

2022-2023 – 3.0 - Office Manager's Quarterly Report for 10 June 2023 meeting

(Last updated – 3 June 2023)

Comment: Whilst summarising the Office Updates from Nov 2022 to June 2023 for the Office Manager's (Quarterly) Report, I decided to remove references to my various illnesses and the impacts they had on my tiredness, lack of concentration and ability to effectively carry out my roles as President and Office Manager. In hindsight, that was a mistake, as I found that I had overlooked certain aspects of my usual reporting and thus had to use the calendar and various project reports to correct anomalies.

Summary of key items from sub-headings below:

- The need to recruit replacement local committee members and volunteers in general
- 7 Newsletters produced
- 14 Media Releases issued
- 3 Feature Articles circulated
- Grant applications – 2 successful; 0 pending
- Volunteer movement – 11 gained; 15 lapsed; and 8 pending interviews

Significant office highlights:

- 02/11 Great news! Our funding application to the Qld Dept of Women re “2023 Qld Women’s Week project” has been approved.
- 12/11 Held 2021-2022 AGM; followed by 1st Ordinary Meeting of 2022-2023 HOPE Management Team
- 30/11 End-of-Year social cancelled due to lack of interest from Toowoomba locals
- 04/01/23 Issued nationally HOPE Enews Bulletin 2023 #01.1 --- January 2023
- 08/01 Office reopened after Christmas – New Year holiday period
- 06/01 2 drone fly-overs – Highfields Falls Park (Highfields) and Dingo Mountain Conservation Area (Crows Nest)
- 02/02 Regina Kimble has stepped down as Instagram administrator
- 24/01 Deleted 60 ‘lapsed’ members
- 28/01 Submitted online annual QWalC survey to ensure ongoing insurance coverage
- 11/02 HOPE Strategic Planning meeting
- 11/02 Motion to adopt a raft of policy documents was moved by Anna Kula (Admin Support Volunteer) and seconded by Kerry Kruger, our secretary. Was accepted by all present at the Strategic Planning meeting
- 11/02 Motion to advertise in the Highfields ‘High Country Herald’ was moved by Frank Ondrus, President, and seconded by Miriam, our Treasurer. Was accepted by all present at the Strategic Planning meeting
- 21/02 Attended workshop on Project Planning & Communication
- 03/03 Keith Robinson has stepped down as our Twitter account manager
- 18/03 Provided an information display at Amaroo EEC’s *Sustainability Showcase* event. Plus, I launched our “Advice to Help You Minimise Waste and Conserve Resources” brochure.
- 08/04 Issued review of February’s Strategic Planning meeting to members for their review and comment
- 19/04 Held “Weeds Forum” at UniSQ, Toowoomba (see report and ancillary documents)
- 27/04 We have agreed to provide an information display at Cobb & Co Museum’s “World Science Festival” being held on 21-22 May 2023
- 01/05 Issued volunteer ‘Certificates of Appreciation’ for 2023
- 18/05 Our ‘portable display kit’ has been loaned to Millmerran Landcare group.
- 21-22/05 Provided an information display for the World Science Festival Queensland at the Cobb & Co Museum in Toowoomba

Newsletters:

- 07/11 Issued Enews Bulletin 2022 #11 --- Nov 2022
- 01/12 Issued nationally Enews Bulletin for December 2022
- 04/01 Issued nationally Enews Bulletin for January 2023
- 03/02 Issued Enews Bulletin 2023 #02.1 --- February 2023
- 03/03 Issued Enews Bulletin for March 2023
- 02/04 Issued Enews Bulletin for April 2023
- 02/05 Issued Enews Bulletin 2023 #05.0 --- May 2023

Feature articles:

- 27/01 Issued nationally Charmaine Turnbull’s special report entitled “Water Security issues, trends and solutions – Internationally and in Australia (January 2023)”
- 01/05 Issued nationally feature article on “Legal Rights of Nature by Julie Mammitzsch – HOPE researcher NSW

03/05 Issued nationally feature article re: HOPE: Three decades of environmentalism

Volunteer movement:

- New volunteers: Niina Ohta (WA), Kavita Bowry (NSW), Jess Capon (Qld), Cassandra Adofo-Kissi (ACT), Sharareh Ebrahim Zadeh (Qld), Julie Mammitzsch (NSW), Rod Pitcher (ACT); Jack Littler (Qld), Jigna Ghosh (ACT), Vicky Hoang (Vic), Dominic Carr (Qld)
- Lapsed volunteers: – Freya Ma (ACT), Melissa Summons (Qld), Joe Xu (Qld), Jess Lyons (Qld), Brianna Mariana (Vic): Regina Kimble (Qld), Vidhi Bharti (Vic), Keith Robinson (Qld), Lili Greer (NSW), Romana Siddiqui (Vic), Stephen Law (NSW), Sofija Belajcic (NSW), Mason Schirinzi (WA), James Ahern (SA) and Rod Pitcher (ACT)

Media Releases:

09/11 Issued nationally media release re World Soils Day, 5 December 2022
19/12 Issued nationally Media Release re: New Year's Green Positive Actions for 2023
03/01 Issued nationally media release re: Local Clean-Up Crews
09/01 Issued nationally media release re: 2023 International Year of Millets
11/01 Issued locally media release re: Annual request for Used Postage Stamps
23/01 Issued nationally media release re: Support for Boomerang Alliance's "Cash for Containers" campaign
01/02 Issued nationally media release re: United Nations Decade of Sustainable Energy for All (2014-2024)
10/02 Issued nationally media release re: Call to Lobby for Action
21/02 Issued nationally Media Release re: Expanded 3R's Statements
08/03 Issued nationally media release re: "Advice to Help You Minimise Waste and Conserve Resources" brochure
28/03 Issued media release re: Weeds Forum being held at UniSQ on 19 April 2023
03/05 Issued nationally media release re: Volunteering for the Environment!
10/05 Issued nationally media release re: Microplastic releases from Recycling Facilities
24/05 Issued nationally media release re Volunteering for the Environment!

Grant applications:

- No new grant applications

Submissions:

22/02 Endorsed *Climate Action Network Australia's (CANA)* submission to the Federal Government's "Safeguard Mechanism" proposal

Account's activity:

05/12 Paid Qld Office of Fair Trading (OFT) annual renewal of \$58.60 cheque 200742 – No GST
15/01/23 Paid CCS \$20 for s/w support
19/01 Received \$2,890.80 for Qld Women's Week project
23/01 Purchased 12 months ZOOM licence (\$209.90) from grant monies for Qld Women's Week project
04/02 Paid CLEVVI Marketing \$45.48 with GST = \$4.13 (cheque no. 200745) for s/w support
17/02 Paid Highfields Country Herald \$115 with GST = 10.45 (cheque no. 200746) for advert re: Join Our Group
20/02 (Privately) renewed drone insurance of \$199 for another year
15/03 Received QLD GCBF grant money for Nest Boxes project - \$6,750
28/03 Received refund from Casa re: Unnecessary drone registration - \$40
27/04 Received \$2,200 sponsorship from SQ Landscapes for Weeds Forum
11/05 Paid \$1,248 to UniSQ for catering pf afternoon tea for Weeds Forum
31/05 Paid \$1,350 to TWMS for 30 nest boxes

Office Updates compilation

30/11/2022

I'm slowly working my way through 2 weeks of emails and unfinished business for the AGM and 1st Ordinary Meeting of the 2022-2023 Management Team.

I'm enclosing copies of the AGM and 1st Ordinary Meeting minutes for your reference - as well a copy of the current 'Projects' document.

2023 projects

- Qld Women's Week (in Jan 2023);
- Free drone fly-overs (in Jan 2023);
- Weeds forum (in March 2023);
- Special edition newsletter – State and Territory Conservation Councils; and
- Hopefully, the completion of Special Reports on Food Security, Water Security and Circular Economy

Office highlights:

02/11 Great news! Our funding application to the Qld Dept of Women re “2023 Qld Women's Week project” has been approved.

07/11 Issued Enews Bulletin 2022 #11 --- Nov 2022

09/11 Issued nationally media release re World Soils Day, 5 December 2022

09/11 Issued early date claimer re: HOPE's End of Year Social – Tue, 6 Dec 2022

12/11 Held 2021-2022 AGM; followed by 1st Ordinary Meeting of 2022-2023 HOPE Management Team

13/11 Issued final request to MIA volunteers to ascertain their interest and availability to continue volunteering with us.

29/11 Lapsed volunteers – Freya Ma (ACT), Melissa Summons (Qld), Joe Xu (Qld), Jess Lyons (Qld) and Brianna Mariana (Vic); and **7 Missing in Action (MIA) volunteers**

09/01/23

The office officially reopens today and there is lots to bring to your attention.

Firstly, thanks to those of you who were able to continue completing tasks over the holiday period.

I'd especially like to thank Daniela for the January newsletter; Jason for media releases; Yaoyao for website maintenance; and the social media team for postings to Facebook, Twitter, Instagram and LinkedIn.

Now, a recap of carry-forward items and proposed projects:

- Carry-forward items
 - Daniela to work on Waste Minimisation brochure
 - Charmaine to finalise Water Security report
 - Georgia to continue reviewing material for Food Security report
 - Mert to continue reviewing material for Circular Economy report
 - Frank to lead working group on Qld Women's Week project (with support from Executive and Admin Support Team)
 - Frank to lead working group on Weeds Forum (to be held in March at the University of Southern Queensland, Toowoomba Campus (with support from Executive and Admin Support Team)
 - Special edition newsletter – highlighting the work of State and Territory Conservation Councils
- Proposed projects
 - If Weeds Forum proves successful, then we could look at hosting a forum on Pest Animals; and one on the broader subject of Biodiversity Protection and Conservation

The February “Ordinary Meeting” (Sat, 11 Feb 2023) will be a strategic planning exercise - ***What does the future of HOPE look like to you?***

So, I'd like each of you to consider what our strengths, weaknesses, opportunities and threats are; and provide your thoughts on this matter – either ahead of the meeting and/or on the day.

Lastly, I have experienced some 'glitches' with our computer software - so, I've placed a request to Colmac Computers to investigate these issues.

And, Yaoyao has a couple of issues with website maintenance – so, I've asked CLEVI to resolve these problems and share the solutions with Yaoyao.

Office highlights:

30/11 End-of-Year social cancelled due to lack of interest from Toowoomba locals

01/12 Backup 'data' files (2 copies)

01/12 Issued nationally Enews Bulletin for December 2022

04/12 Re-issue invitation re 2023 Qld Women's Week project

- 05/12 Paid Qld Office of Fair Trading (OFT) annual renewal of \$58.60 cheque 200742 – No GST
- 14/12 Seek suggestions from membership re Community Appeals to promote and/or support
- 19/12 Issued nationally Media Release re: New Year's Green Positive Actions for 2023
- 21/12 2 more free drone fly-overs have been arranged for Friday 6 January 2023 – Highfields Falls Park (Highfields) and Dingo Mountain Conservation Area (Crows Nest)

2023

- 03/01 Issued nationally media release re: Local Clean-Up Crews
- 04/01 Issued nationally HOPE Enews Bulletin 2023 #01.1 --- January 2023
- 06/01 2 drone fly-overs – Highfields Falls Park (Highfields) and Dingo Mountain Conservation Area (Crows Nest)

03/02/23

Apart from not coping with several health issues, I'm also finding the heat (and humidity) quite draining.

Anyhow, life and HOPE activities must go on.

Planning for the Qld Women's Week project and the Weeds Forum event are progressing well.

Briefing reports on both matters will be available in March.

In the meantime, I wanted to let you know that Regina Kimble has stepped down as our Instagram administrator.

So, if anyone has the time and interest to take on this role, please let me know at your earliest convenience.

Lastly, I'd appreciate as many of you as possible attending our Strategic Planning meeting on Saturday 11 February 2023.

Attendance will be both in person and via ZOOM.

Please register your attendance as soon as you can.

Office highlights:

- 09/01 Issued nationally media release re: 2023 International Year of Millets
- 11/01 Issued locally media release re: Annual request for Used Postage Stamps
- 14/01 Issued 'reminder' invitation to possible participants in our 2023 Qld Women's Week project
- 23/01 Issued nationally media release re: Support for Boomerang Alliance's "Cash for Containers" campaign
- 23/01 Purchased 12 months ZOOM licence (\$209.90) from grant monies for Qld Women's Week project
- 24/01 Deleted 60 'lapsed' members
- 27/01 Issued nationally Charmaine Turnbull's special report entitled "Water Security issues, trends and solutions – Internationally and in Australia (January 2023)"
- 28/01 Submitted online annual QWalC survey to ensure ongoing insurance coverage
- 28/01 Issued notice and agenda for Strategic Planning Meeting being held on 11 February 2023
- 01/02 Issued nationally media release re: United Nations Decade of Sustainable Energy for All (2014-2024)
- 02/02 Regina Kimble, who has looked after our Instagram postings, has stepped from this task. And so, we'll need to recruit a replacement as soon as we can.
- 03/02 Issued Enews Bulletin 2023 #02.1 --- February 2023

04/03/23

The past month's activities of the office have been quite interesting to say the least!

On the plus side, we issued 2 media releases (10/02 and 21/02), held a Strategic Planning meeting (11/02), advertised in the Highfields Country Herald (28/02), welcomed 2 new volunteers and issued the March newsletter (03/03).

On the down side, Daniela has withdrawn from working on the Waste Minimisation brochure due to the pressures of work and study commitments; Regina has stepped down from managing our Instagram account, Keith has stepped down from managing our Twitter account and we have 6 volunteers who are "missing in action".

Currently, Kerry and I are now working on the Waste brochure; Andrew and I are advancing his proposal to establish a regional coalition of Environment Support Groups (ESGs) for the Darling Downs; plans for our April *Weeds Forum* are progressing well; and we'll soon start work on the booklet of profiles for our Qld Women's Week project.

In conclusion, we need to recruit more active and reliable volunteers to help manage the office's ever-growing workload – so, please help us by promoting HOPE to your networks.

You never know, one or more of your contacts may come forward to join the HOPE network.

Office highlights:

- 04/02 Paid CLEVVI Marketing \$45.48 with GST = \$4.13 (cheque no. 200745) for s/w support
- 10/02 Issued nationally media release re: Call to Lobby for Action
- 11/02 HOPE Strategic Planning meeting - → *Once all responses from the meeting's attendees have been received, I'll prepare a report for membership's consideration. Also, I'll circulate an amended "survey" request to glean additional information about HOPE's future direction regarding issues, campaigns and environmental observance events to support.*

- 11/02 Motion to adopt a raft of policy documents was moved by Anna Kula (Admin Support Volunteer) and seconded by Kerry Kruger, our secretary. Was accepted by all present at the Strategic Planning meeting
- 11/02 Motion to advertise in the Highfields 'High Country Herald' was moved by Frank Ondrus, President, and seconded by Miriam, our Treasurer. Was accepted by all present at the Strategic Planning meeting
- 17/02 Paid Highfields Country Herald \$115 with GST = 10.45 (cheque no. 200746) for advert
- 20/02 (Privately) renewed drone insurance of \$199 for another year
- 21/02 Issued nationally Media Release re: Expanded 3R's Statements
- 21/02 Attended workshop on Project Planning & Communication
- 22/02 Endorsed *Climate Action Network Australia's (CANA)* submission to the Federal Government's "Safeguard Mechanism" proposal
- 24/02 Welcome new researcher Niina Ohta (WA) and publications team member Kavita Bowry (NSW) (27/02/23)
- 27/02 Lapsed volunteers - Vidhi Bharti
- 03/03 Issued Enews Bulletin for March 2023
- 03/03 Keith Robinson has stepped down as our Twitter account manager

08/03/23

Good news! Kerry and I have finished the "Advice to help you Minimise Waste and Conserve Resources" brochure. The brochure will be launched at a Sustainability Showcase event being held at the Amaroo Environmental Education Centre (EC) on Saturday 18 March 2023.

Lastly, our grant application to QLD Gambling Community Benefit Fund (GCBF) to build 150 nest boxes was successful. Yahoo!

Once the funds have been received, we'll get the Toowoomba West Men's Shed (TWMS) to start building 5 nest boxes at a time.

These nest boxes will be given free-of-charge to interested landcare and like-minded groups in the Toowoomba region.

Office highlights:

- 07/03 Welcome new researchers Jess Capon who is completing a Bachelor's degree in Environmental and Biological Science at Queensland University of Technology (QUT); and Cassandra Adofo-Kissi from the ACT
- 07/03 Lapsed volunteer – Lili Greer (NSW)

01/04/23

As my health problems continue, I find it difficult to maintain concentration and, at times, enthusiasm. And, so, I'm somewhat late with this Office Update.

Project reports:

1. "Advice to Help You Minimise Waste and Conserve Resources" brochure issued 8 March 2023. A big thanks to Kerry for compiling this brochure.
2. 8 women have been selected for our 2023 Qld Women's Week – "Acknowledging and Celebrating the contribution that Women of the Darling Downs have made and are making to protect and conserve our environment". Kerry will be compiling the booklet of profiles; and Andrew will be conducting ZOOM interviews which will be podcast via our Youtube channel.
3. Several orders for nesting boxes have already been received for micro bats, possums and various birds. Also, 2 donations of construction materials (i.e., hardwood fence palings) have been made.
4. A draft letter on "Potential vegetable gardening opportunities for the socially disadvantaged" and contact lists of churches and multi-cultural groups are being prepared.
5. Our program of speakers for the Weeds Forum (19 Apr 2023) has been finalised. A media release and advert have been circulated. And, social media postings will be made shortly.

Declining numbers of admin volunteers from researchers to social media officers is still of major concern.

Thanks to Charmaine for volunteering to look after our 4 social media platforms until suitable replacements can be found.

Lastly, we do need to increase our recognition nationally – as well as increasing our membership.

Your efforts if promoting HOPE and its Charter to your networks would be appreciated.

Office highlights:

- 08/03 Issued nationally media release re: "Advice to Help You Minimise Waste and Conserve Resources" brochure
- 10/03 Completed online survey for Volunteering Queensland re: Use of IT technology
- 13/03 Declined offer to have a stall at Toowoomba Show due to lack of time to organise a team of volunteers for the 2 and ½ day event
- 15/03 Received QLD GCBF grant money for Nest Boxes project - \$6,750

- 18/03 Provided an information display at Amaroo EEC's *Sustainability Showcase* event. Plus, I launched our "Advice to Help You Minimise Waste and Conserve Resources" brochure.
- 20/03 Lapsed volunteers - Romana Siddiqui (Vic), Stephen Law (NSW), Sofija Belajcic (NSW), Mason Schirinzi (WA) and James Ahern (SA)
- 21/03 Welcome new volunteer – Sharareh Ebrahim Zadeh (Qld)
- 28/03 Issued media release re: Weeds Forum being held at UniSQ on 19 April 2023

15/04/23

It's time for us to finalise the list of issues that we should campaign on nationally.

Certainly, from earlier discussions, some of the key Issues raised include:

- The Age of Man – The Anthropocene Era
 - 'Capitalism's adverse/perverse impacts on the Environment'
- Global Warming à leading to Climate Change
- Habitat loss / deforestation – Biodiversity loss / fragmentation | Threatened Species
- Government decisions regarding environment and/or laws
- Water security and contamination
- Pollution - water, air and land | Plastic waste
- Pest plants and animals
- Are there any other important issues we should consider?

So, now I'd welcome your suggested priority actions – special newsletter editions; campaign of media releases; letters to parliamentarians and/or letters to the editor, etc. to deal with these issues.

Office highlights:

- 02/04 Issued Enews Bulletin for April 2023
- 04/04 Welcome new volunteer researchers Julie Mammitzsch (NSW) and Rod Pitcher (ACT); and Jack Littler who has volunteered to look after our Twitter and Instagram accounts
- 08/04 Issued review of February's Strategic Planning meeting to members for their review and comment

Project update reports:

1. "Advice to Help You Minimise Waste and Conserve Resources" brochure issued 8 March 2023. A big thanks to Kerry for compiling this brochure. *Please on-forward this brochure to your networks*
2. 8 women have been selected for our 2023 Qld Women's Week – "Acknowledging and Celebrating the contribution that Women of the Darling Downs have made and are making to protect and conserve our environment". Kerry will be compiling the booklet of profiles; and Andrew will be conducting ZOOM interviews which will be podcast via our Youtube channel.
3. Several orders for nesting boxes have already been received for micro bats, possums and various birds. Also, 2 donations of construction materials (i.e., hardwood fence palings) have been made.
 - a. --- *The first 10 nest boxes have been built – 5 for micro-bats; and 5 for possums*
 - b. --- *I'm keen to arrange a working bee to collect hardwood fence/shed palings for this project. If you live in the Toowoomba region and have access to a wide-bodied ute and/or trailer, please contact me ASAP!*
4. A draft letter on "Potential vegetable gardening opportunities for the socially disadvantaged" and contact lists of churches and multi-cultural groups are being prepared.
 - a. --- *No feedback as yet, but we do remain positive about this proposal*
5. Our program of speakers for the Weeds Forum (19 Apr 2023) has been finalised. A media release and advert have been circulated. And, social media postings will be made shortly.
 - a. --- *For those of you living in the Toowoomba region, I'd appreciate your assistance in promoting the event to your networks, and attending in person if you can (see attached flyer)*

25/04/23

Firstly, our first 5 possum nest boxes have been deployed ... and here's a photo and video for your enjoyment!

Secondly, as there has been no interest to date in a couple of our projects - Promotion of Environment Support Group (ESG) Coalition proposal; and Backyard Gardening initiative for Disadvantaged Communities --- they have been moved to the Lapsed Projects lapses.

Thirdly, the Weeds Forum (19 Apr 2023), on the whole, was successful with 50+ people in attendance. A full report will be available in coming weeks.

Fourthly, we will start championing/campaigning nationally a few key environmental issues ... and, we'll need everyone's support and involvement.

Lastly, I haven't heard from some of our volunteer researchers for quite some time now. Do you still have the time and interest to volunteer with us?

If yes, good. Please let me know of your current circumstances.

If not, please let me know straight away so that your assignments can be reallocated.

24/05/23

Winter has arrived and I've contracted very cough – so, I'm off to the doc tomorrow for some antibiotics.

Here's my latest and brief Office Update for your reference.

- Update on Nest Boxes project
 - 05/05/23 – Andrew and I stripped an old farm shed of hardwood palings
 - 20 nest boxes constructed to date
 - 18/05/23 – Rebecca Kirby and I collected the hardwood palings from Plainby and delivered them to the Toowoomba West Men's Shed (TWMS)
 - Lastly, orders for nesting boxes are coming in regularly
- Update on Volunteer movement
 - Recruitment, generally is quite steady. However, the volunteers either don't actually submit an item or they fall away quickly. 4 have resigned; and 3 are missing in action!

Office highlights:

27/04 We have agreed to provide an information display at Cobb & Co Museum's "World Science Festival" being held on 21-22 May 2023

28/04 Re-registered HOPE as a Blue Card organisation; and re-applied for a Blue Card for myself

29/04 Welcome new researchers Jigna Ghosh from ACT; and Vicky Hoang from Vic.

01/05 Issued volunteer 'Certificates of Appreciation' for 2023

01/05 Issued nationally feature article on "Legal Rights of Nature by Julie Mammitzsch – HOPE researcher NSW

02/05 Backup of files (x2)

02/05 Issued Enews Bulletin 2023 #05.0 --- May 2023

03/05 Issued nationally media release re: Volunteering for the Environment!

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18/05 Our 'portable display kit' has been loaned to Millmerran Landcare group.

21-22/05 Provided an information display for the World Science Festival Queensland at the Cobb & Co Museum in Toowoomba

23/04 Welcome new Publications Team member Dominic Carr (Qld)

24/05 Issued nationally media release re Volunteering for the Environment!