

2021-2022 – 4.2 - Office Manager's Quarterly Report for 10 September 2022 meeting

(Last updated – 4 September 2022)

Summary of key items from sub-headings below:

- The need to recruit replacement local committee members and volunteers in general
- 3 Newsletters produced;
- 4 Media Releases issued
- 8 Feature Articles circulated
- 4 Grant applications – 3 unsuccessful, 1 pending

Significant office highlights:

- 08/06 Attended ZOOM meeting by Climate Council re: Scale, pace Momentum: A new chapter for climate Change
- 11/06 Held HOPE's quarterly Ordinary Meeting
- 12/07 Started work on 2023 Qld Women's Week project proposal
- 12/07 Attended QCC ZOOM meeting re Queensland CAN (Climate Action Now) report review
- 13/07 Support given to EDO's (Environmental Defenders Office) submission re DES's (Department of Environment and Science) discussion paper on the establishment of an independent EPA (Environmental Protection Agency)
- 20/07 Attended Curtin University's 'focus group' event on behalf of Volunteering Australia re National Strategy for Volunteering
- 29/07 Membership to "Plastic no Thanks movement" accepted. Visit their website [Portal Pick-up au - Environmental Agency Pick-upau - Welcome \(a\)](https://www.portalpickupau.com.au/) for further information.
- 05/08 Stephanie Pollinar, our Website Administrator, has indicated her intention to step down due to full-time work commitments. I wish to acknowledge for contribution over the past 15 months.
- 23/08 Issued nationally "Meeting Notice and Agenda – 4th Ordinary Meeting – Saturday, 10 September 2022"
- 02/09 Business items:
- Item 1 - I'd like your approval to donate one of our shade tents to the Millmerran Landcare Group. We have 2 shade tents – but they haven't been for over 2 and ½ years ... and we're not likely to be using either of them any time soon.
 - Item 2 - Expressions of Interest are now being called for the 2022-2023 Volunteer Grants Program. Suggestions so far include purchasing various software and/or equipment; as well as training programs. Do you have any concrete suggestions?
 - Item 3 - The more we do, the more we are asked to do! And so, our list of possible research tasks is ever growing. For those of you still to complete your allotted tasks, would you please make an extra effort to submit some completed assignments by the end of September – so, that I can start allocating new tasks.

Newsletters:

- 01/07 Issued nationally Enews Bulletin for July 2022
- 31/07 Issued nationally Enews Bulletin for August 2022
- 31/08 Issued nationally Enews Bulletin for September 2022

Feature articles:

- 15/06 Circulated feature article "Putting second-hand first to create local", by Amandeep Kaur
- 03/07 Issued nationally a collection of 3 feature articles
- 07/07 Issued nationally an article on Managing the GBR
- 11/08 Circulated nationally Mert Kul's feature article entitled "Is Labor doing enough on Climate Change"
- 12/08 Issued nationally article from WMRR entitled "Delivering Net Zero Through The Circular Economy (WMRR 2022 Federal Election Plan)"
- 20/08 Issued nationally article "HOPE's international affiliations", by Georgia Eastment MSc., HOPE researcher (Vic)
- 22/08 Issued nationally link to "Useful resources developed by us and some of our colleagues"
- 27/08 Issued nationally article "HOPE's National Affiliations", by Georgia Eastment MSc., HOPE researcher (Vic)

Volunteer movement:

- New volunteer researchers – Thao Nguyen, Aidan Satz (NSW), Karman Kaur (NSW), Sarah Osama (Qld), Georgia Eastment (Vic), Ben Chiu (NSW) and Jordan Anderson (NSW)
- Lapsed volunteers - Amandeep Kaur and Olivia Ustariz

Media Releases:

- 07/06 Issued nationally media release re: Join HOPE and start living sustainably today!
- 12/06 Issued nationally media release re: Plastic Free July, written by Jason Dingley
- 17/07 Issued media release re National Science Week, 13-21 Aug 2022
- 23/07 Issued locally media release re: Proposed 2023 Qld Women's Week project

Grant applications:

- 10/06 Issued funding 'expressions of interest' to Beulah Community Ltd and Perpetual Ltd re: Development and publication of our Waste Minimisation brochure project → *Unsuccessful*
- 12/06 Submitted "expression of interest" project proposal to Ventia re: Waste Minimisation brochure project → *Unsuccessful*
- 26/06 Submitted "expression of interest" project proposal to FRRR re: "Acknowledging and Celebrating the contribution that Women of the Darling Downs have made to protecting and conserving our environment" → *Unsuccessful*
- 10/07 Funding for 2 publications projects to be sourced privately
- 05/08 Submitted online grant application to the Qld Office of Women regarding our Qld Women's Week project proposal (ref no.IQW-2022-R2-223).

Submissions:

Nil

Account's activity:

- 20/06 Cash donation of \$25 from Jean Gundry made to HOPE Public Fund
 - 28/06 Cash donation of \$100 from Andrew Nicholson made to HOPE Public Fund
 - 29/06 Transferred \$500 from HOPE Public Fund to HOPE's general account
 - 13/07 Dropped off accounts to auditor
 - 22/07 Cheque no. 200738 for \$33 being membership renewal to QCC (issued 8/6/2022) has gone missing! So, once I've retrieved the files and our cheque book, I can re-issue this payment.
 - 18/07 This year's auditor's fees are \$735.00 plus \$73.50 GST -- a total of \$808.50
 - 09/08 Received BAS refund of \$621
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Office Updates compilation

01/07/2022

The past few weeks at the HOPE office have been extremely busy and interesting.

As usual, the highlights are noted below for your attention.

Office highlights

- 07/06 Another volunteer researcher - Thao Nguyen – has stepped down due to 'life' pressures
- 07/06 Issued nationally media release re: Join HOPE and start living sustainably today!
- 08/06 Attended ZOOM meeting by Climate Council re: Scale, pace Momentum: A new chapter for climate Change
- 09/06 Loaned one of our shade tents to Joy van der Wyk (HOPE member)
 - ➔ *Shade tent returned 11/06*
- 10/06 Issued funding 'expressions of interest' to Beulah Community Ltd and Perpetual Ltd re: Development and publication of our Waste Minimisation brochure project
 - ➔ *Perpetual Ltd grant program opens in October 2022*
- 11/06 Held HOPE's quarterly Ordinary Meeting
- 12/06 Issued nationally media release re: Plastic Free July, written by Jason Dingley
- 12/06 Submitted "expression of interest" project proposal to Ventia re: Waste Minimisation brochure project
- 15/06 Circulated feature article "Putting second-hand first to create local", by Amandeep Kaur
- 20/06 Welcome new researcher – Aidan Satz, NSW
- 20/06 Cash donation of \$25 from Jean Gundry made to HOPE Public Fund
- 26/06 Submitted "expression of interest" project proposal to FRRR re: "Acknowledging and Celebrating the contribution that Women of the Darling Downs have made to protecting and conserving our environment"
- 28/06 Cash donation of \$100 from Andrew Nicholson made to HOPE Public Fund
- 29/06 Transferred \$500 from HOPE Public Fund to HOPE's general account
- 30/06 Welcome new researchers – Karman Kaur (NSW) and Sarah Osama (Qld)

15/07/2022

Are receiving additional advice from the Qld Office of Women, we have formally started work on our project proposal for 2023 Qld Women's Week -- "Acknowledging and Celebrating Women of the Darling Downs for have contributed to the protection and conservation of the environment".

14 invitations have been issued to candidates – with 1 refusal and 1 acceptance to date.

A potential consultant to compile a booklet of profiles and to conduct fuller ZOOM interviews has been contacted.

Shortly, I'll be issuing requests for Letters of Support to accompany our grant application.

Fingers crossed; we are able to complete this project successfully.

Office highlights:

- 01/07 Issued nationally Enews Bulletin for July 2022
- 02/07 Welcome new researcher – Georgia Eastment (Vic)
- 03/07 Issued nationally a collection of 3 feature articles
- 04/07 Welcome new researcher – Ben Chiu (NSW)
- 07/07 Issued nationally an article on Managing the GBR
- 10/07 Funding for 2 publications projects to be sourced privately
- 12/07 Issued first round of invitations re 2023 Qld Women's Week project – "Acknowledging and Celebrating Women of the Darling Downs for have contributed to the protection and conservation of the environment"
- 12/07 Attended QCC ZOOM meeting re Queensland CAN (Climate Action Now) report review
- 13/07 Support given to EDO's (Environmental Defenders Office) submission re DES's (Department of Environment and Science) discussion paper on the establishment of an independent EPA (Environmental Protection Agency)
- 13/07 Dropped off accounts to auditor

22/07/2022

Our accounts have been audited! Although, "cheque no. 200738 for \$33 being membership renewal to QCC (issued 8/6/2022) has gone missing! So, once I've retrieved the files and our cheque book, I can re-issue this payment. On the plus side, we should receive \$621 GST payments back from the ATO.

Office highlights:

- 15/07 Issued 8 requests for Letters of Support (LoS) for Qld Women's Week project
 - ➔ *3 LoS received to date*
- 17/07 Issued media release re National Science Week, 13-21 Aug 2022
- 18/07 This year's auditor's fees are \$735.00 plus \$73.50 GST -- a total of \$808.50

- 19/07 Issued 5 more invitations re 2023 Qld Women's Week project
- 20/07 Attended Curtin University's 'focus group' event on behalf of Volunteering Australia re National Strategy for Volunteering
- 21/07 Our accounts have been audited! I hope to collect the accounts and audit reports within the next few days.

05/08/2022

Covid and other 'life' issues seem to be impacting most of our volunteer Admin Support Team members at present.

So, I do thank all those who are still able to undertake their assigned duties.

This morning I submitted an online grant application to the Qld Office of Women regarding our Qld Women's Week project proposal (ref no.IQW-2022-R2-223).

We're asking for \$2,628 to cover the costs of purchasing a ZOOM license, and to engage consultant A to produce booklet of profiles and consultant B to conduct ZOOM interviews and prepare podcast recordings.

Lastly, we are soon to farewell Stephanie Pollinar who has been looking after our website maintenance since May 2021.

I wish to thank Stephanie for the excellent voluntary contribution.

Office highlights:

- 22/07 Issued 12 Sponsorship request email letters
- 22/07 Collected audited accounts and files.
- 22/07 Paid auditor's fee of \$808.50 (cheque no. 200739 with GST = \$73.50)
- 22/07 Reissued payment to QCC for membership renewal – cheque no. 200740 for \$33 with GST = \$3.00 (previously issued cheque went M.I.A.)
- 23/07 Issued locally (Toowoomba region) media release re Launch of our 2023 Qld Women's Week project
- 27/07 Attended CCMA (Condamine Catchment Management Association) meeting in Oakey, Qld
- 28/07 Welcome new researchers Vidhi Bharti (Vic) and Col Caffeky (NSW)
- 29/07 Issued nationally a great article from WMRR re Delivering net zero through a circular economy
- 29/07 Membership to "Plastic no Thanks movement" accepted. Visit their website [Portal Pick-up au - Environmental Agency Pick-upau - Welcome \(a\)](https://www.portalpickupau.com.au) for further information.
- 29/07 Issued more requests for "unwanted hardwood fence palings" to our members and supporters regionally, as well as to env NGOs and over 70 churches.
- 31/07 Issued Enews Bulletin 2022 #08.1 --- August 2022
- 31/07 Volunteer researcher Bruna Miranda stepping down due to work and study commitments
- 04/08 Stephanie Pollinar, our volunteer website administrator, will soon be leaving us. So, if you know of anyone who may suitably fill this vacancy, please let me know straight away.
- 05/08 Submitted online grant application re 2023 QLD Women's Week project

02/09/2022

For the past 2 weeks I have suffered from a heavy cold and sore throat ... and have felt miserable!

But, with Spring just around the corner, I hope to recover fully and be my old self again soon.

Now down to business.

Item 1 - I'd like your approval to donate one of our shade tents to the Millmerran Landcare Group. We have 2 shade tents – but they haven't been for over 2 and ½ years ... and we're not likely to be using either of them any time soon.

Item 2 - Expressions of Interest are now being called for the 2022-2023 Volunteer Grants Program. Suggestions so far include purchasing various software and/or equipment; as well as training programs. Do you have any concrete suggestions?

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Lastly, I hope to see most of you at the 10th September meeting – either in person or via ZOOM.

Office highlights:

- 09/08 Received BAS refund of \$621
- 11/08 Circulated nationally Mert Kul's feature article entitled "Is Labor doing enough on Climate Change"
- 12/08 Issued nationally article from WMRR entitled "Delivering Net Zero Through The Circular Economy (WMRR 2022 Federal Election Plan)"
- 14/08 Lapsed volunteers – Amandeep Kaur, Olivia Ustariz
- 15/08 Welcome new researcher – Jordan Anderson (NSW)
- 19/08 Issued nationally article entitled "Revamping homes in a changing climate", by Harry Johnson - HOPE member NSW (2022)
- 20/08 Issued nationally article "HOPE's international affiliations", by Georgia Eastment MSc., HOPE researcher (Vic)
- 22/08 Issued nationally link to "Useful resources developed by us and some of our colleagues"

23/08 Issued nationally "Meeting Notice and Agenda – 4th Ordinary Meeting – Saturday, 10 September 2022"
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