



## Householders' Options to Protect the Environment Inc.

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Think Globally. Act Locally!

## Minutes (ver 3.1) of 3<sup>rd</sup> Ordinary Meeting – Saturday, 8 February 2025

(Last updated – 8 February 2025)

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

### 1. Meeting started at: 10am

### 2. Introductions, attendees, apologies and morning tea provided

#### a. Attendees:

- i. Physical: Frank Ondrus and Miriam Sharp
- ii. ZOOM: Anna Kula – Kaczmarek, Charmaine Turnbull, Andrew Nicholson and Leyan Chen

#### a. Apologies: Shuri Matsumoto, Vanda Grabowski (Koala Action Inc.), and Kerry Kruger

#### b. Proxy votes: Kerry Kruger's vote held by Frank Ondrus

### 3. Treasurer's Report:

**Opening balance as at 31 October 2024 = \$3,384.82**

HOPE General Account balance as at 7 Feb 2025 = \$2,212.81

→ *Significant payment - Due to 2 cases of copyright infringement (in 2 separate newsletter articles), we incurred a fine of \$760*

HOPE Gift Fund balance as at 7 Feb 2025 = \$327.01

**Closing balance as at 7 Feb 2025 = \$2,539.82**

### 4. Social media and website tracker report

→ See attachments from Charmaine and Website Summary Tracker (1-31 Jan 2025)

→ *Charmaine to collect data on top posts of the last quarter in the Social Media Tracker template*

### 5. General business

- Carried forward items from 2023-2024 AGM (held on 9 Nov 2024)

→ Submit 2024 ACNC annual return – *Done, 3 Dec 2024*

→ Submit Qld OFT annual return – *Done, 9 Dec 2024 (no payment required as we are a registered charity)*

- Carried forward items from 1<sup>st</sup> Ordinary Meeting of 2024-2025 (held on 9 Nov 2024)

→ Report from President re Tracking progress of issues noted in Strategic Plan

→ *Discussion on 'Website & SEO Audit' report provided by Caroline Golden (GoldenWeb)*

→ *GoldenWeb report highlighted some issues including accessibility, lack of video content, images, blog writing and keywords. It was suggested we could use existing video content from HOPE Youtube channel or future podcast video content on the website. This feedback will be valuable once funding is secured to modernise HOPE's website.*

→ *Frank to send stock image list to be used by volunteers*

→ *Frank to follow up with volunteers interested in writing content for our social media platforms – including snippets about our newsletter and the articles contained therein.*

→ *Frank & Yaoyao to discuss introduction of 'blog' facility on our website. And, to seek interest from the Admin Support Team to handle the blog.*

→ *Frank to send MonsterInsight's website data with each Ordinary Meeting agenda*

→ *'HOPE Marketing Audit and Recommendation's report by Georgia Latief*

- *Social Media audit asked to clarify HOPE's message, target audience and keywords. Charmaine will continue to monitor our social media data to confirm keywords used in successful posts and our current audience. Need to make more of an effort to make sure our message 'Think Globally- Act locally' comes across in our posts.*
- *Management team to brainstorm keywords via email- to be discussed at the next meeting led by Anna*
- *C/f projects*
  - *Updating of Ecological Footprint PPT (by Lizzie Pennington) – in progress*
  - *Delivery of 2 FREE drone flyers for Friends of the Escarpment Parks (FEP) Toowoomba (by Ben Sparshott) – awaiting dates from FEP personnel*
  - *Review of responses from Australian universities re their environmental policies*
    - *Assign to researcher*
  - *Review of government responses re Abandoned mines in their respective jurisdictions (by Samy Leyton)*
    - *Ask Samy to summarise government responses.*
    - *Add the topic of abandoned mines to Review of 'State of the Environment' reporting*
- *Grants/Projects – current & proposed:*
  - *Current grants:*
    - *Purchase 2 laptops; and the upgrade of our website – 31/11/24 -submitted online grant application to QLD Gambling Community Benefit Fund (GCBF)*
      - *GCBF to advise success or otherwise of our application in April 2025*
    - *Governance training → 29/11/24 - Submitted online application to Qld Gives*
    - *Development of booklet & podcasts of male "Environmental Champions of our Region" → 29/11/24 – Submitted EoI to Judith Neilson Institute Grants*
      - *18/01/25 -Investigate Home - Australian Communities Foundation; and/or a Go Fund Me platform*
    - *Greenwashing research project → Completed 20/12/2024*
  - *Proposed projects:*
    - *ZOOM interview of our patron, Jerry Coleby-Williams → Anna to arrange suitable date & time with Jerry to conduct interview*
    - *To hold a 2–3-hour forum on "Youth Volunteering for the Environment", proposed by Frank, our Office Manager → Insufficient support to pursue at this stage*
    - *To hold a mini-conference on "State of our Regional Environment," proposed by Frank and led. Hopefully, by SQ Landscapes our regional NRM (Natural Resource Management) agency) → Insufficient support to pursue at this stage*
    - *Andrew's podcast series entitled "A preferred future by 2050: credible pathways toward a life-enhancing community in South East Queensland"*
      - *Andrew proposes to produce 1 or 2 pilot podcasts to promote the larger project. Supported by all attending*
      - *Office and Social Media team to assist with promotion of these pilot podcasts*
- *Other matters:*
  - *Potential income streams*
    - *Recruit a second Patron (i.e. financial benefactor) → Anna to investigate (deferred to next meeting)*
    - *Crowd Funding options for projects and/or equipment purchases → Keep 'Go Fund Me' platforms in reserve, review in April 2025*
    - *Applied to Canon as a corporate sponsor (Dec 2024) → No response to date, will apply to other potential sponsors*
    - *Other grants and sponsors to consider → Keep investigating possible funding sources for projects as those become available*
  - *Reviewing Office Manager's duties with the aim of devolving some responsibilities to others – e.g. Volunteer Coordinator; and Membership Officer → Refresh job descriptions and post on Volunteering Queensland's website*

- Logan Eco Action Festival (LEAF) event 2025 → Anna and Miriam available to manage the stall, however a third person will be required to help on the day. Frank to follow up with Brisbane based volunteers
- Requirement – Someone to coordinate and arrange display material, acquire some ‘for sale’ products, Mini Raffle prizes and volunteers on the day
  - Available literature – 250 copies of each of HOPE’s Charter and the “Minimise Waste and Conserve Resources’ brochures
  - Mini Raffle – endeavour to source donations from EarthLife, Kialla Pure Foods and Anna’s father – the Beekeeper
  - For Sale item – ‘Weeds of Southern Queensland’ booklet → Request a donation of 2 or more cartons

## 6. Motion

That Clause 45A of the HOPE Constitution be amended to reflect the new operational manner of our bank accounts (see attachments)

→ Moved Miriam Sharp, Treasurer, seconded by Anna Kula-Kaczmarek. Agreed by all present.

→ Submit amendment form to QLD OFT -- (Cost = \$23.45)

## 7. Miscellaneous items

- Suggestion to ‘theme’ editions of newsletter → Frank to circulate list of proposed themes; and to seek volunteers to undertake these assignments
- Westpac bank accounts → Slow progress changing to debit card and online banking access. Awaiting further appointment with bank to finalise paperwork.

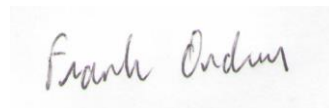
8. Next ordinary meeting – 14 June 2025

9. Meeting closed at: 11.30am

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Anna Kula-Kaczmarek (President)



Frank Ondrus (Officer Manager) – minutes taker

8 February 2025