

The Green Ambassador Program

Official Meeting Minutes

Sustainability Office, St. Lucia

Environmental Council Meeting 7 – July 2020

Date/Time 14 July 2020
Duration 1hr; 2PM start
Venue Online Zoom

Chairperson Fatima Sabdia
Notetaker Fatima Sabdia

Noted Attendees (look at attendance list):

Name	Organisation
Jasmine Palmer	Student – Student Resources Manager (SRM)
Lalith Kishore Sivakumar	Student – Student Engagement Officer (SEO)
Fatima Sabdia	Student – Secretary (S)
Emily Conn	Student/Staff – Green Programs Assistant (GPA)
Cassidy Mogg	Student/Staff – UQ Life (UQL)

Noted Apologies:

Name	Organisation
Lauren Tipping	Student – SDG Manager (SDGM)
Bora Aska	Student – Events Planner (EP)
Erin Carroll	Student – Social Media Manager (SMM)
Christine McCoy	Staff – Green Staff Programs Representative (GSPR)
Sophia Rutter	Alumni/Staff – UQ Unwrapped (UQUnw)
Lachlan Green	Student/Staff – UQU Environmental Collective (UQUEC)
Zane Higgins	Student/Staff – Goorie Berrimpa Officer UQU (GBO)

Item	Description	Action & Who	Due Date
1.	Acknowledgement of Country	S acknowledged First Nations people as the Traditional Owners of the land we are on today. Elders past and present were acknowledged.	
2.	Apologies & Previous Minutes	Unanimous approval of previous minutes by EC	
3.	Unfinished Business	Padlet submissions/Merchandise	[Enter text]
	Padlet submissions	- Design company to provide design motif (2 design concepts; EC will vote)	
	Merchandise update	- Requested Items: Facebook banner, email footer (students only, staff must use the official UQ footer), tent card (desk sign - triangle shape), 2 pull-up banners	
	Plog-a-thon event during Sustainability Week	- GAP will get own stall at market day, but physical signage may not be ready in time	
	SDG article and general GAP communication strategy	Plog-a-thon Event	
	Social media posts: scheduling document on Drive	- Suggested to have plogging events throughout O-week & provide participants with tips and tricks	
		- Low effort event; people can do it themselves	
		- Could be a competition? Interactive; people can take a photo of trash in their neighbourhood; winner could be chosen raffle-style	

- Must ensure the event is social-distancing friendly (participation at the individual level may be preferable)
- Considerations for the event if in-person: what are the rules? How do we ensure it's safe?

Clean-Up Australia Day (CUAD)

- Registration fee
- Generally, can send a piece of paper back to the company for verification
- SR to look into the plogging system CUAD use to record amounts of rubbish collection
- Suggested to collect data and present in a visually appealing way to showcase progress (UQ-wide or individually)

SDG Article/Communication

- Will be discussed in depth at the next meeting
- SDGM: in support of exploring criticisms but wants to ensure overall support for SDGs. They shouldn't be disregarded for small flaws
- Potential for mixed messages, e.g. promoting plastic-free July but not posting about the contrary
- Food for thought: should we ensure total transparency through the council? i.e. explore both sides to a particular topic or should we endorse and promote certain things?
- Council must unanimously agree on its position for this
- Council agree to table discussion until all members are present

Social Media Scheduling Document

- FB does not allow all members to view posts that are scheduled in the GAP group
- Council agrees to use google documents to record details of upcoming posts

4. **SDG Event** Revisit ideas (Pictionary & Scavenger Hunt) Logistics Event Plan To-do List

Pictionary

- Scribble.io (write down words relevant to the SDGs so only those get chosen)
- SDGM: difficult to include information about SDGs; quite rapid-fire so there's not enough time to talk between rounds
- Do we want the event to be educational or just fun?
- Since the Forum is an informative, interactive event, Council agrees the event should be mainly social and fun
- 3/5 vote for Pictionary

Pictionary

- FB Event
- Promote it (scheduled for 2-3PM on Friday of Sustainability Week)

		<ul style="list-style-type: none"> - \$20 Biome voucher - Winner automatically generated through website - Next meeting: set aside time to test run and identify problems - When should informative section fit in? - EC to include more SDG words in Google Doc
5.	Forum Tasks to complete Speaker update Ways for UQUEC to help Graphic Design update Rehearsal for event Delegation of remaining tasks	Tasks to complete: <ul style="list-style-type: none"> - GBO: Welcome to Country - UQUEC: MC – introduction, questions/answers, conclusion (will questions be sourced via FB threads or in the Zoom chat?) - SDGM: requires help with formatting discussion segment (S to help) Update on Dr Nina Hall: <ul style="list-style-type: none"> - Will speak about SDG implementation, challenges faced in the process, tips & tricks for audience to integrate SDGs into daily life, and examples from case studies surrounding water & sanitation, and Indigenous health Update on UQU Speakers: <ul style="list-style-type: none"> - Most nominated speakers are confirmed; still waiting on Helena to confirm To do: <ul style="list-style-type: none"> - Check different Zoom functions; webinar function seems to work well – restricted mic/webcam use/privacy (all EC members) - Run through logistics (swapping screens, passing over to the next speaker, etc) (all EC members) - Promote Rehearsal for event to take place during the next EC meeting UQU Graphic Designer (GD) update <ul style="list-style-type: none"> - GD working on marketing for Forum - Time of Event: 2-4pm - Advertising: social media, online only - UQU also to advertise on their social media channels EC to create FB event pages as soon as possible to begin promotion <ul style="list-style-type: none"> - Once visual representation is prepared by GD
6.	Holiday Social Event Potential ideas for an event during the semester break	Lego Building <ul style="list-style-type: none"> - Use household items (if they don't have Lego) to construct items that relate to a particular SDG - Potentially better on campus - Sustainability Office has Lego we may borrow for the event - Council agree to postpone this event until it can be held on campus Other Ideas:

		<ul style="list-style-type: none"> - SRM suggests YouTube video to introduce GAP on UQ Sustainability Office page <p>Pipes Game:</p> <ul style="list-style-type: none"> - Public Infrastructure Participatory Engagement Simulation - Potentially online event - SDG values involved - Premise is to provide groups with a problem, allow 10 minutes for discussion and formulation of a solution, and conclude with presentations from all groups to determine the winner - Can be different decision-making bodies - Might involve a lot of research - Good to showcase the complexity of the process; potentially too difficult? - Could have a reward for it; extra incentive for participants - To discuss further at the next meeting <p>Online Boardgame website:</p> <ul style="list-style-type: none"> - Games4sustainability <p>Daily Routine</p> <ul style="list-style-type: none"> - Participants could share daily routines and how sustainability integrates into their life - FB interactive thread - <i>What changes have you made this week?</i>
7.	Market Day Planning	<p>Hopefully will have a stall</p> <p>Current dates: 5th and 6th of August</p> <p>Need to develop a roster for who can man the stalls</p> <p>Preparation: where to get tables/chairs/signage/ What will we have at the stall?</p> <ul style="list-style-type: none"> - Spinning wheel with prizes - Instagram photo frame - Brochures/leaflets (how do we sustainably display information?) <p>Draft list of events planned for Semester 2</p> <ul style="list-style-type: none"> - Can promote these during market day <p>Potential giveaways:</p> <ul style="list-style-type: none"> - No merch (UQ Sustainability Keep Cups – usually for competitions) - Raffle to entice new FB group members <p>EC will have team shirts from Sustainability Office</p>
8.	Next Meeting Details & Adjournment	<p>Update on Sustainability Week events</p> <p>Transparency of communication amongst GAP</p> <ul style="list-style-type: none"> - EC agree to provide sources for all social media captions <p>Rehearsal for Forum event</p>

Memorandum

Rehearsal for Pictionary event

S to create a “when2meet” poll to schedule the next meeting for the week beginning 27th July 2020
