Environmental Council Meeting 22 – April 2021

Date/Time: 27 April 2021  
Duration: 1hr; 2PM start  
Venue: Zoom

Chairperson: Emily Conn  
Notetaker: Fatima Sabdia

Noted Attendees (look at attendance list):

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

Noted Apologies:

<table>
<thead>
<tr>
<th>Name</th>
<th>Organisation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bora Aska</td>
<td>Student – previous Events Planner</td>
</tr>
<tr>
<td>Lalith Kishore Sivakumar</td>
<td>Student – previous Student Engagement Officer</td>
</tr>
<tr>
<td>Evelyn</td>
<td>Student – Student Resource Manager</td>
</tr>
<tr>
<td>Cassidy Mogg</td>
<td>Student/Staff – UQ Life</td>
</tr>
<tr>
<td>Sophie Rutter</td>
<td>Staff – UQ Unwrapped</td>
</tr>
</tbody>
</table>

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                            | Brief introductions from all attendees – including degrees studied, areas of interest, why they applied for GAP, and what previous Council enjoyed the most. | -        |
4.   | Rundown of GAP so far                    | 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 | -        |
- 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. Goals for 2021
   Current goals for the program over 2021

   New Council's term will be until the end of this year (2021). Next Council to be elected at the beginning of 2022. Goals to be set at the discretion of the new Council. Works in progress to be discussed later.

6. Things to keep in mind
   Code of conduct, working together, communication, available resources, and support

   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. Be mindful when promoting outside organisations. Council agrees to uphold Code of Conduct.

   Communication
   Emily will send emails through on Mondays & Wednesdays
   Document with key account information (social media logins, Google Drive, etc) already emailed to new Council
   Asana – task management software that enables organisation and delegation

   Available resources & support:
   - Council positions are voluntary, and therefore whenever any extra support is needed, reach out to Emily or fellow Council members

7. Question time & group discussion

   Council gets Sustainability shirts
   Recycling Hub management – Jasmine to discuss with Evelyn and decide whether to handover management to new Council
   Question – Do we have weekly meetings?
   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.

   Q: Do we have an event calendar?
Memorandum

A: Not currently. Usually just post events in the GAP Facebook group but Council is welcome to create a calendar in Drive.

<table>
<thead>
<tr>
<th>8.</th>
<th><strong>Next Meeting Details &amp; Adjournment</strong></th>
<th>Next meeting will be in 2 weeks, poll to be sent out to select exact date.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Organise one-on-one handover meetings</td>
<td>Individual handover meetings to be scheduled beforehand.</td>
</tr>
</tbody>
</table>