



2020 Committee Meeting No 20 - Notes

Friday 2 October 2020

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

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

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

Chair: Kerry Gosling

Attendees: Carolyn Vincent, Kerry Gosling, Ming Lee, Gilli Cochrane, Laurel Freeland, Simone Maus, Shel O'Toole, Danielle Bolton.

Apologies: 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
- Jamboards
- Attendee connection (FB page/slack etc)
- Marketing
- Administration and Registrations
- Finance

Discussion

Notes from the previous meeting

The notes were agreed

Actions from the previous meeting

Laurel has spoken to Dale regarding the General Assembly session and she believes Michelle Walker is taking carriage of the session. Laurel will check in. Marie Martin will take minutes.

Laurel has posted the forms for the bank on to Carolyn.

Kerry to send the background slides around to everyone.

Conference Opening and Closing

The Aim of the conference was discussed. The main aim is to come together. Gilli said we are not an organisation as such, so it's more loose than some other conferences. For Carolyn it's about Connection Collaboration and Learning. We shouldn't assume that people want to engage with technology just because we are running an online conference as for some, this is just a means to an end and face to face will always be the preference. The online concept started at last year's conference.

The slides were discussed and re-ordered.

Kerry has someone at her office who is happy to do the Karakia as Dale isn't overly comfortable with doing it. Simone is going to cut the front of the video to miss the opening marketing. Simone will adapt the slide to show the video as well as the slide.

Ming suggested we think about doing something interactive earlier in the opening as our first interactive part comes in at 28 minutes. This can't happen before the cultural welcome.

Not all slides will be used in the opening but will be prompts for us as a committee.

Ming shared an emoji which we will use at the front of our name so that we go to the top of the participants and we will all be together.

Laurel will do the session close.

Anthea is hoping to join us but can't guarantee and sadly we can't get give her any facilitation roles in the opening. If she is ... perhaps she could give the option of a Waiata and if not, Kerry can.

The walking through the forest video is being shared however the link needs to be updated in the spreadsheet. It may need to be looped to be long enough. Ming can help with this if needed.

Facilitators for Social Sessions

We are still short on 2 social session facilitators. Ming is checking his calendar to see if he can help.

Jamboards

Simone has set up some jamboards for visual recording for the social get togethers. Simone showed everyone how to duplicate the frames if more are needed in the sessions. Ming said that people can have a link to that direct slide rather than having to go through all the slides. This can be shared with each person in the social session.

Attendee connection

Ming has established a Slack site. Danielle will forward the list for invitations.

Marketing

Administration and Registrations

Total registrations - 97 total conference tickets 9 individual sessions

Reminders will go out today.

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.

Next meeting:

Date: Friday 9 October 2020

Time: 9am (Qld) 10am(Vic/NSW), 12 noon(NZ)

Zoom: <https://zoom.us/j/96380768023>

02 8015 6011 or 03 7018 2005, Meeting ID: 9638 076 023

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	
Insert video into a powerpoint slide	Simone	4/10/20
Send the attendee list to Ming for Slack invites	Danielle	4/10/20

Parking lot

- End of Conference survey