

The Green Ambassador Program

Official Meeting Minutes

Sustainability Office, St. Lucia

Environmental Council Meeting 7 – July 2020

Date/Time	14 July 2020	Chairperson	Fatima Sabdia
Duration	1hr; 2PM start	Notetaker	Fatima Sabdia
Venue	Online Zoom		

Noted Attendees (look at attendance list):

Name	Organisation
Jasmine Palmer	Student – Student Resources Manager (SRM)
Lalith Kishore Sivakumar	Student – Student Engagement Officer (SEO)
Fatima Sabdia	Student – Secretary (S)
Emily Conn	Student/Staff – Green Programs Assistant (GPA)
Cassidy Mogg	Student/Staff – UQ Life (UQL)

Noted Apologies:

Name	Organisation
Lauren Tipping	Student – SDG Manager (SDGM)
Bora Aska	Student – Events Planner (EP)
Erin Carroll	Student – Social Media Manager (SMM)
Christine McCoy	Staff – Green Staff Programs Representative (GSPR)
Sophia Rutter	Alumni/Staff – UQ Unwrapped (UQUnw)
Lachlan Green	Student/Staff – UQU Environmental Collective (UQUEC)
Zane Higgins	Student/Staff – Goorie Berrimpa Officer UQU (GBO)

Item	Description	Action & Who	Due Date
1.	Acknowledgement of Country	S acknowledged First Nations people as the Traditional Owners of the land we are on today. Elders past and present were acknowledged.	
2.	Apologies & Previous Minutes	Unanimous approval of previous minutes by EC	
3.	Unfinished Business Padlet submissions Merchandise update Plog-a-thon event during Sustainability Week SDG article and general GAP communication strategy Social media posts: scheduling document on Drive	Padlet submissions/Merchandise - Design company to provide design motif (2 design concepts; EC will vote) - Requested Items: Facebook banner, email footer (students only, staff must use the official UQ footer), tent card (desk sign - triangle shape), 2 pull-up banners - GAP will get own stall at market day, but physical signage may not be ready in time Plog-a-thon Event - Suggested to have plogging events throughout O-week & provide participants with tips and tricks - Low effort event; people can do it themselves - Could be a competition? Interactive; people can take a photo of trash in their neighbourhood; winner could be chosen raffle-style	[Enter text]

- Must ensure the event is social-distancing friendly (participation at the individual level may be preferable)
- Considerations for the event if in-person: what are the rules? How do we ensure it's safe?

Clean-Up Australia Day (CUAD)

- Registration fee
- Generally, can send a piece of paper back to the company for verification
- SR to look into the plogging system CUAD use to record amounts of rubbish collection
- Suggested to collect data and present in a visually appealing way to showcase progress (UQ-wide or individually)

SDG Article/Communication

- Will be discussed in depth at the next meeting
- SDGM: in support of exploring criticisms but wants to ensure overall support for SDGs. They shouldn't be disregarded for small flaws
- Potential for mixed messages, e.g. promoting plastic-free July but not posting about the contrary
- Food for thought: should we ensure total transparency through the council? i.e. explore both sides to a particular topic or should we endorse and promote certain things?
- Council must unanimously agree on its position for this
- Council agree to table discussion until all members are present

Social Media Scheduling Document

- FB does not allow all members to view posts that are scheduled in the GAP group
- Council agrees to use google documents to record details of upcoming posts

4. **SDG Event**
 Revisit ideas (Pictionary & Scavenger Hunt)
 Logistics
 Event Plan
 To-do List

Pictionary

- Scribble.io (write down words relevant to the SDGs so only those get chosen)
- SDGM: difficult to include information about SDGs; quite rapid-fire so there's not enough time to talk between rounds
- Do we want the event to be educational or just fun?
- Since the Forum is an informative, interactive event, Council agrees the event should be mainly social and fun
- 3/5 vote for Pictionary

Pictionary

- FB Event
- Promote it (scheduled for 2-3PM on Friday of Sustainability Week)

Memorandum

<ul style="list-style-type: none"> - \$20 Biome voucher - Winner automatically generated through website - Next meeting: set aside time to test run and identify problems - When should informative section fit in? - EC to include more SDG words in Google Doc 				
<hr/> <table border="0"> <tr> <td style="vertical-align: top; padding-right: 20px;"> <p>5. Forum</p> <p>Tasks to complete</p> <p>Speaker update</p> <p>Ways for UQUEC to help</p> <p>Graphic Design update</p> <p>Rehearsal for event</p> <p>Delegation of remaining tasks</p> </td> <td> <p>Tasks to complete:</p> <ul style="list-style-type: none"> - GBO: Welcome to Country - UQUEC: MC – introduction, questions/answers, conclusion (will questions be sourced via FB threads or in the Zoom chat?) - SDGM: requires help with formatting discussion segment (S to help) <p>Update on Dr Nina Hall:</p> <ul style="list-style-type: none"> - Will speak about SDG implementation, challenges faced in the process, tips & tricks for audience to integrate SDGs into daily life, and examples from case studies surrounding water & sanitation, and Indigenous health <p>Update on UQU Speakers:</p> <ul style="list-style-type: none"> - Most nominated speakers are confirmed; still waiting on Helena to confirm <p>To do:</p> <ul style="list-style-type: none"> - Check different Zoom functions; webinar function seems to work well – restricted mic/webcam use/privacy (all EC members) - Run through logistics (swapping screens, passing over to the next speaker, etc) (all EC members) - Promote <p>Rehearsal for event to take place during the next EC meeting</p> <p>UQU Graphic Designer (GD) update</p> <ul style="list-style-type: none"> - GD working on marketing for Forum - Time of Event: 2-4pm - Advertising: social media, online only - UQU also to advertise on their social media channels <p>EC to create FB event pages as soon as possible to begin promotion</p> <ul style="list-style-type: none"> - Once visual representation is prepared by GD </td> </tr> </table> <hr/> <table border="0"> <tr> <td style="vertical-align: top; padding-right: 20px;"> <p>6. Holiday Social Event</p> <p>Potential ideas for an event during the semester break</p> </td> <td> <p>Lego Building</p> <ul style="list-style-type: none"> - Use household items (if they don't have Lego) to construct items that relate to a particular SDG - Potentially better on campus - Sustainability Office has Lego we may borrow for the event - Council agree to postpone this event until it can be held on campus <p>Other Ideas:</p> </td> </tr> </table> <hr/>	<p>5. Forum</p> <p>Tasks to complete</p> <p>Speaker update</p> <p>Ways for UQUEC to help</p> <p>Graphic Design update</p> <p>Rehearsal for event</p> <p>Delegation of remaining tasks</p>	<p>Tasks to complete:</p> <ul style="list-style-type: none"> - GBO: Welcome to Country - UQUEC: MC – introduction, questions/answers, conclusion (will questions be sourced via FB threads or in the Zoom chat?) - SDGM: requires help with formatting discussion segment (S to help) <p>Update on Dr Nina Hall:</p> <ul style="list-style-type: none"> - Will speak about SDG implementation, challenges faced in the process, tips & tricks for audience to integrate SDGs into daily life, and examples from case studies surrounding water & sanitation, and Indigenous health <p>Update on UQU Speakers:</p> <ul style="list-style-type: none"> - Most nominated speakers are confirmed; still waiting on Helena to confirm <p>To do:</p> <ul style="list-style-type: none"> - Check different Zoom functions; webinar function seems to work well – restricted mic/webcam use/privacy (all EC members) - Run through logistics (swapping screens, passing over to the next speaker, etc) (all EC members) - Promote <p>Rehearsal for event to take place during the next EC meeting</p> <p>UQU Graphic Designer (GD) update</p> <ul style="list-style-type: none"> - GD working on marketing for Forum - Time of Event: 2-4pm - Advertising: social media, online only - UQU also to advertise on their social media channels <p>EC to create FB event pages as soon as possible to begin promotion</p> <ul style="list-style-type: none"> - Once visual representation is prepared by GD 	<p>6. Holiday Social Event</p> <p>Potential ideas for an event during the semester break</p>	<p>Lego Building</p> <ul style="list-style-type: none"> - Use household items (if they don't have Lego) to construct items that relate to a particular SDG - Potentially better on campus - Sustainability Office has Lego we may borrow for the event - Council agree to postpone this event until it can be held on campus <p>Other Ideas:</p>
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- SRM suggests YouTube video to introduce GAP on UQ Sustainability Office page

Pipes Game:

- Public Infrastructure Participatory Engagement Simulation
- Potentially online event
- SDG values involved
- Premise is to provide groups with a problem, allow 10 minutes for discussion and formulation of a solution, and conclude with presentations from all groups to determine the winner
- Can be different decision-making bodies
- Might involve a lot of research
- Good to showcase the complexity of the process; potentially too difficult?
- Could have a reward for it; extra incentive for participants
- To discuss further at the next meeting

Online Boardgame website:

- Games4sustainability

Daily Routine

- Participants could share daily routines and how sustainability integrates into their life
- FB interactive thread
- *What changes have you made this week?*

7. **Market Day Planning**

Hopefully will have a stall

Current dates: 5th and 6th of August

Need to develop a roster for who can man the stalls

Preparation: where to get tables/chairs/signage/

What will we have at the stall?

- Spinning wheel with prizes
- Instagram photo frame
- Brochures/leaflets (how do we sustainably display information?)

Draft list of events planned for Semester 2

- Can promote these during market day

Potential giveaways:

- No merch (UQ Sustainability Keep Cups – usually for competitions)
- Raffle to entice new FB group members

EC will have team shirts from Sustainability Office

8. **Next Meeting Details & Adjournment**

Update on Sustainability Week events

Transparency of communication amongst GAP

- EC agree to provide sources for all social media captions

Rehearsal for Forum event

Memorandum

Rehearsal for Pictionary event

S to create a “when2meet” poll to schedule the next meeting for the week beginning 27th July 2020
