



## 2020 Committee Meeting No 5 - Notes

Friday 11 October 2019

8am

Join Zoom Meeting

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Meeting ID: 367 745 533

**Chair:** Anthea Ogilvie

**Attendees:** Shel O'Toole, Rick Somerford, Anthea Ogilvie, Carolyn Vincent, Danielle Bolton,

**Apologies:** Gilli Cochrane, Laurel Freeland

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

### Agenda:

- Purpose and Group Rules
- Venue/Location
- Finance and budget
- Program
- Marketing
- Closing words

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## Discussion

### Venue/Location

Discussion was held over the possible venue for 2020. We have 10 quotes for venues – 9 in South East Queensland and 1 from Victoria. Each venue was assessed against a set of criteria that the group had set. This has really helped narrow down some of the venues (in particular dropping some off).

Danielle noted the top venues were QUT in Brisbane (Qld) and Kingfisher Bay which is on Fraser Island.

Shel noted her preference is South East Queensland as this means that we might be able to have Bob attend for one more year. Bob is an elder of the AFN who has inspired many to join. He has voluntarily managed the AFN list for over 20. He brings a great depth of knowledge to the conference and if we can have his presence, it's worth taking the conference to Brisbane in the

hope he will be well enough to attend. It was noted that we should ask Bob if he would potentially be available and Rick agreed to do this.

Whilst Kingfisher Bay offers excellent facilities, Bob would not be able to attend and the distance may put some off. The other issue with this venue is that the only accommodation on offer is at the resort and even though reasonably priced, may not suit everyone.

Danielle commented that QUT Gardens Point in Brisbane CBD also comes with some issue. The venue hire is actually very expensive but we would need to bring our own caterers in which means the overall price comes in quite reasonable. The problem with this option is that if our numbers are low, we will still be paying the venue hire which is a risk. The other major issue is that Uni will be on during the time we wish to hire the venue. If we want to use outdoor spaces, it will potentially be very busy as it will be coming in to exams. We also only have access to one major room and outdoor spaces as we can't utilise any of the lecture rooms. There is a car park there however if Uni is on, availability could be an issue. It also isn't easy to access the room without a fair walk – this includes

Shel asked about the Sunshine Coast University space and Danielle commented that again – the space is excellent but it's not close to the sunshine coast airport nor is it close to accommodation (everything being at least 15-20 minutes drive away – Maroochydore/Mooloolaba).

Discussion then fell to the option of going back to the Greek Club. Danielle said that the price had gone up and we had already fed back to them that we were very unhappy with the menu. The room was generally quite good and whilst we had some issue with breakout spaces, we could potentially hire some additional rooms on the ground floor. These were not available when we booked 2019 as we booked with less notice. We also could utilise the space much more in the park across the road. Danielle said the catering was a significant issue but perhaps we could work with them to develop a more bespoke catering option if they want the business. Rick said that he felt that it was only an issue for some people as those he spoke to didn't comment on the catering.

Anthea said that the Greek Club lacked inspiration for her and she asked if there were other options in Brisbane. Danielle said it was difficult to get a room in Brisbane that wasn't a hotel or a convention centre and due to the AFN price point, options were very limited.

It was agreed that it was very well located with an excellent selection of accommodation of all levels and restaurants around and was very easy to get to. Danielle also noted that there is a carpark right next to the venue which was a consideration for this year's conference – which meant that if Bob's mobility was limited, we could literally drive him to the side door for access. The venue had full wheelchair access. We could ask for the audio to be turned off when we're not using it as the speakers meant that the sound came into the side rooms and this could be resolved by turning the audio off.

The other positives with the Greek Club is that a minimal deposit is required and we would have access to the entire venue.

It was agreed by all that the Greek Club is the best option. The group asked Danielle to go back to the Greek club and request the following and if they can come to the party, we will go with them as a venue:

- Price need to be reduced from \$84.50 and closer to the \$75 that we had this year
- We would need the rooms downstairs
- We would need agreement that we can work with them for the catering to offer a far better selection – no sandwiches

Danielle will do a small doodle/facebook poll asking if people will attend the conference if we go back to the Greek Club. Shel can incorporate this into one of her emails to the AFN. We should

mention in the communication that we are considering the Greek Club so that Bob can come. Danielle noted that we have already surveyed the list regarding location and there was no clear winner.

## **Finance/Budget**

Danielle commented that now the venue has been selected, she can start on the budget. This will be ready for the next meeting. If we can tick the budget off at the next meeting, we can then lodge a request to the AFN for seed funding. Danielle estimates we will need around \$3k in seed funding which is the same as 2019.

Danielle has sent the forms to Laurel and Shel for the Bendigo bank signatories however she accidentally sent Shel's to Laurel and vice versa. This was resolved by filling out the "person 2" details and lodging the form. Shel is now a signatory. Danielle will check with Laurel. David and Cathryn who are this year's signatories won't be removed until Laurel and Shel have been added. All the excess funds have now gone back to the AFN and there was \$77 left to keep the account viable.

## **Program**

The group discuss program and noted that there hasn't been time to go into depth about the program until some of the big administration items were ticked off such as venue.

Rick noted that Marie Martin (WA) would be happy to be involved with the program. Shel said previously we have had sessions that were broken into strands such as "the new facilitator" and then intermediate and advanced. We could have sessions on running facilitation as a business, Collaboration and adding to your toolbox. Perhaps the way to go would be to have a several "themes" and that each theme is aimed at beginner to experienced. Shel said she is happy to have a look at it and will give Marie a call and run it by her as well. It was suggested that the word "emerging" is a good word for beginner and eldership, old hands or wisdom keepers could be good terms for the senior level. This year we asked participants if they are new, intermediate or an elder and we can do this again to give us a sense for how many people we have in each group. Anthea felt that she didn't need any more hand holding this year and others that were knew also didn't express this to her. The idea of a buddy however was a good one.

Shel will look at pulling together an EOI for presenters and we need to ask where they think their session would fall. Danielle will send the EOI form in 2018 to Shel.

The post conference surveys indicated that this year had too much open space and that people need to have the opportunity to run a session. It was difficult this year for people to take the program to an employer to get approval to attend as there was very little in the way of structure.

## **Marketing**

Shel is happy to do an email out to the group.

Danielle noted the new logo is available for the 2020 conference and the header has been updated on the website. The signature block is also available and has been circulated. Over the next few weeks, she will put an article up about Ubuntu. We have full control over the Conference Website and we can update it whenever we want. The website is separate from the AFN website.

## Next meeting:

**Date:** Friday 25 October 2019  
**Time:** 8am (Qld) 9am (Vic/NSW), 10am NZ, 6am WA  
**Facilitator:** Shel

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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
Check to see if Bob is available last week in Oct 2020	Rick	25/10/19
Get a revised quote from the Greek Club	Danielle	25/10/19
Go back to QUT as a back up plan	Danielle	25/10/19
Prepare a poll regarding the venue	Danielle	15/10/19
Send an email to the List with the venue poll	Shel	25/10/19
Prepare a budget	Danielle	25/10/19
Send the AFN EOI from 2018 to Shel	Danielle	15/10/19
Call Marie Martin re being involved with the Program	Shel	25/10/19
Prepare a draft EOI for sessions	Shel	25/10/19
Check with Laurel re bank details	Danielle	25/10/19

## 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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