The Green Ambassador Program

Official Meeting Minutes

Environmental Council Meeting 8 – July 2020

Date/Time	31 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)
Lauren Tipping	Student – SDG Manager (SDGM)
Emily Conn	Student/Staff – Green Programs Assistant (GPA)
Sophia Rutter	Alumni/Staff – UQ Unwrapped (UQUnw)
Lachlan Green	Student/Staff – UQU Environmental Collective (UQUEC)
Christine McCoy	Staff – Green Staff Programs (GSP)

Noted Apologies:

Name	Organisation
Bora Aska	Student – Events Planner (EP)
Cassidy Mogg	Student/Staff – UQ Life (UQL)
Zane Higgins	Student/Staff – Goorie Berrimpa Officer UQU (GBO)

Item	Description	Action & Who	Due Date
1.	**Acknowledgment of Country**	S acknowledged First Nations people as the Traditional Owners of the land we are on today. Elders past, present and future were acknowledged	-
2.	**Apologies & Previous Minutes**	Unanimous approval of previous minutes by EC	-
3.	**Pictionary Event** Update on progress Outcome of dry run Review agenda and presentation Outline remaining tasks	Overview of Event: - Hosted via Zoom - Game play hosted on: https://skribbl.io/; website allows automatic ranking Dry Run: - Went well; no major concerns - The number of rounds will be determined on the day by the number of attendees Event Agenda & Presentation: 1. Welcome to the event 2. Introduction of GAP; including EC introductions 3. Outline purpose of the event (to play an SDG-related Pictionary game) 4. Brief info about the SDGs (**Lauren**) 5. Rules of the game (**Bora**) 6. Play game 7. Announce winner and wrap up	-

		Council approves of this agenda and note that the PowerPoint presentation is comprehensive and concise. To-do: - Promote event on Sustainability Page	

4.	**Unfinished Business**
	
	Discuss participating in Virtual Market Day
	
	Possible Sustainability Expo opportunity
	
	Review Asana and address issues/concerns
	
	Online photography competition
	
	Plogging
		Virtual Market Day:
		   - UQU coordinated webinars for clubs and societies to promote their events
		   - GAP can create their own virtual market day event
		   - Potentially week 1 of semester
		   - Council agrees to host online zoom webinar
		   - Monday 5 August: Facebook event goes live
		
		Sustainability Expo:
		   - QUT Gardens Point Markets want to collaborate with the Brisbane Festival (September) to create a sustainability event
		   - GAP may be able to participate (stall)
		   - Council agrees to participate should the event go ahead (dependent on COVID-19 restrictions)
		
		Asana
		   - Some concerns with incorrect emails; Fatima to fix
		
		Online Photography Competition:
		   - After Sustainability Week to keep people engaged with GAP
		   - Members post image that represents an SDG with a blurb about how the image relates to the goal
		
		Plogging:
		   - Logistics of using plogging as a competition where people post photos of their efforts (with some form of geotag, if they consent); winners are drawn via raffle
		   - DIY Better your neighbourhood
		   - All throughout Sustainability Week
		   - Cross-promotion of event with UQ Unwrapped and GAP
		   - UQ Unwrapped and GAP will also promote the other group
		
		UQ Sailing Club
		   - 12-month initiative to collaborate with the Sailing Club to create new ideas for a sustainability invention
		   - Good opportunity to increase student engagement in GAP and to facilitate student-led initiatives
		   - SEO to prepare brief outline of event
			-

		- Council agrees to revisit this event after Sustainability Week	
5.	**Social Media Manager** Discuss how to fill in the role Plan for the future	How to fill in role: - Open nominations up to all GAP members - Reach out to previous applicants that did not receive a position on the Council initially - Council agrees to reach out to 3 members who didn't receive a place in Council initially; the council will then Instagram Account: - Account no longer shows in search bar therefore Instagram could not assist in reactivating the account - New account has been created - Appears unlikely that previous account will be regained - Council to brainstorm potential ways the account could have been deleted and ways to increase security	-
6.	**Forum Event** Update on progress Outline remaining tasks and delegate Additional guest speaker	Update: - Helena (UQ Sustainability Office) met with Teaching & Research departments about how they are specifically integrating SDGs into their practice - Add 2 more guest speakers (teaching & research) into the first segment of Forum - Research is a good map to show the future of sustainability - Helena to confirm Tasks - Dry run for speakers (Breakout room Experiment) - MC script (UQUEC) - Promotion - Plan for the second half of the event Webinar: - How to run event: Lodge request with IT to lodge that particular webinar event - IT will grant temporary access to the Webinar function of Zoom - Dry run of event: guest speakers will fill out when2meet poll (week 2) then Council Posts in the Forum event page to hype up interest - Lachlan's created posts (3rd, 10th, and 12th August) for UQUEC; graphic design should be available soon - Guest speakers can also promote our event on their page	-

7.	**Council Goals for Semester 2** Discuss what Council would like to accomplish Go through 'Wishlist' Items & choose most achievable tasks Outline specific goals for Semester 2	Council agrees to wait until next meeting to discuss these options and agrees to brainstorm further ideas in the interim Council to create poll in Google Drive to choose between 'Wishlist' items Preliminary event ideas to promote at our virtual market day: - Online photography competition - Human sized SDG board game - Guest speaking event (TedX speakers) - Virtual film nights (noted that there is generally low attendance; attendees should be able to vote for the movie; viewing party software is ineffective) - Book club SDG academy	-
8.	**Zoom Event Trials** Dry run of Forum event	GPA to email a "when2meet" poll to organise Forum event run through; requires access from IT to use Webinar function of Zoom	-
9.	**Next Meeting Details & Adjournment**	S to create "when2meet" poll Council advised to select availability for either in-person or online	-