

# The Green Ambassador Program

Official Meeting Minutes

Sustainability Office, St. Lucia

## Environmental Council Meeting 6 – June 2020

<b>Date/Time</b>	23 June 2020	<b>Chairperson</b>	Fatima Sabdia
<b>Duration</b>	1hr	<b>Notetaker</b>	Fatima Sabdia
<b>Venue</b>	Online Zoom		

### Noted Attendees (look at attendance list):

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

### Noted Apologies:

Name	Organisation
Erin Carroll	Student – Social Media Manager (SMM)
Christine McCoy	Staff – Green Staff Programs Representative
Lachlan Green	Student/Staff – UGU Environmental Collective
Zane Higgins	Student/Staff – Goorie Berrimpa Officer UQU

Item	Description	Action & Who	Due Date
1.	<b>Acknowledgement of traditional owners of the land</b>		
2.	<b>Apologies &amp; Previous Minutes</b>	Unanimous approval from council	
3.	<b>Unfinished Business</b> Discuss Padlet submissions & overall visual representation Code of Conduct approval from Council	Padlet: Bora suggested colours of SDG VR won't be ready for Sust. Week Multi-coloured logo; we aren't just green Code of Conduct - Code of conduct approved - Council now responsible for upholding the code	
4.	<b>Merchandise/Branding</b> Items needed from the graphic design company	Email signatures Facebook Banner Poster for market day Desk signs Business cards  - Important to make sure we don't have a logo (OMC Guidelines) - T-shirts from sustainability office	

5.	<b>Social Media</b>	<p>General engagement minimal</p> <p>SDG posts going well; some interaction</p> <p>Possibly share posts to our personal accounts</p> <p>Regular Monday posting is well-received</p>	
6.	<p><b>Sustainability Week: Forum</b></p> <p>Define explicit goals</p> <p>Content update – go through shared document</p> <p>Guest speakers – who to contact?</p> <p>How many?</p>	<p>Goal from Sust. Officers:</p> <ul style="list-style-type: none"> <li>- Anyone interested in sustainability can come through and get more information</li> </ul> <p>Speakers:</p> <ul style="list-style-type: none"> <li>- Ted Talk guests on campus; may potentially be open to contributing to the forum</li> <li>- Can be listed beforehand; people can get to know who will be speaking and formulate questions in advance</li> </ul> <p>Timeline/Content:</p> <ul style="list-style-type: none"> <li>- Council approve on current timeline/content document</li> <li>- Reducing to 2 speakers in second part (discussion)</li> <li>- Too many speakers?</li> <li>- Suggested to have keynote speaker, then UQ Sustainability Office, then one guest speaker at the end; will allow questions after each</li> <li>- CM: keep other guest speakers in our pocket for another time</li> </ul> <p>Council agree to limit the number of guest speakers in the discussion segment</p> <p>Discussion</p> <ul style="list-style-type: none"> <li>- Breakout rooms</li> <li>- Icebreakers? Let group talk about what they're passionate about; group can pick one of those and flesh it out even more</li> <li>- Webinar function might not allow breakout rooms</li> <li>- Discussion section might have to be a separate event/zoom link</li> </ul> <p>Council approve on structure of event</p> <p>Key Speaker:</p> <ul style="list-style-type: none"> <li>- Council approve to Dr Nina Hall as the key speaker</li> </ul>	[Enter text]

		<ul style="list-style-type: none"> <li>- How SDGs are relevant to us?</li> <li>- What GAP is about?</li> <li>- Secretary will create email template</li> </ul> <p>GAP can</p> <ul style="list-style-type: none"> <li>- Promote other avenues for UQ Sustainability for interested students</li> </ul> <p>Lachlan will MC the event</p> <p>Council agree to utilise the UQU's in-house graphic designer to create promotional items for GAP events during Sustainability Week</p> <p>Webinar</p> <ul style="list-style-type: none"> <li>- GAP Zoom account? Not necessary unless we are uncomfortable using personal accounts</li> </ul>
7.	<p><b>Sustainability Week: Scavenger Hunt</b></p> <p>Brainstorm potential items for participants to find</p> <p>Go through logistics – what's the best way to deliver the event?</p>	<p>Scavenger Hunt:</p> <ul style="list-style-type: none"> <li>- Individual scavenger hunt</li> <li>- Participants given countries (one developed, one developing) and we list the SDGs each country needs to achieve before 2030; then participants will be asked to find objects that represent</li> </ul> <p>Pictionary</p> <ul style="list-style-type: none"> <li>- People draw something; partner guesses what it is</li> <li>- Breakout rooms?</li> <li>- Divide people into 2 groups; one person (at random) draws something; shares it; people from that team</li> </ul> <p>Council agreed to flesh out both of these ideas to determine logistics and the most</p>
8.	<p><b>Next Meeting Details &amp; Adjournment</b></p>	<p>Secretary will create a 'when to meet' poll to reorganise another day and time</p> <p>Decide between SDG event options (Scavenger hunt or Pictionary)</p> <p>Update on progress for the Forum</p>