



2020 Committee Meeting No 10 - Notes

Friday 6 March 2020

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

Join Zoom Meeting <https://zoom.us/j/723349958>
One tap mobile +61871501149 Meeting ID: 723 349 958
Dial by your location +61 2 8015 6011 Meeting ID: 723 349 958

Chair:

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

Apologies: Anthea Ogilvie, Gillian Cochrane, Carolyn Vincent

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

Shel advised we've had 2 people submit EOI's for the Conference (total of 3 EOI's).

We need to do a push for the EOI's. Shel will do something on the list. Danielle will send an email to previous attendees and hit social media with some posts.

Shel has developed a workshop assessment tool which she circulated during the meeting.

Facilitators For Climate would like to do a session which Laurel will chase. She will also put one in and Carolyn said she will also do one. Carol Vale said she will also do one. Danielle will check with

both Carol and Debbie Hogar for the EOI. Shel said that the Playback group may also do one. All EOI's need to go to Shel.

Danielle circulated a draft budget for the pre conference workshops. The prices would be \$100 for a half day, \$200 for a full day and \$400 for the 2 days of which the presenter would get 50% of the income. In Hobart, Shel was able to push the workshops through a training arm of the Government. There was a meet and greet before the conference dinner as part of a showcase for Tassie food and wine and the Government contact came along which meant some people actually got work through it. Many of the attendees were public sector. Shel has a contact that use to be with Government who she will check in with to see if there is any way we can have a similar alignment for Brisbane. Danielle has a list of all local governments in Queensland but the emails are fairly generic and probably won't generate much. Danielle could also check with Councillor Paul Bishop who attended last year but he may not have much reach past Redland City Council.

Shel will update the Pre conference workshop EOI with the amounts for the presenters so that everything is clear. Laurel asked if we need to advise people why it's a different model this year but we probably don't need to say much more than we are trialling a different model. This model puts more pressure on AFN however the aim is to have more of the workshops run as we will be able to be stricter around advertising and deadlines.

Sustainability

We will continue to focus on sustainability in everything that we do for the Conference. Laurel has circulated a document by Adelaide City Council on running sustainable events which is on the google drive.

Marketing

Marketing was discussed in the program section and it was agreed that we need to really start ramping up the marketing now.

Finance/Budget

Shel will call Bendigo and finalise being set up for online access. Danielle won't remove Cathryn Lloyd and David Jago from the account until Shel has full access.

There has not really been any change to the finances since December.

Administration

Danielle advised that hotels have been updated on the website. We have again set up discounted air train tickets for the Conference and that too is on the website.

Maroochy Songwoman has been booked for the welcome to country.

Danielle still has to set up a log in system through Eventbrite for the committee to register at no charge. There has been some difficulty setting it up however she will get this done in the next week or so.

Next meeting:

Date: Thursday 26 March 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/433222519>
One tap mobile +61871501149 Meeting ID: 433222519
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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
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 and send email to previous attendees on workshop and Conference EOI's	Danielle	13 March 2020
Send an article to the list on the workshop and conference EOI's	Shel	13 March 2020
Update the pre conference EOI form	Shel	13 March 2020
Contact Carol Vale and Debbie Hogar re workshop EOI	Danielle	27 March 2020
Check with Government contact for possible advertising	Shel	27 March 2020
Investigate carbon neutral events	Danielle	14 February 2020
Invite Leanne Hughes to attend the conference in exchange for marketing	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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