

The Green Ambassador Program

Official Meeting Minutes

Sustainability Office, St. Lucia

Environmental Council Meeting 18 – February 2021

Date/Time	26 February 2021	Chairperson	Fatima Sabdia
Duration	1hr; 5PM start	Notetaker	Fatima Sabdia
Venue	Online Zoom		

Noted Attendees (look at attendance list):

Name	Organisation
Fatima Sabdia	Student – Secretary (S)
Jasmine Palmer	Student – Student Resources Manager (SRM)
Jayana	Student – Social Media Manager (SMM)
Bora Aska	Student – Events Planner (EP)
Jenna Savin	Student
Emily Conn	Student/Staff – Green Programs Assistant (GPA)
Sophie Rutter	Alumni/Staff – UQ Unwrapped

Noted Apologies:

Name	Organisation
Lauren Tipping	Student – SDG Manager (SDGM)
Lalith Kishore Sivakumar	Student – Student Engagement Officer (SEO)
Cassidy Mogg	Student/Staff – UQ Life (UQL)

Item	Description	Action & Who	Due Date
1.	Acknowledgement to Country	Fatima acknowledged Traditional Owners of the land and paid respect to Elders past, present, and future.	
2.	Apologies & Previous Minutes	Apologies: Lauren, Lalith, Cassidy Previous minutes unanimously approved by Council	-
3.	New Members to Council	2 representatives from UQ Union's Environment Collective 2 Goorie Berrimpa Indigenous Officers – Rachel and Otis Staff representative – Nancy Lachner	-
4.	Voting Period for New Council	Options: Middle semester 1, end of semester 1 Middle semester 1 (april) <ul style="list-style-type: none"> - Nominations open when students have lighter course load so could potentially get higher engagement - Smooth handoff as engagement lowers in the second half of semester - Current events in the planning phase may not be completed in time End of Semester 1 <ul style="list-style-type: none"> - Difficult to ensure engagement when course load is heavy - Handover period for existing Council to induct new Council 	-

		Council agrees to create a poll for voting, to ensure absent members opinions are included	
5.	Unfinished Business Recycling Hub	<p>Jasmine in charge of maintaining hub and emptying containers where necessary</p> <p>Volunteers not necessary at the moment, for simplicity</p> <p>Bins are filling up faster as awareness increases</p> <p>Potential Oxfam collaboration to set up a bin for their 'preloved' stall</p> <ul style="list-style-type: none"> - Regular sized wheelie bin <p>Jayana to check bins on Mondays, after the weekend</p>	-
6.	STARS Data Reviewers	<p>Council opportunity offered by Sustainability Office</p> <p>Council agrees that any time before week 11 is suitable</p> <p>Emily to pass on decision to Suzanne</p>	-
7.	Courses with SDGs	<p>Lauren to find courses with SDG related courses</p> <ul style="list-style-type: none"> - Ask GAP community to comment courses they've taken with an SDG focus - Can also ask the SEES Facebook group <p>Suzanne may also have a list, from the Sustainability Strategy research</p> <p>Lauren to contact course coordinators</p>	-
8.	Clean Up Australia Day	<p>Leftover plants from the Sustainability Office Herb workshop</p> <p>GAP could promote the event and offer free plants to attending members (~25)</p> <p>Whatever's left after will be kept in the community garden</p> <p>Plan for the day: Friday 5th March 8:30am to 10:30am (when the tide is out) Gloves and bags provided Supervisor to help record data 70+ UQ Life volunteers</p>	-
9.	Bushcare Event Upcoming event (28/2/21) More volunteering opportunities	<p>Event sold out</p> <p>No more planning or promotion required</p> <p>Jasmine will be the contact on the day</p> <p>Take lots of photos</p> <p>Post in group for required items:</p>	-

		- water, sunscreen, bug spray	
		Next event: expressed interest for the 28 th March – planting. Waiting for confirmation from Collette (St Lucia Land Care Group)	
10.	E-Mobility In-Person Workshop Promotion & attendance	Energy team of Sustainability Office - Survey for what micro-mobility infrastructure we should be on campus e.g. e-scooters	-
		Council agrees to promote the event in GAP community	
11.	Sustainability Week Forum	Collective of tertiary education providers that meet to discuss sustainability GAP may be able to get in contact with these institutions and facilitate cross-university collaboration Council will be more involved in planning and running of the event (organising speakers, logistics of online or in-person delivery) New Green Programs Assistant in the middle of the year; could be problematic to change over Council at the same time New Council may need to be elected before planning commences, to carry over smoothly into Semester 2 New theme to be decided for this year's event Annual seminar for Green Labs and Green Staff organised by Emily - New event one open to students - Centred around microplastics	-
12.	Sustainability Award	Draft approved by Sustainability Office They're willing to pay for an infographic (GAP branded) to explain the process Webpage to be created about the award, link to GAP pages Promote as much as possible Applicants to submit a piece of writing to be graded by other students (potentially; can count towards volunteering hours)	-
13.	Sustainability Conference	Jenna posted in GAP group about the Sustainability Conference If Council is interested in attending, Sustainability Office will be able to accommodate that	-

Memorandum

		Discount for group of 15+ students allows mix of online and in-person registrations	
14.	Event Wishlist for Semester 1	<p>Trivia night</p> <ul style="list-style-type: none"> - Potentially held after the bush care event <p>In-person movie night</p> <ul style="list-style-type: none"> - Collaboration with UQ Life (COVID regulation paperwork filled out by UQ Life) <p>Pictionary event</p> <p>Online watch-party went well</p> <ul style="list-style-type: none"> - movie or documentary needs to be on Canopy because it's free to access and no licensing laws are infringed <p>Brainstorming document to be created for events in Drive</p>	-
15.	Next Meeting Details & Adjournment	Council to fill out poll with availability for regular, fortnightly meetings	-