

2019-2020 – 3.5 - Office Manager's Quarterly Report for 13 June 2020 meeting

(Last updated – 13 June 2020)

- Thanks to all of our volunteers for their varied and valued contribution over the past 6-7 months. I'd like to pay particular thanks to Kerry for assisting with website maintenance, Daniela for taking over the Newsletter Editor position; and, Steve and Andrew for their assistance in developing projects and assisting with grant applications.

Significant office highlights: (7 x Enews Bulletins; 3 events)

- 09/11 Held 2018-2019 AGM, followed by 1st Ordinary Meeting of new Management Committee Team
- 11/11 Issued email invite to End -of-Year Social at City Golf Club, Toowoomba on Monday 2 December 2019
- 01/12 Issued December 2019 Enews Bulletin
- 02/12 End of Year Social – City Golf Club, Toowoomba**
- 13/12 Farewelled Marie Yandog, our Website Administrator – who was an excellent contributor!
- 20/12-06/01 Office closure over the Christmas-New Year period
- 17/12 Initiated an “in-house” appeal for Books & Magazines for Gatton Women’s Prison**
- 20/12 HOPE Fund-Raiser: HPM Energy-saving Power-boards, etc. for sale
- 30/12 Issued e: letter to Toowoomba Regional Council (TRC), Toowoomba Chamber of Commerce (TCC) and Toowoomba & Surat Basin Enterprise (TSBE) encouraging them to host/co-host a forum on Corporate Environmental Responsibility
- 01/01 Issued January 2020 Enews Bulletin
- 12/01 Issued email to QLD media outlets and Local Government Authorities (LGAs) re: Climate Emergency Declaration
- 21/01 Computer crash!! Asked Colmac Computers to fix problem; and to supply a new computer package as per GBCF grant
- 02/02 Issued February 2020 Enews Bulletin
- 08/02 Strategic Planning Meeting**
- 14-15/02 **Andrew’s attendance at National Climate Emergency Summit, Melbourne**
- 24/02 Earth Laws Forum**
- 27/02 Issued nationally email re: Help Sought in locating new Alliance/Partners - several positive responses
- March Coronavirus pandemic has reached Australia – with far-reaching consequences stemming from immediate lockdown (i.e. home isolation and closure of borders)
- 03/03 Issues March 2020 Enews Bulletin
- 09/03 Issued nationally email re: Invite to host a Kitchen-Café Conversation on environmental issues of concern
- 10/03 Issued ‘Briefing Paper and Survey’ to candidates in upcoming Toowoomba Regional Council Election
- 20/03 Issued nationally e: article re: “Personal care...not so caring”, by Nina Stick, HOPE researcher WA
- 11/03 Issued nationally e: article re: “Wildfires Linked to Groundwater Depletion”, by Jayson Ello, HOPE researcher QLD
- 27/03 Issued April 2020 Enews Bulletin
- 21/04 **It's official! We're on the National “Register of Environmental Organisations” (see attached letter). We're now waiting on the ATO to confirm our access to Deductible Gift Recipient (DGR) status. Once our ABN has been updated by the ATO, we should be able to:**
- Amend our website donations page to reflect the HOPE Public Fund account details (<http://www.hopeaustralia.org.au/annual-pledgedonation/>)
 - Initiate ‘fund-raising’ exercises – locally, state-wide and nationally
 - Search DGR eligible grants for our projects
 - Update and circulate our Sponsorship Prospectus – locally, state-wide and nationally
- 30/04 Issued May 2020 Enews Bulletin
- 06/05 The Australian Taxation Office (ATO) has added the Deductible Gift Recipient (DGR) to our Australian Business Number (ABN).**
- 07/05 Donated 10 HPM Energy-Saving Powerboards (value \$500) to Dalby Men's Shed
- 09/05 Circulated, nationally, article on Cities of the Future by National Geographic
- 26/05 Interview with Carli Willis, BBM Radio Cairns re: Green Cleaners
- 01/06 Issued June 2020 Enews Bulletin
- 03/06 Issued nationally feature article on ICAN and a Nuclear Free Future
- 07/06 Issued nationally Open Letter to LGAs re The time is right to develop and adopt a Climate Resilience Policy

Volunteer movement:

Recruitment for all admin support positions has been high, but so has volunteer departures.

Key recruitments include:

- Media Officers – Sean Egan and Hauauru Rae
- Newsletter Editor – Daniela Dal'Castel
- Researchers/article writers, etc. – Anna Ostrowski, Jayson Ello, Vincent Parisi, Hauauru Rae, Payel Sinha, Sarah Odgers
- Social Media team – Alessio Claudi, Elizabeth Melton
- Website Content Support Officers – Kerry Kruger, Vipina Vaghasia

Media Releases: (10 x MRs)

23/11 Issued nationally email Media Release re International Volunteer Day, 3 Dec 2019
26/11 Issued nationally email media release re: Request for Environmental Poems ... Don't leaf it too late!
28/11 Issued nationally email media release re: World Soil Day, 5 December 2019
01/01/20 Issued nationally e: media release re: New Year's Green Positive Actions for 2020!
14/02 Issued nationally e: Media Release promoting Clean Up Australia events 2020
17/03 Issued nationally e: Media Release re: World Water Day, 22 Mar 2020
25/03 Issued nationally e: Media Release – re: Earth Hour, 28 Mar 2020
19/04 Issued nationally e: Media Release re: Earth Day, 22 April 2020
14/05 Issued nationally e: Media Release re: World Bee Day, 20 May 2020
07/06 Issued nationally e: Media Release -- Open Letter to LGAs re: The time is right to develop and adopt a Climate Resilience Policy

Grant applications: (3 unsuccessful; 2 successful, and 4 pending)

09/11 Received email from Tucker Foundation advising us that our grant application was unsuccessful
13/01/20 Submitted online Expression of Interest for Federal Volunteer Grant program re Training for website content support officers training → *Unsuccessful (19/03/2020)*
20/01 Application to GCBF for a new computer approved. Yahoo!!
11/02 Submitted online application to Communities Environment Program (CEP) with Steve Cupitt's technical expertise.
29/04/20 *Application approved. Yahoo!!*
07/05/20 *Submitted completed "Letter of Agreement" paperwork re CEP grant*
24/03 Submitted online 'project' application to Ergon Energy Community Fund re Video documentary on Climate related issues → *Unsuccessful, 22/05/2020*
14/05 Submitted application to TRC Micro Grants re: Printing of UN Sustainable Development Goals posters
→ *Unsuccessful, 1 June 2020*
22/05 Submitted online grant application to Australian Ethical Investments for "Series of Podcasts"
03/06 Submitted online funding application to ARTC Inland Rail re: Development of Waste Minimisation brochure
06/06 Submitted online funding application to Australian Communities Foundation re: Printing of UN SDG posters
12/06 Emailed application to Honda Foundation for same project

Submissions: (x6)

22/11 1st Submission re: Product Stewardship Amendment (Packaging and Plastics) Bill 2019
14/12 2nd Submission re: Product Stewardship Amendment (Packaging and Plastics) Bill 2019 (based on work undertaken by Boomerang Alliance)
March Several submissions to the Review of the EPBC ACT has been made by HOPE members

Account activity:

10/11 Withdrew \$100 for Petty Cash (cheque no. 200689)
15/11 Submitted Office of Fair Trading (OFT) Annual Renewal paperwork plus payment (cheque no. = 200690, amount of \$56.60)
06/12 Printer service and purchase of toner cartridge – cheque no. = 200691, \$207.50 with GST = \$18.86
03/01/20 Paid Colmac Computers \$70.50 (GST = \$6.41), cheque no. 200692 for fixing problem with 'emails not sending' (20/12/19)
06/01 Reimbursed Andrew Nicholson \$500 re: attendance at Climate Emergency Summit, 14-15 Feb 2020 in Melbourne
14/01 Paid \$170.50 (GST = \$15.50), cheque no. 200694 to CLEVVI for training of (potential) website maintenance volunteer
20/01 Paid \$86 (GST = \$7.82), cheque no. 200695 to TRC for hire of meeting rooms for Earth Laws Forum, 24 Feb 2020

24/01 Paid \$100 (GST = \$9.09), cheque no. 200696 to Telstra for Ph/Internet charges for Jan 2020
29/01 Received CGBF grant monies for new computer system - \$3,465.95 (includes GST = \$315.45)
30/01 Paid \$220 (GST = \$20), cheque no. 200697 to CLEVVI for 5 years registration of Domain name
03/02 Paid Colmac Computers \$3,469.35 for new computer system – cheque no. 200698 (includes GST = \$315.45)
05/02 Paid Colmac Computers \$79 (GST = \$7.18) to repair old computer, cheque no. 200699
25/02 Received \$240 donations re: Earth Laws Forum, 24 Feb 2020
16/03 Received \$45.35 donation
23/03 Received \$230 donation
14/04 Paid CLEVVI \$170 to add Instagram button (cheque no. 200670, amount \$170, GST = \$15.45)
27/04 Received \$10 donation
08/05 Paid CLEVVI \$220 for some online training for Kerry Kruger (cheque no. 200701, amount \$220, GST = \$20)
19/05 Received \$360 donation

03/06 Paid CLEVVI account re Annual hosting of website/emails (cheque no. 200702, \$489.50 with GST = \$44.50)
03/06 Paid Volunteering Queensland re Membership Renewal (cheque no. 200703, \$110 with GST = \$10)

Office Updates compilation

25 November 2019

As I haven't heard from some of you for quite a while, I wondered how each of you were progressing with your respective roles and/or assignments.

If you need assistance or further clarification with current tasks, please contact me by return email.

If you would like to undertake another assignment (or two), please contact me by return email.

If some of you are no longer able to contribute regularly, please let me know so that I can take you off the 'active' volunteer list.

Office highlights:

- 05/11 Welcome 2 new researchers – Ella Huynh and Jayson Ello
- 09/11 Held 2018-2019 AGM, followed by 1st Ordinary Meeting of new Management Committee Team
- 09/11 Received email from Tucker Foundation advising us that our grant application was unsuccessful
- 10/11 Withdrew \$100 for Petty Cash (cheque no. 200689)
- 11/11 Issued email invite to End -of-Year Social at City Golf Club, Toowoomba on Monday 2 December 2019
- 15/11 Submitted Office of Fair Trading (OFT) Annual Renewal paperwork plus payment (cheque no. = 200690, amount of \$56.60)
- 16/11 Welcome 2 more new researchers – Ayla Logan and M'ei Lee Huong
- 17/11 Issued GM-FREE-Alliance item ---- GMOs: Christmas in November
- 22/11 Submission re: Product Stewardship Amendment (Packaging and Plastics) Bill 2019
- 23/11 Welcome Sean Egan who will be assisting with media work
- 23/11 Issued nationally email Media Release re International Volunteer Day, 3 Dec 2019

13 December 2019

The last few weeks have seen a pleasing increase in volunteer recruitment. However, we do say farewell to Marie Yandog and Stephen Warburton who maintained the content of our website. We wish them both well in their future pursuits.

The office will be closed at 5pm on Friday 20 December 2019 and reopen at 9am on Monday 6 January 2020.

Have a great and safe time over the Festive Season. See you in 2020!

Office highlights:

- 25/11 Welcome 2 new volunteers - Christopher Leivesley and Anna Ostrowski - who have volunteered to help with research and article writing.
- 26/11 Issued nationally email media release re: Request for Environmental Poems ... Don't leaf it too late!
- 27/11 Received 'copyright infringement notice' regarding pictures used in June 2016 edition of our newsletter
➔ Please advise all newsletter/feature article contributors that they must acknowledge the source of any text and/or photographs/graphics used
- 28/11 Issued nationally email media release re: World Soil Day, 5 December 2019
- 29/11 Welcome Bridget Thomas who has volunteered to assist with Publications tasks
- 01/12 Issued e: news bulletin for December 2019
- 02/12 Welcome to new researcher Farzana Chowdhury
- 06/12 Welcome to Kaled Aljebur who will be assisting with Website Content inputting
- 06/12 Issued email request for more volunteers
- 06/12 Printer service and purchase of toner cartridge – cheque no. = 200691, \$207.50 with GST = \$18.86
- 10/12 Welcome Pooja Desai who will be assisting Website content maintenance
- 11/12 Welcome Farisa Naeimi who will be assisting with writing feature articles
- 13/12 Welcome to Michael Blok who joins our Publications Team

3 January 2020

The office re-opens on Monday 6 January and the first item of business is our upcoming Strategic Planning Meeting scheduled for Saturday 8 February.

I will be issuing an email mid-January inviting members and supporters to contribute to the discussions – either in person and/or by returning a questionnaire on our Strengths, Weaknesses, Opportunities and Threats.

Although some of you are still on holidays, I would appreciate receiving feedback from you on “how you are coping with your assigned management committee or admin support roles”; and whether “you are still able to actively contribute as a volunteer – or, has your circumstances changed.”

The January 2020 edition of our newsletter will be issued this weekend.

Office highlights:

14/12/19 Submission made re: Product Stewardship Amendment (Packaging and Plastics) Bill 2019 (based on work undertaken by Boomerang Alliance)

17/12/19 Initiated an "in-house" appeal for Books & Magazines for Gatton Women's Prison

19/12/19 I've let Pooja Desai go as she didn't deliver on her voluntary commitment

20/12/19 HOPE Fund-Raiser: HPM Energy-saving Power-boards for sale

28/12/19 Welcome to volunteer Yuchen Li who will be assisting with research and article writing

30/12/19 Issued e: letter to Toowoomba Regional Council (TRC), Toowoomba Chamber of Commerce (TCC) and Toowoomba & Surat Basin Enterprise (TSBE) encouraging them to host/co-host a forum on Corporate Environmental Responsibility

30/12/19 Issued email to QCC and NPAQ re: Land Tenure policy position

31/12/19 Farewell to volunteer Ray Mathers who will be pursuing tertiary studies in 2020

01/01/20 Issued nationally e: media release re: New Year's Green Positive Actions for 2020!

18 January 2020

What a busy and interesting fortnight it has been here at the office.

Firstly, we continue to receive lots of volunteer enquiries, tasks are allocated - but, then, the volunteers fail to deliver!

This is most frustrating indeed – as the backlog of outstanding tasks keeps growing.

On a brighter note, we are organising a half-day forum on Earth Laws with Dr Michelle Maloney of Australian Earth Laws Alliance agreeing to be our keynote speakers. Other speakers include Revel Pointon from Environmental Defenders Office (EDO) Qld; and possibly representatives from Darling Down Environment Council (DDEC) and Toowoomba for Climate Action. We're still working on a suitable date for the forum so that all speakers are able to participate.

Lastly, our Strategic Planning Meeting is being held on Saturday 8 February, commencing at 10am here at the HOPE office, 22 Vacy St, Toowoomba.

For those of you aiming to attend this meeting, please RSVP by 31 January.

For the remainder of you, please return your completed Questionnaires and SWOT forms as soon as possible.

Office highlights:

03/01 Paid Colmac Computers \$70.50 (GST = \$6.41), cheque no. 200692 for fixing problem with 'emails not sending' (20/12/19)

06/01 Reimbursed Andrew Nicholson \$500 re: attendance at Climate Emergency Summit, 14-15 Feb 2020 in Melbourne

09/01 We farewell volunteers Christopher Leivesley, Thomas Fu

09/01 I've had to let go Kaled Aljebur as he wasn't able to fulfill his voluntary obligation with us

12/01 Issued email to QLD media outlets and Local Government Authorities (LGAs) re: Climate Emergency Declaration

13/01 Issued email invite to Strategic Planning Meeting, 8 Feb 2020

13/01 Submitted online Expression of Interest for Federal Volunteer Grant program re Training for website content support officers training

13/01 Welcome new researcher Rohan Sharma (Qld) and website content support officers – Geethu Anoopkumar and Vipina Vaghasia

14/01 Paid CLEVVI \$170.50 for training of Geethu in Typo3 CMS software – cheque no. 200694, \$170.50 with GST = \$15.50

16/01 Welcome new researchers Hayley Payne and Vincent Parisi (both from Qld)

31 January 2020

Wow! What an interesting 2 weeks it has been since my last Office Update email.

Miriam, our Secretary, advised me that our grant application for a new computer was successful. (20/01)

The following day, our office computer crashed! (21/01) ... hence limited office work from me until the new computer was installed on Wednesday 29 January.

It took Colmac Computers some extra time to upload my Outlook address book and folders on emails, but everything seems to be working fine now.

Other office highlights include:

- The Toowoomba City Library meeting rooms have been booked for the Earth Laws Forum – Monday 24 February, 1pm to 5pm. A promotional flyer detailing the event will be circulated shortly.
- We are regularly receiving Volunteer enquiries – with interviews conducted and tasks assigned. We welcome Vipina Vaghasia who will be assisting with website content maintenance.

Account activity

14/01 Paid \$170.50 (GST = \$15.50), cheque no. 200694 to CLEVVI for training of (potential) website maintenance volunteer

20/01 Paid \$86 (GST = \$7.82), cheque no. 200695 to TRC for hire of meeting rooms for EATH Laws Forum, 24 Feb 2020

24/01 Paid \$100 (GST = \$9.09), cheque no. 200696 to Telstra for PH/Internet charges for Jan 2020

30/01 Paid \$220 (GST = \$20), cheque no. 200697 to CLEVVI for 5 years registration of Domain name

10 February 2020

Last Saturday's "Strategic Planning Meeting" highlighted some interesting positives and negatives about HOPE's operations.

Firstly, some of the admin volunteers said it would be great to hear from other volunteers as part of the regular Office Updates.

Therefore, I invite you to use "reply all" and provide your feedback on points raised in the Office update and/or to offer suggestions for better promoting HOPE and its activities.

- 1) Our new computer system and printer was installed on 29 Jan ... the same day the Gambling Community Benefit Fund (GCBF) grant money were received. Payment for the new computer was made on 4 Feb; and the GCBF grant acquitted later that day.
- 2) The Strategic Planning Meeting held on 8 Feb had 10 attendees and 5 apologies. Discussion on questionnaire and SWOT Analysis was extensive and productive. A report on the meeting will be compiled and distributed shortly to all HOPE members and supporters.
- 3) We have accepted the Dalby Men's Shed invitation to provide an environmental information display at their Living Well Expo on Thursday, 19 March 2020.
- 4) Planning is well underway for our half-day Earth Laws Forum being held on Monday 24 February at the Toowoomba City Library meeting rooms. An information flyer and registration details will be available soon.

New volunteers since 31 Jan 2020:

- Leena Arora - Website Support (Qld)
- Joe Xu - Researcher (Qld)
- Dinah Priestly - Researcher/Policy (Qld)
- Daniela Dal'Castel - Researcher (Qld)
- Sofija Belajcic - Researcher (NSW)

1 March 2020

Wow! It's March already! The pace with which the year is moving is amazing.

February news -- We held our Strategic Planning Meeting on the 8th; Andrew Nicholson attended the National Climate Emergency Summit, Melbourne (14th – 15th); and lastly, we held a successful half-day Earth Laws Forum on 24th. Lots of planning and preparation went into each of these events. Reports on the Strategic Planning Meeting and the Earth Laws Forum will be posted on our website shortly. Andrew's report on the National Climate Emergency Summit is attached for your reference.

March news - The Queensland Local Government Elections are being held on Saturday 28 March. And, we propose to survey candidates in the Toowoomba Region Council elections on their environmental platforms.

Office highlights:

- 11/02 Submitted online application to Communities Environment Program (CEP) with Steve Cupitt's technical expertise.
- 13/02 Start promoting Earth Laws Forum via social media and email
- 14-15/02 Andrew's attendance at National Climate Emergency Summit, Melbourne *à see attached report*
- 14/02 Issue nationally e: Media Release promoting Clean Up Australia events 2020
- 15/02 Leena Arora (website maint) has stepped down due to ill-health. We wish her a speedy recovery.
- 21/02 Interviewed by [Goolarri Radio \(WA\)](#) re: [Clean Up Australia events](#)
- 24/02 Earth Laws Forum
- 27/02 Issued nationally email re: Help Sought in locating new Alliance/Partners - several positive responses
- 28/02 Youth Summit proposal - *there may be some funding available from Qld Dept of Youth re National Youth Week*

New volunteers:

- Stephanie Sheehy - Researcher (Qld)
- Alison Thornburn - Researcher (Qld)

8 March 2020

Andrew Nicholson has crafted an excellent 'Briefing Paper and Survey' document (see attachment) which has/will be sent to all candidates in this month's Toowoomba Regional Council election.

The results of the survey will be sent to our local media just prior to election day, 28 March 2020.

Lastly, Karolina Firman has stepped down as Newsletter Editor; and Daniela Dal'Castel has volunteered to take on this role.

20 March 2020

Wow! The coronavirus pandemic is impacting every aspect of Australia's daily life.

We have family and friends who are 'laying low' because of the continuing spread of the virus.

Health and wellbeing aside, the economic impacts of Covid-19 is also far-reaching with events and activities being cancelled/postponed ... and panic buying at supermarkets and chemists also causing problems.

I am currently self-isolating due to existing health concerns.

I hope that the rest of you are taking precautions to protect yourself and your loved ones.

Office highlights:

Several submissions to the Review of the EPBC ACT have been made by HOPE members

09/03 Issued nationally email re: Invite to host a Kitchen-Café Conversation on environmental issues of concern

10/03 Issued 'Briefing Paper and Survey' to candidates in upcoming Toowoomba Regional Council Election

16/03 Dalby Men's Shed "Living Well" Expo postponed due to COVID-19

19/03 Unsuccessful application to Federal Volunteer Grants program

10 April 2020

Life is very strange is not surreal at present.

There's very little traffic on the roads, most of the shops are closed and email activity has been very minimal indeed.

The office remains open, but not a lot is happening.

Andrew Nicholson and I are reviewing some project proposals and possible funding sources.

However, is funding is received, most projects wouldn't proceed until the COVID-19 pandemic is over and people are allowed to move around.

Below is a summary list of noteworthy office activities.

Office highlights:

20/03 Issued nationally e: article re: "Personal care...not so caring", by Nina Stick, HOPE researcher WA

11/03 Issued nationally e: article re: "Wildfires Linked to Groundwater Depletion", by Jayson Ello, HOPE researcher QLD

17/03 Issued e: Media Release re: World Water Day, 22 Mar 2020

24/03 Submitted online 'project' application to Ergon Energy Community Fund

25/03 Issued nationally e: Media Release – re: Earth Hour, 28 Mar 2020

27/03 Issued April 2020 Enews Bulletin

02/04 Submitted Sofija Belajcic's review of the EPBC Act

30 April 2020

Good morning folks,

21/04 It's official! We're on the National "Register of Environmental Organisations" (see attached letter).

We're now waiting on the ATO to confirm our access to Deductible Gift Recipient (DGR) status.

Once our ABN has been updated by the ATO, we should be able to:

- Amend our website donations page to reflect the HOPE Public Fund account details

(<http://www.hopeaustralia.org.au/annual-pledgedonation/>)

- Initiate 'fund-raising' exercises – locally, state-wide and nationally
- Search DGR eligible grants for our projects
- Update and circulate our Sponsorship Prospectus – locally, state-wide and nationally

Please note that most of the above-mentioned items will be actioned after this financial year ends.

It is hoped that we can attract sufficient financial support to cover our operating costs – plus allow us to employ consultants and others to undertake work for us.

6 May 2020

The Australian Taxation Office (ATO) has added the Deductible Gift Recipient (DGR) to our Australian Business Number (ABN).

During the remainder of May and June, the office will:

- Amend our website donations page to reflect the HOPE Public Fund account details
(<http://www.hopeaustralia.org.au/annual-pledgedonation/>)
- Initiate 'fund-raising' exercises – locally, state-wide and nationally
- Search DGR eligible grants for our projects
- Update and circulate our Sponsorship Prospectus – locally, state-wide and nationally

Please note that most of the above-mentioned items will be actioned after this financial year ends.

It is hoped that we can attract sufficient financial support to cover our operating costs – plus allow us to employ consultants and others to undertake work for us.

Office highlights:

19/04 Issued nationally Media Release re: Earth Day, 22 April 2020

20/04-05/05 We welcome new volunteers Isabella Grant (Toowoomba), Elizabeth Melton (West End, Brisbane - Qld), Payel Sinha (Highfields – north of Toowoomba) and Hauauru Rae (Sydney, NSW)

18 May 2020

With our next quarterly meeting scheduled for Saturday 13 June 2020, I'd like you to *put on your thinking caps* and make some suggestions as to what campaigns, events and/or projects we should be involved with/in for the remainder of 2020 and all of 2021.

Noting, of course, that we have ongoing support and involvement with issues such as global warming, pollution, mining, land-clearing, biodiversity loss, etc.

Please forward your suggestions to the office by 31 May 2020

The agenda and supporting documentation for the June meeting will be issued shortly.

Office highlights:

14/04 Paid CLEVVI \$170 to add Instagram button (cheque no. 200670, amount \$170, GST = \$15.45)

07/05 Donated 10 HPM Energy-Saving Powerboards (value \$500) to Dalby Men's Shed

07/05 Submitted completed "Letter of Agreement" paperwork re CEP grant

08/05 Paid CLEVVI \$220 for some online training for Kerry Kruger (cheque no. 200701, amount \$220, GST = \$20)

09/05 Circulated, nationally, article on Cities of the Future by National Geographic

14/05 Issued nationally e: Media Release re: World Bee Day, 20 May 2020

14/05 Submitted grant application to TRC (Toowoomba Regional Council) re Printing & laminating of UN SDG (Sustainable Development Goals) posters

2 June 2020

This is the last Office Update below our quarterly meeting on Saturday 13 June.

For those of you living locally, I welcome your attendance at the meeting.

Apart from some formalities, we'll be looking at current projects being and those proposed for the remainder of 2020 and into 2021.

Office highlights:

21/05 Issued Invitation to quarterly Ordinary Meeting, 13 June 2020

22/05 Grant application to Ergon Energy was unsuccessful

22/05 Submitted online grant application to Australian Ethical Investments for "Series of Podcasts"

26/05 Interview with Carli Willis, BBM Radio Cairns re: Green Cleaners

27/05 Welcome new admin volunteers – Vicki Zeller, Aleisha Okeefe, Maggie NG

01/06 Issued Enews Bulletin for June 2020

01/06 Unsuccessful grant application – TRC Micro Grant for printing of UN SDG posters

Additional notes on early June activity

03/06 Paid CLEVVI account re Annual hosting of website/emails (cheque no. 200702, \$489.50 with GST = \$44.50)

03/06 Paid Volunteering Queensland re Membership Renewal (cheque no. 200703, \$110 with GST = \$10)

03/06 Issued nationally feature article on ICAN and a Nuclear Free Future

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