

2022-2023 – 4.1 - Office Manager's Quarterly Report for 9 Sept 2023 meeting

(Last updated – 6 September 2023)

Summary of key items from sub-headings below:

- The need to recruit replacement local committee members and volunteers in general
- 5 Newsletters produced
- 3 Media Releases issued
- 2 Feature Articles circulated
- Grant applications – 1 ongoing; 2 pending
- Volunteer movement – 9 gained; 5 lapsed; and 1 pending interviews

Significant office highlights:

- 10/06 Decision made at our quarterly Ordinary Meeting to transfer the responsibility of website hosting, etc. from CLEVI to Communications & Computer Support (CCS)
- ➔ *Yaoyao Jiang, our website manager, will impact any outstanding maintenance, as well as streamline/archive outdated information*
 - ➔ *CCS is part-way through transferring website hosting and converting our site to WordPress*
- 29/05 Radio interview with Gillian Blair, 103. 7FM Warrnambool, Victoria
- 31/05 Radio interview with David Illiff, ABC 4QS Toowoomba
- 06/06 Letter of Support provided for Ipswich Climate Action Group (ICAG) Inc.'s petition re Climate Emergency call on Ipswich City Council
- 10/06 Held quarterly Ordinary Meeting
- 16/06 Our President Frank Ondrus has received a Volunteering Queensland's "Queensland Lifetime Contribution to Volunteering" award. Wow! What an honour!
- 21/06 Issued annual Fund-raising Appeal request to members and supporters
- 23-28/06 Issued approx. 80 requests to envNGOs and others for newsletter articles
- 28/06 Frank attended QWalC (Queensland Water and Land Carers) workshop on "Keeping our Volunteers safe and involved". (As soon as the PPT presentation is available, I'll send you a copy for your reference.)
- 04/07 Invited Transition (Towns) Australia to become an Alliance partner
- Authority
- 09/07 HOPE Public Fund committee – Dr Mark Copland has stepped down from the committee due to relocation to Broome, WA. So, we'll need to recruit a 3rd person to the committee – as well as adding that person as a bank account signatory
- 09/07 Submitted 'project proposal' to Biodynamic Agriculture Australia Ltd.
We're offering our services to create promotional material (i.e., booklet of profiles and podcasts of selected members) which may be used to showcase the organisation.
- ➔ *22/07 - Great news! Biodynamic Agriculture Australia Ltd have accepted our proposal to develop promotional material (i.e., a 'booklet of profiles' and a 'series of podcasts') featuring members from diverse backgrounds such as winemakers/urban gardeners/graziers/small croppers, etc.*
 - ➔ *Anna Kula has been engaged to develop the booklet of profiles; and Andrew Nicholson has been engaged to develop the podcasts series*
- 14/07 Issued invitations to 52 envNGOs and others to submit articles to our newsletter
- 27/07 Frank attended 2nd day of Toowoomba's Sustainable Economic Growth for Regional Australia (SEGRA) Summit and was able to network with several of the speakers.
- 28-30/08 Office closed for a few days whilst Frank and Mary are visiting friends in Narrabri, NSW
- 18/08 Attended Qld Govt's "Energy Transformation" workshop via MS Teams

Newsletters:

- 07/06 Circulated nationally HOPE's Enews Bulletin #06 --- June 2023
- 03/07 Issued nationally HOPE Enews Bulletin 2023 #07.1 --- July 2023
- 02/08 Issued Enews Bulletin 2023 #08.0 – August 2023
- 21/08 Issued nationally HOPE Enews bulletin 2023 #08a --- Special Edition on Sustainable Building
- 01/09 Issued nationally Enews Bulletin #09.1 --- September 2023

Feature articles:

- 04/08 Issued nationally a feature article by Gabriel Malandu, one of our newest researchers
- 11/08 Issued nationally feature article re: Volunteer for the Environment, by Julie Mammitzsch - HOPE researcher (NSW)

Volunteer movement:

- New volunteer researchers: Andre Lobo (Vic), Lachlan Toms (Vic), Lisa Raynor (Vic), Nisha Wajid (NSW); Nate Page (Qld), Saski Siddique (Qld), Liam Carroll (Vic), Mazibar Rahman (Qld) and Gabriel Malandu (Qld)
- Other volunteers: Nicholas Webster (Twitter officer)
- Lapsed volunteers – Hendricks Lui, Jess Capon, Mert Kul, Lauren Dogan, Nicholas Webster
→ *50% of volunteer enquiries not materialising into solid sign-ups*

Media Releases:

- 28/05 Issued nationally media release re: National Membership Drive
01/09 Issued nationally Media Release re: National Bilby Day, 10 Sept 2023
04/09 Issued national Media Release re: International Day for the Preservation of the Ozone Layer, 16 September 2023

Grant information:

- Nest boxes project:
 - 08/06 Issued 2 “thank you” letters re voucher donations to Nest Boxes project --- Bunnings Toowoomba West and BMS Mitre 10 (Carrington Rd, Toowoomba)
 - ~~14/06 30 nest boxes constructed to date with 20 being distributed~~
 - 25/08 60 nest boxes constructed to date with 56 of them distributed
 - Qld Women’s Week project:
 - 12/06 Circulated launch material re Qld Women’s Week podcast series – prepared by Andrew Nicholson
 - 20/06 Submitted online report acquitting 2023 Qld Women’s Week grant
- 27/06 Submitted grant application to Australian Communities Foundation (ACF) for a new laptop
04/08 2 upcoming grants – Queensland Community Foundation (Sept) and federal Volunteer Grant (Nov): Applications will be made for 2 new laptops and a professional upgrade of our website
01/09 Submitted ‘Expression of Interest’ form to national Volunteer Grants program for 2 new laptops

Submissions:

- 06/07 Accepted Climate Action Network Australia’s (CANA) request to support their submission to the Climate Change Authority

Account’s activity:

- 15/05 We received a donation of \$250 to the HOPE Public Fund from the Probus Club of Carindale
31/05 Paid Toowoomba West Men’s Shed (TWMS) \$1,350 for 30 nest boxes (cheque no. 200749)
06/06 Paid \$110 to Volunteering Queensland for HOPE’s membership renewal for 2023-2024 (cheque no. 200750, \$110 which includes GST \$10)
08/06 Received 3 invoices from A. Nicholson re Eco-Social Work podcasts renewal subscription (1); and 2023 Qld Women’s Week project (2&3)
 - Podbean annual renewal for Eco-Social Work podcasts = \$167
 - Podbean subscription for 2023 Qld Women’s Week podcasts = 164
 - Develop a series of podcasts re Qld Women’s Week project = \$1,800

17/06 Received invoice from Kerry Kruger
 - For development of 2023 Qld Women’s Week ‘booklet of profiles’ = \$716.90

19/07 Handed accounts over for auditing
28/07 Audited accounts returned and invoice for \$440 paid (cheque no. 200756 with GST = \$40)
15/08 Received GST refund of \$306 from ATO
24//08 Paid TWMS Inc. for 30 nest boxes – cheque no. = 200757 for \$1,350