



## Householders' Options to Protect the Environment Inc.

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Think Globally. Act Locally!

## Office Manager's quarterly report – as at 8 September 2018

(Last updated – 8 September 2018)

### Significant office highlights:

- 16/06 Ordinary Meeting
- 16/06 Special Meeting of HOPE Public Fund Management Committee to ratify constitutional changes and open bank account with Westpac, Clifford Gardens, Toowoomba
- 20/06 Forwarded copy of minutes and updated Constitution to Office of Register of Environmental Organisations
- 22/06 Issued email informing all about the fix to the HOPE e: address book
- 05/07 Nominated our Treasurer Miriam Sharp for recognition with Our Community
- 05/07 1300WebPro re-branding to CLEVVI
- 24/07 Issued nationally email from Places You Love Alliance re 2018 Election Asks
- 03/08 Preliminary discussions on Strategic Plan for HOPE
- 03/08 Issued Enews Bulletin for August 2018
- 03/08 Issued national email - Early date claimer: National Sea Week, 1st to 9th September 2018
- 10/08 Interview with The Pulse, 94.7FM Geelong, Vic re: National Sea Week, 1-9 Sept 2018
- ~~12/08~~ 26/08 Nomination of Frank Ondrus (President of HOPE) for Queensland Community Achievement Award – submitted by Miriam Sharp (Sec/Treasurer)
- 13/08 Issued nationally early date claimer Media Release – World Cleanup day, 15 September 2018
- 15-17/08 Provided "Photo Voice" project ideas for Downlands College year 9-10 students "Personal Interest Project"
- 19/08 Issued nationally early date claimer Media Release – Sustainable House day, 16 September 2018
- 22/08 Staffed HOPE information display at U3A Toowoomba's *Seniors Expo*. Received \$55 in donations.
- 23/08 Interviews with Live FM Townville at 9.30am; and Curtin FM 100.1 at 3.30pm talking about World Cleanup Day, 15 Sept 2018
- 26/08 Issued "Special Edition" of newsletter on HOPE's Partnerships/Alliances program. A big thanks to Judy Tan for compiling all of the articles. Much appreciated.
- 27/08 Issued meeting notice and agenda for Ordinary Meeting, 8 Sept 2018

### Grant applications:

- 10/08 We received email notification from the Gambling Community Benefit Fund (GCBF) that our funding application for a new computer was unsuccessful ... that's 6 out of 6 applications this year that were unsuccessful!

### Account activity:

- 15/06 Ph/Internet charges for June 2018 to Telstra, cheque no. = 200654 for \$100 with GST = \$9.09
  - 15/06 Computer Troubleshooters for fix of MS Office problems, cheque no. = 200655 for \$198 with GST = \$18.00
  - 18/06 Paid PLS Printer Services for a new Toner Cartridge -- \$231 (GST = \$21, cheque no. = 200656)
  - 16/07 Received \$3,000 donation
  - 22/06 Closed incorrectly named HOPE Inc. Public Fund bank account 404951 with Westpac.
  - 26/07 Handed over accounts for auditing.
  - 10/08 The accounts for 2017-2018 have been audited and approved; and a refund of \$298 GST monies is coming our way from the Australian Tax Office (ATO).
  - 06/08 Paid CCE account of \$300, cheque no. = 200659
  - 06/08 Purchased a \$100 box of 100 stamps from Australia Post, cheque no. = 200660, GST = \$9.09
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## Office Updates compilation

**08/07/18**

The office activity level has eased off somewhat which is quite welcome.

We have attracted a number of new 'admin' volunteers in recent times and I've been able to delegate many 'backlog' items to these people.

For those of you who would like additional work, please let me know by return email.

For those of you who may be struggling with assignments due to personal/work issues, please let me know and I may be able to allocate the task(s) to someone else or simply wait until time permits you to resume your voluntary efforts.

Our quarterly Ordinary Meeting was held on 16 June and matters such as the recent computer problems and associated costs were discussed; - as well as further changes to our Constitution as per our application for listing on the Federal Register of Environmental Organisations; and the setting up of the HOPE Public Fund bank account as per Special Meeting of HOPE Public Fund Management Committee (16 June 2018).

Lastly, Steve Gribble has suggested that "it might be worth our while purchasing Microsoft's 'Office 365'. It's an ongoing investment of about \$10 a month with free updates included. Secondly, what about using 'Mail Chimp' for our eNewsletters? Mail Chimp is either free or inexpensive as it depends on the number of subscribers. Both these matters will be discussed at the next Ordinary Meeting in September.

### Office highlights:

16/06 Ordinary Meeting

16/06 Public Fund Management Committee meeting

20/06 Forwarded copy of minutes and updated Constitution to Office of Register of Environmental Organisations

22/06 Closed incorrectly named HOPE Inc. Public Fund bank account 404951 with Westpac.

22/06 Issued email informing all about the fix to the HOPE e: address book

05/07 Nominated our Treasurer Miriam Sharp for recognition with Our Community

05/07 1300WebPro re-branding to CLEVVI

### Accounts paid:

15/06 Ph/Internet charges for June 2018 to Telstra, cheque no. = 200654 for \$100 with GST = \$9.09

15/06 Computer Troubleshooters for fix of MS Office problems, cheque no. = 200655 for \$198 with GST = \$18.00

18/06 Paid PLS Printer Services for a new Toner Cartridge -- \$231 (GST = \$21, cheque no. = 200656)

**26/07/18**

It has been a couple of weeks since my last office update so I thought I would bring you up-to-date on what's been happening.

Daniel Patava, United Nations (UN) Youth Australia (Qld division), has prepared a one-day "Toowoomba Youth Summit" event proposal for us to consider. Daniel needs to confirm the event with his superiors before we can finalise event details and determine the extent of our participation.

We received a \$3,000 private donation – which will ensure our future for at least another 12 months.

If you know of any businesses that might give HOPE some financial support, please let us know as soon as you can.

Lastly, the 'backlog' of outstanding tasks is still quite long, so if anyone would like to do some more internet research and article writing, please let me know.

### Office highlights:

09/07 Invitation from Downlands College, Toowoomba, to submit a project for their "Personal Interest Program" being conducted in mid-August.

15/07 Circulated consolidated notes on proposed projects, etc.

16/07 Received \$3,000 donation

24/07 Issued nationally email from Places You Love Alliance re 2018 Election Asks

26/07 Handed over accounts for auditing.

**03/08/18**

I have 3 business items for your consideration.

- 1) We are providing an environmental information display at U3A Toowoomba's "Seniors Expo" being held at HumeRidge Church, 461 Hume St, Toowoomba on Wednesday 22 August 2018, from 8am – 2pm. I would appreciate the help of someone on the day to help me distributing information and talking about environmental issues. If you are interested and available on the day, please phone on 4639 2135 to offer your assistance.
- 2) HOPE volunteer polo shirts available in ladies sizes 12, 14 and 16; and men's: sizes L, 2XL, 4XL . Contact the office on 4639 2135 to request your free polo shirt and collection method.

**3) Strategic planning for the future**

A few weeks ago, I caught up with a former boss of mine.

Angie was interested to know of HOPE's journey over the last 10 years or so.

After I had brought Angie up to date, she asked about our 'strategic plans' for the future.

Good question! We usually discuss 'next year's plans at our AGM in November.

Followed by a planning meeting in late January to discuss more long-term issues.

This informal chat about *HOPE's strategic plans for the future* has prompted me to put down on paper some of my thoughts.

Firstly, we need to secure our financial future. We have applied to the Federal Government for listing on the Register of Environmental Organisations.

This listing will provide us with "Deductible Gift Recipient (DGR)" status and allow us the opportunity to mount national regular, fund-raising campaigns.

DGR status also affords us the opportunity to seek corporate sponsorship and apply to a broader range of grants.

Of course, we'll need to both update our Sponsorship material; and review our 'wish list' of projects.

Some other medium to long-term goals include:

- Strengthen our profile nationally
- Increase our membership nationally
- Seek more alliances/partnerships internationally and nationally
- Link up with more like-minded envNGOs
- Provide more support for existing and proposed national environmental campaigns
- Initiate our own campaigns, projects and events, etc.
- Undertake more landcare/NRM projects – ourselves and/or in partnership with others
- Back to Basics -- Develop more environmental educational materials such as information sheets

As members/volunteers of HOPE, your input, ideas and support are vital.

I am looking forward to your responses.

**10/08/18**

A little bit of good and bad news to start with.

The accounts for 2017-2018 have been audited and approved; and a refund of \$298 GST monies is coming our way from the Australian Tax Office (ATO).

We farewell volunteers Karen Eyre and Kathy Trevethan who are leaving respectively for work and family reasons.

How is everyone coming along with your respective assignments?

We received email notification from the Gambling Community Benefit Fund (GCBF) that our funding application for a new computer was unsuccessful ... that's 6 out of 6 applications this year that were unsuccessful!

Our next major get-together is our quarterly Ordinary Meeting on Saturday 8 September, 10am at the HOPE office, 22 Vacy St, Toowoomba.

I'd like to see as many of you as possible at this meeting.

Lastly, I'm still waiting on feedback regarding our strategic plans for the coming years. Please send in your responses by 31 August.

**Office highlights:**

- 03/08 Issued Enews Bulletin for August 2018
- 03/08 Issued national email - Early date claimer: National Sea Week, 1st to 9th September 2018
- 06/08 Collected audited accounts from Crosato Country Enterprises (CCE)
- 06/08 Paid CCE account of \$300, cheque no. = 200659
- 06/08 Purchased a \$100 box of 100 stamps from Australia Post, cheque no. = 200660, GST = \$9.09
- 07/08 Received notification from GCBF that our funding application for a new computer was unsuccessful

**24/08/18**

A big thanks to Judy Tan who had contributed stacks of articles on our Partnerships/Alliances initiative. These will be featured in a special edition of our newsletter. Also, 3 media releases by Judy have been distributed nationally – with interviews given by myself to 3 different FM radio stations (see details below).

The *Seniors Expo* by U3A Toowoomba was well organized as usual, but the visitor numbers were down due to the cold and windy weather. We received \$55 in donations which was well down on previous year's. Donations of Wildlife Queensland magazines were made to U3A Toowoomba, East Creek Community Centre and Toowoomba Base Hospital.

Lastly, I'd like to wish Steve Cupitt, our Vice-President, a speedy recovery from his recent right hip replacement surgery.

**Office highlights:**

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- 12/08 Nomination of Frank Ondrus (President of HOPE) for Queensland Community Achievement Award – submitted by Miriam Sharp (Sec/Treasurer)
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