

Householders' Options to Protect the Environment Inc.

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Report on combined COE Expo and Executive meetings, 3 May 2014

(Last updated – 6 May 2014)

1. 10am - Welcome and introductions over morning tea
2. Apologies: David Shipp, Barry Miller, Alicia Logan & Joy van der Wyk
3. Attendees: Frank Ondrus, Terry Ryan, Charmaine Atkinson, Miriam Sharp, Kerry Kruger, Shawn Dang & Narayan Subedi
4. Proxy votes: David Shipp's vote held by Frank Ondrus
5. Part 1 – Update on Celebrating Our Environment Expo
 - Review of exhibitors list; speakers program; raffle info; and logistics list – see attachments
 - General discussion on “what’s still to be done?” and the allocation of tasks
 - Ask Alicia Logan (USQ) to:
 - Invite Ms Jan Thomas, Vice-Chancellor, to official opening
 - Circulate ‘expo’ date claimer to staff & students by mid-May
 - Provide document version of quadrangle & R Block area for site plan preparation
 - Initiate secondary schools competition
 - Book 25 tables & 40 chairs for Refectory display area – setup on Wednesday 4 June between 8am -9am
 - Frank to contact printers and pamphlet distributors; banner maker; assemble raffle prizes; etc.
 - Raffle
 - Kerry to design and print 500 raffle tickets in books of 10
 - Frank to assemble prizes; prepare raffle sign and start selling tickets at USQ
 - Promote raffle in May edition of e: newsletter
 - Charmaine to ‘tweak’ Speakers program sign and draft a media release; as well as promote event in Ipswich
 - Terry to design information sign for gardening demonstration activities
 - Others to help with:
 - Media
 - weekly releases – general; raffle; speakers program; demonstration activities; Ride to the Expo (include Bikeline’s activities);
 - CSAs (community service announcements) / Date Claimers
 - May edition of HOPE e: newsletter
 - Promotion/advertising
 - distribute Expo flyer to key organisations such as U3A, TOMnet, Senior Citizens and PCYC;
 - ascertain printing (Copolam Services, ph 4638 3052) and letter-boxing (Darling Downs Pamphlet Distributors, ph 4639 1986) costs for 10,000 up to 30,000 leaflets
 - ask Toowoomba Youth Justice Services , ph 4615 3444) to assist with letter-boxing
 - ascertain costs of producing 50 corflute signs (Signs on Time)
 - send Expo flyer to secondary schools in the region

- Logistics:
 - Help needed with transporting HOPE equipment, etc. to USQ – Frank, Terry & Charmaine to assist. Ask Wayne Ole is help as well.
 - Frank prefers to do some initial setting up on Tuesday afternoon
 - Banners – new COE Expo banner (Signarama Toowoomba – approx. \$290) vs using old strip banners (Info on Sustainable Gardening; Info on Sustainable Housing; Info on Sustainable Living)
 - Ask Andrew Nicholson to film & photograph event

6. Part 2 – Review of HOPE draft budget

- Frank provided explanation on key income and expense line items noting that:
 - Frank & Mary host HOPE's office, meeting and storage requirements at their home – thus saving the following expenses – rent, electricity, postal box, etc.
 - 3 levels of insurance are provided free-of-charge as part of our membership to QWaLC (Queensland Water and Land Carers)
 - Regular expense items - \$100/mth for phone/internet; and annual audit fees; website hosting and memberships
- Potential sources of income:
 - Federal operating funding – see GVEHSO grant → *referred to consultant*
 - Corporate sponsorship – awaiting completion of Business Plan and Sponsorship Prospectus → *referred to consultant*
 - Project grants – Westpac; see Grants folder
 - Equipment grants – Gambling Community Benefit Fund
 - Membership fee vs annual pledge (<http://www.hopeaustralia.org.au/annual-pledgedonation/>)

7. Other business

- Miriam to complete minutes from meeting of 16 March 2014
- Kerry to finalise Helpful Hints booklet; and Household Energy Efficiency booklet
- Frank has submitted comments on Condamine Alliance's NRM Plan review; and state government's draft Waste Strategy
- Narayan & Frank are reviewing the Renewable Energy Target discussion paper
- Shawn has been preparing articles and website summaries for the e: newsletter and website
- Frank is unavailable to attend next QCC-DEHP roundtable meetings (12-15 May) in Brisbane
- HOPE has been invited to host the Toowoomba leg of this year's Sustainable House Day event (7-14 Sept) → *initial e: media release calling for suitable housing stock issues on 30 April*

8. Lunch – Narayan & Terry were unable to stay for lunch

9. Close of meeting – 1pm.