



2020 Committee Meeting No 1 - Notes

Thursday 15 August 2019

8am

Facilitator: Joint

Join Zoom Meeting <https://zoom.us/j/813940190>
One tap mobile 61280156011, 813940190#
Dial by your location +61 2 8015 6011 Meeting ID: 813 940 190

Attendees: Shel O'Toole, Carolyn Vincent, Juliet Talarico, Anthea Ogilvie, Laurel Freeland, Gilli Cochrane and Danielle Bolton

Apologies:

Agenda:

- Meeting times – how often and when suits
- Suggestions for a venue
- Suggestions for dates
- Structure of committee – do we have an everyone in situation or would you like to break it into groups (program, marketing, scholarships, finance)?
- Theme

Results of the Zoom survey were discussed:

AFN 2019 Conference survey results
<https://www.surveymonkey.com/results/SM-DVLN7WD7/>

AFN Future Conference survey results
<https://www.surveymonkey.com/results/SM-W8JBL9WD7/>

Discussion

Administration

Conference Timing

Discussion was held over a good time to run the 2020 conference. This year was held early in July however it is usually held towards the end of the year in October/November. This year was early as it was in Brisbane as Bob Dick was unable to travel and as he was in poor health, it was decided to have the Conference sooner rather than later.

Agreement was made to hold the conference in either of the following weeks:

- 26-30 October
- 23-27 November

It's good to have two options to start with as venue/location/availability all need to be resolved and this will give some flexibility.

Location was briefly discussed. Danielle advised that many suggestions were made via the survey's however no real favourite stood out. The suggested criteria for location was:

- Someone from the committee is located there
- Needs to have affordable venues
- Needs to be easy to access
- Needs to have excellent food options
- Weather needs to be good at the time selected (ie: not Darwin in late November)
- Be able to have zero waste

More discussion over location is required.

Indigenous Liaison

Gilli suggested we engage early with Debbie Hogar (Carol Vale's daughter) for assistance in engaging with indigenous groups and facilitators. Debbie worked with the AFN in 2018 in this capacity. We would need to pay for her time but her connections extend around Australia and it would be a worthwhile investment. Danielle offered to write some dot points on what we would need and send them to Debbie to ask for a quote.

Program

Program format and Open Space

Discussion was held over the style of program we could have for 2020. Shel commented that in Hobart, there were two options for sessions - skills intensive workshops were 3 hours whereas a "tasting session" would be 90 minutes. This would give people plenty of opportunity to add to their tool kits.

Laurel felt that open space was a challenge for some people to get approval to attend the conference as it was hard to be tangible about what the conference would cover.

Gilli advised that Ed has put a template together for the conference program as part of the resource group and she will ask if this can be circulated to the group. In other years, we have sent templates out calling for expressions of interest to run a session. In 2018, we got about 25-30 and this is all that was needed. From there, it was a relatively simple task to build the program.

Further discussion over program will be needed but it was generally agreed to run workshop style sessions with the possibility of one "open space" or yarning circle.

Pre/ Post Workshops

Danielle advised that more than half of the workshops were cancelled this year and about the same cancelled last year. Part of the reason for this is late notification of the workshops as presenters got their details in late. If people have already booked their travel, they are unlikely to change it to attend a workshop.

Carolyn did the pre conference workshop with Dee Brooks. There was about 30 people in attendance. She said it was very organic and those who attended got a lot out of it. There was significant confusion over the venue as it had been advertised as being at the Greek Club. Danielle advised that Dee was asked to contact all the attendees to advise the venue wasn't what Dee had advertised.

Danielle commented that as these workshops are a commercial arrangement for presenters, the last few years have left the emphasis for making them work with the presenter. They are responsible for the marketing and are expected to source additional attendees outside of the AFN conference attendees. The presenter is responsible for arranging their own venue, catering, costings, registrations. The presenter can also set the minimum numbers and the cut off time for cancelling.

It was agreed to do the workshops again but to be strict on the timelines. If presenter information isn't received by the deadline, they will not be advertised. It was agreed to go with either pre or post workshops but not both.

Laurel asked about if we have templates for EOI's and Danielle confirmed we do. It was agreed that there needs to be a brief and debrief for presenters and this didn't happen this year. Laurel is happy to take on the board.

Next meeting:

Danielle will send a doodle poll. It was agreed to have a 90 minute meeting in the next week (preferably) or two. We will also start each meeting with a check in.

Group rules

Rules haven't been agreed to for 2020. 2019 rules were:

- No apologising
- Quorum is 3
- Stay in touch
- Bring your excitement and enthusiasm to give to the conference with love and compassion
- Date, time and facilitator will be decided at the end of each meeting.

Task List

Job	By Whom	By When
Ask Ed if the template for conference program can be circulated	Gilli	25/8/19
Send a doodle poll for dates for next meeting	Danielle	15/8/19
Draft dot points for what we would like to engage Debbie Hogar for and circulate	Danielle	15/8/19
Circulate dot points for venue	Danielle	

Jobs List (ongoing tasks)

Laurel	Manage briefing and debriefing for Pre/Post Conference workshops

Parking lot

Nil