



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 #02 – 21 March 2009 HOPE office – 22 Vacy Street

Minutes

Present: Frank Ondrus and Miriam Sharp

Absent: everyone else

1) Welcome

Frank opened the meeting at 10.10am. He started later to give people some more time to arrive, but no one did. This was a bit of a disappointment to the subcommittee. We need to do some brainstorming about ideas, and need some other points of view to avoid this project being one-sided. Since no other members were present, however, we decided to continue as is. We will keep asking people for their input through our emails and newsletter.

2) Minutes of previous meeting

No comments from committee member were received since the minutes were sent out. Therefore minutes are considered accepted by all.

3) Action list

The action list shows what has been done since our last meeting. Comment on some items:

- The launch of the LCD project took place on 6 March 2009. This was a great success. TRC mayor Peter Taylor and Mr. Kerry Shine were present to congratulate HOPE with obtaining the funding for this great project. The local TV station did a news item that night, and little notice appeared in The Chronicle newspaper. We put a story in our enews bulletin and on the website.
- QCC has provided some media releases on the LCD project. Some have already been used to promote the project.
- We have put out requests for volunteers. One response came from Linda Lester, a USQ lecturer. She has offered to let her students help us with some media and promotion. Pending.
- We had a stall at the Glennie Fair, which was a success.
- Frank has sent out sponsorship requests to Ergon Energy and Officeworks. Pending.
- The committee has prepared a year planner. Dates for our displays, workshops and public meetings have been set. We are now still looking for a suitable venue. St James's community hall is available, but not all of the times that we require. TRC might be able to help us out with an alternative venue.
→ *Candice will inform us of availability of Council venues*

4) Budget

The budget has been revised to reflect the new Consultant's fees of \$6,350 ex GST. The rest of the grant has been allocated to such things as paper and stationary, travel expenses and insurance. A full copy of the budget is available from the office.

5) Correspondence

- We have received the info pack from Climate Smart, which includes the Low Carbon Diet book.
- We have been notified that TRC has approved that they will work with HOPE on the LCD project. They are going to help us with venues, speakers, and promotional materials such as a poster.

6) Other business

Frank wants to say a big Thank You to Joy for donating a bunch of stamped envelopes. Very welcome!

7) Next meeting

To be announced.

Miriam Sharp
Secretary
25 March 2009

Action Items

Project: Low Carbon Diet program

Last updated: 25 March 2009

Action	Person(s) Responsible	Due Date	Status
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
Liaise / 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
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

IP = in progress, C = continuous