Environmental Council Meeting 4 – May 2020

Date/Time: 25 May 2020
Duration: 1.5 hr – 3PM start
Venue: Online Zoom

Chairperson: Fatima Sabdia
Notetaker: Fatima Sabdia

Noted Attendees (look at attendance list):

<table>
<thead>
<tr>
<th>Name</th>
<th>Organisation</th>
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<tbody>
<tr>
<td>Fatima Sabdia</td>
<td>Student – Secretary (S)</td>
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<tr>
<td>Jasmine Palmer</td>
<td>Student – Student Resources Manager (SRM)</td>
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<tr>
<td>Lauren Tipping</td>
<td>Student – SDG Manager (SDGM)</td>
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<tr>
<td>Lalith Kishore Sivakumar</td>
<td>Student – Student Engagement Officer (SEO)</td>
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<tr>
<td>Bora Aska</td>
<td>Student – Events Planner (EP)</td>
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<tr>
<td>Erin Carroll</td>
<td>Student – Social Media Manager (SMM)</td>
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<td>Emily Conn</td>
<td>Staff – Green Programs Assistant</td>
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<tr>
<td>Sophia Rutter</td>
<td>Staff – UQ Unwrapped</td>
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<tr>
<td>Lachlan Green</td>
<td>Staff – UQ Environmental Collective</td>
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<tr>
<td>Cassidy Mogg</td>
<td>Staff – UQ Life</td>
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<tr>
<td>Christine McCoy</td>
<td>Staff</td>
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Noted Apologies:

Name: Nil

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<tr>
<th>Item</th>
<th>Description</th>
<th>Action &amp; Who</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>1</td>
<td>Apologies &amp; Previous Minutes</td>
<td>All members agreed 11 May 2020 meeting minutes were accurate</td>
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| 2    | GAP Council | Introduction to scope of council 
Powerpoint – How council fits into the GAP 
Exec Roles and Responsibilities | GAP is an effort towards student/staff collaboration 
Main goal of Env. Council is to create a big event for people to come to 
GAP aims to support collaboration between all groups/societies/organisations across UQ 
All groups interested in sustainability are represented in the council 
GAP facilitates the Sustainable Development Solutions Network Youth program 
Executive duties intertwine; roles are related 
Highlighted importance of task management through delegation when working with other associated execs on an assignment | -        |
| 3    | Unfinished Business | GAP Participant Register finalised; uploaded to GAP Google Drive (document containing participant details given they have provided consent to receiving information from GAP) 
Address book containing council member contact details (staff and student) still in progress; awaiting | -        |
Memorandum

Food poster idea
Opening council meetings to GAP members

consent from some members
Emily Conn will create a directory of Sustainability Office members of note
Food signage idea requires approval
Barriers in implementing physical signage:
- Strict regulation
- Specific marketing guidelines
- Businesses need to be consulted
- Could be bad press for GAP if outlets lose business
- Organisation groups within UQ are overloaded at the moment; time frame for approval is indefinite
- Proposal must be drafted for the Sustainability Office first
Council agree that physical signage is ineffective
New ideas:
- Create cheap/easy recipes for students to take to campus; developed using healthy/sustainable living goals
- Weekly post relating to food consumption and sustainability; small lifestyle changes
- Cooking show video
Noted that UQU has a tight budget; approval will be difficult to obtain for any project that could be perceived as losing money
Council agreed to discuss informally and revisit at the next meeting
Lachlan Green left meeting – 3:30pm
Council agree meetings should be open to GAP members; we value transparency
Council agree to publish the upcoming meeting agenda one week prior; GAP members who wish to contribute can register to attend the meeting; they will be sent the Zoom link privately

4. Trivia Night
Successes and failures
Ways to improve
How to increase engagement

Event organisation – successful considering short planning period; great question content; great turnout considering how new our group is; voucher helpful in enticing participants
More time necessary to increase engagement; busy period of semester – potentially bad timing
Council agree to plan events in advance; discuss fully planned event at council meeting prior to event

5. Forum
Vote to host online during Sust. Week or wait for campus to reopen
Next steps
Council voted to host Forum online during Sustainability Week (August)
Secretary will create document on GAP Google Drive for all ideas
End of June – Sustainability Office needs brief description of our events
Council agree to revisit content suggestions at next
### 6. Sustainability Week
- **Alternative for Forum (if necessary)**
- **Event related to UN SDGs**

- Book club suggested – organise groups to complete SDG Academy online modules together
  - Potentially launch during Sustainability Week

- High profile presenter suggested; SDGM mentioned UQ staff member involved with the UN and SDGs
  - Council agreed to include this segment in Forum

- SDG event agreed to be fun, interactive event designed to encourage engagement

  - Christine McCoy left meeting – 4pm

### 7. Logo & Marketing
- **Explanation of current OMC situation**
- **Theme design process**
- **Approaching OMC**
- **Bright Yellow T-shirts**

- No organisations allowed individual logo; purple UQ Logo officially represents all groups
- Council can, however, create a visual representation (VR) of the program
- Suzanne (Sustainability Office) to approve design; then OMC approval before use in merchandise
- Council and GAP members free to use Sustainability Office T-Shirts
- Use of UN branding/logos for GAP VR prohibited
- Council agree to open discussion to GAP community; SMM will schedule posts to obtain ideas
- Program branding (inc. email footers) will occur post-design approval

### 8. Plogging & Endorsement Guidelines
- **Discuss organising group plogging activities**
- **Endorsement guidelines for external events**

- GAP may promote Clean-up Event in July
  - EP to coordinate with UQ Unwrapped to schedule event; registration free covered by Sustainability Office

- **Endorsement Guidelines for profit business (e.g. Biome)**
  - GAP can promote events/initiatives when we’re a part of them
  - Don’t promote organisation itself – just the partnership/event we are collaborating on

- **Endorsement Guidelines for not-for-profit business**
  - GAP can promote their activities
  - Don’t promote joining them

- Emily Conn will create a Code of Practice – condensed endorsement guidelines into one document

### 9. Indigenous representative
- **Discuss possibility of opening position to**

- All council members agreed to introducing Indigenous representative
- Suggested to ask UQU Indigenous representative for suggestions first
| 10. | **GAP Webpage Customisation**  
Components to include Layout | Current problems:  
- Dull  
- Does not encourage engagement; presents very formally  
- Inaccurate representation of us and our group  
Include:  
- Meet the team page  
- Contact details (for whoever consents)  
Secretary will complete customisation before next meeting |
|---|---|
| 11. | **Social Media Posts**  
Schedule SDG posts to raise community awareness  
How to tie our posts in with Sust. Office  
FB poll – awareness of food intake and carbon footprint | Sustainability Office – one SDG post per month (Monday) from June  
- GAP can post themed SDG posts weekly; possibly related to individual contribution  
- Mini events can be created to supplement each month’s goal (e.g. trivia night)  
Suggested to tailor posts to world days (e.g. World Environment Day)  
Sophia Rutter left meeting – 4:30pm  
Engagement:  
- Photo threads (e.g. “Post your view from your quarantine bedroom”)  
- FB Polls related to carbon footprint; Ecological Footprint Calculator  
SMM will create detailed schedule for social media posts (date, time, content); available on GAP Drive |
| 12. | **Next Meeting Details &**  
Monday 8 June 2020 3pm  
Zoom | - |