The Green Ambassador Program

Official Meeting Minutes

Environmental Council Meeting 6 – June 2020

Date/Time	23 June 2020	**Chairperson**	Fatima Sabdia
Duration	1hr	**Notetaker**	Fatima Sabdia
Venue	Online Zoom		

Noted Attendees (look at attendance list):

Name	Organisation
Jasmine Palmer	Student – Student Resources Manager (SRM)
Lauren Tipping	Student – SDG Manager (SDGM)
Bora Aska	Student – Events Planner (EP)
Lalith Kishore Sivakumar	Student – Student Engagement Officer (SEO)
Fatima Sabdia	Student – Secretary
Emily Conn	Student/Staff – Green Programs Assistant
Sophia Rutter	Alumni/Staff – UQ Unwrapped
Cassidy Mogg	Student/Staff – UQ Life

Noted Apologies:

Name	Organisation
Erin Carroll	Student – Social Media Manager (SMM)
Christine McCoy	Staff – Green Staff Programs Representative
Lachlan Green	Student/Staff – UGU Environmental Collective
Zane Higgins	Student/Staff – Goorie Berrimpa Officer UQU

Item	Description	Action & Who	Due Date
1.	**Acknowledgement of traditional owners of the land**		
2.	**Apologies & Previous Minutes**	Unanimous approval from council	
3.	**Unfinished Business** Discuss Padlet submissions & overall visual representation Code of Conduct approval from Council	Padlet: Bora suggested colours of SDG VR won't be ready for Sust. Week Multi-coloured logo; we aren't just green Code of Conduct - Code of conduct approved - Council now responsible for upholding the code	
4.	**Merchandise/Branding** Items needed from the graphic design company	Email signatures Facebook Banner Poster for market day Desk signs Business cards - Important to make sure we don't have a logo (OMC Guidelines) - T-shirts from sustainability office	

5.	**Social Media** Update on posts and engagement Discuss concerns and/or improvements	General engagement minimal SDG posts going well; some interaction Possibly share posts to our personal accounts Regular Monday posting is well-received	
6.	**Sustainability Week: Forum** Define explicit goals Content update – go through shared document Guest speakers – who to contact? How many?	Goal from Sust. Officers: - Anyone interested in sustainability can come through and get more information Speakers: - Ted Talk guests on campus; may potentially be open to contributing to the forum - Can be listed beforehand; people can get to know who will be speaking and formulate questions in advance Timeline/Content: - Council approve on current timeline/content document - Reducing to 2 speakers in second part (discussion) - Too many speakers? - Suggested to have keynote speaker, then UQ Sustainability Office, then one guest speaker at the end; will allow questions after each - CM: keep other guest speakers in our pocket for another time Council agree to limit the number of guest speakers in the discussion segment Discussion - Breakout rooms - Icebreakers? Let group talk about what they're passionate about; group can pick one of those and flesh it out even more - Webinar function might not allow breakout rooms - Discussion section might have to be a separate event/zoom link Council approve on structure of event Key Speaker: - Council approve to Dr Nina Hall as the key speaker	[Enter text]

		- How SDGs are relevant to us?
		- What GAP is about?
		- Secretary will create email template
		GAP can
		- Promote other avenues for UQ Sustainability for interested students
		Lachlan will MC the event
		Council agree to utilise the UQU's in-house graphic designer to create promotional items for GAP events during Sustainability Week
		Webinar
		- GAP Zoom account? Not necessary unless we are uncomfortable using personal accounts
7.	**Sustainability Week: Scavenger Hunt** Brainstorm potential items for participants to find Go through logistics – what's the best way to deliver the event?	Scavenger Hunt:
		- Individual scavenger hunt
		- Participants given countries (one developed, one developing) and we list the SDGs each country needs to achieve before 2030; then participants will be asked to find objects that represent
		Pictionary
		- People draw something; partner guesses what it is
		- Breakout rooms?
		- Divide people into 2 groups; one person (at random) draws something; shares it; people from that team
		Council agreed to flesh out both of these ideas to determine logistics and the most
8.	**Next Meeting Details & Adjournment**	Secretary will create a 'when to meet' poll to reorganise another day and time
		Decide between SDG event options (Scavenger hunt or Pictionary)
		Update on progress for the Forum