



2020 Committee Meeting No 15 - Notes

Friday 31 July 2020

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

Zoom URL: <https://zoom.us/j/97800240241>

Phone: 02 8015 6011 or 03 7018 2005, Pin Number: 978 0024 0241

Chair: Anthea Ogilvie

Attendees: Anthea Ogilvie, Kerry Gosling, Carolyn Vincent, Laurel Freeland, Shel O'Toole, Simone Maus, Danielle Bolton

Apologies: Gillian Cochrane

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:

- First half hour – Jill Chivers and Mary Alice Arthur – possibilities in the online world
- Notes from the previous meeting
- Action items from previous meeting
- EOI's
- Conference shape
- Administration

Discussion

Possibilities in the online world

Jill Chivers and Mary Alice Arthur were not available for today's meeting. Anthea will speak to them about attending a future meeting.

Actions from the previous meeting

The actions were discussed.

Laurel questioned how many people make a quorum and Danielle confirmed that the previous notes state it is 3 committee members excluding the Event Manager.

Laurel questions what skills are required for the roles needed for the conference. This is a discussion for future events. Simone noted that this is a volunteer committee and we should put our hands up for jobs that we feel the energy for without getting stuck in the mindset of matching jobs and skills.

EOI's

There were 22 expressions of interest with 1 still to come. These have been loaded into a google drive and Kerry has done an excellent job at putting them into an excel spreadsheet. The sub committee have met and discussed the EOI's by exception. A couple of EOI's came in late and the group agreed to accept them. Shel advised that 2 of the EOI's are from the US.

Shel said that it was a very diverse range of offerings that have been received. Whilst there are a few story type sessions, they have good variety.

A three day conference will not work as we have a variety of time and dates that people are available. Some want the same time slot, some are only available at the beginning of the month whereas others are only available at the end. As we can spread over several weeks, it means that we can accept all of the sessions. It will need to go over at least 2 weeks to ensure it's not too heavily populated. Some of the sessions may run more than once – for example, there is an offer to have picnic online. One session can only take a maximum of 12 people however the presenter has said they can run multiple sessions. Some questions have been asked around what technology is available and further investigations are being held with some presenters (ie around video facilitator).

The Program group were only responsible for accepting EOI's at the stage, rather than planning the program. Shel confirmed there were 3 criteria – does it fit the theme of the conference, does it contribute to our community of practice and whether there were clear learning objectives. The fit to translate online was also a high priority.

Discussion was held around having a music mix of Maori and the Didgeridoo (Lewis Burns) and seeing where this may fit in. We can discuss further next week when we're chatting about opening and closing.

It was agreed that Danielle will do a document to populate for the program and will input the sessions that have very specific timeframes. Simone said she is very happy to help with the program design. We will have something for discussion at the next meeting. Laurel has started a document with the summary of the scope and themes of the conference that she will load onto the Google drive. Simone said there are already some documents that reference this that might be worth checking.

Thanks was given to the EOI team for the work they have done in assessing them.

Conference shape

Conference shape was discussed in the EOI's above.

Administration

Danielle noted that there are some issues in giving permission to share the google drive. She has spoken to Ross Allen who currently owns the folder. Ross suggested we copy the files into a new folder as there are issues in changing the owner. Danielle will have further conversations with Ross regarding this issue.

Financial update

Laurel noted that she was not aware that she was part of the finance committee by being a signatory to the bank account. Laurel said she is happy to be a signatory but does not want to be part of the finance committee.

Laurel raised an issue that Danielle should not be processing payments for her company. It was agreed that this is not good practice however we need two other signatories to process and authorise payments in order to do this. Shel has not been able to get online access to the bank account and agreed to be removed as a signatory. Carolyn agreed to be a signatory on the bank account as well as be part of the finance team.

Discussion was held around Danielle's role as a signatory on the bank account. She confirmed that all payments need to be approved by two signatories and no one person can transfer funds from the account. It was agreed to leave Danielle as a signatory as this is a common role performed by an Event Manager. Shel agreed to take the financial protocols back to Dale Hunter that the group are using.

Item	Amount
Current bank account	\$1 554.67
Payments received for conference 2021 (included in bank account)	\$888.39
Remaining cash at bank (available)	\$ 666.28
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.

Next meeting:

Date: Thursday 14 August 2020
Time: 9am (Qld/Vic/NSW), 11am (NZ)
Zoom: <https://zoom.us/j/95300076544>
02 8015 6011, Meeting ID: 953 0007 6544

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
Invite Mary Alice Arthur and Jill Chivers to the next meeting	Anthea	14/8/20
Remove Shel as a signatory from the bank account	Danielle	30/8/20
Add Carolyn as a signatory to the bank account	Danielle	30/8/20
Contact Dale Hunter to confirm the financial protocols being used by the group	Shel	30/8/20
Discuss the google drive solution with Ross Allen	Danielle	30/8/20
Make Meeting 16 focus the "opening" and "closing" session	Danielle	3/8/20
Make the EOI spreadsheet available for the committee	Shel	3/8/20
Load the conference scope onto the google drive	Laurel	3/8/20

Parking lot

- Maori and Didgeridoo