



Minutes: VALLEY RCRC Meeting

Thursday 17th February 2022, 4:00pm-5:30pm

Venue: ZOOM online

Attendees	Leigh Harry, Cr Fiona McAllister, Jillian Edwards, Kathleen Holton, Michelle Zwagerman, Maree Rothwell, Bruce Argyle, Tracey Reid (YRC), Karina Hogan, Denise Stevens, Kristal Johnson (YRC)	
Optional		
Apologies	Alison Gommers, Shona Rimmer, Caroline Evans	
Standing Agenda Items	Lead	Actions/Notes
1. Acknowledgement of Country and Greetings	Leigh Harry	
2. Acceptance of previous minutes and Declarations of Interest.	Leigh Harry	

<p>3. Actions from previous meetings</p>	<p>Leigh Harry</p>	<ul style="list-style-type: none"> • Co-Chairs, Michelle, and Jillian to meet to discuss facilitation and structure of Workshop 1.(Complete) • Access to the Municipal Recovery Plan - Cr McAllister to enquire if the document can be made publicly available to the RCRC. Link: Council's Municipal Recovery Plan Support Yarra Ranges (Complete) <p>Action: Leigh suggests everyone takes some time to look at the link as it puts context around what it is that the group is doing</p> <p>There was a meeting with Jane Sinnamon, Guy Masters, Tracey, Leigh, Jill, and Fiona to get some more context about what this group was doing and how it fits in with what the council is doing.</p> <p>Fiona's feedback about this meeting</p> <ul style="list-style-type: none"> - Better understanding about the intent - Clarity about the content and restraints - Clarity about the outcomes for the community. - All in agreement that the intent of this group is about developing a community plan - Understanding community priorities in this specific region through the means of recovery, resilience, and communication - Getting all the Co-Chairs together for a meeting - There are resources that can be accessed through council (access through Tracey) - The feeling of having more clarity and that the groups on the right track
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<p>4. CRC Coordinator Report/Governance</p>	<p>Tracey Reid</p>	<ul style="list-style-type: none"> • Meeting Schedule (from 2nd to 3rd Thursday of the Month?) <ul style="list-style-type: none"> - This was discussed and agreed by the group to stick with the 2nd Thursday of every month • Electing Co-chairs (Officially) <ul style="list-style-type: none"> - Fiona McAllister nominated Leigh Harry as Co-chair - Maree Rothwell nominate Jillian Edwards as deputy chair - Denise Stevens seconded these nominations - All in the group agreed with these nominations (Complete) • Terms of Reference – Purpose <p>Jills feedback:</p> <ul style="list-style-type: none"> - Process to get changes is massive and drawn out - Maybe add an appendix/annex for local use that focuses on what the Valley group is doing specifically - This appendix/annex to be reflective of what the group wants to do and achieve, could be used when going out and talking with the community to assist achieving consistent messaging. <p>The group indicated that they with this idea</p> <ul style="list-style-type: none"> - It can be adjusted as things progress - It covers key aspects of what's been done so far
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<p>5. Working Group Reports</p>	<p>Jill Edwards</p>	<p>Workshop summary and Reports tabled:</p> <ul style="list-style-type: none"> • Workshop 1 – 16/12/2021 • Workshop 2 – 20/01/2022 • Workshop 3 – 07/02/2022 <p>Discussion about appendix/annex document:</p> <ul style="list-style-type: none"> - Concerns and uncertainty about what the committee is meant to be putting in place. - Asked to develop a regional recovery plan. - We need to work out what that will look like - Information gathered from the engagement process will inform it. - Listening to people - what is the community telling us - Data gathered provides an evidence base for the grant making - Data will be gathered from talking to groups and other sources - Using the appendix/annex to explain to organisations across the Valley what it is that the group is doing - Will need to be tweaked as we learn more. Timelines might be impacted by things out of the group's control. - Creating comms and communication needs to be conducted with assistance from the comms teams in council. <p>The Committee endorsed the appendix/annex document as proposed.</p> <p>Subcommittees:</p> <ul style="list-style-type: none"> - Each subcommittee group needs to keep notes of their catchups and then provide that information in the next official meeting. <p>Council to advise on how we can communicate via a website/webpage.</p> <p>Jill, Karina, Michelle, Maree</p> <ul style="list-style-type: none"> - To work on what questions will be asked of stakeholders. <p>Michelle, Bruce, Leigh</p> <ul style="list-style-type: none"> - To work on the Funding guidelines section (Eligibility) - Selection criteria <p>Denise, Kath, Fiona</p> <ul style="list-style-type: none"> - Working on the engagement plan
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6. Community Engagement		<p>Engagement Plan:</p> <ul style="list-style-type: none"> • Council has developed a template for engagement, a guiding document • The draft is more based on a corporate model and needs to be fine-tuned. <p>Action: Tracey to send out the draft, feedback needs to be sent back before the next meeting.</p> <p>Action: Tracey to set up Denise and Kath to meet with the communication people to discuss</p> <ul style="list-style-type: none"> • What's the script going to be when engaging community? Only at talking it through stage before going out to the public • Shaping page on YR website. Can be used. It's a platform that the group can populate about what you want to ask. <ul style="list-style-type: none"> - can do a QR code to link people into questions from the YR page <p>Regarding data, Tracey meeting with David Booth next week about analysing and linking in other data sets, to give you a data background</p> <p>Action: Tracey to inform group about this matter after the meeting takes place</p>
7. Community-Led Recovery Plan		Discussed earlier.
8. Grant-making		<ul style="list-style-type: none"> • Community Enterprise Foundation • Funding Guidelines • Rapid Release Grant <ul style="list-style-type: none"> - This can still happen, more work to be done first - How much, how often, when - this is all up to the group. The eligibility requirements will stay the same, selection criteria may be different based on what you think is appropriate for each grant round <p>Funding guidelines:</p> <ul style="list-style-type: none"> - Struggling to work out the eligibility criteria Community Enterprise Foundation would use. Separate to the criteria developed by this committee as preconditions. - Trustees of the fund-holder (Community Enterprise Foundation) have the final say - They tend to go with the recommendations from the stakeholders (i.e. being the council)

9. Other business		<p>Jess is no longer in the Community development officer role but still happy to come to a meeting.</p> <p>Action: Collate some questions for her so she can prepare before the meeting</p> <p>Action: Invite Jess to the next meeting if she is available</p>
10. Next Meeting	<p>Thursday 10th March 2022 4pm-5.30pm</p> <p>Venue: ZOOM online</p>	

Meeting schedule for 2022: *Second Thursday of each month, 4pm-5.30pm*

10 March, 14 April, 12 May, 9 June, 14 July, 11 August, 8 September, 13 October, 10 November, 8 December