

2022-2023 – 5.1 - Office Manager's Quarterly Report for 11 Nov 2023 meeting

(Last updated –1 Nov 2023)

Summary of key items from sub-headings below:

- The need to recruit replacement local committee members and volunteers in general
- 2 Newsletters produced
- 2 Media Releases issued
- 1 Feature Article circulated
- Grant applications – 1 Expression of Interest submitted; and 3 pending
- Volunteer movement – 1 new; and 9 lapsed!

Significant office highlights:

Sept 2023

- Website hosting transfer hosting and conversion to WordPress is taking longer than expected due to the unwillingness of our former hosting agent to facilitate the process.
 - Renew Toowoomba has invited us to assist them in their [Community Partners \(rewiringaustralia.org\)](http://rewiringaustralia.org) project.
 - Once again, we're been asked to think about holding "kitchen conversations on environmental issues of interest or concern to you" on a more regular and widespread basis. So, if you are interested in speaking with family, friends, neighbours, work colleagues and/or other community groups that you may be involved with, please let us know so that we can keep track of issues raised and solutions proffered.
- 06/09 Liam Carroll has volunteered to look after our Twitter / X and Instagram accounts
- 09/09 Held meeting of the HOPE Public Fund Management Committee to enlist a replacement committee member – Mark Whitelegg
- 09/09 Held quarterly Ordinary Meeting
- 09/09 Interview with 2GB radio re: National Bilby Day
- 14/09 Attended ZOOM webinar re: The Path to a Sustainable Civilisation: technological, socioeconomic and political change with Mark Diesendorf and Rod Taylor
- 27/09 Attended CCMA's AGM and lunch

Oct 2023

- Nest Boxes project: The building of, and distribution of, nest boxes is progressing well - with 95 nest boxes built so far; and 90 being distributed to landcare and other like-minded community groups in the Toowoomba region.
 - Biodynamic Agriculture Australia Ltd: Our 'commission' to develop promotional materials is approximately 70% completed – thanks to the efforts of Anna Kula who is preparing the 'booklet of profiles' and Andrew Nicholson who is undertaking ZOOM interviews and developing Podcasts.
 - Grants: We currently have 3 grants and 1 'Expression of Interest' application pending. We are seeking funding to purchase new laptops; and upgrade our website.
 - Projects pending: We're still waiting on the Sustainable Living Festival (SLF) people regarding 'event' applications for their 2024 activities. We have 3 webinar proposals we would like to initiate in partnership with Rewiring Australia, Transition (hub) Australia and Dr Geoffery Woolcock of ANDI (Australian National Development Index)
 - Other office news: Daniela Dal-Castel has signalled her intention to step down as Newsletter Editor. I wish to express my sincere appreciation to Daniela for the several years of excellent service in this role.
- 04/10 Met with Andrew Nicholson Ros Darracott, Associate Professor (Social Work and Human Services) - University of Southern Queensland (UniSQ) re working together on a range of environmental issues
- 20/10 Issued e: letter to Hon Tanya Plibersek MO, Minister for the Environment and Water re: APEEL material to be included in review of EPBC Act
- 20/10 Submitted online annual return to ACNC
- 22/10 Issued meeting notices for 2023 AGM and 1st Ordinary Meeting of 2023-2024 Management Committee
- 01/11 Daniela Dal'Castel is stepping down as Newsletter Editor after several years in that role. Nina Stick has volunteered to take on the position for 2023-2024.
- 01/11 We're losing more admin support volunteers than we are recruiting. This is quite alarming to say the least.
- 01/11 Transfer of website to a new host; and conversion of data to WordPress is nearing completion

Newsletters:

- 03/10 Issued nationally HOPE's Enews Bulletin for October 2023
- 01/11 Issued nationally our November 2023 newsletter

Feature articles:

- 07/10 Issued nationally an article about Toowoomba West Men's Shed activities; and our Nest Boxes project with them

Volunteer movement:

- New volunteer researchers: Jason Joubert (South Africa)
- 9 Lapsed volunteers – Dominic Carr, Lachlan Toms, Sofija Belacjic, Andre Lobo, Vicki Hoang, Ada Snell, Lisa Rayner, Natan Page and Julie Mammitzsch
→ *50% of volunteer enquiries not materialising into solid sign-ups*

Media Releases:

04/10 Issued media release re: International Day for the Eradication of Poverty, 17 Oct 2023
26/10 Issued nationally media release re: Australian Pollinator Week, 11-19 Nov 2023

Grant information:

- Nest boxes project – 90 nest boxes built to date with 85 of them distributed to local/regional landcare groups, etc.
- 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
- 02/10 Submitted online grant application to Queensland Community Foundation re: Website upgrade

Submissions:

Nil

Account's activity:

- 21/09 Personally paid for the repair of one of our pull-up banners by Signs On Time, Toowoomba (\$33)
- 23/09 Issued part 1 of 3 invoices to Biodynamic Agriculture Australia Ltd re: work on commission
- 17/10 Paid the TWMS another \$1,350 for 30 nest boxes (cheque no = 200758)
- 25/10 Issued part 2 of 3 invoices to Biodynamic Agriculture Australia Ltd re: work on commission
- 26/10 Paid Anna Kula (consultant 1) \$1,100 (cheque no. 200759 with GST = \$100) for her work producing the "booklet of profiles" on Biodynamic Agriculture Australia Ltd commission project

Office Updates compilation

24/09/23

I'd like to bring you up to date on happenings since our quarterly Ordinary Meeting on 9 September 2023. The transfer of our website hosting and conversion to WordPress is taking longer than expected due to the unwillingness of our former hosting agent to facilitate the process. Once this exercise is completed, we will be submitting a grant application to the Queensland Community Foundation for a more formal revamp of our website. Our grant application to the Australian Communities Foundation for a new laptop has been re-activated. This is both good and bad, as we have submitted an "Expression of Interest" application to the federal Volunteer Grants program for 2 laptops. Renew Toowoomba has invited us to assist them in their [Community Partners \(rewiringaustralia.org\)](http://rewiringaustralia.org) project. Given the existing programs of agency led webinars on "issues of interest" to HOPE, it may be more prudent for us to simply "jump on board" and partner these agencies in promoting their webinars. For instance, 2 of our 'proposed' webinars involving ALEA (Australian Earth Laws Alliance) and Mark Diesendorf's "Pathways to a Sustainable Civilisation" have already been actioned. Once again, we're been asked to think about holding "kitchen conversations on environmental issues of interest or concern to you" on a more regular and widespread basis. So, if you are interested in speaking with family, friends, neighbours, work colleagues and/or other community groups that you may be involved with, please let us know so that we can keep track of issues raised and solutions proffered.

Office highlights:

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- 09/09 Held meeting of the HOPE Public Fund Management Committee to enlist a replacement committee member – Mark Whitelegg
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- 14/09 Attended ZOOM webinar re: The Path to a Sustainable Civilisation: technological, socioeconomic and political change with Mark Diesendorf and Rod Taylor
- 21/09 Personally paid for the repair of one of our pull-up banners by Signs On Time, Toowoomba (\$33)
- 22/09 3 more lapsed volunteers – Dominic Carr, Lachlan Toms and Sofija Belacic
- 23/09 Issued part 1 of 3 invoices to Biodynamic Agriculture Australia Ltd re: work on commission

14/10/23

Nest Boxes project: The building of, and distribution of, nest boxes is progressing well - with 75 nest boxes built so far; and 70 being distributed to landcare and other like-minded community groups in the Toowoomba region.

Biodynamic Agriculture Australia Ltd: Our 'commission' to develop promotional materials is approximately 70% completed – thanks to the efforts of Anna Kula who is preparing the 'booklet of profiles' and Andrew Nicholson who is undertaking ZOOM interviews and developing Podcasts.

Grants: We currently have 3 grants and 1 'Expression of Interest' application pending. We are seeking funding to purchase new laptops; and upgrade our website.

Projects pending: We're still waiting on the Sustainable Living Festival (SLF) people regarding 'event' applications for their 2024 activities. We have 3 webinar proposals we would like to initiate in partnership with Rewiring Australia, Transition (hub) Australia and Dr Geoffery Woolcock of ANDI (Australian National Development Index)

Other office news: Daniela Dal-Castel has signaled her intention to step down as Newsletter Editor. I wish to express my sincere appreciation to Daniela for the several years of excellent service in this role.

Office highlights:

- 26/09 Received part 1 of 3 payments from BAA Ltd -- \$2,165 with GST = !96.81
- 27/09 Attended CCMA's AGM and lunch
- 28/09 Submitted paperwork to Westpac re Changes to the HOPE Public Fund authorised signatories. Also, submitted those changes to Office of Register of Environmental Organisations.
- 02/10 Submitted online grant application to Queensland Community Foundation re: Website upgrade
- 03/10 Issued nationally HOPE's Enews Bulletin for October 2023
- 04/10 Issued media release re: International Day for the Eradication of Poverty, 17 Oct 2023
- 04/10 Met with Andrew Nicholson Ros Darracott, Associate Professor (Social Work and Human Services) - University of Southern Queensland (UniSQ) re working together on a range of environmental issues
- 07/10 Issued nationally an article about Toowoomba West Men's Shed activities; and our Nest Boxes project with them

01/112023

This is my last Office Update before our AGM on Saturday 11 November 2023.

Key points of note include:

- Daniela Dal'Castel is stepping down as Newsletter Editor after several years in that role. Nina Stick has volunteered to take on the position for 2023-2024.
- We're losing more admin support volunteers than we are recruiting. This is quite alarming to say the least.
- Transfer of website to a new host; and conversion of data to WordPress is nearing completion.

Lastly, I urge you to attend our AGM and 1st Ordinary Meeting of the 2023-24 Management Committee on Saturday 11 November 2023 (in person or via ZOOM).

Office highlights:

- 17/10 Paid the TWMS another \$1,350 for 30 nest boxes (cheque no = 200758)
- 20/10 Issued e: letter to Hon Tanya Plibersek MO, Minister for the Environment and Water re: APEEL material to be included in review of EPBC Act
- 20/10 Back up of data files (x2)
- 20/10 Submitted online annual return to ACNC
- 22/10 Issued meeting notices for 2023 AGM and 1st Ordinary Meeting of 2023-2024 Management Committee
- 25/10 Issued part 2 of 3 invoices to Biodynamic Agriculture Australia Ltd re: work on commission
- 26/10 Paid Anna Kula (consultant 1) \$1,100 (cheque no. 200759 with GST = \$100) for her work producing the "booklet of profiles" on Biodynamic Agriculture Australia Ltd commission project
- 26/10 Issued nationally media release re: Australian Pollinator Week, 11-19 Nov 2023
- 26/10 CLEVVI has finally removed access to our website. Communications & Computer Support (CCS) has been asked to expedite the completion of our data to the new website platform.
- 27/10 New volunteer researcher – Jason Joubert (South Africa)
- 31/10 Lapsed volunteers – Andre Lobo, Vicki Hoang, Ada Snell, Lisa Rayner, Natan Page, Julie Mammitzsch
- 01/11 Issued nationally our November 2023 newsletter