

# Householders' Options to Protect the Environment Inc.

## Minutes of 1<sup>st</sup> Ordinary Meeting of 2018-2019 Management Team Saturday, 10 November 2018

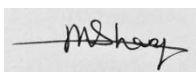
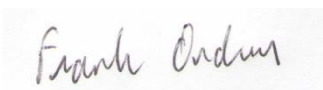
*(Last updated – 14 November 2018) with some corrections and re-positioning of items*

1. Meeting commenced at 11am  
Attendees: Frank Ondrus, Terry Ryan, Steve Cupitt, Jacinta Saad and Miriam Sharp  
Apologies: David Janetski, Charmaine Turnbull and Andrew Nicholson  
Proxies: for Charmaine and Andrew assigned to Frank
2. Declaration(s) of Conflict - Nil
- 3a. Confirmation of minutes from Ordinary Meeting of 9 September 2018  
*Moved Steve, seconded by Miriam*
- 3b. Business arising - Nil
- 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.*
  - Letter from Qld Dept of Environment and Science (DES) outlining its 'sustainability' initiatives
  - Information pack from AMCS (Australian Marine Conservation Society) re Plastic Free initiative
  - 9/11 Newspaper clipping on Mine rehabilitation at Wilkie Creek (north-east of Dalby State Forest)
- 4b. Correspondence –outgoing
  - See email & hard-copy folders
  - 21/9 Partnership agreement sent to ICANw (International Campaign Against Nuclear weapons)
- 4c. Business arising from correspondence - Nil
5. Reports
  - President's Report - as per Office Manager's quarterly report (available on request)
  - Secretary's Report - Nil
  - Treasurer's Report
    - Opening balance at 8 September 2018 = \$2,869.24
      - Transactions for quarter (see attachment)
      - Submit OFT Qld 'renewal' form plus AGM minutes, Audited Accounts 2017-2018 and payment
      - Submit OFT Qld 'change of rules' form, copy of updated Constitution and payment
      - Submit online ACNC annual information return
    - Closing balance as at 26 October 2018 = \$2,967.89
  - Other reports - Nil
6. Motions - Nil
7. General business
  - ➔ Because of limited time, only the items highlighted in red were dealt with.
  - ➔ The rest of the items will be dealt with progressively by the office and key stakeholders
  - Carried forward items
    - Application to Federal Government for Listing on Register of Environmental Organisations
      - ➔ This would give us Deductible Gift Recipient (DGR) status, thus allowing us to:
        - Undertake major fund-raising campaigns
        - Initiate a corporate sponsorship program
        - Access a greater range of grants (for backlog of projects and current proposals)
    - Grant application to Federal Government's Volunteer program for a new computer

- Support for Place You Love (PYL) Alliance initiatives – by Hayley Lowe
- More promotion of UN Sustainable Development Goals – by Gillian Tait
- Admin activities
  - Re-assign outstanding tasks, one at a time, to new volunteers/members -- (see Internet bookmarks – Follow Up; and Folder – Jobs for someone (Outlook & Word)
  - Work on Office Admin Guide – ‘fill in the gaps’
    - Policies – administration; and issues based
  - Marketing Strategy – initially via main-stream media and social media
    - ➔ *When funding becomes available, professional help will be sought to lift for profile nationally*
  - Review & update:
    - Annual Membership Survey; Sponsorship Prospectus; and Business Plan
  - Work on draft budget (with Robert’s help)
  - Issue campaigners required for major concerns such as Climate Change; Nuclear Disarmament (ICANw); Biodiversity Conservation; Landcare/NRM; Waste Management & Minimisation; Genetic Modified Organisms; and others
- Suggestions for 2019 projects, campaigns, petitions, events and activities
  - Steve’s landcare projects
  - Petition – Un Nuclear Weapons Ban Treaty (<https://www.un.org/disarmament/wmd/nuclear/tpnw/>)
  - Develop a series of Helpful Hints information sheets
    - Lots of HH articles in old newsletters; and Sundry Publications folder
  - Back to Basics information to be promulgated and circulated via social media, newsletter and media
  - Provide information displays at local and regional community events
- Regular annual on-going tasks:
  - Review & comment on state & national government discussion papers
  - Promote key “Environmental Observance” events (see calendar)
  - Investigate ‘Awards’ opportunities
- Develop a 5year Strategic Plan ... The Future of HOPE!
  - Goals for next 12months through to 5 years
    - Financial stability/security (see C/f item above)
      - See also Crowd Funding and GiveNow options
    - Strengthen and “up-skill” our Management Team
    - Strengthen our profile nationally
      - Seek more alliances/partnerships
    - Increase our membership nationally
      - Link up with more like-minded EnvNGOs
    - Provide more support for existing and proposed national environmental campaigns
    - Initiate more of our own campaigns, projects and events, etc.
    - Undertake more Landcare/NRM projects – ourselves and/or in partnership with others
    - Other suggestions or “Strengths, Weaknesses, Opportunities or Threats” (SWOT)
- End-of-Year Social: Monday 10 December at Toowoomba City Golf Club
- HOPE office closure: 5pm Friday 21 December 2018 until 8am Monday 8 January 2019

8. Next ordinary meeting – 9 February 2019

9. Meeting closed at 11.55am and was followed by lunch

Secretary/Treasurer – Miriam Sharp

President – Frank Ondrus