



2020 Committee Meeting No 7 - Notes

Friday 8 November 2019

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

Join Zoom Meeting

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

One tap mobile +61871501149, 504340600# Australia

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

Chair: Laurel Freeland

Attendees: Laurel Freeland, Carolyn Vincent, Shel O'Toole, Gillian Cochrane, Danielle Bolton

Apologies: Anthea Ogilvie

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

Agenda:

- Purpose and Group Rules
- Venue/Location – survey monkey results
- Finance and budget
- Program
- Marketing
- Closing words

Discussion

Venue/Location

Danielle gave an update to of the survey. She advised that there was a slight preference for Brisbane with about 20% of respondents preferring Brisbane over Melbourne. The largest number of people who responded were actually from NSW, followed by Qld and then Vic. 51 people responded. Danielle noted that Gilli had advised her that she had a slight preference for Brisbane also due to the likelihood of better weather.

Someone had made a comment that IAP2 would be held around this time. It is usually held in November. It was agreed that this will have some but not much of an impact on our numbers and most people in the survey agreed with the dates. Shel noted that Melbourne will also be more competition for IAP2 whereas Brisbane is less likely.

It was agreed to hold the event at Dockside in Brisbane.

Gilli said that she will forward the risk assessment framework and menus from 2018 to Danielle. Gill expressed a desire to reuse templates created for previous years so that we are not recreating the wheel. Shel noted that she has prepared an EOI for workshops based on the previous years and this can go out soon.

Danielle said we can work with the venue to keep the carbon footprint down and they use local suppliers for food and have a recycle policy.

Gilli suggested that we get the food sorted as soon as we can and put menus online so that people can see what they'll get. Danielle advised that we have taken a package that includes sandwiches and rolls but if the budget is available, we can upgrade for \$10 per day to fork dishes. We won't know until closer to the day if we will have the funds to increase the package on at least one of the days.

Finance/Budget

The budget was discussed. Danielle recapped the discussion held at the last meeting to have three categories of payment:

- \$300 - Community Registration – for people who earn under \$50k per year. This will cover students, semi-retired, low income earners etc. This fee covers costs.
- \$495 - Self Funded Registration – for people who are self employed but earn over \$50k per year. This will cover the majority of attendees at the AFN conference. This fee covers costs and includes a small surplus.
- \$695 - Corporate Registration – this rate is for registrations from large corporations, government etc. The additional fee includes a corporate social responsibility donation towards the community registration.

Although there is a large jump between self funded and the corporate registrations, this is still a cheap conference at \$695 or 3 days. The categories will require attendees to self select.

Danielle advised that we are at break even with the three budget options of 60 people, 80 and 100. Now that we are in Brisbane, she can take out the allocations for flights and car hire. It was agreed to put an amount back in for speaker fees. Entertainment has also now been included. Danielle advised that we need to have the funds before we can spend them, which does mean that some of the fun things can't be done until it gets close to the event.

Danielle advised we can open the Eventbrite registration site as soon as the budget is approved by the AFN. The question was asked if we could offer a payment plan if people want to pay for the event over a few months. Danielle advised we did this for someone this year and we can offer this again.

The budget was agreed to. Danielle will find out what deposit is needed from Dockside and then ask for seed funding for this amount plus a \$2000 payment for Association Solutions for work done between 1 August and 31 December 2019. The committee agreed with this action.

Danielle advised there will be no ticketing costs needed in the budget as we will use Eventbrite again because they have given us a really good price. The booking fee gets added to the registration price – so there is no real cost to the AFN.

Danielle also confirmed the budget includes 3 scholarships and we will again open up for other companies that may wish to sponsor a scholarship recipient.

It was suggested we could look at a Conference App as it gets a bit closer. The cost of these start at around \$1500 but may be considered as we get closer to the conference if surplus funds allow.

Program

We will get the expressions of interest out in the not too distant future (after next meeting). We can have concurrent open space alongside set program workshops in the afternoons. They can be called FIGS (Facilitator Initiated Groups) or Yarning circles.

Laurel suggested everyone have a look at a book - Sand Talk – how indigenous thinking can save the world and looks at how we live sustainably.

Marketing

It's been difficult to do any marketing to date but now that we have confirmed dates and a venue, we can start to kick things off.

Administration

The committee thanked Danielle for her work to date on venue. 😊

Next meeting:

Date: Friday 13 December 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/900642550>
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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 |
|--|----------|------------------|
| Send Danielle the risk assessment framework and menu's from 2018 | Gilli | 12 December 2019 |
| Confirm the venue | Danielle | 15 November 2019 |
| Send the budget to the AFN and request \$5k seed funding. | Danielle | 15 November 2019 |
| | | |

Jobs List (ongoing tasks)

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|--------|---|
| 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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