



## 2020 Committee Meeting No 11 - Notes

Friday 17 April 2020

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

Join Zoom Meeting <https://zoom.us/j/699045385>  
One tap mobile +61871501149 Meeting ID: 699 045 385  
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**Chair:** Laurel

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

**Apologies:** Carolyn

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

**Agenda:**

- 2020 Conference – where to from here?

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## Discussion

### Venue update

Danielle said that we are here today to make a decision of three possible choices for the 2020 Conference. The three choices are:

- We run the conference as planned in Brisbane in October 2020
- We postpone the conference to another time/date
- We cancel the conference and leave decisions around future events until down the track

Laurel said that we have a fourth option of running an online conference. She said that there is a lot of stuff coming out online and people are being innovative.

Gilli noted that a lot of work has already gone in to the organising of 2020 and it would be a shame to lose this. We could perhaps run both – do online this year and postpone the physical event to next year.

Shel noted that she doesn't feel she has the skills to run an online conference. For her, the essence of the AFN is about connection and it wouldn't be the same online. Everyone has a different learning style and for her, she is a face to face learner.

Anthea noted that there has been interest in how to make online work as there is a group that have been running technical online sessions and this came out of last year's conference. Perhaps we could talk to this group about what we could offer. Danielle said that Jill Chivers has been running a monthly online session with a variety of "hosts" each month. There is no charge to do these and we would need some differentiation between what is happening and the conference. Laurel said that the session with Jill is very much a practice session and the stakes are low however the conference would be less of a test case and more skills development. Laurel said that being online still requires a purpose and a culture and being grounded for the session. Zoom is a platform that allows quite a lot of creativity in running sessions. Anthea said we also need to contact the group that Bob Dick and Stephen Thorpe are part of. Gilli said that she is part of this group and can liaise with them.

Laurel said that we could run a series of sessions rather than a full conference. Danielle said it can be hard to have people engaged for a full 8 hour session each day. We need to look at times that will work with the environment we are in (ie people with children at home) and that will work with a variety of timelines including overseas, particularly New Zealand.

Gilli noted that some online offerings around are more about presentations (some of which may be pre recorded). There could be a core of offerings that are available for the month to download.

Danielle said that we would be able to monitor who is and isn't supposed to be online if we went that we to ensure integrity and security.

Gilli commented that she has attended an online conference that was supposed to be face to face in South Africa. Gilli didn't know if she would be getting a refund even though she had paid to attend online. We would need to consider how we price an online event as it can't be the same as face to face. Laurel said that we would likely need to keep sessions to an hour or an hour and a half. Gilli said that you can still be quite physical as she has moved from one side of the room to another within a debate, so it can still be interactive. Gilli and Laurel both agreed that a series of sessions throughout the month could work very well. Anthea said that this option may be a way to bring people into the conference as if the sessions are cheaper, there is no need for travel etc and it may be affordable to attend.

Gilli noted that we would still have an opening and a closing that would be open to everyone. It might be better to run sessions at a variety of times rather than a selection of sessions that are on at the same time and people have to choose. If we can't physically meet, it would be good to have an opportunity to still connect.

Shel noted that if we go ahead, we will still need to pay Danielle to manage an online conference. We can't necessarily guarantee people will pay to book into a conference as there are many people out there that are losing income. We don't have authority to give Danielle additional payments and we would need to do another budget.

Discussion was held around what timings we might go with for a face to face forum. Danielle said we could look at the April/May time frame however there are many conferences being pushed into this space and some people may just be getting back into paid work. We would need to avoid Easter. May is a possibility as long as you miss the Qld Labor day.

We have previously agreed we would not go over a weekend. We need to go Wednesday to Friday to ensure 2 days before for pre conference workshops.

Danielle said we have two options with the online conference based on the discussions held today:

1. We have an opening and a close and then a variety of session held within a month long period that people can attend as they see fit. This would be fully organised by the AFN Conference Organising Group (COG)
2. We run 2-3 days where people can put their name against a time slot and it's up to them to organise the session and arrange everything. This would incur very little admin time meaning it could be offered free if we wanted to.

It was agreed that the COG would run the event.

Danielle noted we have paid a \$2000 deposit to the venue. If we go ahead, we will need to make further payments in the near future. If we completely cancel the conference, we will be able to get our \$2000 back.

Danielle advised the following email has been received from the venue:

*Hi Danielle,*

*Due to the current Coronavirus crisis we have changed our postponement and cancellations policies from those in our original terms and conditions.*

*We are offering you postponement to a future available date or cancellation with no financial penalty to you.*

*If you do come up with any dates for the future please let me know and I can see if they are available.*

*I also just wanted to mention as the venue is currently closed we are working with reduced hours so if you do not get a response please do not worry, we will definitely get back to you once we are in the office.*

*I look forward to hearing from you.*

*Kind regards,*

*Kayla Pett*

*EVENT COORDINATOR*

The group decided on the following outcomes:

It was agreed to go with a face to face conference in the future.

Danielle will send an email to the AFN elders before we go to the wider AFN community with the decisions made.

Shel will do one to the wider community once we have notified Dale, Ed etc. Shel will ask for comments around the date in case the group.

An online offering will be run in 2020 to stay connected. A budget will be developed in accordance with the additional event.

## Financial update

| Item  | Amount     |
|---|------------|
| Current bank account  | \$2 130.33 |
| Payments received for conference (included in bank account) | \$1 464.73 |

|  |         |
|--|---------|
| Payment due to Associations Solutions (is due to be invoiced in April) | \$2 000 |
| Seed funding paid by AFN   | \$5 000 |
| Deposit paid to the Landing at Dockside                                | \$2 000 |

\*Payments received from Carol Vale \$576.34, Bob Dick \$511.34 and Shel O'Toole \$377.05.

\*Association Solutions total conference management fees \$8 000. \$2000 already paid in Dec 19.

### Next meeting:

**Date:** Thursday 28 May 2020  
**Time:** 9am Qld/NSW/VIC, 11am NZ  
**Facilitator:**  
**Zoom:** Join Zoom Meeting <https://zoom.us/j/99640658265>  
One tap mobile +61871501149 Meeting ID: 996 4065 8265  
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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 dates for the venue for 14-16 April, 21-23 April, 12-14 May. | Danielle | 28/5/20 |
| Send an email to Dale, Ed, Michelle, Rick                                | Danielle | 18/4/20 |
| Send an email to the AFN Community                                       | Shel     | 24/4/20 |
|  |          |         |

### 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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