



## 2020 Committee Meeting No 4 - Notes

Friday 20 September 2019

8am

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**Chair:** Laurel Freeland

**Attendees:** Shel O'Toole, Laurel Freeland, Anthea Ogilvie, Gilli Cochrane, Danielle Bolton

**Apologies:** Juliet Talarico and Carolyn Vincent

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

**Agenda:**

- Conference theme
- Venue/Location
- Budget
- Marketing

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## Discussion

It was agreed to turn the automatic zoom recording off and not start recording until after the check in so that we only record the business of the meeting.

**Conference Theme**

Shel shared with the AFN the proposed conference theme of "I am because you are -- inspiring connection, collaboration and equity in a diverse world". There had also been some email communication between the committee since the last meeting. Further discussion was held over whether or not we include the word Ubuntu. The general agreement was that we won't use the word "Ubuntu" in the title but we will put a story on the website as background to the title.

It was discussed whether we should use equity or go back to our original word of justice. Shel noted that government would not use justice and although personal preference would be for justice, equity is a more marketable word and opens more opportunity for workshop topics.

It was agreed to drop the words diverse world and just go with diversity. The final theme was agreed on to

I am because you are – inspiring connection, collaboration and equity in our diversity

### **Additional Committee members**

We didn't have any responses from the AFN list when Shel asked for additional volunteers. It was agreed that we would need to shoulder tap anyone else to join the committee. Danielle noted that Juliet had sent an email advising her workload had increased and not sure if she can contribute. At this stage, she will stay in the group and will let Danielle know if she finds it too much. Laurel noted that this year (2019) was the first time she had been on the Committee and at first, found it a little difficult to get traction with the workload and it might be better to wait until we have particular jobs and ask then for volunteers. Gilli noted we might need a catering sub committee too. It shouldn't matter that the committee is small now, hopefully it will increase when we have specific things we want done. It was agreed to wait before tapping people on the shoulder but it was noted we will need more help in the future.

### **Venue/Location**

Danielle noted that quotes are still coming in. She hopes that all the quotes will be in for the next meeting and that we might be able to narrow it down to a final few or even make a decision.

Gilli advised that Latrobe were \$65 per person in 2018 and if we had over 60 people the Eagle room was at no charge. We wouldn't need to hire as many rooms at 2018 which came to a total of \$3000 (which was about 6 rooms and we could get away with 4). Gilli is waiting for the quote to come in. She is also looking at Abbotsford Convent and we could use Ed's daughter Ruby for the catering and it's only about \$35 per day.

Gilli noted that the smoking ceremony would be about \$950 with Aunty Joy Murphy at either venue.

Laurel suggested Serious global in Brunswick. Gilli said that it might not be great for 80 people plus. There is no outdoor space that's big enough for this many people. Laurel also suggested the Botanical Gardens and the Zoo. Laurel offered to help Gilli get some more quotes for Victoria in. Danielle also said any suggestions can go to her for follow up.

Danielle noted that until we have the venue, we can't finalise the budget and we can't get our seed funding etc.

### **Finance**

Danielle advised that the AFN Finance Committee (Rick, Ed, Michelle Howard and Dale) requested the funds back from the Bendigo account to finalise the 2019 conference. The 2020 Conference will then need to submit a budget and request seed funding. The payment has been entered into Bendigo and is awaiting signing by Cathryn. There is a small amount of \$77 left to keep the account active left remaining.

Gilli gave some background into the AFN workings in that conference funds have been returned back to the AFN for the last few years and this was agreed at a previous AGM. Danielle noted that we will return to the funds as an act of faith but as there is no constitution, there are no actual rules that legally need to be followed.

This year, strict financial controls were in place and there were receipts for all expenditure and items weren't purchased until funds were in the bank and the plan is to do the same this year.

Danielle will start drafting a budget.

Work is underway to change the signatories to the 2020 Committee. David Jago and Cathryn Lloyd will be replaced by Shel and Laurel. Danielle is meeting with Cathryn Lloyd next week to sign the forms.

## Marketing

Danielle will update her signature block with the new title and load it onto the website with a few words. She will circulate the signature block to everyone for use when sending emails on behalf of the AFN. Gilli advised the graphic used was developed after the Alice Springs conference and was pulled together by both indigenous and maori facilitators. It was agreed at the 2017 AGM that it will be the conference graphic as continuity. It was agreed to keep the graphic.

We will need to get a marketing plan together. This can wait for another 2 meetings and we can build upon the marketing plans from previous years.

The AFN are getting a new website but it's good to have a look and feel for the conference website so that people can tell the difference. We will wait to see what is developed by the Website working group before doing anything further here.

Shel noted that we could have a conference song. She has contacted Charlie Tindall who is happy to collaborate on a song. It was agreed that this is a great idea. Laurel mentioned that Charlie McGee was on the last course she attended and he has agreed to write a song about facilitation and this might be a nice connection.

## Next meeting:

**Date:** Friday 11 October 2019  
**Time:** 8am (Qld, Vic, NSW), 10am NZ, 6am WA  
**Facilitator:** Anthea

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## 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
Finalise change of signatories with Bendigo	Danielle	11/10/19
Update signature block	Danielle	11/10/19
Finalise quotes from venues	Danielle	8/10/19

## Jobs List (ongoing tasks)

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

## Parking lot

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