

Lake Macquarie Sustainable
Neighbourhood Alliance Inc



Location:	Level 2 - Meeting room 3	Date:	1 May 2024
Chair:	Gabrielle Clappison		
Invitees:	Gabrielle Clappison, Jo Lane, Jean McGarry, Bruce Robertson, Mackenzie Robson, Ingrid Schraner, Natalia Soeters, Bruce Tozer		
Folder	Google Drive – Alliance Board.Board Meetings		
Minutes:	Secretariat – Chris Harle		
Apologies:	Steve Dewar		

Agenda Items

Agenda Item Ref	Agenda Item	Officer
1.	Acknowledgement of Country	Chair
2.	Previous Minutes:	Chair
<p>Previous meeting minutes - 6 March Draft meeting minutes from 6 March 2024 were circulated via email. Proposed resolution: Confirm that the previous meeting minutes are an accurate record. Moved: Jo Lane Second: Gabrielle Clappison Carried</p> <p>Previous meeting minutes - 27 March Draft meeting minutes from special board meeting held 27 March 2024 were circulated via email. Proposed resolution: Confirm that the minutes from the special board meeting are an accurate record. Moved Bruce Tozer Second: Gabrielle Clapison Carried</p>		
3.	Register of interests Board members are required to immediately declare any: direct or indirect pecuniary interest; or any non-pecuniary	Chair

	conflict of interest; or potential perception of a conflict of interest in any matter before the Board. Register of Interests.	
4.	Review Action Item Log	Chair
5. Items for Discussion		
5.1	Role of Board Member - Mr Stephen Dewar Confidential Discussion	Chair
5.2	Code of Conduct and Model Constitution - 10 mins Action: Special meeting 27th March 2024: All members are to sign their Code of Conduct at the start of today's meeting. Complete Further information as per Special meeting 27th March 2024: The model constitution is available on the Fair Trading website Model constitution NSW Fair Trading. Note the directive that the model rules are used where an association's constitution fails to address a matter in Schedule 1 of the Associations Incorporation Act 2009, including internal disputes.	Chair
5.3	Proposed time for discussion items at board meetings (NS) - 10 mins <i>Secretariat note to this agenda item: "Set and stick to time limits for each agenda item to help move through the agenda" is already contained in the meeting procedures document agreed to by the board November 2023.</i>	Natalia
5.4	The Sustainable Neighbourhood Alliance Board supports the setting up of a proper dispute resolution facility as needed between Council staff and volunteers and volunteer groups in the new Volunteer Strategy 2025-2027. The Board will submit this very important proposal to the community consultation to the new Strategy See item 3 February meeting minutes: Alliance Board Meeting - MINUTES - 7 February 2024.docx <i>Secretariat note to this agenda item: Council has no plans for a 'Volunteer Strategy 2025-27' so I'm unsure to what this agenda item refers. The current Council Policy for complaint management is contained in Council's "Feedback Management" policy and it is located here Shared Decision</i>	Steve

	<u>Making - Lake Macquarie City Council.</u>	
5.5	<p>Lake Macquarie wide Sustainable Neighbourhood Group project to educate the public about what they can do to aid reuse, recycling, repair</p> <p>See item 7 February meeting minutes: <u>Alliance Board Meeting - MINUTES - 7 February 2024.docx</u></p> <p><i>Secretariat note to this agenda item: This agenda item was already discussed at the meeting 7th February however the board did not record any decision as no proposal was put to the board.</i></p>	Steve
5.6	<p>Agenda and timing of meetings to be submitted to the full board</p> <p><i>Secretariat note to this agenda item: The following information is contained in the <u>Meeting Procedures</u> agreed to by the Board in November 2023:</i></p> <p><i>Our meeting rules and expectations</i></p> <p><i>Before the board meeting</i></p> <ul style="list-style-type: none"> ● <i>Board members will submit relevant background and paperwork to the Secretariat and Chairperson at least 1 week prior to the meeting. This includes:</i> <ul style="list-style-type: none"> ● <i>Relevant correspondence</i> ● <i>Treasurer's Report</i> ● <i>Progress made on action items from previous meeting</i> ● <i>Suggestions for discussion items with relevant background and proposal for action</i> ● <i>Requests from member groups (eg risk assessments, grant applications)</i> ● <i>Report backs from member groups eg upcoming events, reports about past events</i> ● <i>Items for information sharing</i> ● <i>Chairperson to decide what can be included on the agenda, or whether certain topics need to be deferred.</i> ● <i>The Secretariat will circulate the agenda and background papers to all board members for their review and consideration, in the week prior to the meeting.</i> <p><i>Board members will read, review and consider this background paperwork prior to the meeting.</i></p>	Steve

5.7	<ul style="list-style-type: none"> ● Constitution Review update HCAProposal Code of Conduct as per guidelines Appendices in Constitution.....Level of adherence !! ● "Track On" comments on proposal ● Group's leaders title Strategic Plan 2025 - 2030. <p><i><u>Secretariat note to above agenda items: these agenda items do not adhere to the meeting procedures agreed to by the board in November 2023 "Any item(s) for discussion will be highlighted as such, and will have been accompanied by background and a clear proposal for prior consideration."</u></i></p>	Bruce R.
<p>6. For Information – Taken as read <i>Project and event reports and updates from citywide projects, local groups, other Alliance business.</i></p>		
6.1	<p>Insurance renewal Insurance renewal offer and policy details received from current insurers, and circulated to board members. Invoice paid April 2024.</p>	
6.2	<p>Dealing with Conflict - Training opportunity Six board members signed up for this training, Monday 22 April, online. Feedback is welcome.</p>	
6.3	<p>Hunter Community Alliance - Founding event Confirmed SN Alliance membership of the HCA for 12 months. 36 (TBC) SN members attended the founding event in April.</p>	
6.4	<p>Sustainable Neighbourhood Gathering event 10 March Twenty-one Sustainable Neighbourhood volunteers from around Lake Mac got together on 10 March for a productive and inspiring session. Copy of SNG 10 March vol gathering feedback - Form responses 1.pdf</p>	
6.5	<p>Lake Mac Awards Sustainable Neighbourhood volunteers and projects came home with a swag of awards from the Lake Macquarie City Council 2024 Lake Mac Awards. We're delighted to see the wonderful work of Sustainable Neighbourhood volunteers recognised and rewarded alongside incredible community contributors from across Lake Mac. Congratulations to all Sustainable Neighbourhood volunteers for the outstanding work you do. The full list of winners and finalists at https://www.lakemac.com.au/.../Abo.../Awards/Lake-Mac-Awards.</p> <ul style="list-style-type: none"> ● Winner, Lake Mac Environmental Leader: Repair It Lake Mac ● Winner, Lake Mac Volunteer of the Year: Anna Noon ● Highly Commended, Lake Mac Volunteer of the Year: Vina Chubb Warners Bay Area Sustainable Neighbourhood Group ● Highly Commended, Lake Mac Community Group of the Year: Repair It Lake Mac 	

	<ul style="list-style-type: none"> • Highly Commended, Lake Mac Community Event of the Year: Tiny Forest Community Planting Days ReLeaf Lake Mac and The Groundswell Collective • Finalist, Lake Mac Ambassador: Anna Noon • Finalist, Lake Mac Environmental Leader: Anna Noon
6.6	<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>
6.7	<p>Nature Conservation Council Conference</p> <p>Gab represented the Alliance on 14/3/24 at Pachamama House, Hamilton. The Nature Conservation Council Conference 2024 is happening at Glenrock Scout Camp this year and they were after input from environmental groups.</p> <p>Along with other local environmental leaders such as The Hunter Jobs Alliance, Lock the Gate, Hunter Community Alliance, Rising Tide, Transition Newcastle and the Hunter Community Environment Centre we spent a couple of hours brainstorming ideas for the upcoming conference.</p> <p>We discussed the possibility of what the Hunter has to offer the rest of the country. There's plenty happening in our area, what is best to showcase our region, energy transitions - off shore and land wind farms, Rio Tinto going 100% green energy by 2030, keeping our green corridors, coal ash dam issues and how do local community groups help dispel misinformation, (possible government funding coming to support this issue). Looking forward to the weekend and am interested to see what workshops and sessions they will have on offer.</p> <p>Gab invited all to Glenrock Lagoon - 1st June</p>
6.8	<p>Hunter Wildlife Rescue Turtle Project - Gab</p> <p>Citywide clean up date set for Saturday 25 May.</p> <p>Project summary available here: Protect Lake Mac's Turtles - Project summary and invitation to participate.pdf</p> <p>Invitation and instructions for SN groups to register a clean up site sent. Responses from 3 groups to date:</p> <ul style="list-style-type: none"> • Toronto area - site TBC • Valentine area - site TBC • Redhead - Unable to do a site, but would like to support / participate at a nearby site.
6.9	<p>Waste to Art</p> <p>2024 dates are confirmed: Friday October 18 - Opening night at Swansea. Exhibition runs from Monday October 21 2024 - Friday January 24 2025.</p> <p>Invitation to volunteers to help plan for 2024 project. Kick off meeting completed 16 April. Jo leading the project, with support from volunteer team: Lee, Bianca, Astha, Gab and Mardi.</p> <p>Registrations opening soon.</p>

6.10	<p>Tiny Forest, Booragul Licence with Council renewed for 12 months. Planning 1 year anniversary activities for Sunday 26 May, including 12-month citizen science studies (the ones we can complete) from 8.30-10 and then hold an 'open hour' and invite the community to come and have a look at the Forest. Also including nature play activities and possible recycled art making and guessing competition.</p>		
6.11	<p>On Track - Community Arts project (Greater Charlestown SNG) Project brief circulated to SN key contacts and seeking SN group participation. Grant application submitted to Origin Energy Eraring Community Investment Fund. Possible grant application to Council's events grants TBC.</p>		
6.12	<p>Toronto Anti-Graffiti and Mural project Grant slightly overspent. Will correct balance following TASNG meeting in April. The prints are stunning. Will have an opening in June and will do paperwork then. One of the Aboriginal prints is of the lake with all the turtles shown....maybe can be used for turtle project!</p>		
6.13	<p>Valentine Area update</p> <ul style="list-style-type: none"> ● Gayle registered her property for Sustainable House Day tour 21 April, https://sustainablehouseday.com/ ● Transform your lawn workshop, 28 April, Transform your lawn workshop Humanitix ● Next Solar Sense workshop: Sunday 5 May. Will incorporate Solar Sense with Cool House Warm House info, and add case studies. Energy Smart and Solar Sense workshop Humanitix ● Various discussions about making the village precinct more interesting and helping promote a community feeling. Maybe a music event. 		
6.14	<p>Greater Charlestown update</p> <ul style="list-style-type: none"> ● Pit Pony Park - Proposal for understorey plantings. Planning for planting day National Tree Day July 2024. EOI submitted to seek Council approval - approved 23 Feb. Community Environment Grant application submitted. And Planet Ark grant successful. ● Planning green cleaning workshop ● Partnership with Kahibah Business Alliance re Memorial Park ● On-Track - Environmental art project adjacent to Fernleigh Track ● Charlestown Place-making 		
6.15	<p>Five Bays SNG Commencing meetings again as of 26 March.</p>		
6.16	<p>Redhead Waste to Art idea Idea to create waste to art installation in Redhead from marine debris / litter clean up. May be opportunities to integrate with other projects eg Waste to Art, On Track and May clean up events.</p>		
7. For Board Endorsement			
7.1	<table border="1" style="width: 100%;"> <tr> <td style="width: 60%;">Risk assessments and requests</td> <td style="width: 40%;">Endorsed</td> </tr> </table>	Risk assessments and requests	Endorsed
Risk assessments and requests	Endorsed		

	<ul style="list-style-type: none"> • Draft grant application - Greater Charlestown SNG - Pit Pony Park understory planting. Circulated and approved via email. Submitted to Council. • Draft grant application - Greater Charlestown SNG - On Track. Circulated and approved via email with feedback provided. • Final report - Toronto Area SNG - Car Boot Sale event grant. Circulated and approved via email. • Risk assessment - Transform your lawn workshop - Valentine Area SNG. Circulated and approved via email. • Risk assessment - Energy Smart and Solar Sense workshop - Valentine Area SNG. Circulated and approved via email. • Risk assessment - May for Mother's planting at Blackalls Park - Five Bays SNG. Circulated and approved via email. 	
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8. Treasurers Report

	<p>Project balances for Q3, Jan-March 2024 available for board members in the google drive: Alliance project financials Q3 Jan-Mar 2024.xlsx</p> <p>Treasurer's Report for March 2024 attached below.</p> <p><i>Proposed resolution: The board accepts the Treasurer's Report.</i></p>	<p>Treasurer</p> <p>Moved: Jo Lane Second: Gabrielle Clappison Carried</p>
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9. Current Grant Projects

Grant project	Remaining funds as of 26 March 2024	Status	Action
Cardiff Pollinator Plan	\$167.00	Overdue	Secretariat liaising with CASNG to finalise. Haven't heard back since January.
Toronto Community Harmony Initiative	\$0.00	Complete	Final report submitted 20 March 2024.
Dudley Nature Play - Community Environment Grant	\$1,051.00	Overdue	Propose funds to be used for nature play equipment and activities at Tiny Forest site planned for May 2024. Need to

			seek Council approval for variation.
Solar Sense Valentine - Community Environment Grant	\$938.08	In progress. On track.	-
Toronto Anti graffiti Mural project - Eraring Community Investment Fund	-\$76.88	In progress. On track.	Liaise with TASNG to correct overspend.
Driveway at Holmesville Community Garden - Community Building Partnership NSW Gov	\$6710.00	Application submitted October 2023	-
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

1 March - 2 April 2024

- Notice of change in support arrangements for Sustainable Neighbourhoods Secretariat role to be shared among various Council staff - Sent to Alliance Board Members
- Various correspondence regarding incident with board member and Council staff member at gathering event on 10 March - Sent to Alliance Board Members. Response from Alliance Chair to Council outlining outcomes from Special Board Meeting.
- Notice from Council to Alliance Chairperson advising of confidential issue concerning board member.
- Welcome emails sent to new volunteer / enquiries who completed the online volunteer induction or website form
- Invitation to participate in planning meeting for the Nature Conservation Council's regional conference coming up in June.
- Invitation to SN groups to participate in On Track sculpture project meeting (subsequently cancelled), and project brief - Sent to SN Key Contacts.
- Reminder invitation to Sustainable Neighbourhood Gathering event - Sent to SN Key Contacts.
- Response to Council regarding possible SN participation in 'Teralba to Toronto Resilience Planning Project'. Invitation to 17 April workshop forwarded to board members and Toronto Area SNG
- Various correspondence from Hunter Community Alliance encouraging participation in their Founding Assembly event on 10 April.
- Membership application for SN Alliance to join the Hunter Community Alliance submitted.
- Not-for-profit scholarship program training opportunity - Sent to Alliance Board Members
- Signed licence for Tiny Forest site at Booragul - Submitted to Council
- Final report for Toronto Area SNG Car Boot Sale event grant - Submitted to Council.
- 2024 NSW volunteer of the year nominations now open
- Invitation to Council's 100 Voices event - Sent to SN Key Contacts

- Protect Lake Mac's Sea Turtles - Invitation to participate in citywide clean up 25 May - Sent to SN Key Contacts.
- Consultation on Council's Aboriginal Community Plan, Bayikulinan - Sent to SN Key Contacts
- Invitation from Awabakal Environmental Education Centre to participate in Envirothon event - Forwarded to Redhead SNG.
- Invitation to participate in Council community celebration event to mark the Fernleigh Awabakal Shared Track project on 14 July - Sent to board members and east side SNGs.
- Letter of thanks to Council from the Greater Charlestown SNG stating their appreciation for support for the SN Alliance and local groups.

11 Business without notice		
11.1	Suggestion to invite a contact from the board of Hunter Wetlands to discuss how they run social media.	Bruce Tozer
12. Next meeting: 5 June 2024; 6-7:30pm; Landcare & Sustainable Living Centre		Chair
13. Meeting close – 8pm		

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		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		Sec
2024-5	Establish a 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

Date: . . .

Page:

Link Mortgage Sustainable Neighbourhood Alliance Inc.

Treasurer's Report.

1 April to 30 April 2024

Account 724181724, Greater Banks, Charlestown

Balance 20524.66

Receipts

11 April 2024 EFT MCL 12798

Insurance 4,305.93

Total Income \$ 3,035.93

Expenditure

03 April 2024 Wollongong 15874443

Solar Panel, Valentine

G. Russell 296.09

15 April 2024 BPay Woll AON Risk Serv.

CRN 0203455764

Real Insurance 3,035.93

13 April 2024 Repair Cafe, S. Door 450.00

30 April 2024 BPay Woll H. Water

CRN 00212873079 31.33

3,813.35

Balance 19,747.24

Note: One (1) trans. accidentally omitted

INV 2223 - NSW Community Alliance

\$50.00

J. Murphy

Hon Treasurer

1 May 2024