

# 2019-2020 – 5.1 - Office Manager's Quarterly Report for 12 Sept. 2020 meeting

(Last updated – 9 September 2020)

## Significant office highlights: (3 x Enews Bulletins)

- 03/06 Issued nationally feature article on ICAN and a Nuclear Free Future
- 07/06 Issued nationally 'community service announcement re: HOPE Inc. stands with Greenpeace against coal-powered propaganda machine!
- 07/08 Compiled email lists of LGAs (Local Government Authorities) and media outlets throughout Australia with the express purpose of issuing a media release "Open Letter to LGAs encouraging them to develop and adopt a Climate Resilience Policy.
- 13/06 Ordinary Meeting**
- 13-18/06 **Synchronising our Outlook e: address book with our Membership Database file**
- 01/07 Issued globally email re: Our application for Listing on National Register of Environmental Organisations has been approved.**
- 01/07 Issued globally E: News Bulletin for July 2020
- 06/08 Our major project for 2021 is a Youth Summit coinciding with National Youth Week activities in April.**
- 16/07 Met with Deborah Ryan, Deputy Principal of St Ursula's College to discuss co-hosting of 2021 Youth Summit
- 25/07 No quorum – so, unable to conduct Special General Meeting to re-open HOPE Public Fund bank account with Westpac; and to re-affirm the positions of the HOPE Public Fund Management Committee
- 25/07 Attended the DDEC (Darling Downs Environment Council) AGM and renewed our membership (\$20). Andrew Nicholson has volunteered to be HOPE's rep on the DDEC committee.
- 23/08 – 25/08, 30/08-02/09 and again 03/09 -- Issues with website/email host server. HOPE stuff, along with other customer's information, migrated to new server. Everything seems okay now ... fingers crossed!
- 26/08 Held HOPE Public Fund Management Committee meeting to re-establish HOPE Public Fund bank account

## Volunteer activities:

- 11/06 Welcomed new volunteer researcher – Sarah Odgers from NSW
- 23/06 Isabella Grant and Elizabeth Melton both stepped down as volunteers. Their tasks will need to be reassigned.
- 05/08 Welcome Regina Kimble as a researcher and article writer
- 24/08 Thanks to Sofija Belajcic who volunteered to update several admin policy documents.
- 13/08 6 volunteers have dropped off; but we've picked up 2 new volunteers and 1 renewed volunteer
- 18/08 Hauauru Rae was resigned. Social media posting handed over to Regina Kimble
- 25/08 We welcome 2 new volunteer researchers – Swosthi Thapa (Nepal) and Maria Hernandez (WA)

## Media Releases: (3 x MRs)

- 29/07 Issued e: media release re: Earth Overshoot Say, 22 Aug 2020
- 30/07 Issued nationally e: media release re: Landcare Week, 3-9 Aug 2020
- 01/08 Interview with Southern FM Radio (Brighton, Vic) re: Landcare Week
- 02/09 Issued nationally media release re: International Day of Peace, 21 Sept 2020

## Grant applications: (n unsuccessful; n successful, and n pending)

- 03/06 Submitted online funding application to ARTC Inland Rail re: Development of Waste Minimisation brochure
- 06/06 Submitted online funding application to Australian Communities Foundation re: Printing of UN SDG posters
  - ➔ 12/06 Emailed application to Honda Foundation for same project
- 26/06 Grant application to Australian Ethical was unsuccessful
- 08/07 Expression of Interest (EOI) re: Podcast Series submitted to Garry White Foundation (GWF) and Purvis Environmental Fund
  - ➔ Application to Purvis Environmental Fund unsuccessful (10/07)
- 10/07 In-house Podcast Series – initial round of guest speaker invites issued
- 24/07 **CEP grant monies of \$16,500 received**
- 03/08 Submitted online grant application to RACQ Foundation re: Directory of Heritage Facilities and Landmarks in TRC jurisdiction
- 09/08 Submitted grant application to Arrow Energy's Brighter Futures Community Grants Program re: Development of Heritage brochure
- 17/08 Submitted online grant application to GCBF (Gaming Community Benefit Fund) Qld re: Development of Waste Minimisation brochure
- 26/08 Submitted online "Volunteer Grants program" application re: Cover fuel costs of volunteers undertaking HOPE activities

## Account activity:

- 03/06 Paid CLEVVI account re Annual hosting of website/emails
  - 03/06 Paid Volunteering Queensland re Membership Renewal
  - 02/07 Paid CLEVVI account re: Fix Donation's page Jotform
  - 05/07 Accounts dropped off to Accountant/Auditor
    - ➔ *With our Treasurer/HOPE Office taking care of BAS (Business Activity Statement) and ACNC(Australian Charities and Not-for-profits Commission) annual returns*
  - 05/07 Robert Crosato, our auditor, is retiring after the 2010-2020 financial year – so, we'll need to find a replacement auditor for 2020-2021 and beyond.
  - 20/07 HOPE Public Fund bank account with Westpac closed due to inactivity. Bigger!
    - ➔ A special General Meeting of HOPE followed by HOPE Public Fund Management Committee meeting scheduled for 24 July 2020 to discuss and vote to open another account.
  - 24/07 **CEP grant monies of \$16,500 received**
  - 25/07 Membership to DDEC --- \$20 paid from unspent Petty Cash
  - 27/07 Paid Crosato Country Enterprises (CCE) for auditing of 2019-2020 accounts --- Cheque no. = 200706 amount \$175, no GST
  - 27/07 Paid Colmac Computers for file retrieval --- Cheque no. 200707, amount \$39.50, no GST
  - 28/07 Purchased morning tea supplies with residue of unspent Petty Cash --- amount \$10.50
  - 29/07 Paid QCC membership renewal --- Cheque no. 200708, amount \$33, GST = \$3.00
  - 02/09 Part 1 CEP project payment to CRE P/L, cheque no. 200709 = \$5,500 with GST = \$500
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## Office Updates compilation

### 14 July 2020

The planned special September edition of our e: newsletter featuring Queensland Conservation Council Member Groups has been cancelled due to a lack of articles.

We are now canvassing articles for an October e: newsletter featuring "The Importance of National Parks".

Andrew Nicholson is preparing an in-house podcast series covering a range of environmental issues; and as speakers are locked in, a time-table of presentations will be circulated.

### Office Highlights:

- 03/06 Paid CLEVVI account re Annual hosting of website/emails
- 03/06 Paid Volunteering Queensland re Membership Renewal
- 03/06 Issued nationally feature article on ICAN and a Nuclear Free Future
- 03/06 Submitted online funding application to ARTC Inland Rail re: Development of Waste Minimisation brochure
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- 07/08 Compiled e: mail lists of LGAs (Local Government Authorities) and media outlets throughout Australia with the express purpose of issuing a media release "Open Letter to LGAs encouraging them to develop and adopt a Climate Resilience Policy.
- 11/06 Welcomed new volunteer researcher – Sarah Odgers from NSW
- 13/06 Ordinary Meeting
- 13-18/06 Synchronising our Outlook e: address book with our Membership Database file
- 18/06 Browser: Switched from Google Chrome to new improved MS Edge
- 23/06 Telstra Bigpond account deactivated! Why, I'm not sure. Telstra re-activated account around 12.30pm. Outlook working okay now.
- 23/06 Isabella Grant and Elizabeth Melton both stepped down as volunteers. Their tasks will need to be reassigned.
- 26/06 Grant application to Australian Ethical was unsuccessful
- 01/07 Issued email request for newsletter articles on "The importance of National Parks"
- 01/07 Issued globally email re: Our application for Listing on National Register of Environmental Organisations has been approved.
- 01/07 Issued globally E: News Bulletin for July 2020
- 02/07 Paid CLEVVI account re: Fix Donation's page Jotform
- 03/07 Request to CQU (Central Queensland University) re Project for Student's Digital Media assignment

- 05/07 Accounts dropped off to Accountant/Auditor
  - ➔ *With our Treasurer/HOPE Office taking care of BAS (Business Activity Statement) and ACNC(Australian Charities and Not-for-profits Commission) annual returns*
- 05/07 Robert Crosato, our auditor, is retiring after the 2010-2020 financial year – so, we'll need to find a replacement auditor for 2020-2021 and beyond.
- 08/07 Expression of Interest (EOI) re: Podcast Series submitted to Garry White Foundation (GWF) and Purvis Environmental Fund
  - ➔ *Application to Purvis Environmental Fund unsuccessful (10/07)*
- 10/07 In-house Podcast Series – initial round of guest speaker invites issued

## 6 August 2020

The scheduled Special General Meeting of 24 July was a non-event as we did not a quorum.  
 Once all of the executive members are back in Toowoomba, we'll schedule a mid-week after work meeting.  
 Our major project for 2021 is a Youth Summit coinciding with National Youth Week activities in April.  
 This event and other projects and grant applications will be the subject of our September quarterly meeting.

### Office highlights:

- 16/07 Met with Deborah Ryan, Deputy Principal of St Ursula's College to discuss co-hosting of 2021 Youth Summit
- 20/07 HOPE Public Fund bank account with Westpac closed due to inactivity. Bugger!
  - ➔ A special General Meeting of HOPE followed by HOPE Public Fund Management Committee meeting scheduled for 24 July 2020 to discuss and vote to open another account.
- 21/07 Issued initial Youth Summit letter to secondary schools in TRC (Toowoomba Regional Council) jurisdiction regarding issues of interest and/or concern; information on Photovoice Competition
- 24/07 CEP grant monies of \$16,500 received
- 25/07 No quorum – so, unable to conduct Special General Meeting to re-open HOPE Public Fund bank account with Westpac; and to re-affirm the positions of the HOPE Public Fund Management Committee
- 25/07 Attended the DDEC (Darling Downs Environment Council) AGM and renewed our membership (\$20). Andrew Nicholson has volunteered to be HOPE's rep on the DDEC committee.
- 29/07 Issued e: media release re: Earth Overshoot Say, 22 Aug 2020
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- 01/08 Interview with Southern FM Radio (Brighton, Vic) re: Landcare Week
- 03/08 Submitted grant application to RACQ Foundation re: Directory of Heritage Facilities and Landmarks in TRC jurisdiction
- 05/08 Welcome Regina Kimble as a researcher and article writer

### Accounts paid:

- 25/07 Membership to DDEC --- \$20 paid from unspent Petty Cash
- 27/07 Paid Crosato Country Enterprises (CCE) for auditing of 2019-2020 accounts --- Cheque no. = 200706 amount \$175, no GST
- 27/07 Paid Colmac Computers for file retrieval --- Cheque no. 200707, amount \$39.50, no GST
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- 29/07 Paid QCC membership renewal --- Cheque nol. 200708, amount \$33, GST = \$3.00

## 24 August 2020

Our website and email activity were down all Sunday and part of this morning due to a problem at CLEVVI, our hosting provider.

Also, it appears that someone has hacked my personal Facebook account.

Fortunately for me and my lovely wife Mary, I have remained calm throughout this computer downtime!

We welcome Regina Kimble as a researcher and article writer; as well as assisting with social media posts to Facebook and Instagram.

Thanks to Sofija Belajcic who has volunteered to update several admin policy documents.

And, thanks to Kerry Kruger who has been assisting with website maintenance.

**Our next quarterly Ordinary Meeting is scheduled for Saturday 12 September and will be a ZOOM meeting.**

I'll be issuing the meeting agenda this coming weekend.

Please note that we'll be reporting on projects and possible funding sources.

If you have any questions/comments relating to items on the meeting's agenda, please email them to the office by Thursday 10 September.

### Office highlights:

- 09/08 Submitted grant application to Arrow Energy's Brighter Futures Community Grants Program re: Development of Heritage brochure
- 13/08 6 volunteers have dropped off; but we've picked up 2 new volunteers and 1 renewed volunteer
- 17/08 Submitted online grant application to GCBF (Gaming Community Benefit Fund) Qld re: Development of Waste Minimisation brochure
- 18/08 Hauauru Rae was resigned. Social media posting handed over to Regina Kimble

### **31 August 2020**

Our website/email host server was once again down over the weekend.

I was able to send emails all day Sunday and early this morning, but I wasn't receiving any.

CLEVVI (formerly 1300WebPro) is retrieve emails sent to us during the down time, but I'm not sure if they will succeed.

So, if you sent something on Sunday or this morning, would you please resend and I'll address asap.

### **Office highlights**

- 25/08 We welcome 2 new volunteer researchers – Swosthi Thapa (Nepal) and Maria Hernandez (WA)
- 26/08 Held HOPE Public Fund Management Committee meeting to re-establish HOPE Public Fund bank account
- 26/08 Submitted online "Volunteer Grants program" application re: Cover fuel costs of volunteers undertaking HOPE activities
- 28/08 Issued Meeting Notice and Agenda for Ordinary meeting of 12 Sept 2020

### **11 Sept 2020**

Here are the last few highlights from the Office prior to tomorrow's quarterly Ordinary Meeting.

I hope that most of you are able to attend this ZOOM meeting.

### **Office highlights:**

- 23/08 – 25/08, 30/08-02/09 and again 03/09 -- Issues with website/email host server. HOPE stuff, along with other customer's information, migrated to new server. Everything seems okay now ... fingers crossed!
- 02/09 Issued nationally media release re: International Day of Peace, 21 Sept 2020
- 02/09 Part 1 CEP project payment to CRE P/L, cheque no. 200709 = \$5,500 with GST = \$500
- 09/09 Issued reminder notice about Ordinary Meeting of 12 Sept 2020