



Householders' Options to Protect the Environment Inc.

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Think Globally. Act Locally!

Minutes of 4th Ordinary Meeting – Saturday, 11 Sept 2021

(Last updated – 13 September 2021)

1. Meeting commenced at 10am
2. Introductions, attendees, apologies and morning tea provided
 - a. Attendees: Physical – Frank Ondrus, Miriam Sharp, Claire Pepper and Steve Cupitt
Virtual – Charmaine Turnbull and Mireille Eid
 - b. Apologies: Sophie Lee, Andrew Nicholson, Keith Robinson, Kerry Kruger and Stephanie Polinar
 - c. Proxy votes: Nil
3. Declaration(s) of Conflict - Nil
4. Roundtable reports virtual attendees:
 - Charmaine – work commenced on Water Security Report
 - Mireille – explanation required on Office Updates; promote newsletter availability on What's New section of website; and word counts for shortish newsletter articles (500-750 words)
- 5a. Confirmation of minutes from Ordinary Meeting of 12 June 2021
➔ *Moved by Frank Ondrus, seconded by Miriam Sharp. Agree by all present.*
- 5b. Business arising - Nil
- 6a. 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.
 - 4 completed CQU Digital Media student's submissions (24/08/21)
 - Received notification from CLEVVI (our website host) that they will be discontinuing hosting of our email activities in November 2021 - ➔ *We'll need to consider finding another provider for our website/email activities*
- 6b. Correspondence –outgoing
 - See email & hard-copy folders
 - As tabled
- 6c. Business arising from correspondence - Nil
7. Reports
 - President's Report - as per Office Manager's quarterly report (tabled)
 - Highlights included:
 - Covid-19 impacting availability of volunteers and progress of 'Special Reports' exercises
 - Stephanie Polinar has taken on role of Website Content Officer (19/06/21)
 - Accounts submitted to auditor (27/07/21)
 - Corporate sponsorship campaign resumed
 - Receipt of grant funding to purchase drone – *we'll need to purchase insurance for the drone; and an iPad for operational purposes*

- Received \$5,000 donation to HOPE Public Fund (2/09/21)
 - Treasurer's Report
 - **Opening balance at 12 June 2021 = \$1,928.18**
 - Transactions for quarter (see attachment)
 - HOPE General account balance = \$5,733.07 (7/9/21)
 - HOPE Public Fund account = \$420.01 (31/8/21)
 - **Closing balance as at 11 September 2021 = \$6,153.08**
- ➔ *Once audited accounts have been returned, we'll need to complete our annual returns to ACNC and REO; as well as submit BAS return*
- Update reports from Admin Support Team volunteers
 - Social media stats (28/08/21): Twitter – 1,009 followers; Facebook – 869 likes; LinkedIn – 140 followers; Instagram – 106 followers

8. Motions – none tabled ahead of meeting

9. General business

- Carried forward grant applications
 - Application to TRC (Toowoomba Regional Council) to develop, print and distribute Waste Minimisation brochure
 - Application to Federal Government's *Volunteer Grants Program* for monies to cover volunteers fuel costs
- Projects – current, proposed and lapsed
 - ➔ *An updated list to be compiled and circulated to Management Committee and Admin Support Team*
- Admin activities
 - Sponsorship letter and prospectus refreshed; and issued 135 requests during August 2021
 - Regular annual on-going tasks:
 - Review & comment on state & national government discussion papers
 - Promote key "Environmental Observance" events (see calendar)
 - Dispersal of equipment and catering supplies – As items have not been utilised for several years now; and are not likely to be used in the foreseeable future, it is recommended that we donate items in question to local community organisations.
 - Donate sandwich board and display rack to DDEC (Darling Downs Environment Council)?
 - Donate catering items (coffee mugs and glasses) to Friends of Peacehaven Park, Highfields
 - Donate data projector and screen to Emerge (✓)
 - ➔ Motion: That we donate un-wanted items to local community groups
Moved Frank Ondrus, seconded by Charmaine Turnbull. Agreed by all present.
- Other business
 - Succession Planning – Several current management committee members and admin support team have indicated that they NEED a break! Covid-19 restrictions, loss of jobs and/or relocation for work, and health issues (both physical and mental) have taken their toll on all of us. And so, we need to encourage others to step up and refresh the management committee and/or admin support team.
 - Admin Support Team vacancies - Media Officers, Membership Officer
 - Strategic Planning – what projects, issues and/or causes should we pursue in 2022?
 - Lift our profile nationally
 - Via social media, etc.
 - Increase our membership
 - Continue tidying up of website – i.e., requires consistent formatting approach

10. Next ordinary meeting – 13 November 2021

11. Meeting closed at 10.55am