



2020 Committee Meeting No 12 - Notes

Thursday 28 May 2020

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

Join Zoom Meeting <https://zoom.us/j/99640658265>
 One tap mobile +61871501149 Meeting ID: 996 4065 8265
 Dial by your location +61 2 8015 6011 Meeting ID: 996 4065 8265

Chair:

Attendees: Shel, Anthea, Danielle

Apologies: Laurel

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

Agenda:

- Conference 2021
- Venue
- Conference committee – any additions?
- Finance
- Program – revised EOI
- Marketing

Discussion

Administration

It was noted that the group did not have a quorum but would go through a few things to note and send around to the others.

Financial update

Item	Amount
Current bank account	\$1 554.25
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.

The venue has been booked for 20-22 October 2021 at The Landing at Dockside. They will keep the deposit paid for the 2020 conference towards this.

The AFN elders have come back and said they are very happy for us to proceed with the online conference and the budget that goes with that has been approved, along with running a physical conference for 2021.

Danielle said that now the prices have been agreed to, she can start working on the online registration system. The cost to attend the conference will be \$100 for the full conference and \$30 for a session. It's based on 40 attendees which is a realistic amount of attendees. Any surplus that we make we hope to use for the 2021 Conference. Anthea raised the issue about having a discount for those who may be facing financially challenging times as some of these voices provide the richness of the AFN. Anthea will circulate an email to the group with a suggested discount. Danielle said we can't let people pay what they feel as Eventbrite doesn't have this facility, so it will likely need to be a concession rate. Shel noted that Eventbrite has a facility to allow people to "pay off" their registration. Shel also suggested that we allow people to pay the difference if they attend one session and decide they want to go to the whole event. Danielle said we can still offer scholarships if the group choose to do that and that if we decide to offer a discount, we should notify the AFN elders that there is an alteration to the budget. Danielle said that if we offer the concession rate, it could be done as additional income to the current budget as the 40 people we had at the full rate is pretty conservative.

Program update

Danielle noted that originally we had discussed having the conference for the whole month of October however she has recommended we cut it down to a four week period of 5-30 October. The main factor for this is that daylight savings starts on 3 October and if we run sessions the week before this, there could be considerable confusion around the time. By holding this four week period, we will know all sessions will need a daylight savings and non daylight savings time advertised.

Danielle has circulated the EOI's for comment. She will resend to get further comment with a cut off date to get them out. Danielle has included some questions around the applicant's level of online technical capability and if they are happy for their session to be recorded. We want people to have some experience in running an online session as this is not the space to use the session as a "test". Anthea noted we need to be careful that we don't shut down innovation.

Shel has received some EOI's into the gmail account.

Danielle noted that she is happy to do the technical side of things as she has been doing a lot of work with an international group in a "production" role. This will help the sessions run well and with consistency.

Danielle outlined that people are asked to note what time and day session they would like and if there is any time they're not available. This will give us the flexibility to put sessions on at a variety of times to suit as many as possible. If people can't make the session, they will be able to download it. There should be a good variety of sessions as we could run "open space" etc.

Marketing

Shel has circulated an email to the list advising the conference 2020 will be online. The website has also been updated.

Next meeting:

Date: Friday 12 June 2020
Time: 9am NSW/VIC/QLD and 11am NZ
Zoom: <https://zoom.us/j/92987956361>
02 8015 6011 Meeting ID: 929 8795 6361
Facilitator: TBA

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
Contact Laurel re contacting Jacinta Cubis	Shel	12/6/20
Circulate an email to the group re a concession rate	Anthea	12/6/20

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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