

# Minutes– Executive Meeting, Sat 11 April 2015

(Last updated – 17 April 2015)

0. Meeting opened at 10.05am
1. Introductions, attendees, apologies
  - a. Attendees: Frank Ondrus, Dorothy Keane, Charmaine Atkinson, Kerry Kruger, Terry Ryan & Shannon Michael
  - b. Apologies: David Shipp, Shelley Purser, Joy van der Wyk, Joseph Mula, Shawn Dang, Miriam Sharp, Ian Simons & Bill Oakes
  - c. Proxy votes: David Shipp to Frank Ondrus
2. Declaration(s) of Conflict - Nil
- 3a. Confirmation of report from 14 March 2015 → Carried.
- 3b. Business arising
  - No quorum due to sickness and other engagements. Lots of matters carried forward and will be dealt with in General Business of today's Executive Meeting.
  - See notes on bolstering the management committee and admin support staff
- 4a. Correspondence – incoming

*Steady stream of daily e: mail correspondence – junk mail jettisoned; other correspondence vetted and on-forwarded to - specific office bearers; other key stakeholders; media; and the occasional global email to members & supporters.*

  - Invitation from Andrew Nicholson to participate in academic research project
  - Report on 'social media' from Places You Love Alliance
  - 2 donations of products for Gardenfest mini raffle from Yeates and Seasol
  - 2 publications from CBA – Guide for Treasurers and Guide for Board Members
- 4b. Correspondence –outgoing
  - See email & hard-copy folders
  - No outgoing correspondence except that proposed from this meeting
- 4c. Business arising from correspondence
  - Proposed by Terry Ryan, seconded by Charmaine Atkinson that we purchase two copies of Rachel Smith's book on traffic Decongestion. Carried.
  - Proposed by Frank Ondrus, seconded Terry Ryan that HOPE take part in case study research on climate change knowledge proposed by Andrew Nicholson. Carried.
  - Proposed by Terry Ryan, seconded Frank Ondrus that ATA and others be referred to Andrew Nicholson. Carried.
5. Reports
  - President's Report
    - 21 Feb – Frank Ondrus and Andrew Nicholson attended Darling Downs Environment Council (DDEC) *Strategic Café* meeting
    - 26 Feb – successful information display held at University of Southern Queensland (USQ) Market Day event
    - 28 Feb – attended “anti-CSG mining” Unity Action Symposium in Chinchilla
    - 14 Mar – HOPE quarterly Ordinary Meeting – limited discussion and action due to lack of quorum
    - We farewell Joseph Mula (admin support) who has accepted a voluntary teaching position in China; and Shawn Dang (website manager) who is also relocating overseas. We thank them both for their contributions.

- Treasurer's Report
  - 17/03/15 Purchased a new battery for our camera \$39.95 (cheque no. 200534)
  - 27/03/15 Paid \$100 to Telstra for March 2015 phone/internet (cheque no. 200535)
  - Opening Balance 1/1/15 = \$4,278.76 Current balance 7/4/15 = \$2,695.49

## 6. General business

- Ratify our sponsorship documents – proposed Charmaine Atkinson, seconded Terry Ryan “that corporate sponsorship documents be approved for immediate use.” → Carried.
- Business Plan – draft plan developed by Frank Ondrus and Joseph Mula. → *Meeting attendees keen to read document before proceeding with motion to adopt draft business plan.*
- Discuss carry forward items from Ordinary Meeting of 14 March 2015.
  - T-shirt logo competition – As previously advised, there were insufficient entries and of suitable calibre to award the cash prize. However, our committee has agreed to pursue the ‘exercise’ on a commission basis. Ask Michael Vels, Jacob Grainger & Shannon Michael if they be interested in submitting another logo design for \$250? If yes, please be aware that the logo’s (graphic & text) message should convey our group’s central aim of promoting sustainable living (as per the HOPE Charter).
  - Membership Fee options → Frank will prepare a summary options paper for consideration at next meeting. Moved Frank Ondrus, seconded Charmaine Atkinson. Carried.
- Progress on Energy Efficiency Workshop proposal → *help needed to draft funding applications.*

Aim is to hold free workshops in 12 towns south & west of Toowoomba.  
 Quotes received from 2 consultants to undertake workshop activities – Ecomplish Consulting & Excel Solar  
 Funding available before 30/6/15 but unlikely that HOPE can organise project in time.  
 → It was agreed by those present at the meeting that Frank write to funding bodies indicating that we would welcome funding support, but that we are unable to undertake project until later this calendar year.
- Recruitment of members/volunteers to bolster executive committee and admin support staff  
 → It was agreed by those present that a concerted effort would be made via Facebook, Twitter and Website to recruit more volunteers. For example, a more prominent Volunteer button on the website. HOPE is registered with Centrelink, Volunteering Queensland and Volunteering Australia to recruit volunteers. Position descriptions are available on request.

**Note: The management committee deals with policy & direction matters; and staff deal with the day to day operations. And, as we have no paid staff, management committee and volunteers are responsible for carrying out the operational tasks.**

### **Positions vacant**

- Vice-President to help with chairing meetings; and provide media comment on our projects, campaigns & activities
- State Liaison Officers to be responsible for promoting HOPE in their jurisdictions
- Newsletter Team to solicit and/or write articles – with the editor compiling the newsletter
- Media Team to prepare media releases, community service announcements, date claimers, etc.; and to assist with research and writing (feature) articles
- Website Manager to keep information up-to-date

### Other business:

- Shannon Michael is preparing an article on HOPE for next issue of ‘Wanderer’ magazine (camping and caravanning)
- Proposed by Terry Ryan that HOPE prepare a submission to government that an enquiry be held into viability of NGOs. NGOs need a peak body to represent them. Funding needs to be

regionalised. NGOs are losing funding in current political climate. Further discussion may be needed. → Terry to draft letter for distribution to Qld Premier and key ministers, QCC, QCOSS and Volunteering Queensland.

#### Other matters of importance

- Community Forum program
  - 2/5/15 guest speaker: Joanne Galea – Introduction to Building Biology
  - 6 June – proposed theme of Back to Basics → we'll need 3 or 4 HOPE members/supporters to talk about their experiences and knowledge gained doing ...→ We still need guest speakers for the months of July through to November. Do you have any suggested speakers or topics we should investigate?  
--- What about - Ross Campbell/Mark Tranter (ATA Toowoomba), Andy Le Brocque (USQ); Peter McQueen; Karey Harrison (USQ)
  
- Gardenfest 2015 is being held at the Toowoomba Showgrounds on the weekend of 9-10 May and we have been granted a complimentary double site. Frank will arrange the literature and raffle. Proposed demonstration activities include:
  - Chook tractor – Ina Simons
  - Square Foot Garden – Terry Ryan with Joy van der Wyk and Frank Ondrus supplying some plants (vegetable/herbs)
  - Worm farms – Terry Ryan and Frank Ondrus
  - Compost bin - ???Plus we'll need a roster of 6 volunteers to staff the site over the 2 days.  
Food & drink supplied by HOPE.
  
- Coming events:
  - 9/8/15 - Language and Cultures Festival. HOPE has a free site.
  - 19/8/15 - U3A event. HOPE will participate with a stall/site.
  - Sept. - Youth Leading the World Congress at USQ; Frank is part of the working group; and HOPE will coordinate the composite information display
  - Sept. – Sustainable Housing Week – DDEC or ATA may take lead role. Frank to propose this to these organisations.

7. Next meeting – 3<sup>rd</sup> Ordinary Meeting, 13 June 2015

8. Meeting closed at 12.05pm with lunch.