

The Green Ambassador Program

Official Meeting Minutes

Sustainability Office, St. Lucia

Environmental Council Meeting 12 – September 2020

Date/Time	24 September 2020	Chairperson	Emily Conn
Duration	11 am; 1 hour	Notetaker	Sophie Rutter
Venue	Zoom		

Noted Attendees (look at attendance list):

Name	Organisation
Emily Conn	Student/Staff – Green Programs Assistant (GPA)
Jasmine Palmer	Student – Student Resources Manager (SRM)
Jayana Jayana	Student- Social Media Manager (SMM)
Cassidy Mogg	Student/Staff – UQ Life (UQL)
Lauren Tipping	Student – SDG Manager (SDGM)
Sophie Rutter	Alumni/Staff – UQ Unwrapped (UQUnw)
Evelyn Alicia	GAP Community member

Noted Apologies:

Name	Organisation
Bora Aska	Student – Events Planner (EP)
Fatima Sabdia	Student – Secretary (S)
Lalith Kishore Sivakumar	Student- Student Engagement Officer (SEO)
Lachlan Green	Student/Staff – UQU Environment Collective (UQUEC)
Christine McCoy	Staff - Green Staff Programs

Item	Description	Action & Who	Due Date
1.	Acknowledgment of Country		
2.	Unfinished Business		-
	Welcome new Social Media Manager	Briefing of new manager	
	Newsletter & Annual Report	Annual report- pending Fatima Newsletter up to the Council as to what to include Annual report article due at the latest, end of October	

	<ul style="list-style-type: none">- Brainstorming document of what we wish to include- Council to review 2019 article for context- Lauren and Fatima to discuss further <p>Newsletter- potential to contain competitions</p> <ul style="list-style-type: none">- Review Green Office Program newsletter
Sustainability Award – Council to review and approve documents	<p>May need separate meeting to further discuss content of documents</p> <ul style="list-style-type: none">- Need to review the specifics of the documents- How the award will fit within the context of other UQ Awards <p>When specifics are established, GAP group community consultation to be established</p> <p>After mid semester break, Council to review in separate meeting</p> <p>Lauren to discuss with Science Award people</p>
SDG Photo Competition	<p>Bora not present, Jayana to discuss with Bora</p>
Working with land-care groups	<p>Landcare group are interested to work with GAP</p> <p>Lauren to check:</p> <ul style="list-style-type: none">- with Collette around number restrictions and COVID Safe plans for events- On COVID safety measures- Length of time of sessions
Forum webpage update	<p>By the end of the year, Forum will be post</p>

3.	<p>STARS & Sustainability Strategy Discuss meeting with Suzanne (of UQ Sustainability Office)</p>	<p>The Vision: want to give the Council opportunities to enhance experience</p> <ul style="list-style-type: none"> - Get Council together and review the Sustainability Strategy and STARS - Find a time when meeting would occur - Emily to make a when to meet - Week of the 19th of October 	-
4.	<p>UQ Movie Night Roster: - Registration table and set up (5pm on the day)</p>	<p>In week 9: 7th of October</p> <p>Rostering:</p> <ul style="list-style-type: none"> - From 5:15- 6:30pm - Movie to start at 6:00 pm - 1-2 people on registration table - Jasmine on popcorn - Bora and Lauren on registration table, Cassidy to assist <p>Need to ensure that recycling bins are present</p> <p>Emily and Cassidy to usher people to their seats</p>	-
5.	<p>End of Year Christmas Party Begin discussion and planning</p>	<p>Eco Secret Santa</p> <ul style="list-style-type: none"> - Names to be drawn from a hat, price limit to be established <p>Potluck?</p> <p>Catering? Through St Leos</p> <p>Community gardens as venue</p> <p>GAP Community event?</p>	-
6.	<p>Next Meeting Details & Adjournment</p>	<p>Thursday 8th October at 11</p>	