



Householders' Options to Protect the Environment Inc.

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Think Globally. Act Locally!

Minutes of 4th Ordinary Meeting – Saturday, 8 June 2024

(Last updated –19 June 2024)

Venue: HOPE office, 22 Vacy St, Toowoomba | **Time:** 10.00am (approx.)

1. **Meeting commenced at 10am**
2. **Introductions, attendees, apologies and morning tea provided**
 - a. Attendees:
 - i. Physical: Frank Ondrus (Pres), Miriam Sharp (Treas) and Kerry Kruger (Sec)
 - ii. ZOOM: Anna Kula and Andrew Nicholson
 - b. Apologies: Charmaine Turnbull
 - c. Proxy votes: Nil
3. **Motions:** Nil
4. **Confirmation of Minutes from Special Meeting, 13 April 2024**
(see attachment)
→ *Moved Frank Ondrus, seconded Kerry Kruger. Agreed by all present.*
5. **Corr in:**

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.

 - Dealt with in Office Manager's report
6. **Corr out:**
 - Dealt with in Office Manager's report
7. **Office Manager's Report**
 - As tabled with key highlights mentioned only
 - 6 Newsletters produced
 - 8 Media Releases issued
 - 4 Feature Articles circulated
 - Volunteer movement – 9 new; and 3 lapsed!
 - 11/11/23 Meetings: AGM; followed by 1st Ordinary Meeting of 2023-2024 Management Committee
 - 14/11 Canvased UniSQ for voluntary assistance with our media and communications activities
 - 15/12 The 'migration' of our website has been completed. Hooray!
→ I have given Yaoyao, our website administrator, the go ahead to start 'updating' various menu pages and sub-sections with items from August 2023 onwards.
 - 20/12 Completed review of HOPE's Work Plan for 2023 – with 95% of activities successfully actioned
 - 23/01/24 Submitted online membership/insurance renewal form to QWaLC

- 10/02 Held quarterly Ordinary Meeting
- 16/02 Submitted online acquittal of GCBF grant for Nest Boxes Project
- 22/02 Submitted online application to attend Logan Eco Action Festival (LEAF) 2024
- 21/03 Submitted online application to “2024-25 AICD Not-for-Profit Scholarship Program” for Anna Kula
→ *Unsuccessful (29/05/24)*
- 13/04 Special Meeting of HOPE Executive and HOPE Public Fund Management Committee to ratify changes various administrative changes required by Australian Tax Office (ATO)
- 01/05 Screening of Climate Changers documentary at UniSQ, Toowoomba campus
→ *“The documentary was disappointing in that there was no reference to the lack of no tangible government leadership on climate policy “*
- 20/05 Issued an Open Letter to Members and Supporters signalling my intention to step down as President at the end of this current term.
- Proposed projects and potential funding sources
 - 2nd Nest Boxes project → *Insufficient interest at this stage to project*
 - Booklet and podcast series of Male Environmental Champions of the darling Downs
→ *Investigate grants from Patagonia, Hamer Sprout Fund and Qld Gambling Community Benefit Fund (GCBF)*

8. Treasurer’s Report:

Opening balance as at 31 Jan 2024 = \$5,538.57

Accounts activity:

14/02/24 Pay TWMS Inc. for 30 nest boxes, cheq. no. =200767, amount = \$1,350
 14/04/24 Pay Totem Films P/L for screening licence, cheq. no. = 200768 amt = \$275, with GST = \$25
 22/04/24 Pay OFT Qld re Form 8 changes, cheq. no. = 200769, amount = \$23.45
 10/05/24 Pay Nextmedia P/L for 6 ctns of GA magazines, cheq. no. = 200770, amt = \$110.00, with GST = \$10

a) HOPE General Account balance as at 31 Jan 2024	= \$3,449.31
b) HOPE Gift Fund account balance as at 31 Jan 2024	= \$107.91
Total balance as at 31 May 2024 (a + b)	= \$3,557.22

→ Westpac has approved account name change of HOPE Public Fund to HOPE Gift Fund (6/6/24)

→ **Proposed motion:** As cheque books will soon be discontinued, we need to consider moving a motion to change bank signatories of both Westpac accounts to one signatory only with account card access.

→ **Review at Ordinary Meeting on 14 September 2024**

9. General business

- Review of recently completed, current and proposed projects for 2024
 - 1/5 Screening of *Climate Changers* documentary
→ *Report added to 2024 Projects website page*
 - 2/6 Attendance at Logan Eco Action Festival (LEAF) 2024
→ *Report tabled*
 - July Start of Southern Cross University (SCU) field student placement – researching the rise of ‘Greenwashing (500 hours)
- Progress reports from Admin Team:
 - Updating of “Strategic Plan:” (done – AK)
→ *Once final amendments have been made, circulate to Management Committee and Admin Support Team for review and potential further refinement (done 11/06/24)*
→ **Ratify updated Strategic Plan at September “Ordinary Meeting”**
 - Updating of “Sponsorship” paperwork (done - AK & FO)
→ **Help now sought to compile lists of categories of potential sponsors --- including Superannuation funds**

- Current projects
 - Special reports are being prepared on:
 - Food Security – by Georgy Hadwen, June 2024
 - Circular Economy – by Callum Fisher (February 2024)
 - Pest Plants and Animals – by Lizzie Pennington (June 2024)
- Discussion on President's "Open Letter to Members and Supporters"
 - Frank's intention to step down as President
 - Frank's offer to stay on as Office Manager for a further 12 months to assist with transition of new Management Committee
 - General discussion on Frank's 'open letter' and Andrew's reply document
 - During COVID, we lost 30% of our membership; 50% of our volunteers; and attendance at meetings dropped off considerably
 - Hard to gauge members response to our initiatives as requested feedback from members has been minimal
- Succession Planning; and where to from here?
 - Financial stability → see *Sponsorship information commented elsewhere*
→ *Explore Crowd Funding and/or GiveNow options*
 - Update position descriptions for Management Committee positions and advertise on Volunteering Queensland, SEEK, Ethical Jobs (paid service) and LinkedIn websites to attract early 'expressions of interest'
 - Anna asked if we could have board members as opposed to an admin team. There is more kudos in the title. Volunteers Queensland and Ethical Jobs have advertisements for Board Members. However, it would still be a volunteer role. There would be no stipend. Frank would have to check what needed to be changed in the official documents to do this. Perhaps the new committee for next year can change this.
→ *Certainly, positions like President can be likened to Chairperson and the Management Committee likened to being a Board. However, as an Incorporated Association in Qld, we are obliged to use the positions of President, Secretary, Treasurer and Committee Members.*
 - Strengthen and "up-skill" Management Committee and Admin Support Team by providing access to training programs offered by Volunteering Queensland and others
→ *Invite members and supporters to 'step up' and be more active in promoting HOPE activities; and/or nominating for a position on the Management Committee and/or Admin Support Team*
 - Increase the number of our Partner/Alliance supporters to gain access to expertise and resources
→ *7/6/24 – 21 invitations issued over the past 2 weeks*
→ *Remember, we are obligated to support and promote the campaigns, projects, etc. of our Partners/Alliances*
 - Strengthen our profile nationally
→ *Undertake more mainstream media and social media promotion*
→ *Investigate free marketing and promotion opportunities for NFPs and/or Charities*
 - Increase our membership nationally – esp. active members
 - Seek 'corporate' volunteers to assist with administrative and financial matters
 - Prepare fresh 'survey questions' (FO & AN) to gauge members and supporters viewpoints on what we are doing well, what we are doing poorly, and options for adopting a more strident manner when dealing with government policy, etc.
 - Consider establishing TikTok account; as well as recruiting a competent volunteer to manage the account
 - Initiate more of our own campaigns, projects and events, etc. (esp. Landcare/NRM); and/or in partnership with others
→ *Office already in discussions with Ahri Tallon, Darling Downs Environment Council (DDEC); Rhea Lincoln, Australian Youth Climate Coalition (AYCC); and Andrew Peach, University of Southern Queensland's (UniSQ)s Student Senate*

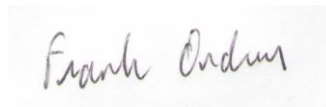
- Provide more “Back to Basics” type information and resources via newsletter, social media and website
- Meeting schedule
 - ➔ Should we revert to a monthly meeting schedule with a guest speaker? Perhaps, select a mid-week evening time. We certainly have a full range of topics/issues to choose from. All we need is a suitable speaker.
- Other business (from the floor) - Nil

10. Next ordinary meeting – 14 September 2024

11. Meeting closure



Secretary – Kerry Kruger



President – Frank Ondrus

Wednesday, 19 June 2024