



## 2020 Committee Meeting No 13 – Notes

Friday 26 June 2020

9am (Qld/Vic/NSW), 11am (NZ)

**Chair:** Laurel Freeland

**Attendees:** Shel O’Toole, Carolyn Vincent, Laurel Freeland, Gillian Cochrane, Anthea Ogilvie, Danielle Bolton

**Apologies:**

**Purpose:** Organise and deliver an inspiring and invigorating online conference that carries forward the essence of the AFN and meets the needs of our current world.

**Agenda:**

- Financial update
- Conference structure
- Laurel’s email

## Discussion

### Administration

#### Financial update (for noting)

Item	Amount
Current bank account	\$1 554.47
Payments received for conference 2021 (included in bank account)	\$888.39
Remaining cash at bank (available)	\$665.86
Payment due to Associations Solutions	\$2 000
Seed funding paid by AFN	\$5 000
Deposit held by the Landing at Dockside	\$2 000

\*Refund given to Carol Vale \$576.34. Funds held for Bob Dick \$511.34 and Shel O’Toole \$377.05.

## 2020 Event Structure.

Laurel circulated an email outlining her feelings on the conference structure and outlined some key issues for the group to consider. The following will form the agenda of today's meeting.

PURPOSE: Align on a Purpose for the Online Conference in present time

SKILLS & RESOURCES: Identify the skills and resources needed to deliver a professional Online Conference: People, time, technical, budget etc

TEAM MEMBERS: Who is active on the team? Who else do we need on the team?

CULTURE: How we work together?

CONFIRMED DATES & TIMES: Align and Confirm Proposed Dates and times in present time

STRUCTURE OF CONFERENCE: What is the container we need – themes, technical team (actually this might be the heading above skills and resources)

- The big plan
- Detailed budget
- Support team / roles and rosters
- Technical requirements and resources / roster
- Troubleshooting plans
- Holding facilitation excellence online

## Purpose

Laurel asked if we were deliberate about holding the same purpose as was originally agreed or if we had just gone along with it? The current purpose is:

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

It was agreed to add the word online and to note that it is being run online because of the COVID situation. The new purpose is:

*Organise and deliver an inspiring and invigorating online conference that carries forward the essence of the AFN and meets the needs of our current world.*

Discussion was held on whether we are all still committed to the online event. Shel noted that her commitment is to the AFN rather than an online conference. The online conference is something that the members have said that they want, so she will contribute to make it happen. Gilli said that it's important to have someone in the group who is not completely comfortable with online as this will likely represent many in the AFN and we should recognise this perspective.

Carolyn described an online conference that she has recently attended with over 1000 people. It was very well run and even had a registration desk. It gave attendees the feeling that they had conquered the COVID issue. We need to be mindful that we may not have these types of resources.

Laurel asked how we hold a "whole of person" space when we are running things online?

Danielle said that we need to create a purpose that we can all work with and connect in a way that we can move forward. When we lose that connectivity, we go back on decisions which means all the work done in between becomes negated and we end up playing a game of snakes and ladders which isn't effective and builds frustration. None of us want this and we need to continue to move forward and enjoy the experience.

Shel said that we need to have tasks that we can do to feel like we are contributing. Laurel commented that Shel's experience is about going along and being nourished and there is doubt as to whether this will come across online. Laurel said she felt Shel held an elder role within the group and she brings stability and integrity.

Anthea commented that holding the spirit is as important as anything else that we do. We are not just in service to what people say they may want but what the AFN means.

### **Skills and Resources**

Skills and resources will be discussed further once the EOI's are in and we understand what the conference is going to look like.

### **Team Members**

Laurel noted that Anthea has agreed to contact those who have offered to help. Shel asked everyone on the list to contact her if they would like to be involved and had no response. As people's email don't show on the emails, they need to contact us. Anthea will follow up on those people who have offered and Laurel and Danielle can provide contact details for them.

People who offered/supported the online conference to invite to our organising group include:

- Simone Maus
- Jill Chivers
- Cathryn Lloyd
- Mary Alice Arthur

AFN online group / strategy group Maybe's

- Marie Martin
- Kerry Gosling

Laurel will work with Anthea to develop a script for people to join the group. Anthea can invite them to attend the next AFN meeting.

Danielle will email Juliet as she asked to stay on the group emails however as we haven't heard from her in some time, it's probably worth taking her off. We will check in with her before doing this.

### **Culture**

Laurel asked everyone to consider what they need from the group for us to be a good working group. Danielle ran through the group rules (located at the bottom of the notes).

Laurel asked for a scheduled email the day before meetings with the link for the meeting as a reminder. Danielle said that the group do need to take some responsibility for being connected.

It was agreed to revisit the group rules. The following discussions points were raised.

- Take responsibility for being part of the group
- Be clear on what we need from the other group

- What are you willing to commit to?
- Remove “don’t apologise” and if you can’t make a meeting – communicate your intention.

It was agreed to have the following group rules:

- Have fun
- Stay connected
- Take responsibility for being a member of the group
- No apologising - Remove
- Quorum of 3 committee members (not including the Event Manager) unless it's a critical decision.
- Have a generosity of spirit – allow each member their authenticity
- RSVP for meetings
- We trust in the wisdom of the group
- We hold the principles of the AFN
- Each meeting starts with a check in

The following contributions were made by the group on their need

From Laurel Freeland to Everyone

CULTURE: Take responsibility for being a members of this group and communicate

DWIT to get to the meetings or apologise

Ask for clarification if you don't know AND speak up if you see something that needs attending to

From Shel O'Toole to Everyone:

RSVP for meetings

Time to think about contentious decisions

Even if that means scheduling another meeting a week after the need for a decision became apparent

From carolyn vincent to Everyone:

RSVP and apologise if you can't, If 3 people at a meeting and a decision has been made. Go with it and respect the wisdom of the group to maintain momentum

Unless there is something seriously critical you think may cause an issue

Take out the No apologising from the group rules. I found it uncomfortable as I wanted to apologise but felt it was not allowed and that felt not right for me.

From Anthea Ogilvie to Everyone: 10:13 AM

communicate your intentions

From Gilli on Wurundjeri Land to Everyone: 10:13 AM

To be recognised as a committee member if that is what the group considers me to be rather than my initial role of providing continuity btwn the last two AFN conferences and this one. 2. also a need around apology and commitment from others who said they were on the committee and have not attended any meetings

It was a greed that if there is a critical meeting to happen, a ring around of the committee – this does not have to be Danielle.

It was suggested that we use Messenger and set up a group on this. Carolyn will do this.

Laurel will clean up the group rules and circulate.

## Confirmed Dates and Times

Discussion on this topic will continue after the EOI's are in.

## Conference Structure

Laurel asked if we should have some people doing research on what the conference structure could or should be. Danielle advised the EOI's have already gone out and at our previous meeting, it was agreed to wait until we see what comes in before we design a structure. To some degree, the conference will be dictated by how many EOI's we get in and what time/dates the presenters are available.

Shel said we have gotten one EOI in so far. This was one submitted for the physical conference and has been updated for the online version. There are another 2 EOI's around, so we could count on 3 at this stage.

It's hard to hold the space technically and it's hard to do that. We don't necessarily need Danielle to do this. Carolyn suggested that there might be more people out there than can do the technical side of things. Perhaps people could work with Danielle to do this. We could design technical and facilitation protocols and give the clarity and security in running the session. Danielle said that we need to be conscious of consistency and that each of the sessions have to feel like it's part of the one event.

The following topics were discussed as agenda items for the next meeting.

- Roles and responsibilities
- What is the shape
- How do we do the welcome and closing
- Protocols
- Nuts and Bolts – purpose
- Purpose of the meeting – to do the things on the agenda.
- Invite new people in and how we align them

## Next meeting:

**Date:** Friday 10 July 2020

**Time:** 9am (Qld/Vic/NSW), 11am (NZ)

**Zoom URL:** <https://zoom.us/j/93131353991>

**Phone:** 02 8015 6011 or 03 7018 2005, Pin Number: 931 3135 3991

**Facilitator:** Shel O'Toole

## Group rules

To be updated

## Task List

Job	By Whom	By When
Develop a script for inviting additional committee members	Anthea Laurel	10/7/20
Give email addresses for interested additional people	Laurel Danielle	10/7/20
Send reminder the day before the meeting to the committee with the link	Danielle	9/7/20
Set up a messenger group	Carolyn	30/6/20
Circulate updated group rules	Laurel	9/7/20
Email Juliet about the taking her off the conference group	Danielle	9/7/20

## Jobs List (ongoing tasks)

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

## Parking lot

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