

## 2020-2021 – 5.1 - Office Manager's Quarterly Report for 13 Nov 2021 meeting

(Last updated – 11 November 2021)

### Significant office highlights:

- 07/09/21 CLEVVI, our website host provider, has informed us that they will discontinue hosting our email activity as of 10 Nov 2021. Accordingly, I have contacted our IT support people - Communications and Computer Support (CCS) – to assist in taking over the email hosting services (01/10/21). → *Task completed 19 Oct 2021.*
- 09/10/21 The 'corporate' sponsorship exercise continues slowly ... no positive results yet.
- 11/09/21 Ordinary Meeting (physical & ZOOM)
- 14-15/09/21 Review of Outlook address book and e: lists completed. Current membership stands at 554.
- 24/09/21 Internet Security Warning – Certificate expired 24/09/21 à CLEVVI rectified mid-morning on 28/09/21
- 26/09/21 Issued nationally e: Feature Article on The Earth Charter
- 27/09/21 Unable to print due to 'ADF cover not closed properly à Took printer to CCS (Communications & Computer Support) for repair. Everything a-okay now!
- 28/09/21 A week-long review of the HOPE e: address book resulted in lots of tidying up with quite a few deletions of old/lapsed members/supporters/contacts
- 01/10/21 Issued Enews Bulletin 2021 #10.2 --- October 2021
- 15/10/21 Issued AGM meeting notice and agenda
- 18/10 Issued nationally e: Feature Article - Current state of the Australian climate commitment, by Jingjing Ye, HOPE researcher NSW
- 19/10 Transfer of email hosting from CLEVVI to Communications & Computer Support (CCS) completed at 5pm today.
- 24/10 Issued e: Notice and Agenda for 2021 AGM being held on 13 November
- 25/10 Issued e: Feature article re: COP26 meeting, 31Oct-12Nov 2021, by Andrew Nicholson
- 26/10 Visited Meg Kummerow re Drone set-up; test flight; and receipt of drone & kit
- 28/10 Issued e: Notice and Agenda for 1<sup>st</sup> Ordinary Meeting of 2021-2022, being held after 2021 AGM on 13 Nov 2021
- 02/11 Donated wildlife magazines, posters and stickers to Our Lady of Lourdes Primary School, Toowoomba
- 03/11 Issued e: News Bulletin for November 2021
- 03/11 Part 2 of 'email migration' completed by CCS (Communications & Computer Support), our IT provider. And, as we are a non-for-profit organisation, MS 365 email hosting service is free-of-charge for at the first 12 months.
- 06/11 Issued nationally Rod Duncan's article entitled "That's a Plan. THIS is a Plan!" re Australian Government's so-called Emissions Reduction Strategy
- 09/11 Issued ZOOM meeting links for upcoming AGM and 1<sup>st</sup> Ordinary Meeting for 2021-2022
- 11/11 Visited 2 Toowoomba Men's Sheds re Building of nest boxes for birds and possums

### Volunteer movement:

- Sept-Oct Recruitment of volunteers has been steady, although several have also left us. The new volunteer researchers are Jason Dingley, Dr Amruta Nawarange, Lili Greer, Jingjing Ye, Rodney Duncan
- 02/11 Welcome new researchers Rodney Duncan, from Currumbin, Qld; Cyndelle Kwabi, Sunnybank Hills, Qld; Cindy Galwey, Sherwood Qld; Talei Caucau; Nilofar Sami, Melbourne VIC; Amandeep Kaur, East Corrimal, NSW

### Media Releases:

- 14/09/21 Issued nationally e: media release re: National Organic Week, 20th-26<sup>th</sup> September 2021
- 18/09/21 Issued nationally e: media release re: International Day of Awareness on Food Loss and Waste Reduction, Wednesday 29<sup>th</sup> September 2021
- 22/09/21 Issued nationally e: media release re: International Campaign Against Nuclear Weapons (ICAN)
- 28/09/21 Issued nationally e: media release re: United Nations World Habitat Day, Monday 4<sup>th</sup> October 2021
- 08/11/21 Issued nationally e: media release re: World Fisheries Day, 21 Nov 2021

### Grant applications:

- 21/09/21 "Waste Minimisation' brochure project - Grant application to TRC unsuccessful. Try some local corporates and/or philanthropic trusts.

### Submissions:

- 29/10 Submission to QLD DES re: *Draft Queensland Organics Strategy 2022 – 2032*, drafted by Nina Stick, HOPE researcher WA

### Account's activity:

- 09/10/21 The 2020-2021 accounts have been audited and the \$5,000 donation puts us in a good financial position for the next couple of years.
- 30/09/21 Audited accounts collected. Invoice paid -- cheque no 200724 = \$770 with GST = \$70

30/09/21 Paid 'Fly the Farm' \$4,277.90 for drone (cheque no = 200725 with GST = \$388.90)  
01/10/21 Paid "Colmac Computers P/L" \$40 for repair of printer – cheque no = 200726 with GST = 3.64  
05/10/21 Posted our annual BAS return to ATO. We should receive a GST refund of \$112  
11/10/21 Transfer \$5,000 from HOPE Public Fund to our general account  
10/11 Miriam, our treasurer, submitted our REO (Register of Environmental Organisations) annual 'statistical return' for 2020-2021

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## Office Updates compilation

### 24 Sept 2021

Well, it's has been another interesting few weeks at the office.

Firstly, CLEVVI, our website hosting provider, has informed us that they will discontinue hosting our email activity as of 10 Nov 2021.

Accordingly, I have contacted our IT support people - Communications and Computer Support (CCS) – to assist in taking over the email hosting services.

This should take place some-time during October.

Secondly, Stephanie Pollinar has been doing a great job keeping up with website maintenance; and Jason Dingley, our new Media Officer, has been very active in preparing items for September through to November.

A big thanks to them both for their accuracy and throughput.

#### Office highlights:

11/09/21 Ordinary Meeting (physical & ZOOM)

11-21/09/21 Welcome Jason Dingley from Victoria who will be assisting with media activities'; Dr Amruta Nawarange from NSW who has volunteered to assist with research and article writing; Alex O'Hare from Canberra who will be assisting with research and drafting position statements; and Lili Greer from Sydney who will also be assisting with research and article writing

14-15/09/21 Review of Outlook address book and e: lists completed. Current membership stands at 554.

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22/09/21 Issued nationally e: media release Re: International Campaign Against Nuclear Weapons (ICAN)

### 9 Oct 2021

As you will see from the office highlights below, we're about to take delivery of a drone which we'll use on local land care / farm management initiatives.

Our recruiting of volunteers is quite strong, but, conversely, we'll losing them steadily.

I'm not sure why this is so, but it is quite frustrating as tasks need to be regularly reassigned.

The 2020-2021 accounts have been audited and the \$5,000 donation puts us in a good financial position for the next couple of years.

The 'corporate' sponsorship exercise continues slowly ... no positive results yet.

#### Office highlights:

21/09/21 "Waste Minimisation' brochure project - Grant application to TRC unsuccessful. Try some local corporates and/or philanthropic trusts.

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01/10/21 Gave CCS the go ahead to handle our email hosting

01/10/21 Welcome new researcher Jingjing Ye from Sydney, NSW

05/10/21 Posted our annual BAS return to ATO. We should receive a GST refund of \$112

## 15 Oct 2021

With our Annual General Meeting (AGM) scheduled for Saturday 13 November 2021, I wanted to ask those of you intending to stay on in your respective Management Committee or Admin Support roles to say so by return email by the 30 November 2021. Likewise, for those of you may be stepping down from your current position, please let me know as soon as possible, so that I can advertise vacant positions.

Lastly, some of our more recent volunteer recruits are yet to submit their first articles. I would appreciate receiving some feedback as to the progress or otherwise of your assignments.

### Office highlights:

- 11/10/21 Transfer \$5,000 from HOPE Public Fund to our general account
- 11/10/21 Welcome volunteer researcher Rodney Duncan from Currumbin, Qld

## 11 Nov 2021

This is the final 'Office update' for 2020-2021.

I hope to see some of you in person, and others via ZOOM, at the AGM on Saturday, 13 Nov 2021.

Don't forget that the 1<sup>st</sup> Ordinary Meeting of 2021-2022 follows the AGM at approx. 11am.

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