

The Green Ambassador Program

Official Meeting Minutes

Sustainability Office, St. Lucia

Environmental Council Meeting 22 – April 2021

Date/Time	27 April 2021	Chairperson	Emily Conn
Duration	1hr; 2PM start	Notetaker	Fatima Sabdia
Venue	Zoom		

Noted Attendees (look at attendance list):

Name	Organisation
Jasmine Palmer	Student – previous Student Resources Manager
Lauren Tipping	Student – previous SDG Manager
Fatima Sabdia	Student – previous Secretary
Jayana	Student – previous Social Media Manager
Emma Jarratt	Student – Social Media Manager
Shanu Gunasinghe	Student – Secretary
Hanis Lyna	Student – Student Engagement Officer
Jacques Dennison	Student – SDG Manager
Tianjiao Yu	Student – Events Planner
Emily Conn	Student/Staff – Green Programs Assistant
Suzanne Davis	Staff – UQ Sustainability Office
Christine McCallum	Staff – UQ Sustainability Office

Noted Apologies:

Name	Organisation
Bora Aska	Student – previous Events Planner
Lalith Kishore Sivakumar	Student – previous Student Engagement Officer
Evelyn	Student – Student Resource Manager
Cassidy Mogg	Student/Staff – UQ Life
Sophie Rutter	Staff – UQ Unwrapped

Item	Description	Action & Who	Due Date
1.	Acknowledgement to Country	Fatima acknowledged Traditional Owners of the land and paid respects to Elders past, present, and future.	-
2.	Apologies & Previous Minutes	Apologies: Bora, Lalith, Cassidy, Sophie, and Evelyn	-
3.	Introductions Old & New Council members Sustainability Office staff Message from the Sustainability Office	Brief introductions from all attendees – including degrees studied, areas of interest, why they applied for GAP, and what previous Council enjoyed the most. Introductions from Sustainability Office staff - Suzanne and Christine left meeting	-
4.	Rundown of GAP so far GAP's purpose The program so far Document for new Council	Purpose - Increase engagement of sustainability and create initiatives across campus - Program is run for students by students - Nancy Lachner is the new Sustainability Staff rep Journey so far	-

		<ul style="list-style-type: none"> - Idea born in 2019, and launched during COVID in 2020 - People mentioned they liked the online delivery which worked in our favour. Have been able to host in-person events with successful attendance rates - Community has grown to 400+ members 	
5.	<p>Goals for 2021 Current goals for the program over 2021</p>	<p>New Council's term will be until the end of this year (2021). Next Council to be elected at the beginning of 2022.</p> <p>Goals to be set at the discretion of the new Council. Works in progress to be discussed later.</p>	-
6.	<p>Things to keep in mind Code of conduct, working together, communication, available resources, and support</p>	<p>Code of Conduct distributed to New Council that highlights what is relevant to GAP and within the bounds of our interests in promoting sustainability on campus.</p> <p>Be mindful when promoting outside organisations.</p> <p>Council agrees to uphold Code of Conduct.</p> <p>Communication</p> <p>Emily will send emails through on Mondays & Wednesdays</p> <p>Document with key account information (social media logins, Google Drive, etc) already emailed to new Council</p> <p>Asana – task management software that enables organisation and delegation</p> <p>Available resources & support:</p> <ul style="list-style-type: none"> - Council positions are voluntary, and therefore whenever any extra support is needed, reach out to Emily or fellow Council members 	-
7.	<p>Question time & group discussion</p>	<p>Council gets Sustainability shirts</p> <p>Recycling Hub management – Jasmine to discuss with Evelyn and decide whether to handover management to new Council</p> <p>Question – Do we have weekly meetings?</p> <p>A – generally fortnightly meetings, Council may choose when to host meetings and how often based on their schedules. Emily to send out poll for Council to upload their availability for the rest of the semester.</p> <p>Q: Do we have an event calendar?</p>	-

Memorandum

		A: Not currently. Usually just post events in the GAP Facebook group but Council is welcome to create a calendar in Drive.
8.	Next Meeting Details & Adjournment Organise one-on-one handover meetings	Next meeting will be in 2 weeks, poll to be sent out to select exact date. Individual handover meetings to be scheduled beforehand.
