The Green Ambassador Program

Official Meeting Minutes

Environmental Council Meeting 9 – August 2020

Date/Time	13 August 2020	**Chairperson**	Fatima Sabdia
Duration	1.5 hours	**Notetaker**	Fatima Sabdia
Venue	UQ St Lucia Campus, Great Court		

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)
Bora Aska	Student – Events Planner (EP)
Emily Conn	Student/Staff – Green Programs Assistant (GPA)
Cassidy Mogg	Student/Staff – UQ Life (UQL)
Cleodette Lagata	Student
Jayana	Student/Marketing & Communications UQ Drawing Club

Noted Apologies:

Name	Organisation
Lachlan Green	Student/Staff – UQU Environmental Collective (UQUEC)
Christine McCoy	Staff – Green Staff Programs (GSP)
Zane Higgins	Student/Staff – Goorie Berrimpa Officer UQU (GBO)
Sophia Rutter	Alumni/Staff – UQ Unwrapped (UQUnw)

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.	**Unfinished Business** Discuss SMM position Run-down of Zoom Market Day Instagram account update Bright Yellow VR design update	SMM Position: - No replies from previously interested applicants - Council agrees to open nominations to the rest of the GAP community - Council agrees to revisit logistics at the next meeting - Social Media Zoom Market Day - Not very successful due to low attendance - One attendee who was asking questions - More promotion required in future Instagram Account - No posts yet - Can promote Saving Planet A (Craig, War on Waste) ABC production	-

		- Council agrees to add more resources to ABC documentary post to assist student learning	
		- External sources on social media must abide by Code of Conduct and be relevant to SDGs and to students	
		Online Security:	
		- Council agrees to update Google Drive passwords monthly for security	
		- Unlikely that new account will be deleted	
		- Previous account was deleted due to an Instagram error, unlikely there was a security breach	
		Bright Yellow VR Design Concepts	
		- More wildlife and solar panels added to the designs based on previous feedback	
		- Curved logo design preferred; second seems	
		- Add water, aquatic life, a person riding the bike	
		- Remove domestic pets & couple at the front	
		- GPA to relay final changes to Bright Yellow team	
4.	**Forum** Webinar Test Run Review and edit MC script Discuss plan for the discussion segment of event	Webinar Test Run - Run through Webinar format on Zoom 13 Aug 2020 1pm - Fix any issues prior to the event MC Script - Partially complete - Begins with Welcome and Introduction; Zane to give Welcome to Country; MC to discuss importance of the Welcome to Country; Overview of GAP and UQUEC; Structure of Event; Introduce guest speakers; Q&A segment from keynote address – questions taken from Zoom Chat; Speakers from UQ Sustainability Office; Invite attendees to discussion segment Discussion Segment - SDGM to input content into presentation slides - Agenda finalised: MC introduces segment; attendees placed into Breakout Rooms to network with each other and brainstorm issues relating to sustainability and potential projects/initiatives to undertake; Council members will check progress in each room; all groups to come back to main meeting room and share ideas; MC to summarise and wrap up - Council members may assist in Chat function during event	-
5.	**Pictionary Event** Discuss progress Delegate remaining tasks	Facebook Event is live and ready Final tasks: - Further promote the event on social media and personal accounts Key word prompts: - Current list is comprehensive - Council to update key word document with further suggestions, if possible	-

6.	**Council Goals for Semester 2** Explore goals listed by members Brainstorm events for Semester 2 Go through 'Wishlist'	Online Photography Competition - Take picture that represents an SDG and describe how - Most liked comment wins the contest - Winner will receive a UQ Voucher Human-Sized SDG Board Game - Online platform that provides equipment - Caution advised in planning event due to potential risk of tightened physical distancing rules TedX Speaking Night - Teaching & Research departments to talk about how they integrate sustainability into their work - Online event - Source more speakers Film Night - UQ Life may be able to lend/hire out a large projector - On campus event preferred - Potentially organise event when popcorn van is on campus - Possibility of hiring popcorn machine and asking attendees to bring their own containers SDG Academy - Short modules online that you complete at your own pace relating to SDGs - Could be cool to make group work and decide on which goal they'd like to learn more about - Could gain credit for the employability award given out at the end of semester - Sustainability award: Lauren, Jasmine, Emily and Suzanne to discuss logistics and how to cumulate points Forum Discussion Segment - Good avenue to get ideas for initiatives and further events for future GAP use Collaboration with Zane - Formulate events to integrate the Indigenous community Online Board Game - UQ Chemistry Club hosting similar event - Council members to explore how this event has been put together to inform our events	-
7.	**GAP Members** Non-council members to present ideas, suggestions, and/or questions	Potential UQ Drawing Club (UQDC) collaboration for the Pictionary Event - Marketing/Communications Officer from UQDC to gain approval for collaboration	-
8.	**Next Meeting Details & Adjournment**	S to create new "when2meet" poll to determine next meeting details. Subsequent meeting times ideally to remain permanent and on-campus.	-

Memorandum