

2020-2021 – 2.1- Office Manager's Quarterly Report for 13 Feb 2021 meeting

(Last updated – 13 February 2021)

Significant office highlights:

- 12/11 Downloaded Windows 10 Version 20H2
- 14/11 AGM & 1st Ordinary Meeting of 2020-2021 Management Team
- 22/11 Online submission of ACNC annual return (Miriam Sharp)
- 02/12 Attended ZOOM meeting – Volunteering Queensland's Annual Awards Program and AGM
- 07/12 End-of-Year dinner at City Goff Club, Toowoomba
- 18/12/20-11/01/21 Office closure
- 23/12 Met with Bernadette Witham, Deputy Principal at St Ursula's College re inability to proceed with a physical gathering of students for planned 2021 Youth Summit
- 01/01 2021 Youth Summit event – No longer possible to have a physical gathering of students ... so, we need to re-imagine the undertaking as a virtual exercise of shortish ZOOM meetings
- 16/01 Special meeting to discuss options of going forward (or not) with 2021 Youth Summit
 - ➔ Arrange follow up meeting with St Ursula's contact re: co-hosting ZOOM meetings on campus (28/01)
- 26/01 Launch of our "*Directory of Heritage Facilities and Key Landmarks across the Toowoomba Regional Council jurisdiction*" brochure will take place tomorrow at Highfields Pioneer Village
- 08/02 Membership spreadsheet – Formatting errors fixed by Amelia Carlson

Volunteer movement:

- 23/11 Welcomed new volunteers Mariah Sampson, Leonie Eastment, Maria Hernandez (looking after HOPE's LinkedIn postings) and Zoe Nolan
- 01/01 Welcomed new volunteers Chrissy Rimi (Qld) and Amelia Carlson (Qld)
- 02/02 Welcomed new 'local' volunteers – Adam Walter and Elizabeth Houston

Media Releases:

- 05/12 Issued media release re: International Mountain Day, 11 Dec 2020
- 17/12 Issued media release re: New Heritage brochure one step closer
- 20/01 Issued media release re: New Heritage brochure to be launched on Australia Day at Highfields Pioneer Village

Grant applications:

- 11/11 Heritage brochure – Funding application to Mazda Foundation unsuccessful
 - ➔ Fresh application submitted to ARTC Inland Rail (12/11)
- 18/11 Funding application (to Federal Government) for fuel costs was unsuccessful
- 24/11 Arrow Energy has approved our funding application to develop a "Directory of Heritage Facilities and Landmarks across Toowoomba Regional Council" brochure
 - ➔ Brochure to be launched at Australia Day celebrations at Highfields Pioneer Village
- 04/12 Grant application to Honda Foundation re Printing on UN SDG posters was unsuccessful
- 15/12 Unsuccessful grant application to RACQ Foundation re: Heritage brochure
- 16/12 Unsuccessful grant application to Aurizon Community Giving re: Youth Summit
- 28/01 Acquittal of Arrow Energy's Brighter Futures grant of Heritage brochure
- 12/02 CEP Grant – Acquitted. All relevant documents emailed to CEP Office.

Submissions:

Nil to date

Account activity:

- 19/11 Submitted OFT Trading annual return -- \$56.60 (cheque no. = 200712, GST = \$0.00)
 - 27/01 Paid contractor's invoice re Heritage brochure -- cheque no. = 200713, \$660 with GST component \$60
 - 11/02 Paid CRE P/L final payment for CEP Project -- cheque no. = 200714, \$11,000 with GST component \$1,000
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Office Updates compilation

23 Nov 2020

On the positive side, Maria Hernandez has volunteered to look after the HOPE LinkedIn account; and we welcome new volunteers Mariah Sampson, Leonie Eastment, Maria Hernandez and Zoe Nolan.

On the downside, our funding application to the Mazda Foundation for the production of a Heritage brochure was unsuccessful.

As we approach the end of the calendar year, it's a time for us to reflect on the HOPE achievements to date; and start thinking about what's in store for us for 2021.

Having said that, our end-of-year social dinner will once again be held at the City Gold Club, Toowoomba, on Monday 7th December. If you are able to join us, please RSVP by 3rd December as seats are limited to 20.

Lastly, the office will be closed from 5pm Friday 18 December 2020; and will reopen at 9am on Monday 11 January 2021.

Highlights:

- 11/11 Heritage Brochure project -- Funding application to Mazda Foundation unsuccessful
➔ Fresh application submitted to ARTC Inland Rail (12/11)
- 12/11 Keith Robinson has volunteered to be our 'representative' as QCC's AGM on 2 Dec 2020
- 12/11 Downloaded Windows 10 Version 20H2
- 14/11 AGM and 1st Ordinary Meeting of 2020-2021 Management Team
- 18/11 Maria Hernandez has volunteered to undertake postings to the new HOPE LinkedIn site
- 18/11 Funding application for fuel costs was unsuccessful
- 19/11 Submitted OFT Trading annual return -- \$56.60 (cheque no. = 200712, GST = \$0.00)
- 22/11 Online submission of ACNC annual return (Miriam Sharp)

30 Nov 2020

Great news. Arrow Energy has approved our funding application to develop a "Directory of Heritage Facilities and Landmarks across Toowoomba Regional Council" [brochure](#) (24/11).

Our consultant has been given the go ahead.

Mr Ray Ashford owner of Highfields Pioneer Village & Museum has agreed to launch the brochure on Australia day, 26 Jan 2021.

Sean will draft a media release re launch and we'll need to circulate via our website/newsletter/social media, tourism bodies throughout Qld and, of course, our regional and state media outlets.

We will also draft a feature article on the Highfields Pioneer Village & Museum to be circulated as above.

18 Dec 2020

This is the final 'Office Update' for 2020 as the office closes at 5pm this afternoon and doesn't reopen until 9am Monday 11 January 2021.

So, have a great Christmas-New Year holiday break and I'll speak to you again in 2021.

In the interim,

- Daniela is working on our Heritage brochure; and preparing the January 2021 newsletter
- Frank & Daniela are preparing a 'special' edition of our newsletter featuring reviews/critiques of various government and industry reports
- Frank & Andrew are reviewing the Youth Summit program and zeroing in on potential speakers and discussion group facilitators
- Collectively, I require your assistance with various aspects of the Youth Summit. Certainly, volunteers on the day are needed ... but help with sourcing prizes for the PhotoVoice Competition and securing some corporate

Office highlights

- 02/12 Attended ZOOM meeting – Volunteering Queensland's Annual Awards Program and AGM
- 04/12 Grant application to Honda Foundation re Printing on UN SDG posters was unsuccessful
- 05/12 Issued media release re: International Mountain Day, 11 Dec 2020
- 07/12 End-of-Year dinner at City Golf Club, Toowoomba
- 09/12 Spoke with Mariana Marabini about compiling a special report on Circular Economy and how it relates to the Waste Industry
- 15/12 Unsuccessful grant application to RACQ Foundation re: Heritage brochure
- 16/12 Unsuccessful grant application to Aurizon Community Giving re: Youth Summit

01 Jan 2021

With the office reopening on Monday 11 January, I thought it wise to bring you up to date on our Heritage brochure publication launch; and the need to “re-imagine” our planned Youth Summit event from a physical gathering with 150+ students, speakers, volunteers, etc. to “virtual” series of ZOOM meetings.

The “Directory of Heritage Facilities and Landmarks across the Toowoomba Regional Council jurisdiction” will be launched on Australia Day celebrations at the Highfields Pioneer Village (HPV).

A media release, feature article on the HPV and printing of the brochure will be finalised soon.

A colour version of the brochure will be emailed to all Tourist Information Centres across the region.

A special meeting to discuss the changed requirements for the virtual Youth Summit will be held at the HOPE Office, 22 Vacy St, Toowoomba on Saturday 16 January starting at 10am.

We need determine the topics to be discussed, suitable speakers and presentations (PPT), date & time of ZOOM meetings and the total number of meetings.

In the interim, I will cancel the caterers, etc. and advise every one of the changed circumstances.

Notes from 23/12/2020

Yesterday, I met with Bernadette Witham, Deputy Principal of St Ursula’s College, who advised me of the current “COVID Safe School Events” requirements.

--- [Fact Sheet: COVID Safe School Events \(covid19.qld.gov.au\)](https://www.covid19.qld.gov.au)

It looks like a “physical” all day event is out of the question.

However, the college would still support a “virtual” event.

What does this now mean for us?

Well, we won’t need the hall, equipment, volunteer team, catering, etc. So, most of our budget requirements will disappear. We will now need to reformulate a program of ZOOM meetings to cover the 4 issue areas of environment, social justice, animal welfare and heritage/culture.

I think we should still go ahead with the PhotoVoice Competition (which will need some adjustment).

Finally, I’d like us to meet early in the New Year to re-plan the Youth Summit over 4 or more Zoom sessions.

Other Office Highlights:

- 2021 calendar of projects and undertakings
 - Youth Summit
 - Prepare ‘special reports on Food Security (Regina Kimble); Water Security (tbc); and Circular Economy (Mariana Marabini)
 - Funding secured to develop a 3-fold brochure “Directory of Heritage Facilities and Key Landmarks in Toowoomba Regional Council Jurisdiction” (Daniela Dal’Castel)
 - ➔ Launch of brochure will take place on Australia day celebrations at Highfields Pioneer Village
 - ‘Seeking funding to develop a 3-fold brochure “Waste Hierarchy” (Daniela Dal’Castel)

Welcome to new volunteers Chrissy Rimi (Qld), Michelle Yu (Victoria) and Amelia Carlson (Qld) who will be helping out with writing articles, etc.

Frank & Amelia are preparing a ‘special’ edition of our newsletter featuring reviews/critiques of various government and industry reports

For the rest of you, please double-check/review your inbox/SPAM folders for out-standing assignments.

11 Jan 2021

Welcome to 2021!

The HOPE office reopens this morning and I’m keen to start the year on a positive note.

So, I wanted to ask “How are you coping with your allocated position within HOPE?”; and/or “How are you progressing with your assignments?”

If you are up-to-date and would like something else to do, please contact me and I will allocate you another assignment.

Or, if you are struggling or no longer able to regularly contribute and wish to withdraw your voluntary services, please let me know straight away so that your assignments can be reallocated

25 Jan 2021

Item 1 - Launch of our “Directory of Heritage Facilities and Key Landmarks across the Toowoomba Regional Council jurisdiction” brochure will take place tomorrow at Highfields Pioneer Village.

Item 2 – Our next quarterly Ordinary Meeting will be held at the HOPE Office on Saturday 13 February, commencing at 10am. The ‘agenda’ and other supporting paperwork will be issued shortly.

Item 3 - Current thinking on 'virtual' Youth Summit event

As you know, it is not possible to hold a 'physical' gathering at St Ursula's College as per their new COVID-19 Safety Plan requirements.

Accordingly, we are now looking at a 're-imagined' virtual event still to be held in April (as part of National Youth Week activities) – hopefully, with the support of St Ursula's College.

After reviewing comments received by Chrissy Rimi (03/01), special meeting (16/01), Andrew Nicholson (17/01) and Charmaine Turnbull (21/01); it seems that "re-jigging" the Youth Summit into a series of 4 consecutive daily ZOOM meetings of approx. 45 minutes duration each is a good option.

Staying with the sub-themes of environment, social justice, animal welfare and heritage; we could invite a wider range of speakers (national, Qld-wide and local) to provide 7minute presentations (pre-recorded if possible, to allow us time to vet and sequence talks) followed by short Q&A sessions.

The final ZOOM session would cover a plenary session, resolutions to council, final take home messages and the foreshadowing a follow up survey to gauge changes made by participants.

Andrew and I will be meeting with St Ursula's staff shortly to confirm their level of involvement and our proposed ZOOM meetings program.

Fingers crossed; we can move forward with the Youth Summit event!

3 Feb 2021

Our 'landline' phone saga continues. The internet is working fine, but the phone is still dead!

NBN has suggested upgrading their modem and Telstra has suggested upgrading their handset.

Both items should be here in 5 to 7 days.

Fingers crossed; these replacement items resolve the phone problem.

Lastly, we're still awaiting a decision from St Ursula's College re co-hosting the Youth Summit ZOOM meetings.

Office highlights:

26/01 Launch of our "*Directory of Heritage Facilities and Key Landmarks across the Toowoomba Regional Council jurisdiction*" brochure will take place tomorrow at Highfields Pioneer Village

27/01 Paid contractor's invoice re Heritage brochure (cheque no. = 200713, \$660 with \$60 GST component)

28/01 Acquittal of Arrow Energy's Brighter Futures grant of Heritage brochure

31/01 Issue invitation to 2nd Ordinary Meeting, 13 Feb 2021 (agenda and minutes enclosed)

31/01 Issued request for feedback on "Developing a 5year Strategic Plan" for HOPE

02/02 Welcomed new 'local' volunteers – Adam Walter and Elizabeth Houston

13 Feb 2020

Final reminder of this morning's quarterly Ordinary Meeting being conducted via ZOOM platform.

The meeting commences at 10am sharp. See previous Meeting Notice for ZOOM login details.

Office Highlights:

04/02 New NBN modem and Telstra handset installed. So far, so good!!

04/02 Unsuccessful funding application to GCBF re: Waste Hierarchy brochure

07/02 Youth Summit – issued email request for guest speakers

08/02 Membership database – Manifold formatting errors fixed by Amelia Carlson

10/02 CEP Project - Final project report and supporting property inspection reports received from consultant CRE P/L

11/02 CEP Project – Final payment of \$11,000 with GST component \$1,000 (cheque no. = 200714) issued to consultant CRE P/L

11/02 Youth Summit – Event invitation emailed to secondary schools. Includes information on citizen science Photovoice exercise.

11/02 Issued ZOOM login details for 'Ordinary Meeting' agenda