



2020 Committee Meeting No 9 - Notes

Friday 31 January 2020

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

Join Zoom Meeting <https://zoom.us/j/749392987>
One tap mobile +61871501149, 749 392 987# Australia
Dial by your location +61 2 8015 6011 Australia Meeting ID: 749 392 987

Chair: Shel O'Toole

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

Apologies: Anthea Ogilvie, Gillian Cochrane

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

Agenda:

- Purpose and Group Rules
- Program
- Marketing
- Finance and budget
- Administration
 - Venue update
 - Accommodation options
 - Website
 - Eventbrite registration
- Closing words

Discussion

Program

So far we've had one expression of interest by Ed McKinley – helping new facilitators look at facilitation as a business.

Carolyn will do one on deep listening and Laurel intends to do one on active hope.

Shel will put something up on the list to remind everyone to put their expressions in. Danielle will circulate the info on social media.

Discussion was held over whether or not we will have pre or post conference workshops. We had previously agreed to have one or the other but not both. Shel was in favour of pre conference as this worked successfully in Hobart. It's just as easy to come for 5 days but when the conference ends there is an emotional ending and a need to separate. Laurel thought people might have had a good time at the conference, that they would stay on to do a workshop. Carolyn said that it gives attendees an opportunity to make connections before the conference starts. Danielle noted that a week day might be better than a weekend. It was agreed to go with pre conference. Shel will update the EOI so that we can get it out.

Danielle advised that it might be difficult to run these workshops at Dockside as there is only one space for a small group – the areas we have are quite open and probably not conducive for a small group.

Shel suggested we could try and get two 2 day workshops with a total 6 workshops. By having a 2 day workshop – it will make it a solid week to come in and a valuable reason for the trip. It was agreed to only offer 6 as if we have too much choice, it will keep the numbers high enough to make them valid.

In Hobart – the conference organising group did all of the administration, including booking the venue, catering etc and did all the marketing and took the bookings. A fee was then paid back to the presenter. The last few years has put all the workshop administration back on the presenter. They keep 100% of the fees but need to do all the marketing, take the bookings.

Carolyn said that the 2019 workshop with Dee Brooks wasn't well organised (venue wasn't communicated to attendees) and it reflected badly on the AFN.

It was agreed by the group to do all of the admin in house including registrations, venue and catering arrangements and marketing. A fee will be paid back to the presenter. Danielle will run some budgets to work out what we can charge/pay.

We need the EOI's out soon and we need a rigorous process for assessing them.

Marketing

Danielle circulated the marketing plan. We need to ensure it reflects our conference and include sustainability. This is a great start and we'll continue to populate this to help guide our marketing.

The carbon neutral theme needs to be passed on to the presenters so that we reflect it in every angle. The carbon footprint of the event needs to be on the agenda for next month. Laurel forwarded a document to Danielle from the City of Adelaide for Sustainable events. Danielle knows an organisation who did Carbon Neutral for their event and will investigate further.

This needs to be our focus for the next meeting. It's on google docs for anyone who would like to make some track changes.

Danielle suggested we reach out to Leanne Hughes (podcaster of First Time Facilitator and Brisbane based Facilitator) asking her to give us a plug. We can offer her a ticket to the conference dinner and expand that to the conference in exchange for advertising.

Social media – Danielle to do a graphic for everyone to use.

The \$10 paid facebook ads are worthwhile once we have our program set and funds coming in.

Finance/Budget

The budget is on track and we have 2 registrations (Carol Vale and Bob Dick)

It's important to increase our numbers – Danielle to send a link for the committee to register at no cost. Some commented they don't mind paying however this is a personal decision that each person can make. At this stage, the Committee should be fine to attend at no charge in recognition of the time put in to the Conference.

Administration

The group noted that Rick has had to withdraw from the group. He will be missed and everyone wished him well.

Danielle advised that Cathryn Lloyd had done a site visit to the venue and agreed it will be very suitable for the conference.

Danielle advised she has booked Maroochy Songwoman to do the welcome to Country.

Next meeting:

Date: Friday 21 February 2020
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/368165019>
One tap mobile +61871501149 Meeting ID: 368 165 019
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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
Develop a criteria for assessing workshop EOI's	Shel	17 January 2020
Investigate leads with Conscious Capital Australia	Carolyn	17 January 2020
Do an email to the List advertising workshop EOI's	Shel	7 February 2020
Do social media posts on workshop EOI's	Danielle	7 February 2020
Prepare the pre conference EOI form	Shel	7 February 2020
Design budgets for pre conference workshops	Danielle	14 February 2020
Event sustainability/Carbon Footprint to go on next meeting's agenda	Danielle	14 February 2020
Investigate carbon neutral events	Danielle	14 February 2020
Invite Leanne Hughes to attend the conference in exchange for marketing	Danielle	21 February 2020

Prepare Facebook Graphic	Danielle	21 February 2020
Circulate Eventbrite link for committee to register	Danielle	21 February 2020

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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