



2020 Committee Meeting No 18 - Notes

Friday 11 September 2020
9am (Qld/Vic/NSW), 11am (NZ)

Zoom URL: <https://zoom.us/j/95055591692>

Phone: 02 8015 6011 or 03 7018 2005, Pin Number: 950 5559 1692

Chair: Gilli Cochrane

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

- Notes from the previous meeting
- Action items from previous meeting
- Conference Opening and Closing
- Facilitators for social sessions
- Technical Training
- Marketing
- Administration and Registrations
- Finance

Discussion

Notes from the previous meeting

The minutes were noted.

Actions from the previous meeting

Danielle advised she has spoken to Ross Allen and they agreed to leave the google drive until after the conference as Ross has had issues doing this sort of thing in the past and we are in a critical planning stage to have any major issues. Everyone has access which was the main issue.

Kerry and Anthea have researched the Maori opening. More discussion will occur within the agenda.

Danielle advised that the bank forms have gone to Shel, who will post to Laurel who will post to Carolyn after signing. There is no time limit on getting these to the bank.

Laurel is still to find a facilitator for the General Assembly. Laurel would prefer not to facilitate however Simone said that she could co-facilitate. Laurel will put it out to the group who got Shel's original email to see who would be happy to do it. Shel noted the giving the responsibility to a designated group is against being a self organising group. We refer to people as Elders who do not want to be recognised as Elders. As a self organising network group – we need to trust in the wisdom of the group and we need to put it out to the list as this meets the requirements of the group. It was agreed to keep the action the same as last meeting.

Conference Opening and Closing

Laurel arranged a meeting for the Opening. Charlie Trindall is happy to do an indigenous acknowledgement. He also commented that we should have an Apra licence if we use Gurrumul however Kerry confirmed that if its on youtube it's public and no licence is required. Laurel

The Apra licence is \$250 a year. Spotify doesn't cover a public event. Carolyn asked if someone on the list could supply a licence.

Suggested sites for research are:

<https://support.google.com/youtube/answer/3367684?hl=en>

<https://apraamcos.co.nz/music-customers/licence-types/digital-and-online-music-services/online-mini-licence/>

Charlie, Farid, Pam are the people facilitating the music session. Shel suggested that maybe ask them if they can do something.

Laurel said the opening committee are meeting again after this meeting and they are making good progress.

The group plan to have a run through before the session.

Facilitators for Social Sessions

Discussion was held around who could facilitate the sessions. The daily sessions are really around being social however the Friday sessions are more facilitated. Simone will cover what we are doing in the technical training. We can see if we can get a graphic facilitator to capture the Friday sessions. Simone agreed to manage this process and ask for Graphic recorders. She will work with Gilli about how it feels like.

Technical Training

Simone commented that we will run a session around technical training for zoom. It will also include how the daily get togethers and Weekly Reflections will run. We will use Danielle's Zoom account for this so that Simone can check the settings to ensure everything is right for the conference.

Marketing

Laurel and Anthea will meet to run a marketing plan. We will invite people running a session to advertise their session

Anthea asked everyone to post the event to your personal social media pages.

Danielle noted the AFN social media pages are:

LinkedIn - <https://www.linkedin.com/groups/10438628/>

Facebook - <https://www.facebook.com/afnconference>

Simone suggested that we do a post to the list which includes the links above, suggesting people join the groups. Anthea agreed to look after this.

Administration and Registrations

Total registrations - 53 total conference tickets 5 individual sessions

Gilli asked Danielle keep track of her hours for future conference planning.

Financial update

Item	Amount
Current bank account	\$4 686.19
Payments received for conference 2021 (included in bank account)	\$888.39
Payments waiting to come from Eventbrite	\$1 218.21
AFN avail Funds – total income less 2021 payments	\$5 016.01
Seed funding paid by AFN	\$5 000
Total funds taken in the Eventbrite system	\$4 060

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

Budget of \$5200 income.

Next meeting:

Date: Friday 25 September 2020

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

Zoom: <https://zoom.us/j/92158672547>

02 8015 6011 or 03 7018 2005, Meeting ID: 921 5867 2547

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
Follow up with the group Shel emailed re the General Assembly	Laurel	25/9/20
Investigate how much it would be to use Gurrumul through Apra	Opening Group	25/9/20
Take forms to Bendigo bank when they arrive	Carolyn	
Fix the "about" section on the facebook page	Danielle	11/9/20
Send a meeting request for the opening/closing dress rehearsal	Laurel	16/9/20
Send a meeting request for the tech session	Danielle	16/9/20
Design a marketing plan	Laurel/Anthea	18/9/20
Post something on your social media to advertise the conference	Everyone	18/9/20
Create a post to the list encouraging people to join FB and LinkedIn groups	Anthea/Laurel	18/9/20

Parking lot

- Maori and Didgeridoo
- End of Conference survey