



## 2020 Committee Meeting No 6 - Notes

Friday 25 October 2019

8am (Qld), 9am (Vic/NSW), 10am (NZ), 6am (WA)

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Meeting ID: 367 745 533

**Chair:** Shel

**Attendees:** Laurel, Anthea, Shel, Danielle

**Apologies:** Rick, Carolyn, Gilli

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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

There has been quite a bit of email traffic regarding venue and location. (Copy of these are below).

Discussion was held over the venue and location. The two locations that were discussed was whether to hold the event again in Brisbane or to take it back to Melbourne where there is a strong AFN following.

Danielle advised that the Greek Club is not going to be an option. They have refused to move on price, staying at \$84.50 per head per day and have said that catering would still be sandwiches or it would be an additional \$10 per day for a fork dish. They don't have the dates we would like and have said that all Friday's are off limits at that time of year as they hold a number of school formals there. They advised they would get back with costs to hire additional rooms however there has been no response. With all of this in mind, it is not the venue we need.

Danielle also checked in with QUT at Gardens Point and they advised that we only have the foyer area of the theatre. Whilst this is a large area, there will be a large production bumping in on the Friday using doors next to the venue. There are also no options for break out rooms. So, again, this venue will not work for AFN.

Danielle found an additional venue which looks like it will meet all the needs of the AFN. It's called the Landing at Dockside and is located at Kangaroo Point on the South Side of Brisbane on the Brisbane river and about 5-10 minutes from where the Greek Club is located. Positive aspects of this venue are:

- We will have the whole venue
- We have 2 large permanent marques
- The Marque walls come off and the breeze from the river comes in
- There are two smaller rooms off the marque's which are air conditioned because the marques are not
- There is a large hall between the two rooms which would be perfect for morning tea, lunch etc
- There are many areas around the venue in the gardens and on the boardwalk for extra break out spaces
- There is a hotel attached and prices are approx. \$140 for a one bedroom apartment. There are also numerous other accommodation options around
- There is a free ferry port at the venue
- There is a car park but attendees would need to pay

As many of the walls are plastic/canvas, there will only be limited walls for putting posters up.

Shel noted that with Brisbane there is a bit more predictable with weather than Melbourne.

Laurel asked who will we attract if we go to Brisbane or Melbourne? If people are financially able to travel – the location will probably not make much difference.

Danielle noted that the group had decided we would not go to a location that we didn't have a committee member and as such, we don't have anyone located in Adelaide. Laurel agreed that Adelaide at that time of the year would mean it would be very hot. It was agreed not to pursue venue's Adelaide.

It was agreed not to pursue Abbotsford Convent in Melbourne as the venue is expensive and we wouldn't have full use of the venue.

Anthea said its' important that we meet the needs of the AFN Community and sometimes this is a moving feat. Is it a following or is it a conference that people attend – is it something that is important to meet at the same place every year as it seems that it isn't – which means, location is probably less important.

Discussion the focused around going back to La Trobe University. The feedback from this venue from 2018 was that we have the whole venue and the catering was excellent however it was difficult to get to and accommodation was limited. If we push the event off until November, we may be able to use the student accommodation but that is getting late in the year.

Melbourne – La Trobe University. Points were noted:

- There is no room hire on the main room – only on the break out rooms
- The catering was very food
- We will have the whole venue

Danielle stated that she did not want this to be a deciding factor however there are no funds in the budget for her to travel to Melbourne and this will put more onus on the committee for doing all the things that need to be done on the ground. Laurel said that the cost of Danielle travelling to Melbourne would have to be budgeted in as she would have to be there. Danielle said that the budget would need to extend to return flights and a hire car as there is a lot of running around to be done. It was agreed this would need to be factored in.

It was noted that both La Trobe and the Landing at Dockside are exactly the same price - \$65 per person per day and \$3000 for room hire.

It was agreed that we would do a survey and take it to the AFN and see if there was a definitive preference. This will be used to make a decision at the next meeting. The only two options being considered are the La Trobe University, Bundoora and The Landing at Dockside at Kangaroo Point.

## **Finance/Budget**

Shel asked if there was a budget for entertainment. Danielle advised there wasn't but we could easily add one in. It was agreed to include a budget of at least \$800 for entertainment.

The group discussed pricing. It was generally agreed that we should restructure the pricing as the student price doesn't cover those who are financially disadvantaged and may need a cheaper price.

It was agreed that we should offer a slightly different structure and there should be a community rate which would be income of \$50k or less, self employed rate (no need to nominate how much but earning over \$50K) at \$495 and then a corporate rate of \$695. Danielle will rework the budget based on this and will also put some words around why we are doing it this way.

Self funded will cover those who are paying for themselves.

Laurel noted that many people who do work in facilitation in things like Climate Change are doing it voluntarily and we should make it affordable to get these people there.

By having a community rate, we are covering people who are students, retired, volunteers etc.

## **Program**

Shel loaded a form onto the google drive on workshop EOI's. It was agreed to look at this in more detail at the next meeting. Everyone agreed that this was a great start. The form also asks how the presentation will tie into the community of practice. By asking so many questions, it helps to clarify for the presenter on what they need to cover. This will also help with marketing – not just what they intend to present but what their outcomes are. This will help give people reasons to register – knowing what they will get out of it.

Laurel noted that she is not going to debrief the 2019 workshop presenters but she will set a framework up for the 2020 group to ensure there is briefing and debriefing.

## **Marketing**

There hasn't really been much to promote but once the venue is locked in, this will change.

## Next meeting:

**Date:** Friday 8 November 2019  
**Time:** 8am (Qld) 9am (Vic, NSW), 10am NZ, 6am WA  
**Facilitator:** Hands up for who'd like the job

Join Zoom Meeting

<https://zoom.us/j/504340600?pwd=YnBvaWFSemNqYVpTOE93NGtpU0NXQT09>

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Dial by your location +61 2 8015 6011 Australia Meeting ID: 504 340 600, password 525994

## 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
Prepare a survey on the venue and circulate to the list	Danielle	28/10/19
Add entertainment into the budget	Danielle	7/11/19
Restructure the pricing based on a difference structure and prepare some notes on the categories	Danielle	7/11/19

## Jobs List (ongoing tasks)

Laurel	Manage briefing and debriefing for 2020 Pre/Post Conference workshops
Shel	Send monthly updates to the AFN List
Shel	Develop a conference song

## Parking lot

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## Email's re venue

**From:** Anthea Ogilvie <antheaogilvie@gmail.com>

**Sent:** Friday, 25 October 2019 7:48 AM

**To:** carolyn vincent <carolyn.vincent1@gmail.com>

**Cc:** Danielle Bolton <danielle@associationsolutions.com.au>; Gillian Cochrane <gillicochrane@gmail.com>; Juliet Talarico <Juliet.talarico@rahamim.org.au>; Laurel Freeland <laurelfreeland@bigpond.com>; Rick Somerfield <taichoda@gmail.com>; Shel O'Toole <shelotoole@gmail.com>

**Subject:** Re: AFN meeting tomorrow and important info re venue

Thanks Carolyn,

I appreciate all the work done so far and the need to move ahead on organising. Whilst I recognise this can feel like wasted time, I also know that some decisions take time to come to. My view is that Melbourne would be better. My reason for this is mostly because its more appealing than going back to Brisbane to me and I think others might feel similarly. Having said that I don't hold a strong position on where - I am happy to go with the group.

I will be at the meeting, but will be late. Apologies for that, life is very busy right now.

Talk soon,

Anthea

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On Fri, 25 Oct 2019 at 10:30, carolyn vincent <[carolyn.vincent1@gmail.com](mailto:carolyn.vincent1@gmail.com)> wrote:

Hi Everyone,

Unfortunately I won't be at today's meeting.. Something urgent has come up. Hope it goes well. I'm sure it will.

I can understand both Danielles view and Laurels view.

From a future perspective, if we want the AFN to get stronger then I guess Melbourne might be the way to go, given we have a large number of prospective attendees based in Melbourne.

And it's important as Danielle said to be mindful of the time we've already spent on deciding a venue for many reasons.

I'm happy with either Brisbane or Melbourne but my preference is Melbourne after reading Laurels email...

Dockside in Brisbane sounds amazing and thanks Danielle for doing all that legwork!!

If we can decide on a venue in Melbourne by today or before the next meeting so we can get moving on the program etc, then Melbourne is my preference.

Going forward... I think we should speak up sooner rather than later, myself included as I have similar views to Laurel but felt bad to say so as I was new to AFN.

Big hugs for you all...

I had a great birthday

When are all your birthdays ?

If it's ok with you all we could sing together for each other like you all did for me!



Carolyn

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**From:** Rick Sommerford <taichoda@gmail.com>  
**Sent:** Friday, 25 October 2019 7:53 AM  
**To:** Gillian Cochrane <gillicochrane@gmail.com>  
**Cc:** Danielle Bolton <danielle@associationsolutions.com.au>; Laurel Freeland <laurelfreeland@bigpond.com>; Anthea Ogilvie <antheaogilvie@gmail.com>; Carolyn Vincent <carolyn.vincent1@gmail.com>; Juliet Talarico <Juliet.talarico@rahamim.org.au>; Shel O'Toole <shelotoole@gmail.com>  
**Subject:** Re: AFN Notes and Agenda's

Morning all

Sorry I won't be on line this morning, I've been called in to work early and already travelling.

I am happy to support any venue that is selected but have a preference for a different place each year and trying to move the conference around for access reasons.

I'll catch-up with proceedings over the next few days.

Have fun everyone

Rick

Sent from my iPhone

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On 24 Oct 2019, at 20:41, Gillian Cochrane <[gillicochrane@gmail.com](mailto:gillicochrane@gmail.com)> wrote:

Hi All

Sorry for not being around the last couple of meetings and not getting a quote on for La Trobe.

Regarding Abbotsford Convent - let's not waste any time on investigating the Convent because:

You cannot get exclusive use of the venue

The rooms are expensive even with past VFN use and asking for not for profit discount

You have to use in house catering and it is very bakery based.

La Trobe - lots of good points - current info is that they don't have 2020 prices for break out rooms. But the Eagle Bar itself will not have any charge as the catering will cover costs. 2018 cost \$3000 for 5 extra breakout rooms over 3 days. Catering was \$65 a day per head and not a sandwich in sight! Hot and cold choices and salads. Zero waste practises - no bottles etc Cocktail evening was \$35 a head (3 hot, 3 cold) Dinner was \$65 a head but we added onto that to cover two bottles of wine per table and entertainment. We needed PLinsurance costing \$250 (and raised the AFN ABNshabackle). For 80 participants we wouldn't need as many breakout rooms - we booked loads as we thought we would have 120+ people. Weather in Melbs in Oct and Nov highly variable. Plenty of outside space and immediate connection with outside from the large dome opening with a slide up door. Danielle - you have the pictures on the google drive. Also Aunty Joy does the kost amazing and highly personal and spiritual welcome to country which is a proper 40minute experience. Lastly, the dates for end Oct and Nov have been blocked for us in case we want to go ahead.

I'm unlikely to be able to join tomorrow sadly - I'll try but can't guarantee.

Re la Trobe - if you feel like going there again then I am happy to provide the support for the venue and catering as I've done it all before and have the files for the Risk Management required. Oh another ast thing - it is mobility accessible and also has suitable design for other impairments.

I'm happy with either the new riverside venue in Brisbane or La Trobe and will trust the wisdom of the group.

Re wall space for the Brisbane venue - we can bring or hire whiteboards or screens to use ??

La Trobe also provides exclusive space use - nov would be better for this as less students on campus then and POSs slightly better weather.

Sorry for typos and out of order info - my phone is being annoying and not letting me go back and change or cut!

Hope to catch you for. A little while tomorrow if poss

Cheers Gill

Sent from my iPhone

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On 24 Oct 2019, at 4:24 pm, Danielle Bolton <[danielle@associationsolutions.com.au](mailto:danielle@associationsolutions.com.au)> wrote:

Hi everyone. I agree it's important to get the right place.

We do however need to be conscious of time as we have now been discussing this for almost 3 months and I have spent in excess of 20 hours pulling it together and getting quotes etc. As a group, if we make decisions, it is difficult if we go back over agreements and then change them. It's not to say this can't be done but it does waste a lot of time. Not trying to be the meanie here but appreciate that everyone's time is important and we need to use our time as productively as possible. This is why we made a decision to trust the wisdom of the group when a decision is made at a meeting, hence why we have a decision register.

We really need to pin something solid down tomorrow if possible so that we can start to focus on the program.

Kind regards,

**Danielle Bolton**  
*Event Manager*

*Australasian Facilitators Network Conference*  
*Level 1, Suite 375, 241 Adelaide Street, Brisbane Q 4000*  
*Phone: 07 5429 8480 Mob: 0407 026 819 Fax: 07 5429 8486*  
*Email: [danielle@associationsolutions.com.au](mailto:danielle@associationsolutions.com.au)*  
*Website: [www.afnconference.org.au](http://www.afnconference.org.au)*

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**From:** Rick Sommerford <[taichoda@gmail.com](mailto:taichoda@gmail.com)>

**Sent:** Thursday, 24 October 2019 12:44 PM

**To:** Laurel Freeland <[laurelfreeland@bigpond.com](mailto:laurelfreeland@bigpond.com)>

**Cc:** Danielle Bolton <[danielle@associationsolutions.com.au](mailto:danielle@associationsolutions.com.au)>; Anthea Ogilvie <[antheaogilvie@gmail.com](mailto:antheaogilvie@gmail.com)>; Carolyn Vincent <[carolyn.vincent1@gmail.com](mailto:carolyn.vincent1@gmail.com)>; Gillian Cochrane <[gillicochrane@gmail.com](mailto:gillicochrane@gmail.com)>; Juliet Talarico <[Juliet.talarico@rahamim.org.au](mailto:Juliet.talarico@rahamim.org.au)>; Shel O'Toole <[shelotoole@gmail.com](mailto:shelotoole@gmail.com)>

**Subject:** Re: AFN Notes and Agenda's

Hi folks

Thanks laurel for your considered and open thoughts.

I have been thinking a lot about the conference venue and I have talked to Bob and I am experiencing an increasing concern about returning to Brisbane.

In Bob's email he said, "Melbourne is the centre of gravity, so to speak, of AFN membership. It might be easier to attract a large number of participants there than elsewhere." and I am resonating with that thought. It has also been quite some considerable time since we had a conference in South Australia and only ever once in 2007. I am also tempted by the proximity of Melbourne and Adelaide in terms of numbers and travel.

I know there are is significant preparation that is venue dependent but there is also a lot of work we can do that will contribute to a significant conference independent of the venue. Style, content and context can be resolved to a large extend outside of the venue.

I attended the Latrobe conference and found the venue very good and would return there but for one thing, "it's very hard to go back", individually we are not the same and the place will have moved on as much as we have.

I am going to take it upon myself to explore some venues within easy distance of Adelaide airport/city and I will raise this in tomorrows meeting as well. I like the idea of the Abbotsford Convent as well and I know the VFN holds events there frequently, which lends credence to it's capacities.

Anyway, thanks for the prod Laurel and I will talk to you tomorrow on Zoom.

Warmly

Rick

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On Thu, Oct 24, 2019 at 8:04 AM Laurel Freeland <[laurelfreeland@bigpond.com](mailto:laurelfreeland@bigpond.com)> wrote:

Hi Conference Team

Thanks for the update. I have been having some second thoughts about venue so I thought I had better speak now. Also a couple of other points to flag.

After my own reflections and reading Bob's response re event in Qld, here is my view. It was a wonderful gesture to have a conference which Bob could attend. I didn't love the Greek Club but as personal preferences are, it wasn't a big deal for me. However I don't believe it should be a significant criterion to hold another conference the following year on the same basis. To be honest I think it is a bit macabre. He could go another 10 years yet!

One thing that came up in our previous discussions is that Melbourne is a significant hub for AFN activities, particularly the VFN.

I know I haven't been proactively looking for a Melbourne venue as I originally intended; the Zoo suggestion was blue sky thinking - although it would be a fun place, near the airport, a natural oasis in walking distance to the vibrancy of Melbourne and you can even sleep there. Truthfully I didn't give them a comprehensive brief.

Abbotsford Convent may have been an option with catering by Ed's person (daughter?) which I didn't follow up on.

Gilli followed up about Latrobe which was the venue for the conference 2 years ago. This met the criteria for rooms, breakout rooms (actually too many), outdoor natural environments, light, and divine food. People found it hard to find or get there from the airport I believe – although there are buses directly there and abundant public transport so this wouldn't be hard handle. If the quote has come in I think it could be a serious contender. I realise it is late in the day – but the conference is one year away – and I would like to ensure we have explored all options. I am aware that I said I would be happy to go along with a decision but actually I needed to speak.

ACTION suggested – wait for quote from Latrobe to add to list before we decide.

NEXT THING:



Another mia culpa. I had initially said that I would give feedback to some of the conference presenters/facilitators for 2019. The moment has passed it's useful date. I am happy to and will write up some criteria and process for briefing and debriefing presenter/facilitators for this coming conference. It wasn't about pre and post workshops, it was more about the workshops within the conference.

ACTION suggested: Can we change the wording of the ongoing task on the agenda to reflect that?

Speak tomorrow.

Warm wishes,

*Laurel Freeland at Home*