



2020 Committee Meeting No 2 - Notes

Friday 23 August 2019

8am

Facilitator: Laurel Freeland

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, Anthea Ogilvie, Gillian Cochrane, Laurel Freeland and Danielle Bolton

Apologies: Juliet Talarico

Agenda:

- Tasks from last meeting
 - Group Rules
 - Meeting regularity/times
 - Ed's program template (circulated by Gilli)
 - Venue/Location
 - Google docs or Dropbox?
 - Transparency of the Group's workings
-

Discussion

Administration

Group mechanics

Laurel asked what the purpose of the group is. The following comments were made:

- To build a sense of Community
- To organise the 2020 conference
- To design and deliver an invigorating and inspiring conference to invigorate the AFN
- To honour of the essence of the AFN so that it's carried forward

Laurel summarised the purpose to:

Organise and deliver an inspiring and invigorating conference that carries forward the essence of the AFN.

It was agreed to meet via zoom. It is everyone's responsibility to stay connected as this will include emails and phone calls as we get closer.

How often do we want to meet? Shel commented that in the early stages, until key decisions are made, we need to meet more often and suggested once a fortnight. Once major decisions are made and organisation is well on its way, they may reduce in regularity until it gets close to the conference.

It was agreed to have the following group rules:

- Have fun
- Stay connected
- Quorum of 3
- Have a generosity of spirit – allow each member their authenticity
- We trust in the wisdom of the group
- We hold the principles of the AFN
- Each meeting starts with a check in

The question was raised as to whether we want to leave potentially major decisions to only three members. It was generally agreed that all decisions will be made in the spirit of the group and we need to trust in the wisdom in the group that no major decisions would be made by a small group that will have a major impact on the Conference.

Discussion was held over dates agreed at the last meeting. It was agreed to stay with the October dates as a preference and only use the November as a worst case scenario.

Location and venue

The Committee are located:

- South East Queensland (Carolyn, Danielle)
- Auckland, NZ (Anthea)
- Sydney (Shel)
- Melbourne (Gill)
- Dalysford (Laurel)
- Juliet (Bathurst)

Location was discussed and it came down to two areas – Melbourne and South East Queensland (incorporating Brisbane, Sunshine Coast and Gold Coast).

Decision Criteria for a venue will be:

- Someone from the committee is located there
- Venue needs to be cost effective and affordable
- Transport to venue is easy
- 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)
- Needs to have access to outdoor space
- Needs to have a variety of spaces for use
- Be able to have a zero waste event

Danielle will write some key requirements and circulate so that members can do some investigations into venue costs. Any quotes can go to Danielle and she will feed them into a matrix using the criteria set. Hopefully, this will assist with the decision making on a venue.

Transparency

Anthea asked how we would make our work transparent to the AFN group. The easiest way is to load them on to the Conference Website and they can be referenced in communication.

If anyone has comments or suggestions relating to the minutes, they can feed this back to Danielle who will table the correspondence at the next committee meeting.

Shel offered to write a regular monthly "newsletter" to circulate to the AFN list which will include any committee highlights and refer them to the website minute location.

Document location

The question was raised as to whether to use Dropbox or Google Drive to store the AFN 2020 and previous files. It was agreed to continue to use Google Drive. Danielle will circulate a link to share with the committee.

Finance

Gilli mentioned that Danielle needs to be paid for her time. Danielle advised that she was paid \$4000 in 2018 (approx. 120 hours) and \$5000 in 2019 (over 250 hours). The amount of hours means that this price isn't sustainable and she advised it would be in the vicinity of \$8000 for 2020. Danielle said she is happy to work until such time when a budget is devised and the Committee can decide then whether to proceed with her service. There was a surplus of \$1700 from 2019 that is still sitting in the account.

Program

Gilli had circulated the email from Ed with his program template. We now have a number of year's previous programs to reference. This is something that requires in depth discussion and time did not allow. Shel noted that its more important to identify a theme before we can look at program as everything needs to link back to this.

We have a number of good templates from previous years to assist with presenter expressions of interest and scholarships.

Next meeting:

Date: Friday 6 September 2019
Time: 8am (Qld, Vic, NSW), 10am NZ, 6am WA
Facilitator: Shel

Join Zoom Meeting <https://zoom.us/j/506286395>
One tap mobile +61871501149,,506286395# Australia
Dial by your location +61 2 8015 6011 Australia Meeting ID: 506 286 395

Group rules

It was agreed to have the following group rules:

- Have fun
- Stay connected
- No apologising
- Quorum of 3
- Have a generosity of spirit – allow each member their authenticity
- We trust in the wisdom of the group
- We hold the principles of the AFN
- Each meeting starts with a check in

Task List

Job	By Whom	By When
Send email to Debbie Hogar re engagement for 2020	Danielle	6/9/19
Circulate key requirements to enable committee to ask for venue quotes	Danielle	6/9/19
Start a page on the website for Meeting notes	Danielle	6/9/19
Share the google drive with the Committee	Danielle	6/9/19

Jobs List (ongoing tasks)

Laurel	Manage briefing and debriefing for Pre/Post Conference workshops
Shel	Send monthly updates to the AFN List

Parking lot

- Additional organising team members