



Review of Kyneton Transition Hub

Have you been wondering why you haven't been receiving invitations to the regular monthly meetings for the KTH? Well, during 2013 a major review of the Kyneton Transition Hub was undertaken and a key outcome of this was to reduce the membership of the Core Group. The review found that this would be the best way to ensure we got more things done and spent less time in meetings. It has taken us a while to clearly communicate this to our members, but we hope you'll read this short explanation and ask us any questions you have.

The Core Group is just one (small) part of the Transition model. Most activities and key projects are undertaken by Working Groups which have much broader membership and are represented at the Core Group meetings. If you have attended a garden gathering, produce swap, special event like the Kyneton Show, potluck dinner or coffee morning, you are a member of one or more working groups.

Our core members are Rowena Curtis, Moira Darling, Julia Gilchrist, Sharon Macaulay and Julie McLaren. Kerryn Burgess will join the group when she takes on the treasurer role in March 2014, and Sharon is currently taking a break due to her heavy workload.

Responsibilities of the Core Group

So what does the Core Group do? Well we provide coordination of activities and oversee financial, legal and other issues to facilitate what the Working Groups can actually get done.

The responsibilities include:

- Alignment with Transition movement
- Vision, Direction, Strategic planning, Evaluation, Coordination
- Funding, Budget, Financial management, Grants
- Supporting Working Groups to innovate, be sustainable, focused, proactive and assist with group dynamics if difficulties arise
- Relationship with MRSG, Legal oversight
- Branding oversight
- Media oversight
- Empowering purposeful activity
- Conflict resolution policy
- Governance policy

Roles within the Core Group

There are a few special roles within the Core Group, although we no longer have a convenor as we did in the past. These roles may change, but currently they are:

| Role | Who | What |
|-----------|--------------------------|--|
| Chair | Rowena | Chair core group meetings |
| Secretary | Moira | Agenda, Minutes, Listing of working groups and core group roles, Contact person |
| Treasurer | Kerryn (from March 2014) | Budget, Financial management, Grants, Relationship with MRSG (legal / financial) |

| | | |
|------------------------------|---------------|--|
| Community Liaison | Julie | Relationship with MRSG, Local media, Local organisations, Grants |
| Pastoral / Self-care | Moira, Rowena | Balancing work / life. Grievance policy |
| Communication & Social media | Julia, Julie | Newsletter, Website, Branding oversight, Internal media, Contact lists, Contact management (core group, wider group, KTH members) |
| Other | All | Alignment with Transition movement, Vision, Direction, Strategic planning, Evaluation, Coordination, Relationship and support for Working groups – empowering purposeful activity, Legal, OHS, Structure (core group & working groups) |

Working Groups

In the Transition Movement, the Working Groups may focus on different areas such as food, energy, transport, health, etc. To suit our current interests we are organising our groups by activity or project, although this may evolve in the future. Some of our current ones are: Kyneton Community Garden, Produce swap (at the farmers market), Special events (most recently Macedon Ranges Sustainable Living Festival), and in the past we have had Garden Gatherings, Potluck dinners and Film nights. The aim is to have two or three people nominated as the coordinators for each working group, and one of those coordinators represents the group at the core group meetings when required. The latest copy of the groups and contacts is attached to this document.

If you wish to start up a new group or suggest a special project then please have a chat to someone on the core group who can help you out. Our most recent example of this is Kyneton Open Edible Gardens which will be held in March and was a suggestion by Anna Treasure who is also one of the key organisers for the event.

Guidelines of what is required for starting a new event or group have been developed, and a copy is attached to this document. We are not expecting you to be able to answer all the questions before you present the idea to others. The best ideas have some sort of organic growth which is fertilised by discussing it with others, so please present your ideas at any stage that suits you. We look forward to hearing about more new initiatives.

-KTH Core group

Contacts:

| | | | |
|-----------------|--|--------------|-----------|
| Rowena Curtis | androwcurtis@bigpond.com | 0408 201 615 | |
| Moira Darling | chrisandmoira1@bigpond.com | 0439 304 869 | 5422 1197 |
| Julia Gilchrist | julia@gilchrist.id.au | 0423 691 310 | 5422 6894 |
| Julie McLaren | juliedmcl@gmail.com | 0425 724 156 | 5422 3023 |



KTH New Project or Event Proposal Form

Name of person making proposal _____

Contact details _____

Proposed name of the activity _____

Vision for the activity _____

Why are you passionate about this activity? _____

What are you going to do? _____

When is it going to happen? _____

How are you going to do it? _____

How are you going to promote it? _____

What do you need to make it a success? _____

Resources e.g. what number of people are needed? _____

What other resources are needed? _____

Budget

Start-up costs? _____

Ongoing costs? _____

Grants and income streams _____

Reflection – reflect on the process, event and personal learnings

How will you build in reflection so you and the group will learn from it? _____

How does the proposed project align with:

Transition Movement Vision/Values _____

KTH _____

Ongoing sustainability _____

Say as much or as little about each item; and use attachments or extra sheets if required. Please talk with us to discuss your proposal. We will assist you to fill out the form. Contact one of us to get started: Moira Darling 0439 304 869; Julie McLaren 0425 724 156; Rowena Curtis 0408 201 615



Working Group Facilitators and Contact Details

| Working Group | Facilitators | Contact details | How to get involved / Notes |
|-------------------------|----------------------------------|---|---|
| Kitchen Connections | Charlotte Billing | Ph: 0421 577 649 KCLC ph: 5422 3433 for RSVP Email: kitchenconnections@kyneton@gmail.com | Last Fri every month (except Dec) 11 am onwards (lunch around 1 pm) |
| Community Garden | Julie McLaren | Ph: 0425 724 156 or 5422 3023 Email: juliedmcl@gmail.com | 9.30 – 11.30 am Tuesdays during term time. 3 rd Saturday 2-4pm at Kyneton Secondary College |
| | Nea Gyorffy | Ph: Email: | |
| | Jan Mclver | Ph: 5422 3828 Email: jan.mci@bigpond.com | |
| Farmers Market | Rowena Curtis | Ph: 0408 201 615 Email: androwcurtis@bigpond.com | 2 nd Saturday |
| | Jan Mclver | Ph: 5422 3828 Email: jan.mci@bigpond.com | |
| | Julie McLaren | Ph: 0425 724 156 or 5422 3023 Email: juliedmcl@gmail.com | |
| Edible Gardens Open Day | Anna Treasure | Ph: 0403 619 331 Email: anna.treasure@gmail.com | 15 th March 2014 |
| Friday Coffee Group | Amanda Harland | Ph: 0466 910 712 Email: numbatultima@optusnet.com.au | 10.30am every Friday at Kaddy's, 8 High St |
| | Jan Mclver | Ph: 5422 3828 Email: jan.mci@bigpond.com | |
| Garden Gathering | <i>New Co-ordinator required</i> | Ph: Email: | |
| Information Evenings | Julie McLaren | Ph: 0425 724 156 or 5422 3023 Email: juliedmcl@gmail.com | TBA |
| | Jan Mclver | Ph: 5422 3828 Email: jan.mci@bigpond.com | |
| Pot Luck Dinners | <i>New Co-ordinator required</i> | Ph: Email: | |