

The Green Ambassador Program

Official Meeting Minutes – Environmental Council Meeting

Sustainability Office, St. Lucia

Environmental Council Meeting 11 – September 2020

Date/Time	10 September 2020	Chairperson	Emily Conn
Duration	1 hour; 11AM start	Notetaker	Sophia Rutter
Venue	Zoom		

Noted Attendees:

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

Noted Apologies:

Name	Organisation
Fatima Sabdia	Student – Secretary (S)
Lachlan Green	Student/Staff – UQU Environment Collective (UQUEC)
Christine McCoy	Staff – Green Staff Programs
Cassidy Mogg	Student/Staff – UQ Life (UQL)

Item	Description	Action & Who	Due Date
1.	Apologies & Previous Minutes	Fatima, Christine and Cassidy all sent their apologies. Approval of previous minutes	-
2.	Unfinished Business		-
	Bright Yellow – sign off on final design	Bright Yellow: the chicken, being kept Unanimous council sign off on artwork	
	Code of Practice & GAP FB rules updated – definitions of apolitical and areligious behaviour within GAP	Positive response from GAP group, updated Code of Practice in Google Drive	
	Social Media Manager – GAP group nominations	1 nomination so far Awaiting end of week, Friday last day to nominate Will be posted in SEES Student page	

<p>Efficiency of email template resource</p>	<p>Awaiting template from Jasmine Bora used the existing response ideas to reply to email, he was added to Facebook group</p>
<p>Forum webpage - update</p>	<p>Suzanne sent content Approved text Document of initiatives from Forum YouTube video from Forum coming soon</p>
<p>3. Semester 2 Events Asana subtasks – quick brainstorm and assign yourself</p> <p>Recognition for employability award:</p>	<p>Refine ideas for the semester -</p> <p>Sem 2 projects:</p> <p>Guest speaker event: what to get out of it?</p> <ul style="list-style-type: none"> - Need to have a target for the event, tie it to an SDG, the event can't be too 'random' - Need to have a theme and reason why - A challenge to get turnout at the moment? - Idea tabled for now <p>SDG Photo competition</p> <ul style="list-style-type: none"> - Low time investment from Council - Will do when new Social Media Manager elected <p>Newsletter and Annual report – waiting on Fatima – Lauren keen to help with writing</p> <p>Food poster idea: tabled for when more people are on campus</p> <p>Summer Semester events?</p> <ul style="list-style-type: none"> - Clubs and Societies not continued over summer - Anything over summer to prep for Sem 1? - SDG academy over summer- low maintenance by Council <p>SDG bookclub fits into award as online training Council doesn't need to sign off on anything for it</p>

GAP also counts towards award through volunteering hours
Environmental Council counts as the "Exec" supplementary activity
GAP will be added to PDF list of options for people doing award in time

Movie night with UQ Life – Progress

2040: movie chosen
UQ Life to coordinate – UQ Life to scan ID cards and register through Eventbrite
Bora to fill out subtasks for movie night (on Asana)
Needs promotion: Emily to ask Emma about Facebook event?
Bora do event posting schedule
Emily do posts in GAP group and Sustainability Office page

Forum Initiative Poll – results and what we're pursuing this semester

Increasing awareness of native wildlife

- Jasmine
- Weekly posts in GAP group about why they are important, different animal on campus
- Members take photos and post in the comments
- Contact Carmel from Sustainability Office – Jasmine to contact

Working with land care groups

- Lauren
- Reaching out to land care groups
- COVID- max of 10 people as slight challenge, different times slots throughout the day to allow for more participation?
- Collaborate with GEMS? Talk to Harriet and Claire
- Norman Creek catchment – weekend bushcare events? Contact and organise with them
- Compile list of groups and work to contact them - Lauren

<p>GAP end-of-year article and newsletter for members</p>	<p>Tabled for Fatima Lauren available to help Council to write article to include in Sustainability Office end of year report Newsletter? How often to send out? Council to discuss and see response of newsletter at end of this year</p>	
<p>4. Awards Getting GAP and SDG Book Club/online modules recognised by Employability award Sustainability Award</p>	<p>Recognition of GAP and SDG Book Club in Employability Award addressed above</p> <p>Sustainability Award</p> <ul style="list-style-type: none"> - Document on Google Drive, Council to review and add to before next meeting - Annual award? - Need to figure out answers - Write up draft proposal, seek approval from Sustainability Office, then with Director - Action with Sustainability Office - Schedule meeting to review questions and process - Sustainability Award contribute to Employability Award? - Timeline: Jasmine to work on proposal throughout Summer Semester? <ul style="list-style-type: none"> - Draft proposal done by the end of semester - Council feedback on questions before the next meeting - Lauren: to consult with Science Leaders about process - Might not need specific meeting if everyone puts ideas in the document 	<p>-</p>
<p>5. Future meetings Does this time and day work for everyone? Zoom or in person for future meetings</p>	<p>Every fortnight 11-12pm meetings on Thursday Zoom? Occasional in person meetings</p>	<p>-</p>
<p>6. Next Meeting Details & Adjournment</p>	<p>Next meeting, 24th of September on Zoom</p>	