



2020 Committee Meeting No 19 - Notes

Friday 25 September 2020

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

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

Phone: 02 8015 6011 or 03 7018 2005, Pin Number: 921 5867 2547

Chair: Simone Maus

Attendees: Simone Maus, Carolyn Vincent, Shel O'Toole, Kerry Gosling, Danielle Bolton

Apologies: Laurel Freeland, Anthea Ogilvie,

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
- Marketing
- Attendee connection
- Administration and Registrations
- Finance
- Session presenters paying for sessions

Discussion

Notes from the previous meeting

Notes were noted.

Actions from the previous meeting

Action items were discussed. Need to follow up with Laurel if she was able to complete her tasks.

Conference Opening and Closing

The opening rehearsal was held this week.

Simone has created a googledrive conference portal resource space for people to put information in to share throughout the event with attendees. This has the run sheet and everything that is needed.

There is a powerpoint slide to start. Some people have responsibility for feeding into this. Everyone needs to check the run sheet to see if they have any responsibilities. Simone asked if Danielle would be attending and she agreed she would be. Simone advised there is a section for Danielle to advise attendees on how the zoom sessions work.

There will be a background that all of the committee. Carolyn will ask Gilli to redo the slide and sent to everyone to use.

The committee will be renamed as "name | AFN Team"

Closing still needs to be done. It will come together throughout October.

It was agreed the COG would meet on the following dates throughout the committee to check in on:

Friday 9 October at 9am

Thursday 22 October at 9am

Wednesday 28 October at 9am

Laurel will be the mistress of ceremony for the opening.

Carolyn will put the wording for the opening on a slide.

Facilitators for Social Sessions

Simone asked if we could check with Gilli if she did a document to share on the "Purpose of the social sessions and weekly reflections." In the program file of the google docs. Carolyn to check with Gilli. There were some notes on the bottom of the Facilitator roster but we need someone to write down the process for each of the social sessions. Simone asked Carolyn to speak to Gilli about formalising the process (IE; open rooms, what room names will be, allow people to move between rooms, session etiquette).

Simone will initially ask Ming if he is interested in filing the space for the co-facilitation spot on the daily sessions and if not, Danielle can ask someone who has registered for that session.

The weekly reflection will need a bit more facilitation than the daily ones. Simone will make the jam boards (or whatever platform is chosen) for next week. Danielle to add to Agenda. There can be a question on each board – what was your take-away this week?

Marketing

It was noted that Anthea and Laurel had met to discuss the marketing of the conference. Anthea has been sending emails to the AFN list.

Danielle continues to do social media posts – please like and share.

Attendee connection

Danielle has been contacted by attendee, Ming Lee who offered to assist with setting up a means for conference attendees to connect – via facebook, slack etc. We need to have some etiquette around how people connect so that it's not a selling place however we could have a channel for sales similar to the resource table we usually have at the back of the room.

Administration and Registrations

Total registrations - 79 total conference tickets 6 individual sessions

Simone asked Danielle to put items into the folder for conference logistics – Session zoom codes etc.

Financial update

Item	Amount
Current bank account	\$7 171.16
Payments received for conference 2021 (included in bank account)	\$888.39
Payments waiting to come from Eventbrite	\$1 033.24
AFN avail Funds – total income less 2021 payments	\$7 316.01
Seed funding paid by AFN	\$5 000
Total funds taken in the Eventbrite system	\$6 360

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

Discussion was held over some speakers who have complained about paying for their sessions. It was agreed to stay with the decision we had made to charge presenters. It was agreed that if a presenter chooses not to pay before the session, then the session would be cancelled. If Presenters haven't paid by midnight, the Friday before the conference, their session will be cancelled. It was agreed that the AFN is a collective and its about giving and receiving. It's a very small amount of money being charged and speakers would need to register if they were attending the virtual conference.

Shel raised the issue that if there are additional funds available after the conference is finished, an additional payment should be considered to Danielle who has done many hours for the agreed price. It was agreed to look at this after the conference. Danielle noted that Gilli had already requested her time be tracked however this was something that is done anyway. Danielle advised she had received some payments but was uncertain if they were for this conference or the virtual conference that didn't proceed. She would need to check as off the top of her head, she couldn't remember.

Next meeting:

Date: Friday 2 October 2020

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

Zoom: <https://zoom.us/j/96542288938>

02 8015 6011 or 03 7018 2005, Meeting ID: 9654 228 8938

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
Take forms to Bendigo bank when they arrive	Carolyn	
Check the opening run sheet	All	1/10/20
Redo background slide and circulate to the committee	Gilli	1/10/20
Add the wording for the opening onto a slide	Carolyn	1/10/20
Connect with Ming Lee re social connections for the conference	Simone	28/9/20
Send additional COG meeting invites for throughout the conference	Danielle	28/9/20
Check with Gilli if the outline for the daily sessions and weekly reflection is available.	Carolyn	1/10/20
Make Jamboards (or similar) for the conference	Simone	1/10/20
Add Jamboards to next agenda	Danielle	1/10/20
Chase speakers to book for the conference	Danielle	1/10/20
Add session information into the portal	Danielle	1/10/20

Parking lot

- End of Conference survey