Income tax status review worksheet' as completed by Bruce Tozer.</p> <p>Moved: Gabrielle Clappison Seconded: Jo Lane</p> <p>Carried</p> <p><u>Proposed actions:</u> Bruce T to go ahead and prepare for annual reporting as required.</p> | | |
| 5.6 | <p>Secretariat services and Constitution As suggested at a previous meeting the committee will review the "Constitution" of The Alliance and consider suggestions from all Board members....</p> <ul style="list-style-type: none"> • The constitution does not include a reference to how the secretariat services are conducted and implemented by a documented statement of responsibility to The Alliance..... (See Alliance Secretariat Duty Statement suggestion attached) • The constitution currently does not include a specific description or reference of the Alliance Neighbourhood Groups Responsibilities, Objectives and Mission..... (This may need input from each network group through their Chair to develop a concise and precise statement.) <p>https://docs.google.com/document/d/1SpjAMPe-7IAZ5wHOs5T2426lhAxW8nH/edit?usp=drive_link&oid=116477624801891408837&rtpof=true&sd=true <u>Secretariat note:</u> <i>There is currently an existing role description here:</i> https://drive.google.com/file/d/1Pg_zM-6fNsIPC0PJ08o8peOyFTZrLAeO/view?usp=sharing <i>Potential to formalise the SN Alliance / Council partnership through a Memorandum of Understanding (MOU) - see here for more information on a MOU Memoranda of understanding (MOU) Not-for-profit Law (nfplaw.org.au).</i></p> <p>Resolution: The board requests Council (Manager, Community Partnerships) to investigate a potential Memorandum of Understanding between the Sustainable Neighbourhood Alliance and Lake Macquarie City Council.</p> <p>Moved: Jean McGarry Seconded: Bruce Tozer</p> <p>Carried</p> | Bruce R. | 10 |
| 6. For Information – Taken as read | <i>Project and event reports and updates from citywide projects, local groups, other Alliance business.</i> | | 0 |

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| 6.1 | <p>Board member visits to local SNGs</p> <p>In previous years we've found it very valuable for board members to visit one or two local groups that you're otherwise unfamiliar with to share information and create closer connections between the board and the wider SN network.</p> <p>Each group and their meeting times are listed in this doc: Local group meetings 2024.docx. Please add your report back to the board following your visit.</p> <p>Bruce T. visited Pelican SNG (safety concerns) Natalia will be visiting Redhead SNG</p> | |
| 6.2 | <p>Nature Conservation Council Conference - Glenrock 1 June Nature Conservation Council NSW Regional Conference 2024 - Hunter and Central Coast Humanitix</p> <p>SN Alliance included as a co-host. Gab presenting 5 minutes about SN and stall opportunity.</p> | |
| 6.3 | <p>Hunter Wildlife Rescue Turtle Project - Gab</p> <p>Citywide clean up Saturday 25 May. Four sites: Blacksmiths, Redhead, Toronto and Valentine. Also extra (non-public) clean up events at Eraring by HWR, and Swansea by Swansea Dive Shop.</p> <p>Had 57 people register, but likely a few less than that turn up. Currently collecting final numbers and litter audits.</p> <p>Great media coverage with interviews on ABC breakfast and 2NURfm, and good reach across social media. Noted good partnership with HWR, and link with turtles to make litter clean up relevant and inspiring.</p> <p>Potential to make it an annual event.</p> | |
| 6.4 | <p>Waste to Art</p> <p>The 2024 Waste to Art exhibition launched in early May. Info was published on LMCC newsletters, an email blast went out and socials on FB and Insta, advertised the event and invited artists, community groups and schools to Register by September.</p> | |
| 6.5 | <p>Tiny Forest, Booragul</p> <p>Standpipe is no longer needed as the Tiny Forest is well and truly established, and there's been plenty of rain. Anna has now returned the standpipe to Hunter Water. They will send a final account, and then return the bond.</p> <p>Report back: 1 year anniversary activities Sunday 26 May. 50 people attended. A special shout out to Anna S and Gabby for the nature play and art activities, which were enjoyed by young and old alike. Tree Keepers completed citizen science observations including insects, soil infiltration and compaction and tree heights. Tree height observations to date.</p> | |
| 6.6 | <p>Greater Charlestown update</p> <p>May newsletter: https://mailchi.mp/d001b11ccedb/welcome-to-2024-next-meeting-sat-10-february-8258308, including meeting minutes, Network gathering report, On Track and Pit Pony Park project updates, Hunter Community Alliance report and training.</p> | |
| 6.7 | <p>Circular Economy gatherings - Report from Gab</p> <p>I have recently attended The Regional Manufacturing and Circular Economy Accelerator at Newcastle Business Chamber and the Innovators Lunch Invitation (Lake Macquarie) Igniting Waste Innovation in the Circular Economy at Rathmines Theatre, the latter I got to spend time with both of our Bruces. They were "fireside chat and networking" events, which became frustrating as it was all talk with no links</p> | |

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| | <p>to firm actions, that's when the networking became important but with no name tags or links to their businesses it was a challenge.</p> <p>Dr Thomas Michel, Go Circular has an accelerator program which closes in December, "I'm not going to talk about waste as a Circular Economy there is minimal waste, it's all a resource." How can businesses look for opportunities to put CE into their business?</p> <p>Samantha Bourke LMCC spoke about soft plastics turning into bollards, tables and benches. Greg McGarvie (electric vehicles) Woolworths are going electric for all their trucks, he shared a couple of facts about electric vehicles. Government needs to support more opportunities for CE initiatives. Black Rock is a good example of a rehabilitated coal mine.</p> <p>It was a nice opportunity to spend time with the Bruces and dream of a better future.</p> <p>Tonight I am back at the Newcastle Business Chamber listening to CE on textiles.</p> | |
| 6.8 | <p>Valentine Area</p> <p>Solar Sense workshop 5 May</p> <p>Had 35 people turn up on a cold day, and received some great feedback from the workshop. That was the final workshop from their grant project. Currently looking to evaluate their impact by reviewing recent aerial images to observe any increase in solar panels.</p> <p>1/3 attendees from Valentine Area, 2/3 from other parts of Lake Mac, including one attendee from Maitland area.</p> <p>Publicity most successful in the following order - Council's Eco Advocate & other council promotion, word of mouth (including earlier workshops & SHD events), Hello Valentine Area newsletter, Facebook etc.</p> <p>Sustainable House Day and energy audits</p> <p>Gayle included her house in Sustainable House Day and her and others received free energy audits, eliciting very valuable info.</p> <p>Gayle to be part of Council campaign around electrification.</p> <p>Planning community music event for 13 October.</p> <p>Goal - to build a sense of engaged community, to promote sustainability and VASNG, to have some good time with music in our local park - immediately opposite the shops. " A village green community music event - building community - a family event."</p> <p>Propose another Transform your Lawn workshop later in the year</p> | |
| 6.9 | <p>Redhead SN Newsletter</p> <p>rsng_newsletter_marchapril_2024.pdf</p> <p>Includes updates on On Track project, Clean Up Aus day, Redhead community walking trail, community garden update.</p> | |
| 6.10 | <p>Sugar Valley SNG</p> <p>Companion planting workshop (and LM Grows Crop Swap) coming up at Holmesville Community Garden, 29 June:</p> <p>https://events.humanitix.com/companion-planting-workshop</p> | |
| 6.11 | <p>Toronto Area SNG - Anti graffiti project</p> <p>Final report submitted to Origin for the grant funds from the Eraring Community Investment Fund - Anti-graffiti project. Report and attachment circulated to the board for information. Final report submitted to Eraring 4June2024</p> | |

| 6.12 | Local group projects, minutes and newsletters Board members can view local group minutes, newsletters and project info in the google drive: Local groups and projects | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 7. For Board Endorsement | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7.1 | Risk assessments and requests <ul style="list-style-type: none"> Toronto Area SNG - Recycling and Circular Economy Education of Public, Toronto and Morisset, 14-15 June. Risk assessment circulated via email. Endorsed | | 5 | | | | | | | | | | | | | | | | | | | | | | | | |
| 8. Treasurers Report | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Treasurer's Report for May 2024 attached below. Proposed resolution: The board accepts the Treasurer's Report. Moved: Jean McGarry Seconded: Gabrielle Clappison Carried | | Treasurer | | | | | | | | | | | | | | | | | | | | | | | | |
| 9. Current Grant Projects | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <table border="1"> <thead> <tr> <th>Grant project</th> <th>Remaining funds as of 29 May 2024</th> <th>Status</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Cardiff Pollinator Plan</td> <td>\$167.00</td> <td>Overdue</td> <td>Secretariat liaising with CASNG to finalise. Not yet complete.</td> </tr> <tr> <td>Dudley Nature Play - Community Environment Grant</td> <td>\$1,051.00</td> <td>Overdue</td> <td>Council approval was received to use funds for nature play equipment and activities at Tiny Forest site planned for May 2024. Pending reimbursements for purchases.</td> </tr> <tr> <td>Solar Sense Valentine - Community Environment Grant</td> <td>\$289.15</td> <td>In progress. On track.</td> <td>-</td> </tr> <tr> <td>Toronto Anti graffiti Mural project - Eraring Community Investment Fund</td> <td>-\$76.88</td> <td>In progress. On track.</td> <td>Secretariat liaising with TASNG to correct overspend. Just confirming balance payment. Final report submitted to Origin</td> </tr> <tr> <td>Driveway at Holmesville Community Garden - Community Building Partnership NSW Gov</td> <td>\$6710.00</td> <td>Application submitted October 2023</td> <td>-</td> </tr> </tbody> </table> | | | Grant project | Remaining funds as of 29 May 2024 | Status | Action | Cardiff Pollinator Plan | \$167.00 | Overdue | Secretariat liaising with CASNG to finalise. Not yet complete. | Dudley Nature Play - Community Environment Grant | \$1,051.00 | Overdue | Council approval was received to use funds for nature play equipment and activities at Tiny Forest site planned for May 2024. Pending reimbursements for purchases. | Solar Sense Valentine - Community Environment Grant | \$289.15 | In progress. On track. | - | Toronto Anti graffiti Mural project - Eraring Community Investment Fund | -\$76.88 | In progress. On track. | Secretariat liaising with TASNG to correct overspend. Just confirming balance payment. Final report submitted to Origin | Driveway at Holmesville Community Garden - Community Building Partnership NSW Gov | \$6710.00 | Application submitted October 2023 | - |
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| Planet Ark Seedling Bank - Pit Pony Park planting - Greater Charlestown SNG | \$500.00 | Grant agreement submitted April 2024 | Planning for event July 2024 | |
| 10. Correspondence | | | | |
| 24 April to 4 June 2024 | | | | |
| <ul style="list-style-type: none"> • Request from Warners Bay preschool - forwarded to Warners Bay Area SNG • Confirmation from Redhead SNG to Envirothon organisers that they are keen to participate. • Confirmation from Council re Alliance stall at FAST opening event • Certificate of Currency for new insurance policy received from insurer. • Request to Council for variation to 2015 Dudley Nature Play grant to use funds to purchase nature play equipment - Approved. • Various conversations with Tania from Hunter Wildlife Rescue regarding clean up event • Sustainable Neighbourhood News, May 2024 • Membership form and payment received from L. Seaman • Various correspondence to confirm return of standpipe to Hunter Water, after use for the Tiny Forest project. • Council invitation for feedback on Lake Mac 2035, including Community Strategic Plan, Local Strategic Planning Statement and other key strategic documents - Sent to SN Key Contacts • Hunter Community Alliance foundations training - Invitation forwarded to SN Key Contacts • Lake Mac Clean Up - promotions sent to SN Key Contacts and Sustainable Neighbourhood News list • Waste to Art registrations open - Email sent to Waste to Art contacts • Invitation to attend Nature Conservation Council NSW Regional Conference - Sent to SN Key Contacts • Media release promoting Lake Mac Clean Up event sent to various media outlets and SN Key Contacts • Invitation to Council Cultural Awareness Training - Sent to SN Key Contacts • 3 May – Notification to Mr Dewar from Chair • 6 May & 29 May - Correspondence from N Dewar • 25 May – Request from Mr Dewar to Alliance Chairperson | | | | |
| 11 General Business | | | | 10 mins |
| 11.1 | Strategic Plan - This project was constructed by Rachelle and distributed to all board members to review, suggestions, corrections and edits. This is a work in progress but only 2 or 3 members have contributed. This is the most crucial issue for the Alliance's operation. | Bruce R. | | 5 |
| 11.2 | Natalia attended Redhead SNG to share Greater Charlestown SNG visioning exercise. | Natalia | | |
| 12. Next meeting: 3 rd July 2024; 6-7:30pm; Administration Building | | | Chair | |
| 13. Meeting close: 7:28pm | | | | |

Action Item Log

| Action Item Ref. | Action Item Description | Listed Date | Due Date | Completed/Status | Resp. |
|------------------|--|-------------|----------|------------------|--------------|
| 2024 - 1 | <i>Action:</i> Board to consider public comments to the Volunteer Engagement Strategy when it goes on public exhibition. | 1.5.24 | TBA | Not yet started | Chair |
| 2024 – 2 | SN Alliance board members to continue to progress skills in conflict management. | 1.5.24 | TBA | Ongoing | All |
| 2024 - 3 | General business set for 10 mins to be put in as an agenda item | 1.5.24 | June 24 | Complete | Sec |
| 2024-4 | Secretariat to forward Bruce's email(s) to the board as per the above action items and put on agenda for next meeting | 1.5.24 | June 24 | Complete | Sec |
| 2024-5 | Establish a 2-5 min role for a board member to talk about their story and why they're part of the board. | 1.5.24 | June 24 | | Sec |
| 2024-6 | Bruce to invite contact from Hunter Wetlands Board to next Sustainable Neighbourhood Gathering to discuss their successful social media posts. | 1.5.24 | TBA | | Bruce Tozer |
| 2024-7 | Organise signatures; | 13.06.24 | 12.7.24 | | Jean McGarry |
| 2024-8 | Bruce T to go ahead and prepare for annual reporting as required. | 13.06.24 | 12.7.24 | | Bruce Tozer |

Treasurer's Report - May 2024

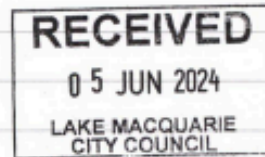
Treasurer's Report 1 May - 31 May 2024

Opening Balance 19,747.24

| | DR | CR |
|--------------------------------------|-------|---------------|
| <u>Income</u> | | \$ |
| 03 May 2024 EFT L. Seeman Membership | | 5.00 |
| 30 May 2024 EFT Hunter Water Corp | | 346.77 |
| 30 May 2024 EFT Lake Mac CC | | <u>155.00</u> |
| | 12798 | 506.77 |

Expenditure

| | | |
|---|---------------|--------|
| 28 May 2024 Wdi Ref 12004550 Tiny Forest B. Day McLoughlan/A Noon | 121.67 | |
| 30 May 2024 Wdl Thpar 1132539 N. Soeters | <u>155.00</u> | 276.67 |



Balance ~~\$ 19,977.34~~
19,977.34

