

The Green Ambassador Program

Official Meeting Minutes

Sustainability Office, St. Lucia

Environmental Council Meeting 4 – May 2020

Date/Time	25 May 2020	Chairperson	Fatima Sabdia
Duration	1.5 hr – 3PM start	Notetaker	Fatima Sabdia
Venue	Online Zoom		

Noted Attendees (look at attendance list):

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

Noted Apologies:

Name	Organisation
Nil	

Item	Description	Action & Who	Due Date
1.	Apologies & Previous Minutes	All members agreed 11 May 2020 meeting minutes were accurate	-
2.	GAP Council Powerpoint – How council fits into the GAP Exec Roles and Responsibilities	Introduction to scope of council 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 Address book for all student/staff contact information GAP guidelines for online resource use	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

<p>Food poster idea Opening council meetings to GAP members</p>	<p>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:</p> <ul style="list-style-type: none"> - 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 <p>Council agree that physical signage is ineffective New ideas:</p> <ul style="list-style-type: none"> - 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 <p>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</p>
<p>4. Trivia Night Successes and failures Ways to improve How to increase engagement</p>	<p>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</p>
<p>5. Forum Vote to host online during Sust. Week or wait for campus to reopen Next steps</p>	<p>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</p>

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		meeting Flexible budget; approval can be obtained for anything needed	
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	-

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	students – vote How to choose – nomination & voting process?	Lachlan Green to ask UQU connections on behalf of GAP	
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	-