



Householder's Options to Protect the Environment Inc.

PO Box 6118, Toowoomba West QLD 4350

Ph 07 4639 2135; Email: office@hopeaustralia.org.au

Website: <http://www.hopeaustralia.org.au>

ABN 48 036 173 161

LCD Project meeting #01 - 14 February 2009 HOPE office

Minutes

- Present:** David Armstrong, Clare Davies, Frank Ondrus, Marie Scott, Miriam Sharp and Joy van der Wyk
- Apologies:** Candice Laidlaw Thompson (Toowoomba Regional Council (TRC)), Samantha Morris (Wombat Creative), Renee Fletcher (Queensland Murray-Darling Committee (QMDC)) and Joyclyn Orme
- Proxies:** Stephen Warburton's proxy vote held by Miriam Sharp; and David Shipp's proxy vote held by Frank Ondrus

1) Welcome

Frank opened the meeting at 10am.

2) Motion

Frank moved the following motion: that a sub-committee be formed to manage HOPE's Low Carbon Diet (LCD) project; that Frank Ondrus and Miriam Sharp be HOPE's representatives to the sub-committee; that members and supporters be invited to contribute on a needs basis; and that other LCD funding recipients be invited to work together. Motion seconded by Marie, and agreed by all.

3) Funding / sponsorship

a) Climate Smart LCD grant

HOPE's funding application was approved on 28 January, but we are not yet allowed to make this information public. Once official launch has been held in Brisbane, we will do a local launch. For this we will try to get Hon. Kerry Shine - Member of Toowoomba North, Cr. Peter Taylor - Mayor of Toowoomba Regional Council and others involved. We are already working on the project. The first of the displays has just been held at the TRC library (11-17 Feb).

=> Frank will notify everyone when the local launch will take place

b) Sponsorship from The Chronicle

The Chronicle newspaper rejected our application for their sponsorship program for advertisements for the LCD project. This means that advertising will have to be obtained via other ways.

=> We need (a) volunteer(s) to help with media and advertising.

c) *Involvement of commercial businesses*

Perhaps businesses could provide us with (in-kind) support to help out with project costs and/or to provide product for competitions, etc.

d) *In-kind support*

HOPE receives a lot of in-kind support from QCC, USQ Student Guild, local State and Federal politicians, and others to help with the project.

4) **Review of proposal**

The four (4) major aspects of the project are:

a) *Media campaign*

The media campaign will consist of monthly media releases courtesy of QCC; and regular community service announcements; event notices, and articles prepared by HOPE volunteers.

=> Request help with media activity through e-news and newsletter

b) *Information displays*

About 35 information displays – both static and staffed - will be held around the region, including:

- University of Southern Queensland (USQ), Toowoomba campus (x13)
- Toowoomba City Library (x2)
- Regional library centres (x11)
- Shopping centre displays (x9)
- Community events such as Clean Up Australia Day (Mar) ,Warwick Peace Festival (May), Eco Expo – Beaudesert (May); World Environment Day (June), Toowoomba Languages & Cultural Festival (Aug)

=> Request HOPE members to volunteer time to staff displays through e-news and newsletter

Perhaps also at:

- Secondary schools
- School fetes / fairs – the Glennie School Fair (14 March)?
=> Marie to investigate
- Southern Queensland Institute of TAFE (SQIT)
=> Frank will ask June Whelan to arrange
- Market stalls at PCYC
- Neighbourhood Centres
=> Frank will ask Rosemary Dean to arrange

c) *Public meetings*

We will go out to the regional centres such as Oakey, Pittsworth, Millmerran and Highfields to hold public meetings. Ideally, these will coincide with the information displays in those centres. We would like to invite Gary Harch to speak about his own church project; Candice to speak about TRC's project; and perhaps, Karey Harrison to give an update on the AI Gore "*Climate Project*".

d) *Workshops*

Some of these workshops will be held at the Jacaranda Room, Grand Central (subject to availability). Sam Morris is developing the workshops, and we will provide a facilitator. Sam will come to Toowoomba to have a trial run of the workshop with HOPE members.

Perhaps also:

e) *Seminars (2 or 3) to be held at USQ*

- 1) Dr. Roger Stone, climatologist
- 2) Dr. Karey Harrison – update on AL Gore’s Climate Project

=> The sub-committee will have to work out the calendar of events based on availability of consultant, venues, guest speakers, etc.

5) Motion

A range of activities for the LCD project, such as the workshops, need to be undertaken by a consultant. Wombat Creative Pty Ltd (represented by Sam Morris) has prepared a quote for this work. This quote was circulated for perusal by all. Frank moves the following motion: that HOPE accepts the Wombat Creative Pty Ltd quote, dated 6 Feb 2009, of \$6,350 (ex GST). Motion seconded by Clare, and agreed by all.

6) Additional options

Time and resources permitting we could try to develop other options to undertake as part of the LCD project. Examples are a Home Solar Panel Project; EnergyWise Appliance Tester (via the library); competitions; community challenges – e.g. schools to sign up families.

7) Actions

The following actions need to be undertaken by the sub-committee:

- a) Prepare Year Planner (see attachment)
- b) Log / record all activities through /at office (see attachment)
- c) Prepare promotional flyers, signs & banners(s) – refer to Joyclyn and Joy
- d) Include sponsors logos on website LCD page, newsletter, e:news bulletin, letterheads and all promotional material
- e) Ask members / supporters to assist with staffing displays; writing newsletter articles, helpful hints and letters to the editor; and to develop information sheets.

Sam Morris will:

- f) Develop some information sheets as per Climate Smart website
- g) Develop information posters

=> An action items sheet has been prepared (attached)

8) Any other business

Nil

9) Next meeting

To be advised

Miriam Sharp

Secretary – HOPE Inc, and LCD Project minutes taker

18 February 2009

Action Items

Project: Low Carbon Diet program

Last updated: 23 February 2009

Action	Person(s) Responsible	Due Date	Status
Formation of subcommittee	all, by motion	14 Feb	Done
Accept consultant's quote	all, by motion	14 Feb	Done
Prepare year planner → Transfer admin and event activity to Year Planner; and duplicate in office diary	Frank & Miriam	19 Feb	Done
Ask Joyclyn to prepare additional sets of LCD signs (as per text sheet)	Joyclyn		Ph/ email
Prepare LCD banner; and maybe a flyer or two → Provide text for banner and theme(s) for flyers	Joy		IP
Photograph all events and activities → Utilise photos in media activity; and articles for e:bulletin, newsletter and website	Frank, Miriam & Stephen		C
Donations welcome → Request support of LCD project by way of donations of photocopy paper, postage stamps, \$\$\$s, etc			IP
Liase / partner with other funding recipients <ul style="list-style-type: none"> • Toowoomba Regional Council – Candice Laidlaw • Queensland Murray-Darling Committee – Renee Fletcher - Offer to provide literature to Ballendean State School • SPIRAL Community Hub • Central Downs Landcare Group 	Frank	14 Feb	Yes Yes Email Ph/Email
Include sponsor logos on e:bulletins , newsletters, website and promotional materials → Source logos from QLD State Government, QCC, TRC and USQ	Frank, Miriam & Stephen		IP
Recruit volunteers → Ask members / supporters to assist with staffing displays; writing newsletter articles and letters to the editor; and to develop information sheets	Miriam & Frank		IP
Public meetings → Determine format / program – and guest speakers; set dates, times and venues; equipment requirements; provide refreshments; LCD information display, and evaluation form.	Frank, Miriam, Sam & Candice		IP
Workshops → Sam to prepare workshop program; handouts and evaluation form → HOPE to determine audience groups; arrange dates, times and venues; equipment requirements; provide refreshments, LCD information display; and advertising and promotion.			IP
Request an electronic listing of TRC's community information directories; and full contact information for city and regional libraries	Frank	18 Feb	Phone

Legend: IP = in progress; C = continuous