

2021-2022 – 5.1 - Office Manager's Quarterly Report for 12 November 2022 meeting

(Last updated – 2 Nov 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 – 1 unsuccessful; 3 pending
- Volunteer movement – 7 gained; 14 lapsed

Significant office highlights:

- 27/07 Attended CCMA (Condamine Catchment Management Association) meeting in Oakey, Qld
- 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-upau - Environmental Agency Pick-upau - Welcome \(a\)](#) for further information.
- 31/07 Issued Enews Bulletin 2022 #08.1 --- August 2022
- 19/09 Payment for Nina Stick's "How to live sustainably and chemical-free (edition 1)" booklet made privately.
- 22/09 Issued invitations to 60+ agencies requesting 'articles' for our newsletter
- 05/10 Donated 1 shade tent to Millmerran Landcare Group
- 18/10 Attended ZOOM meeting hosted by [Climate for Change | climate action is a conversation away](#)
- 18/10 Attended ZOOM meeting hosted by QCC re A new independent EPA for Qld
- 21/10 Congrats to Anna Kula (our acting Secretary) on the birth of her daughter Kira (20/10)
- 26/10 Attended QCC ZOOM meeting re Issues for upcoming Ministerial Environment Roundtable gathering

Newsletters:

- 31/07 Issued Enews Bulletin 2022 #08.1 --- August 2022
- 31/08 Issued Enews Bulletin for September 2022
- 30/09 Issued Enews Bulletin 2022 #10.1 --- October 2022

Feature articles:

- 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)"
- 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)
- 27/08 Issued nationally article "HOPE's National Affiliations", by Georgia Eastment MSc., HOPE researcher (Vic)
- 22/09 Issued nationally information on The Earth Charter and the United Nations (UN) Sustainable Development Goals (SDGs)
- 24/09 Issued nationally our latest publication – "How to live sustainably and chemical-free" booklet
- 06/10 Issued nationally a feature article entitled "Sustainable agri-food systems: a food justice approach" by Georgia Eastment, HOPE researcher VIC

Volunteer movement:

- New volunteers - Researchers – Vidhi Bharti (Vic), Col Cafferky (NSW), Jordan Anderson (NSW), Yaoyou Jiang, our new Website Content Officer (Vic), Ada Snell (SA), ~~Mathi Mithra Sathananthan (Qld)~~, Mason Schirinzi (WA)
- Lapsed volunteers - Bruna Miranda, Amandeep Kaur, Olivia Ustariz, Col Cafferky, Stephanie Polinar, Gary Annat, Shaline Punyavantula, Mathi Mithra Sathananthan, Aidan Satz, Karman Kaur (NSW), Gabrielle Simpson (NSW), Tifany Leigh-Logan (Qld), Ben Chui (NSW) and Freya Ma (ACT)

Media Releases:

- 07/09 Issued nationally media release re: World Rivers Day, 25 Sept 2022
- 12/09 Issued locally media release re: 2023 Qld Women's Week project
- 04/10 Issued nationally media release re: International Day for Disaster Risk Reduction, 13 October 2022
- 22/10 Issued nationally media release re: World Tsunami Awareness Day, 5 November 2022

Grant applications:

- 05/08 Submitted online grant application to Qld Dept of Women – re 2023 Qld Women's Week project

- 14/09 Submitted 'Expression of Interest' application re 2022-23 Federal Volunteer Grants program for \$2,400 to cover volunteers fuel costs → 12/10/22 *Our Eol re 2023 Fed Vol Grant was unsuccessful*
- 12/10 Our Eol re 2023 Fed Vol Grant was unsuccessful
- 16/10 Submitted grant application to Hamer Sprout Fund re Nest Boxes project - Providing homes for birds and other tree-dwelling animals
- 26/10 Submitted online funding application to GCBF re Nest Boxes project

Submissions:

Nil

Account's activity:

- 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.)
- 09/08 Received BAS refund of \$621
- 14/09 Paid Communications & Computer Support (CCS) for software support and Lenovo Vantage warranty extension (12 months) -- \$235 (GST = \$21.37), cheque no. = 200741
- 28/09 New cheque-book received for HOPE Inc.
- 17/10 JG Audit & Assurance have agreed to audit our accounts for \$400 plus GST (which is approx. half of what we have been paying our current auditing firm) – starting 2022-23

Office Updates compilation

5 Aug 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-upau - Environmental Agency Pick-upau - Welcome \(a\)](#) 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

2 Sept 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?

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.

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"

27/08 Issued nationally article "HOPE's National Affiliations", by Georgia Eastment MSc., HOPE researcher (Vic)

31/08 Issued nationally Enews Bulletin for September 2022

26 Sept 2022

Wow! What lovely Spring weather we are having.

Mary and I are enjoying gardening, going for walks and catching up with family and friends.

The HOPE office is maintaining a steady throughput of activity despite the fact that approximately two thirds of our volunteer team have been impacted by covid, work, study and other life issues over the past months.

Thank you to all of you who have been able to make regular contributions during these 'covid' times.

And, I hope that those of you that have struggled with assignments are able to resume voluntary work with us soon.

But, if you are unable to continue, please say so and I will reassign your tasks to someone else.

Office highlights:

05/09/22 Volunteer resignations – Col Cafferky and Stephanie Polinar

05/09/22 Contacted Colmac Computers re software and performance issues with our PC

07/09/22 Issued nationally media release re: World Rivers Day, 25 Sept 2022

09/09/22 Welcome new volunteers - Yaoyou Jiang, our new Website Content Officer, from Victoria; researchers Ada Snell (SA) and Mathi Mithra Sathananthan (Qld)

12/09/22 Issued locally media release re: 2023 Qld Women's Week project

14/09/22 Submitted 'Expression of Interest' application re 2022-23 Federal Volunteer Grants program for \$2,400 to cover volunteers fuel costs

14/09/22 Paid Communications & Computer Support (CCS) for software support and Lenovo Vantage warranty extension (12 months) -- \$235 (GST = \$21.37), cheque no. = 200741

16/09/22 Stephanie Pollinar has officially stepped down as our Website Content Support Officer. We wish her with her full-time job.

19/09/22 Payment for Nina Stick's "How to live sustainably and chemical-free (edition 1)" booklet made privately.

22/09/22 Issued invitations to 60+ agencies requesting 'articles' for our newsletter

22/09/22 Issued nationally information on The Earth Charter and the United Nations (UN) Sustainable Development Goals (SDGs)

24/09/22 Issued nationally our latest publication – "How to live sustainably and chemical-free" booklet

14 Oct 2022

My apologies for the lateness of this update, but my poor health has been exacerbated by lower back pain and a recent fall stepping out of the shower.

Interrupted or should that be 'chaotic sleep patterns' have also impacted my ability to stay on top of the many office activities.

This has further been complicated by the fact that 15 volunteers appear to be missing in action!

This situation, coupled with the recent resignations of 8 volunteer researchers, is putting extra responsibility on the rest of us.

On the positive side, Yaoyao Jiang has seamlessly fitted in as our new Website Content Support Officer; and we're investigating grant opportunities to build and distribute bird nesting boxes throughout the Toowoomba region.

Lastly, a reminder that Anna Kula (our acting Secretary) and Andrew Nicholson (out acting Vice-President) are both stepping down at our AGM on 12 November 2022.

So, please consider 'stepping up' to fill these positions on the Executive.

Office highlights:

- 27/09/22 Welcome new researcher – Mason Schirinzi (WA)
- 28/09/22 New cheque-book received for HOPE Inc.
- 30/09/22 Issued nationally HOPE Enews Bulletin 2022 #10.1 --- October 2022
- 02/10/22 Issued nationally an Office request re 3 matters for your consideration prior to our November AGM
- 04/10/22 Issued nationally media release re: International Day for Disaster Risk Reduction, 13 October 2022
- 05/10/22 Donated 1 shade tent to Millmerran Landcare Group
- 06/10/22 Issued nationally a feature article entitled "Sustainable agri-food systems: a food justice approach" by Georgia Eastment, HOPE researcher VIC
- 10/10/22 Several more volunteers have had to withdraw due to life's pressures – Gary Annat, Shaline Punyavantula, Mathi Mithra Sathanathan, Aidan Satz, Karman Kaur (NSW), Gabrielle Simpson (NSW), Tiffany Leigh-Logan (Qld) and Ben Chui (NSW)
- 12/10/22 Our EoI re 2023 Fed Vol Grant was unsuccessful

1 Nov 2022

I was hoping to issue a 3 in 1 email covering the November newsletter, the Annual General Meeting (AGM) and the 1st Ordinary Meeting of the 2022-2023 Committee – but, Daniela informs me that the newsletter may not be ready until the weekend.

So, I'll focus on the other 2 matters.

Firstly, our AGM is scheduled for 10am on Saturday 12 November. Most executive and admin support team members have agreed to stay on for another year.

However, we do need to fill the vacant Secretary and Vice-President positions.

So, please do consider stepping up to support the Executive Committee.

Secondly, the 1st Ordinary Meeting of the incoming Committee will follow the AGM – commencing at 11am.

Please see both attached 'agendas' for the ZOOM links – and, more importantly, the items to be discussed at these meetings.

Office highlights:

- 13/10/22 Thank you letter received from Millmerran Landcare Group re Donation of shade tent
- 16/10/22 Submitted grant application to Hamer Sprout Fund re Nest Boxes project - Providing homes for birds and other tree-dwelling animals
- 17/10/22 JG Audit & Assurance have agreed to audit our accounts for \$400 plus GST (which is approx. half of what we have been paying our current auditing firm)
- 18/10/22 Attended ZOOM meeting hosted by [Climate for Change | climate action is a conversation away](#)
- 18/10/22 Attended ZOOM meeting hosted by QCC re A new independent EPA for Qld
- 21/10/22 Congrats to Anna Kula (our acting Secretary) on the birth of her daughter Kira (20/10)
- 21/10/22 Issued meeting notices and agendas for our AGM; and 1st Ordinary Meeting of 2022-2023 Management Team
- 22/10/22 Issued nationally media release re: World Tsunami Awareness Day, 5 November 2022
- 26/10/22 Submitted online funding application to GCBF re Nest Boxes project
- 26/10/22 Attended QCC ZOOM meeting re Issues for upcoming Ministerial Environment Roundtable gathering