



Householders' Options to Protect the Environment Inc.

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Think Globally. Act Locally!

Minutes of “ZOOM” Ordinary Meeting, Sat. 12 Sept. 2020

(Last updated – 26 September 2020)

Venue: HOPE office, 22 Vacy St, Toowoomba

Time: 10.00am (approx.)

0. Meeting opened at 10.10am
1. Introductions, attendees, apologies and morning tea provided
 - a. Attendees: Frank Ondrus, Miriam Sharp and Kerry Kruger in person; with Andrew Nicholson and Chris Lock via ZOOM
 - b. Apologies: Steve Cupitt, Terry Ryan, Regina Kimble, Charmaine Turnbull & Marie Hernandez
 - c. Proxy votes: Charmaine's vote allocated to Frank
- 2a. Confirmation of minutes from Ordinary Meeting of 11 June 2019; and Special General Meeting of 22 August 2020
- 2b. Business arising from either or both meetings: - Nil
- 2c. Both of minutes accepted. → *Moved Miriam, seconded by Kerry. Agreed by all present.*
- 3a. 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.
 - Nil
- 3b. Correspondence –outgoing
 - See email & hard-copy folders
 - Nil
- 3c. Business arising from correspondence - Nil
4. Reports
 - President's Report - as per Office Manager's quarterly report (available on request)
 - *With special thanks to Kerry for stepping up and doing website maintenance; Regina for looking after Instagram postings; Daniela for newsletter publication; and Sean for Media Releases*
 - Secretary's Report - Nil
 - Treasurer's Report
 - Opening balance at 31 May 2020 = \$1,643.02
 - Transactions for quarter (see attachment)
 - BAS 2019-2020 return of \$327 credit (3/9/2020)
 - REO annual return pending
 - ACNC annual return pending
 - Quest for new Auditor continues
 - Closing balance as at 3 September 2020 = \$11,949.69
 - Other reports - Nil

5. Motion

To adopt a series of 18 Policy documents compiled by Sofija Belajcic and adapted from the www.ourcommunity.com.au

Policy Bank

- Board Member Induction policy
- Board Recruitment policy
- Code of Ethics policy
- Employment of Executive Director policy
- Employment References policy
- Environmental Sustainability policy
- Fire Emergency Plan
- Gifts and Benefits policy
- Grievances & Dispute Resolution
- Legislative Compliance policy
- New Starter Procedure
- OHS - First Aid
- OHS - Injury-Incident Reporting
- OHS Committee
- OHS policy
- Personal Use of Vehicles and Equipment
- Social Media policy
- Use of Facilities and Equipment policy

→ Moved Kerry, seconded Miriam. Agreed by all present.

6. General business

- Update on projects and grant opportunities
 - Management and Monitoring of Native Fauna – grant \$16,500 received from national Community Environment Program (CEP)
 - ➔ *To date, Crossroads Rural & Environment (CRE) has prepared the Grazing Management Plans guidelines, 8 Species Occurrence Matrix information sheets; and 8 Species Management Plans.*
 - Development of Waste Hierarchy brochure – grant applications submitted to ARTC Inland Rail (17/08 Unsuccessful); GCBF Qld (17/08)
 - Development of Directory of Heritage Facilities and Landmarks in the Toowoomba region – grant applications submitted to Mazda Foundation, RACQ and Arrow Energy
 - Online grant application re Cover fuel costs of volunteers – Federal Volunteer Grants program (26/08/20)
 - In-house Podcast Series led by Andrew Nicholson – 3 podcasts “in the can”
 - ➔ *Mark Tranter, Renew (formerly ATA – Alternative Technology Association) Toowoomba; Michelle Maloney – Australian Erath Laws Alliance; and Paul Donatiu – Healthy Land and Water*
 - Promotional support of HOPE and its activities - CQU Digital Media Project (pending approval)
 - 2021 Youth Summit (major event project)
 - Printing of UN SDG posters – grant application submitted to Honda Foundation
 - Review ‘proposal’ and efforts to date
 - Recruit more assistance to working group
 - ➔ *HOPE and St. Ursula’s College (Toowoomba) are co-hosting the event which will be held at the school’s Salo Centre (hall), 8-14 Rome St, Toowoomba on Saturday 24 April 2021. We have started canvassing year 10,11 and 12 secondary students, across the Toowoomba Regional Council (TRC) jurisdiction, on their issues of interest and/or concern regarding the environment, social justice, animal welfare and heritage. Their responses will be used to guide the program of guest speakers and discussion groups at the summit.*
 - Podcast Series (using consultant) – grant application submitted to Australian Communities Foundation
- Other general business
 - Membership with other envNGOs
 - Australian Earth Laws Alliance (ALEA)
 - Climate and Health Alliance (CAHA)
 - Australian Water Assn
 - ➔ *Make enquiries re membership costs and/or Alliance/Partnership arrangements*
 - Purchase annual ZOOM subscription – Y/N? → Yes, when we have sufficient funding
 - Sponsorship – refresh paperwork and potential sponsor lists
 - ➔ *Try Officeworks and Betros Bros.*

7. Next ordinary meeting – 14 Nov 2020

8. Meeting closed at 11.20am