

Lake Macquarie Sustainable Neighbourhood Alliance Inc

Induction and board meeting – MINUTES

Wednesday 7 December 2022, 6.00-7.15pm

Council Administration building, Main Road, Speers Point



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

Rachelle McConville (Council)

Apologies: Nico Marcar, Mark Howells

MINUTES

1. Welcome and setting the scene

Meeting opened 6:02pm

Acknowledgement of Country. Gab thanked Elders past, present and emerging for their continuing care for land, country and culture.

The group [watched a video](#) for some inspiration and opportunity for personal reflection. Board members each shared some personal reflections around the following questions:

- What's your motivation for being on the board? What made you decide to become a board member?
- What do you most want to contribute? Eg particular skills or attributes.
- What are you excited about working on in 2023?

Some common themes included:

- Want to make a difference. Benefit Lake Macquarie environment and community. Create a legacy. Increase urban greening and sustainability. Help people
- Enhance Sustainable Neighbourhood network:
 - Improve collaboration across the lake. Learn from each other, and utilise successes of other local groups. Train the trainer & community empowerment
 - Be more ambitious / expansive.
 - Refine objectives and improve focus. Deeper analysis of effort/energy vs outcome to prioritise actions.
 - Increase influence and impact (within community, and with gov/industry)
 - Create and foster partnerships
- Contribute leadership skills, logistics, support, strategy

ITEMS FOR DISCUSSION

2. Chairperson and Vice Chairperson roles

Note that the election of Gab and Mackenzie to Co-Chairperson roles at the November AGM was not allowable within the Alliance's constitution, and is unworkable in practice.

Mackenzie has since decided to step aside and not contest the Chairperson role, proposing instead to seek appointment as the Vice Chairperson. A letter from Mackenzie was circulated via email.

Proposal 1 – Vice Chairperson role:

The board agrees to create the role of Vice Chairperson, recognising that it is allowable according to the Alliance Constitution, and will provide value to the board.

The Vice Chairperson will be responsible for:

- *Standing in when the Chairperson is unavailable. This may include chairing meetings, and representing the board at events when the Chairperson is unavailable.*
- *special projects, upon agreement between the Chairperson and Vice Chairperson.*

Proposal 2 – Appointment of Chairperson:

The board agrees to appoint Gabrielle Clappison as Chairperson.

Proposal 3 – Appointment of Vice Chairperson:

The board agrees to appoint Mackenzie Robson as Vice Chairperson.

Resolution. The board resolves to support the three proposals as above.

Moved: Steve

Seconded: Jean

Carried.

SPECIAL AGENDA ITEMS: BOARD MEMBER INDUCTION

3. Group quiz! Board member roles and responsibilities

The group participated in a quiz that referenced key points from the '[Board member roles and responsibilities](#)' doc.

Quiz questions and answers as a reminder:

1. **What should you do if you are expecting to be unavailable for more than 2 weeks?**
Alert the Board if expecting to be unavailable for a considerable time (eg more than two weeks), or is otherwise unable to participate in Board business as expected.
2. **When acting as a board member, whose interests are you representing?**
Represent the interests of the Sustainable Neighbourhoods network as a whole, rather than just your local Sustainable Neighbourhood group or neighbourhood area.
3. **What's the maximum number of board members allowed by the constitution?**
The Alliance is governed by a Board of up to twelve representatives, elected from the membership.
4. **What is the SN Alliance's legal status?**
*The Lake Macquarie Sustainable Neighbourhood Alliance (the Alliance) is an incorporated, not-for-profit association under the Associations Incorporation Act 2009.
The NSW Department of Fair Trading is responsible for administering the Act. Their website, www.fairtrading.nsw.gov.au contains fact sheets and other information about the laws and procedures relating to incorporated associations.*
5. **What is the governing document for the Alliance?**
Constitution of the Lake Macquarie Sustainable Neighbourhood Alliance – Adopted 16 November 2021.
6. **Bonus: Where can you find a copy of the Alliance Constitution?**
*SN website: www.sustainableneighbourhoods.org.au/the-alliance
Google drive (for Alliance board members only)*
7. **What is an example of improper use of your position on the board?**
Avoid making any improper use of your position on the board, or information acquired by virtue of your position, to gain any material advantage for yourself, or for any other person or organisation, or to the detriment of the Alliance and/or the Sustainable Neighbourhood network.
8. **What should you do if a conflict of interest arises in relation to your position on the board?**

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.

9. What does pecuniary mean?

“relating to or consisting of money.”

10. What should you do with the agenda and any background papers that are circulated prior to a board meeting?

Where Board papers are circulated in advance of the Board meeting, read papers and consider issues before the meeting.

11. On what basis should you consider, debate, and vote on issues before the board?

Consider, debate, and vote on issues before the Board on the basis of the best interests of the Alliance and the Sustainable Neighbourhood network only.

12. Who is responsible for understanding and regularly reviewing the Alliance’s financial position?

All board members.

4. Housekeeping

- Using google drive to share documents. Check in that everyone can access the google drive folder set up for Alliance Board. General agreement to use this folder as a shared place for key documents.
- Meeting times and format. Confirm regular meeting time: **First Wednesday of the month, 6pm.** (No meeting in January.)

General preference for in person meetings, but occasional online may be suitable.

- Bank signatories. Arrangements to add Mackenzie and Mark are almost complete. Just need these meeting minutes confirming Chairperson and Vice Chairperson roles to present to the bank.
- Register of interests. Understanding what an actual or perceived conflict of interest is and what action to take. Rachelle will add conflict of interest item to agenda, and circulate a register of interest for board members to declare any existing conflicts.
- Meeting quorum = 50% number of board members = 4 board members.

5. Board meeting procedures

Noted the existing [Board meeting procedures](#) doc, and monthly routine / schedule. The procedures include opportunity to raise any outstanding issues; ask for clarification; or comment on items of particular interest. We will include some suggested time limits for each agenda item, but note that these will be a guide.

6. Working together and specialising tasks

Prompted board to consider possible tasks that may be undertaken by selected board members. Aiming to make best use of board members’ time by nominating 2-5 people to take responsibility for / focus on particular tasks.

Some possible tasks:

- Bank signatories. 5 people are designated bank signatories to be available to process and second bank payments.
- Risk assessment review
- Grant application review
- Might be others?

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. Umali Barai-ku opening - Save the date

Save the date for Saturday 18 February. Council is making plans for the reopening the Landcare and Sustainable Living Centre, Umali Barai-ku Landcare.

Workshops and activities all month

Big community day on Saturday 18 February, and invitation for SN stall.

8. Renewing Sustainable Neighbourhoods

Positive outcome for Sugar Valley, with some renewed interest and participation in existing projects and new volunteer participation in group meetings. However, the engagement from Cameron Park has been relatively limited so far, and the longevity may still be a challenge.

Despite a range of engagement activities, we have not been able to form a Belmont Area SNG. There are around 15 people who have expressed their interest in participating in group meetings, but actual attendance is sporadic, and haven't been able to get enough people in the same place at the same time. Council staff are reviewing options to pursue in the new year.

9. Repair Café

Repair Café & Tool sharpening workshops in Cardiff (November) – went well. 65kg diverted from landfill; 10 tool workshop participants

Repair Cafe, Cameron Park (December)

10. ReLeaf

- Tree Trail at the MAC
Launch event went well with around 50 attendees and good feedback about the trail. Currently updating the brochure with updated stop numbers.
- Valentine verge greening project
- ReLeaf raffle
\$1462.68 raised for Tiny Forest project
- Tiny forest
Council donation approved 28 November
Community information webinar went very well. Recording available.
Still waiting for Council feedback on the draft concept design and ongoing project management and approval requirements. Aiming to complete earthworks in February.

11. Toronto Area SNG projects

TASNG has discussed an anti-graffiti campaign in 2023 at a police meeting on November 9. This is a great initiative by one of our members Joanna Rees, and will involve possible murals by High School students and by Awabakal members.

We have also held initial discussions with the franchisee and manager of Toronto McDonalds to run a campaign on recycling fastfood material, particularly home delivery material. Also, we have had discussions with Stanley Tang, head of sustainability for Costco, Australia and

New Zealand, about similar issues of recycling and over-packaging. Hopefully, a campaign to educate the public about recycling at these 2 venues can occur next year!

12. Lake Mac Award nominations

Reminder that Lake Mac Award nominations are currently open, and close 12 December.

<https://www.lakemac.com.au/Our-Council/About-us/Awards/Lake-Mac-Awards>

13. RISK ASSESSMENTS AND REQUESTS

- Cardiff Area SNG – Christmas workshops. Risk assessment circulated and approved via email.
- Greater Charlestown SNG – Kahibah car boot sale. Risk assessment circulated and approved via email.
- Valentine Area Sustainable Neighbourhood Group, Verge greening project, Ross street, Belmont. Risk management plan circulated and approved via email.

14. TREASURER'S REPORT

November Treasurer's Report

See also Project Balances report attached to 30 November 2022.

Moved: Steve

Seconded: Gab

Carried

15. PREVIOUS MEETING MINUTES

November meeting minutes were circulated via email.

Resolution: Confirm that the previous meeting minutes are an accurate record.

Moved: Gab

Seconded: Steve

Carried

16. 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. The following potential conflict is noted by the board, and recorded in the register of interests.

- **Mackenzie – Lake Mac Awards Committee**
Mackenzie noted that he sits on Council's Lake Mac Awards Committee as a community representative. The Committee is responsible for judging nominations and awarding winners for each category.
Mackenzie will also declare potential conflict to Lake Mac Awards Committee.

Mackenzie may need to withdraw from decisions that involve a nomination by a Sustainable Neighbourhood Group (at discretion of Awards Committee).

17. CORRESPONDENCE

1 November - 30 November 2022

- Request from UNSW student for assistance with project – Sent to ReLeaf team.
- Numerous emails and meeting reminders regarding Sugar Valley and Belmont Area Sustainable Neighbourhood events
- Change of Public Officer form submitted to NSW Office of Fair Trading
- Annual Summary of Financial Affairs form submitted to NSW Office of Fair Trading
- Reminder regarding grant project reports due sent regarding Cardiff Pollinator Project, Community Harmony initiative, Plastic Free Coffee Vans, Tree Trail.
- Invitation to SN Celebration event – Sent to SN Key Contacts
- Sustainable Neighbourhood News – November 2022
- Enquiry from Belmont 16s regarding possible funding – Sent to Valentine Area and Pelican Area SNGs
- Climate Corridors launch invitation – Sent to SN Key Contacts
- Share shop event invitation – Sent to Alliance board
- Invitation to Simtable bushfire workshop in Toronto – Sent to SN Key Contacts

NEXT MEETING:

Wednesday 1 February, 6pm

Meeting close 7.40pm

LAKE MACQUARIE SUSTAINABLE NEIGHBOURHOOD ALLIANCE

GENERAL MEETING

TREASURER'S REPORT

1 November to 20 November 2022

Account 724181724 with Greater Bank, Charlestown Branch.

Balance

\$ 33,497.19 CR

RECEIPTS

01 Nov 2022	EFT dep STRIPE STRIPE-5QMueT0cFRx	\$	50.00
02 Nov 2022	EFT dep STRIPE STRIPE-Lwy1aQYsTvm		25.00
03 Nov 2022	EFT dep STRIPE STRIPE-KKlisQGiaYi		10.00
07 Nov 2022	EFT dep STRIPE STRIPE-KjzqoLzsCNe		50.00
11 Nov 2022	EFT dep STRIPE STRIPE-GKjNA6jirMv		10.00
14 Nov 2022	EFT dep STRIPE STRIPE-udjKGRxeuo		220.00
15 Nov 2022	EFT dep STRIPE STRIPE-SqfOXlrbAE		20.00
16 Nov 2022	EFT dep STRIPE STRIPE-qsNobavTM8U		20.00



17 Nov 2022	EFT dep STRIPE STRIPE-BXqPbxBZdg2	40.00
18 Nov 2022	EFT dep STRIPE STRIPE-7Tm8s8aUHZn	60.00
21 Nov 2022	EFT dep STRIPE STRIPE-v1RHbNKB0SO	70.00
22 Nov 2022	EFT dep STRIPE STRIPE-U6TUqdaXr21	25.00
23 Nov 2022	EFT dep STRIPE STRIPE-hHrDon07m1	10.00
25 Nov 2022	EFT dep STRIPE STRIPE-vjfrz3dJTbu	20.00
28 Nov 2022	EFT dep STRIPE STRIPE-EBMLj29KcUj	70.00
29 Nov 2022	EFT dep STRIPE STRIPE-LgNoidp7ZUi	185.00
Total Income		\$ 885.00

EXPENDITURE

04 Nov 2022	Repair Café scales A & G Clappison	40.84
11 Nov 2022	lmcc	515.00
14 Nov 2022	GBS Mobile Catering G & A Clappison	40.38
14 Nov 2022	Hornsby Project Signage	2,023.03
18 Nov 2022	LMCC	759.12
22 Nov 2022	Pamper Care 2022 Robyn Charlton	411.43
22 Nov 2022	SN Alliance Benjie Williams	211.75
22 Nov 2022	LMCC	160.00
23 Nov 2022	Pollinator Cardiff Jennifer Maverick	426.65
30 Nov 2022	Inv4326 Rafflelix Holdings	67.32
Total Expenditure		\$ 4,655.52

BALANCE **\$ 29,726.67CR**

This is a true statement of accounts for the Lake Macquarie Sustainable Neighbourhoods Alliance Inc. for the period 1 November to 30 November, 2022.

Signed _____

Name Jean McGarry

Title Hon Treasurer

Date 2 December, 2022.