

Office Manager's Report – 1st Quarter, 2016-17

(Last updated – 25 January 2017)

18/11/16

Key highlights of the past week's office activities include:

- 2015-2016 AGM on 12 Nov 2016
- 1st Ordinary Meeting of 2016-2017

Sue, our new Secretary/Treasurer has:

- Refreshed the position descriptions for the Secretary and Treasurer
- Prepared the minutes for the AGM & Ordinary Meeting
- Submitted our Assn Inc. renewal form – cheque no. = 200601 for \$51.70 (no GST)
- Written to Westpac re change to bank account signatories; and applied for online banking facility and a debit VISA card
- Prepared the invitation for our End of Year dinner & social get-together

I have been busy collecting plants (4 places today) for the Highfields Pioneer Village & Museum. I have another 9 places to visit next week. Does anyone have a ute and is available to help me on Monday and Wednesday?

There are 3 grants available at the moment and I'd like your permission to submit the following projects:

- 2017 National Youth Week (April) – 2 “nature journaling” workshops in partnership with Friends of the Escarpment Parks and others
- Federal Government's “Volunteer Grants” program – a volunteer training workshop presented by Volunteering Queensland) to be held in Toowoomba)
- State Govt Community Grant – deliver a series of information sessions on Energy Efficiency through to “Going Solar – On/Off Grid with Battery Storage”.

Accounts:

18/11/16 PLS Printer Services for printer toner cartridge purchased on 16 Dec 2015 – cheque no. = 200602, amount = \$125 and GST = \$11.36

18/11/16 PLS Printer Services for printer toner cartridge purchased on 17 Nov 2016 – cheque no. = 200603, amount = \$125 and GST = \$11.36

25/11/16

What a busy and exhausting week it has been for me!

The ‘plant’ appeal for Highfields Pioneer Village & Museum was well supported by the community. I personally assisted with the collection of plants from 12 properties in Toowoomba and Highfields. Digging up the plants was quite demanding, but satisfying!

Work on 2 funding applications is progressing well – with Mark Kleinschmidt assisting with the Energy Efficiency seminar series; and Shelley Purser and myself working on the Nature Journaling workshop.

02/12/16

Sue and I visited Westpac bank on Fri 25 Nov to sought out Sue's online access to our account; and to apply for online banking. This should speed up payment of invoices.

On Tue 29 Nov, Sue and I met to submit an online application (federal government's 2016 Volunteer Grant program) to undertake some volunteer training in 2017. If grant is

successful, HOPE will work with Toowoomba Regional Council (TRC) in regards to venue, date & time, catering and promotion of workshop training.

Sue has written a number of short articles and website summaries for the enews bulletin and/or our website.

We have also subscribed to Our Community's *Funding Centre* service at a cost of \$85 (27/11/16).

Anjan reported that the Brisbane conference (28-29/11/16) was about climate change mitigation and adaptation and addressing them into the policy linkage. The conference featured research presentations with some examples. International consensus issues were also covered. Micro issues like CC ethics was also included. No particular national policy was covered. Copies of all the conference presentations, materials and documents will be mailed to the participants shortly.

Upcoming activities include our Christmas social on Monday 5 December at the Toowoomba City Golf Club; and the submission of a grant application to Police Citizens Youth Club (PCYC) Qld for funding to hold 2 Nature Journaling workshops as part of our National Youth Week (NYW) activities planned for Saturday 8 April 2017. At this stage, HOPE and Friends of the Escarpment Parks (FEP) Toowoomba are proposing an Open Day at Redwood Park with a composite information display, short guided walks and/or talks, sausage sizzle and, of course, our Nature Journaling workshops.

PS. Sue is working on a new template for the newsletter, so its production may be a little late this month.

09/12/16

Another positive week for the office with:

- 4/12/16 - the submission of a funding application to PCYC Qld for the staging of 2 Nature Journaling workshops to be held during 2017 National Youth Week.
- 5/12/16 - Christmas social at Toowoomba City Golf was filled with lots of conversation and laughter. Thanks to all who were able to attend.
- 6/12/16 – Met with members of Southern Beekeepers Association (Qld) about co-hosting an information session on “An introduction to bee-keeping” through to “the benefits of bees to agriculture”. The event will probably be held in March or May of 2017 at the Highfields Pioneer Village & Museum.

Lastly, please find enclosed a draft agenda of our Planning Meeting scheduled for Saturday 14 January 2017. Please mark this date on your calendar!

PS. I almost forgot. We will be submitting a funding application to GCBF (Qld) to stage a series of Going Solar information sessions. Before the end of December.

23/12/16

What an interesting couple of weeks it has been at the HOPE office.

Firstly the good news!

1. Our funding application to PCYC Qld to conduct 2 Nature Journaling workshops as part of our 2017 National Youth Week activities has been approved. Yahoo!!! I'll get in touch with Friends of the Escarpment Parks (Toowoomba) early in the New Year to start planning the Open Day at Redwood Park (8 April).

2. Anjan's report on the Pathways to a Sustainable Economy conference is attached for your reference.
3. I met with Ms Laurie Oxenford on 14 December and she has volunteered to develop a marketing plan for us.
4. Phone/internet switched over to NBN on 20 Dec 2016 – with Telstra remaining as our provider.
5. Mark Kleinschmidt is rewriting our funding application to conduct a series of Information Sessions on Going Solar. Deadline for applications is 13 January 2017.

On the down side, we were once again unsuccessful with application to GCBF for new and replacement computer equipment and office furniture. (21 Dec 2016). We'll need to trim down the list of items required, refresh the application and resubmit at a later date.

As the office closes this afternoon for the holiday period, I take this opportunity to wish you and your family all the best for the festive season. Merry Christmas.

06/01/17

Welcome to 2017!

Firstly, the office (formally) reopens on Monday 9 January.

Secondly, Sue and I have submitted a funding application re Qld Women's Week. Thirdly, we received a donation of \$50 from Mary's second cousin Helen Schlencker (banked on 5 Jan).

And lastly, our Planning Meeting is being held on Saturday 14 January, 10am at 22 Vacy St, Toowoomba. Please confirm your attendance to assist with seating and catering arrangements.

PS. If unable to attend the Planning Meeting, please forward YOUR comments on the agenda by Friday 13 January!!

20/01/17

Another mixed bag of wins and losses for the group with:

- Media release promoting HOPE's plans for 2017 circulated nationally (7/1)
- Planning Meeting on 14 Jan was disappointing with only Sue and I in attendance and apologies from most of the others
- Issued – Enews Bulletin for January 2017 (15/1)
- Received notification that our grant application for Qld Women's Week project was unsuccessful (20/1)
- Issued annual "Fund-raising Appeal" request (20/1)

The next quarterly Ordinary Meeting for HOPE members and supporters is on Saturday 11 February. The meeting agenda will be available by the end of the month.

I hope that the majority of you are able to attend this meeting.

Please confirm your attendance to assist with seating and catering arrangements.