The Green Ambassador Program

Official Meeting Minutes

Environmental Council Meeting – May 2020

Date/Time	11 May 2020	**Chairperson**	Emily Conn
Duration	2 hr – 3PM start	**Notetaker**	Fatima Sabdia
Venue	Zoom		

Noted Attendees (look at attendance list):

Name	Organisation
Christine McCallum	Staff
Helena Malawkin	Staff
Suzanne Davis	Staff
Emily Conn	Staff
Sophia Rutter	Staff
Lachlan Green	Staff
Cassidy Mogg	Staff
Christine McCoy	Staff
Fatima Sabdia	Student
Lauren Tipping	Student
Bora Aska	Student
Erin Carroll	Student
Jasmine Palmer	Student
Lalith Kishore Sivakumar	Student

Noted Apologies:

Nil	Organisation

Item	Description	Action & Who	Due Date
1.	**Introductions** Hello from Sustainability Office	Brief introduction to meeting agenda Personal introductions from UQ Sustainability Office representatives Personal introductions from student executives Personal introductions from staff representatives Staff representatives left chat Acknowledgement of traditional owners of the land	-
2.	**Apologies & Previous Minutes Approval**	All members agreed 10 March 2020 meeting minutes were accurate	-
3.	**Setting up the Council** Online resources: - Official email, student and staff access - Facebook group, permissions, frequency of posts - Sustainability Office page – once a week - Facebook group just for Council? Issues	Online queries and correspondence via the UQ Green Ambassadors Program webpage will be directed to all Council members - For uniformity across responses, Council agreed to outsource custom email signatures from Bright Yellow Social Media Manager will compile GAP specific guidelines for students to access information Members agree to limit Facebook posts to once per day	**-**

	- Google drive – document exclusivity Physical resources: Bright Yellow email footers, signage Other: student and staff confidentiality and Council openness	Discussion of issues with Council exclusive Facebook group: - Will need to be created as a subsect of the UQ Sustainability Office as a private group - Difficult to ensure privacy and restrict group member approval requests from other users Council agree to formally communicate via email. Council agree to informally communicate via Facebook messenger. Financing – no technical budget; all necessary resources will be covered by the UQ Sustainability Office (within reason) Chairperson emphasises importance of confidentiality and consent for contact information distribution for all students and staff UQ Sustainability Office representatives left meeting	
4.	**Roles and Goals** Everyone states their goals for the program and what they hope to achieve in the role	Statement of roles, responsibilities and goals from students and staff Events Planner: - Would like to see engagement across all aspects of the UQ Sustainability Office & its initiatives Social Media Manager: - Created GAP Instagram account - Suggests posts can be based around world events (i.e. World Environment Day) SDG Manager: - Aims to increase awareness of SDGs and their relation to our community - Aims to increase participation in the program - Suggests weekly posts relating to one of the SDG Student Resource Manager: - Suggests application for governmental Grants to improve resource capacity/availability to students - Aims to increase capacity for students to engage - Aims to create a platform for student concerns to be raised - Suggests a Sustainability Award to recognise students exceptional contribution (highlighted difficulty in measuring and comparing contributions) Student Engagement Officer: - Increase opportunities for interaction with GAP; suggests specifically reaching out to attendees of previous meetings	-

		- Wants to explore external environmental events and collaboration with other organisations to supplement GAP	
		Secretary:	
		- Link between council members and their responsibilities	
		- Facilitate information exchange among Council members	
		- Suggests Asana (app) for task organisation/allocation	
		UQ Staff representative:	
		- Suggests increasing vegan market stalls on campus (once reopened)	
		UQ Life representative:	
		- Aims to integrate UQ Life with GAP	
		- UQ Life Virtual Village can host GAP social events	
		UQ Unwrapped representative:	
		- Aims to support council members	
		UQU Environmental Collective representative:	
		- Closely partnered with UQ Union	
		- Indicates potential for collaboration with other clubs/societies on campus	
		All staff will serve in advisory capacities.	
5.	**Next Steps** - Secretary - Events planner - Social media manager - Student engagement officer - SDGs manager Some responsibilities may overlap – importance of working with each other	Implement signage on campus to encourage sustainably sourced food consumption (i.e. plant-based milks as an alternative to dairy) - Supported by UQU General on campus dining guide suggested Chairperson suggested creating formal proposal of signage details to analyse feasibility of implementation (i.e. scope of the affects to stakeholders such as restaurant owners) Trivia night suggested as first social event - Highlighted that it is a common event for clubs and societies and the importance of distinguishing GAP - Suggested that the trivia questions could be based around general knowledge of UQ's current sustainability goals, initiatives, and outcomes	-
6.	**Forum**	GAP Forum Background: - Main contribution to UQ Sustainability week - Staff, student, academic, and community forum for information exchange UQU Environmental Collective - Similar concept: EcoSpeak a forum event for students to come together and hear	-

		people talk about sustainability issues and collaborate	
		Forum will be joint initiative between GAP and UQU Env. Collective	
		Discussed feasibility of online forum delivery during Sustainability Week (August 2020)	
7.	**Staff Updates**	Main requirements of GAP during Sustainability Week:	-
		1. A general event for students (i.e. Forum)	
		2. Another related to the UN Sustainable Development Goals	
8.	**Other Projects**	Sustainable Food Choices signage - see Item 5	-
		2020-2030 Sustainability Strategy described	
		- Chairperson highlights basis of strategy centres around student input/community outreach	
		Sustainability Award	
		- UN SDG Academy online courses may account for credit towards award requirements (**must** confirm with the Employability Office)	
		Council would like to create a logo	
9.	**Those that didn't get into Council**	Suggestions	-
		- Working group/Research team	
		- Sub-committee	
		- Student leaders (for initiative implementation)	
		Council agreed to prioritise 4 nominees that did not get in when recruiting student participants in future. Individuals will be contacted via email when necessary.	
		SDG Manager noted the possibility for a change of circumstance to limit their availability.	
10.	**Next Meeting Details**	Monday 25 May 2020 3pm	
		Zoom	