

2020-2021 – 4.0- Office Manager’s Quarterly Report for 11 Sept 2021 meeting

(Last updated – 6 September 2021)

Significant office highlights:

- 12/06/21 Quarterly ‘Ordinary Meeting – with both physical and ZOOM attendees
- 19/06/21 Stephanie Polinar has taken on the position of Website Content Officer.
- 19/06/21 Global e: mailout of “Sign the Kew Declaration to protect and restore the world’s forests” initiative
- 26/06/21 Issued internal email request for information on Cause-and-Effect information related to “Threatened Species” and “Pest Plants and Animals”
- 29/06/21 Liaising with International Campaign Against Nuclear Weapons (ICAN) regarding a Special Report on the need to Eliminate Nuclear Weapons Globally
- 01/07/21 Issued nationally Enews Bulletin for July 2021
- 27/07/21 Accounts submitted to Auditor
- 30/07/21 E: mailout to Australian universities re our appeal for ‘More active volunteers’. A big thanks to Stephanie Polinar for compiling the universities contact list.
- 01/08/21 Issued nationally Enews Bulletin for August 2021
- 06/08/21 Frank signaled his intention to step down as President
- Current ‘Special Report’ projects are:

- Special Report on Food Security (led by Regina Kimble, HOPE researcher Qld)
- Special Report on Water Security (tbc)
- Special Report on the Circular Economy (tbc)
- Special Report on Transitioning to a Sustainable Energy Future
- Special Report on the Elimination of Nuclear Weapons
- Special Report on the Adverse Impacts of Genetically Modified Foods, etc.

02/09/21 Issued nationally Enews Bulletin for September 2021

13/08/21 The 3 major items to report on are:

1. **Grant applications:** - Our grant application to the Qld Gov’t Gambling Community Benefit Fund (GCBF) to purchase a drone was successful. We propose to hold several free workshops on drone use in conjunction with drone fly-overs of properties such as Toowoomba’s Escarpment Parks, Dingo Mountain Reserve (Crows Nest) and one or two farms with significant eco-system qualities.
2. **Corporate Sponsorship program:** – I’ve finally made a start on issuing sponsorship requests. I propose targeting ‘waste’ industry companies and consultancies – as well as major businesses/industries nationally, State-wide (Qld) and locally (Toowoomba). If you have some spare time to help me compile name, address and email list, please contact me by return email and I’ll send you a short list to work on.
3. **Feedback from you:** - As the Office Manager, I’m responsible for liaising with the Executive Committee and the Admin Support Team; and the issuing of assignments. I have heard from some of our volunteers about the difficulties they are experiencing due to covid-19 impacts on their lives – especially in regards to mental health. As I too struggle from time to time with motivation, I can emphasise/emphasise with you. So, if you are unable to continue volunteering with us, just say so and I will re-assign your tasks to one of our newer volunteers. Otherwise, please let me know what your current circumstances are and we can adjust the timetable for you to complete your assignments.

10/08/21 Met with Ursie’s Earthies students (St Ursula’s College, Toowoomba) to discuss working together to promote ‘sustainability’ issues on campus

18/08/21 Submitted ‘community membership’ form to CCMA

24/08/21 Issued e: request from Amnesty International re: A Letter to PM et al re Afghanistan

24/08/21 Received access to 2021 National Landcare Conference presentations, etc. - [Education Resources | 2021 National Landcare Conference](#)

24/08/21 Received 4 sets of promotional material from students of CQU’s Digital Media Course

25/08/21 Welcome to Claire-Marie Pepper, a new volunteer researcher

26/08/21 Issued e: Agenda and Meeting Notice for 4th Ordinary Meeting, 11 Sept 2021

28/08/21 Charmaine is now also responsible for LinkedIn postings

01/09/21 Support for Zali Steggall’s Climate Change Bill acknowledged

01/09/21 Issued nationally e: HOPE’s review of recent IPCC Report (written by Andrew Nicholson)

02/09/21 Issued Enews Bulletin for September 2021

02/09/21 Received a \$5,000 donation to our HOPE Public Fund

03/09/21 Issued nationally e: Media Release re World Car Free Day, 22 Sept 2021 (written by Danielle Eyre)

06/09/21 Issued ZOOM meeting details for upcoming Ordinary Meeting, Saturday 11 September 2021

Volunteer movement:

Volunteers still seem to be coming and going quite regularly – making it difficult to manage the re-assignment of tasks. Current admin support vacancies are LinkedIn Content Admin, Media Officers and Membership Officer. New volunteers include Stephanie Polinar (Website Content Officer), Stephanie Mitchell, Suzi O’Shea, Penny Tankir, Katie Jenkins (WA), Cassie Woods (Qld), Morna McGuire (NSW), James Ahern (SA), Homaera Islam (ACT), Paramita Parinyanupap (Qld), Fran Hebblewhite (ACT), Jen Johnson (Vic), Pimchanok ‘Atom’ Suwanteerangkul (Qld) and Clair-Marie Pepper (Qld)

Media Releases:

04/07/21 Issued nationally e: media release re: Support Offer to Secondary School “On-campus Student-led Environment Clubs”
23/08/21 Issued e: media release re World Ozone Day, 16 Sept 2021 (written by Danielle Eyre)

Grant applications:

14/06/21 TRC Micro Grant acquittal form submitted and accepted.
21/07/21 Submitted grant application to TRC re: Development and printing of Waste Minimisation brochure
09/08/21 Yahoo! Grant application to GCBF successful. We’ll be getting \$4,277.90 to purchase a drone for landcare/conservation workshops and field work.

Submissions:

Nil to date

Account’s activity:

11/06/21 TRC Micro Grant monies banked - \$534.05
14/06/21 Paid Australia Post \$110 (GST = \$10) for a box of 100 stamps (cheque no. 200720)
14/06/21 Paid Officeworks \$441 (GST = \$40.09) for 12 cartons of photocopy paper and 3 mini-drives
20/07/21 Paid QCC Membership Renewal for 2021-22 à Cheque no. 200723, \$33 with GST = \$3
27/07/21 Accounts submitted to Auditor
11/08/21 Received \$4,277.90 grant monies from GCBF
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Office Updates compilation

19/06/21

Stephanie Polinar, one of our more recent local (i.e., Toowoomba) volunteers has offered to assist with website maintenance. Training with CLEVVI, our website host, has been arranged.
In the meantime, we're still looking for volunteers to help with media releases, date claimers, etc.; and a membership officer.

Office highlights:

- 11/06/21 TRC Micro Grant monies banked - \$534.05
- 12/06/21 Quarterly 'Ordinary Meeting – with both physical and ZOOM attendees
 - ➔ As free ZOOM meetings are only 40minutes long, next time, we will have general discussions with attendees first - before doing the more formal aspects of the meeting
- 14/06/21 Paid Australia Post \$110 (GST = \$10) for a box of 100 stamps (cheque no. 200720)
- 14/06/21 Paid Officeworks \$441 (GST = \$40.09) for 12 cartons of photocopy paper and 3 mini-drives
 - ➔ Note: Variation in prices of goods (from original quote) and the extra funding from TRC meant that we could purchase 2 extra cartons of photocopy paper and 1 extra mini-drive – with me donating \$16.95 to cover overall cost of consumables
- 14/06/21 TRC Micro Grant acquittal form submitted and accepted.
- 14/06/21 Frank Ondrus, President of HOPE inc. has received a 2021 Volunteering Certificate from Volunteering Queensland
- 16/06/21 Welcome new volunteers - Stephanie Mitchell, Suzi O'Shea, Penny Tankir
- 19/06/21 Global e: mailout of "Sign the Kew Declaration to protect and restore the world's forests" initiative

29/06/21

I'm often asked why I'm so committed to HOPE and the promotion of 'transitioning to a more sustainable future'. Although the ask is daunting, the answer is simple.
"Caring for the environment should be every person's responsibility!"
And, if we each play our part, then collectively, a lot can be achieved!

Office highlights:

- 21/06/21 We welcome new research volunteers Katie Jenkins (WA), Cassie Woods (Qld) and Morna McGuire (NSDW). Katie will be reviewing "Recommendations to strengthen the EPBC Act; Cassie will be looking into at 'Threatened Species' and 'Invasive Species (plants and animals)"; and Morna is investigating "Transitioning to Sustainable Energy Future".
- 26/06/21 Issued internal email request for information on Cause-and-Effect information related to "Threatened Species" and "Pest Plants and Animals"
- 29/06/21 Liaising with International Campaign Against Nuclear Weapons (ICAN) regarding a Special Report on the need to Eliminate Nuclear Weapons Globally

24/07/21

Covid-19 continues to directly and perversely impact the health, well-being and availability of our volunteer team and the efforts of our envNGO supporters.

The turn-over of volunteers over the past 18 months has been high and disconcerting.

That is why, a number of our 'special report' projects and proposed project proposals have been delayed and may be deferred until 2022.

I thank you for your patience and continued support through this difficult 'pandemic' time.

Lastly, as previously mentioned, we need the financial support of our members and friends to help defray our operating costs. Donations may be made at [HOPE Australia Protect the Environment: Donations](#) .

Regards,

Office highlights

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- 12-22/07/21 Welcome new research volunteers - James Ahern (SA), Homaera Islam (ACT), Paramita Parinyanupap (Qld), Fran Hebblewhite (ACT), Pimchanok 'Atom' Suwanteerangkul (Qld)
- 20/07/21 Paid QCC Membership Renewal for 2021-22 ➔ Cheque no. 200723, \$33 with GST = \$3
- 21/07/21 Submitted grant application to TRC re: Development and printing of Waste Minimisation brochure

06/08/21

Our next quarterly Ordinary Meeting is scheduled for Saturday 11 September 2021.

It will be a physical and ZOOM meeting so that more of you can attend.

We currently have the following Admin Support Team vacancies - LinkedIn Content Admin, Media Officers (x2) and Membership Officer.

If you and/or a friend would like to take on one of these positions, please let me know by return email or phone the office on 07 4639 2135 to discuss job requirements.

Succession Planning – Frank is planning on stepping down from the President's position at the November AGM. He is willing to stay on as Office Manager.

And, some other committee members and admin support staff have also expressed their desire to have a break as well. Is anyone interested and available to step-up to a management committee position and/or admin support role?

Strategic Planning – what projects, issues and/or causes should we pursue in 2022?

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20/08/21

Last night I watched a documentary entitled "Wild Things: A year on the frontline of environmental activism".

It was inspiring to see and hear the passion and commitment of these people trying to protect our environment.

So, my question to you is "what else can HOPE to positively advocate for the environment?"

Should we write more stories about positive activism by our member groups and supporters?

Office highlights:

11/08/21 Received \$4,277.90 grant monies from GCBF

16-18/08/21 Issued a further 98 Corporate Sponsorship request e: letters
18/08/21 Submitted 'community membership' form to CCMA

06/09/2021

Welcome to Spring! The warmer weather is certainly welcome.

Our quarterly Ordinary Meeting is scheduled for Saturday 11 September 2021 and I hope that as many of you as possible can participate in person or via ZOOM.

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PS. We need more members to help us grow the organisation. Please share your knowledge of HOPE and its activities with your networks. Membership details may be found at [HOPE Australia Protect the Environment: Membership](#)