



## 2020 Committee Meeting No 14 - Notes

Friday 10 July 2020

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

**Chair:** Shel O'Toole

**Attendees:** Shel O'Toole, Gilli Cochrane, Laurel Freeland, Carolyn Vincent, Anthea Ogilvie, Simone Maus, Kerry Gosling

**Apologies:** Nil

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**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:

- Team Members - Invite new people in and how we align them
- Roles and responsibilities
- Nuts and Bolts
- What is the conference shape
- How do we do the welcome and closing
- Protocols

The Purpose of this meeting is to do the things on the agenda.

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## Discussion

### Welcome

Shel acknowledged the land on which we meet and everyone noted who's land they are on.

The group welcomed Kerry and Simone to their first meeting. An overview of where we are in the conference planning cycle was given by the group.

## **Team Members**

Thanks was given to Anthea for organising the new team members who were with us today.

## **Conference Shape**

Discussion was held around the EOI offerings. The EOI's are due back by 17 July and we had agreed that we would not decide on the shape of the conference until the EOI's are in.

Danielle advised that she is happy to run the technical side of the sessions with zoom, prepare the recordings and make them available to attendees. She confirmed that she has the space to save the recordings. Simone has also been doing some technical facilitation and offered to assist.

Simone commented that she has found filling out the EOI difficult without having the guidance of a program to see where her session could fit. Laurel asked if we could recirculate the EOI's giving people more structure regarding time. Danielle advised that the current EOI gives people a four week period and asked people to select their preferred date and timeslot and advise if there are any dates they are not available. Rather than change this, it was agreed to keep the EOI information as is.

It was agreed to wait until the EOI's come in before further discussion is held around the shape of the conference. We only have one week left until the deadline and we will wait to see what comes in before we decide on dates and structure. It was acknowledged that there is some disagreement within the group around the decisions that have been made in the past, however it was agreed to go with the wisdom of the group and continue on.

Simone commented that if we run it in 2-3 days straight, we can move people through a space for the conference however it's a lot more difficult to hold the space over a longer period of time. There could be a purposed beginning and end where everyone attends to bring everyone together. Each model has its plus and minus. By spreading the conference over a month, we will likely get a higher attendance rate with more participation as people are heading back to work and availability is not as free as it was a few months ago.

The 2020 online conference purpose is: I am – because you are. Inspiring connection, collaboration and equity in our diversity.

## **Roles and Responsibilities**

A discussion was held around Roles. Shel said that she has been happy to work in a communication roles. The role of the group is to work in agreement on what needs to be done and how it should be done. We also need people to put their hand up for the responsibilities that come up – such as Anthea contacting new people.

The question was raised around the process for EOI's. Shel has developed a spreadsheet around criteria and it's performed similar to a recruitment process – if they meet the criteria, they get a session but if they don't, then they don't. We have had interest from outside the group and Marie Martin has offered to help as an external person to the group to run her eye over it. Sometimes the process is run by a small group rather than the whole committee but if we want to keep it to the whole committee, we can. 3-4 people tends to work best.

Gilli said that her role has been around holding a continuity role from previous conferences to this one. Gilli said that she is happy to help out with the EOI's.

Laurel said the technical side of things needs to be worked through and documented. She said that we need more clarity around the roles.

## Roles

EOI Co-ordinator	Shel
EOI assessment group	Shel, Kerry, Gilli and Marie Martin
Communication	Shel
Social Media	Carolyn and Danielle
Technical group	Simone and Danielle (apprentice - Anthea)
Marketing	Everyone
Finance group	Shel, Laurel and Danielle
Opening focus group	Laurel
Scheduling	Anthea

## Nuts and Bolts

Shel acknowledged that most of the Nuts and Bolts work is done by Danielle.

## Welcome and Closing

Regardless of the conference shape, we will have an opening and closing that everyone comes together for. We could look at a graphic facilitator to record these. It was agreed to make this the focus of the meeting after next (as next meeting will be taken up with Conference shape).

## Administration

### Financial update (for noting)

Item	Amount
Current bank account	\$3 554.67
Payments received for conference 2021 (included in bank account)	\$888.39
Remaining cash at bank (available)	\$2 666.28
Payment due to Associations Solutions	\$2 000
Seed funding paid by AFN	\$5 000

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

The budget has been agreed and approved by the AFN Elders.

The Committee agreed to pay the \$2000 invoice from Association Solutions for event management now that the refund has been received from The Landing and Dockside for the 2021 Conference venue. Danielle will arrange the payment for Laurel to approve.

## 2021 Conference Venue

Danielle advised that the group that held the tender for the Landing at Dockside have relinquished this. Consequently, the refund held by them of \$2000 has been returned and the 2021 booking has been cancelled. Danielle felt it will be some time until this is resolved at the venue however we have time to wait. Laurel said that we should wait until after the online conference before we confirm 2021 venue.

## Next meeting:

Jill Chivers and Mary Alice Arthur have offered to attend the next meeting to discuss the technical possibilities. It was agreed to devote the first 30 minutes to this so that they only have to attend the first part of the meeting. Anthea will invite them. Danielle noted she is on annual leave but will attend the conference for the first hour.

**Date:** Friday 31 July 2020  
**Time:** 9am (Qld/Vic/NSW), 11am (NZ)  
**Zoom:** <https://zoom.us/j/97800240241>  
02 8015 6011, Meeting ID: 978 0024 0241

**Facilitator:** Job is up for grabs

## Group rules

- Start meeting with a check in
- Stay connected
- Have fun
- Quorum of 3 members (Plus Event Manager)
- Have a generosity of spirit – allow each member their authenticity
- Trust in the wisdom of the group
- Uphold the principles of the AFN

## Team Culture

- Take responsibility for being a member of this group and communicate needs and intentions
- RSVP to meeting requests, turn up when you say you will and send an apology if you can't make it
- Ask for clarification if you don't know something AND speak up if you see something that needs attending to
- A quorum of three organising team members may make decisions in the absence of the whole team
- Go with it (If 3 members make a decision at a meeting) and respect the wisdom of the group to maintain momentum
- Ensure all group members know if an extraordinary meeting is called at short notice
- Allow time to think about contentious decisions

## Task List

Job	By Whom	By When
Set payment up for Association Solutions	Danielle	17/7/20
Update the Decision register	Danielle	17/7/20
Arrange a meeting for the EOI assessment group	Shel	24/7/20
Make Meeting 16 focus the "opening" session	Danielle	3/8/20
Invite Mary Alice Arthur and Jill Chivers to the next meeting	Anthea	15/7/20
Update the conference convenors on the website	Danielle	31/7/20

### 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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