



## 2020 Committee Meeting No 24 – Notes

Thursday 12 November 2020

9am (Qld) 10am(Vic/NSW), 12 Noon (NZ)

**Zoom URL:** <https://zoom.us/j/93672959126>  
02 8015 6011 or 03 7018 2005, Meeting ID: 93 672 959 126

**Chair:** Shel O'Toole

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

**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 and actions from the previous meeting
- Conference debrief & Post Conference Survey results
- Finance
- Hand over to new committee

---

## Discussion

### Notes and actions from the previous meeting

The notes were noted. There are no outstanding actions. The funds have been reimbursed to the AFN for the seed funding.

### Conference debrief and post conference survey results

The post conference survey can be found at:

<https://www.surveymonkey.com/results/SM-B5FTF3M67/>

The survey demonstrated that the conference was a success. There were 20 responses from 116 attendees but the feedback showed it was a great success. It seems that online may be a way of the future and may mean we only meet face to face every second or third year.

Andrew Rixon is keen to meet and debrief and we will do this in a separate meeting.

Ming reflected on the pace – about 2 sessions a day plus the gatherings, he felt that this was about right. There was a big difference in the degree of competency between those running the sessions as some of the basics were missing which we could perhaps fill in.

Gilli was really excited by the program. Gilli was initially concerned about it being over month but it's less onerous on the participants but more onerous on the organisers. The Social get togethers were not highly attended but they were very successful. Weekly reflections also worked well. Some sessions were business spruiking but it wasn't too strong. Gilli attended 33 sessions in total. There wasn't a big indigenous involvement and this needs to be addressed in a structured way from the beginning of planning for the next conference.

Simone is blown away at the spirit of the group. The power of the theme carried us through and made the whole conference very very special. Simone would rate it a 9 out of 10 as we could have done more marketing and more hand holding around the tech competencies which are all little things. We could also target more young people as we still have a generational type of attendance. The amount of admin needed will potentially be a bottle neck for Andrew. Simone is keen to write an article on the learnings of the conference. This was a suggestion from the final session however we will do this in a more casual way as personal reflections from each person but we won't be writings a learning document as it's hard to convey this if you haven't done the work behind it. Simone said that everyone bought something special to the conference which is what made it such a special event.

Carolyn reiterated that everyone had said. Carolyn said that she was very nervous about running a month long conference but she put this to the back of her mind and was surprised that it turned out to be absolutely brilliant. She was grateful for learning so much and said that we were very courageous to do what we did. The original core group really were very brave to take the online conference on. Carolyn was also very grateful for the group taking on her suggestion of the theme of Ubuntu. Everyone agreed that this was the perfect theme for the conference. Carolyn also commented how much she enjoyed Shel's singing at the closing.

Laurel said that she experienced quite a bit of zoom fatigue which was in some part due to other work that also required her to be on zoom. Laurel said the group really stepped in and stepped up which was very inspirational. Laurel noted her appreciation of Danielle's commitment to staying the course and for her hard work.

Kerry noted that she has been involved with a couple of online conferences. One of the others was run for two days straight and Kerry felt that spreading the conference over the month worked a lot better and wasn't so exhausting. Kerry wondered how many indigenous members we have and if we are offering what they are looking for. Perhaps we need to shoulder tap and ask what they are looking as some of the wording may need to be reworked to ensure it's appropriately worded. Kerry found it a great learning opportunity. Kerry also commented how wonderful Shel's singing at the closing was. Considering we all came together online, no knowing each other, we have done very well.

Danielle said that there is always more than can be done but considering the resources we had, we have done an exceptional job. This conference was an experiment and not everything worked as well as it could have – like booking into the sessions, as some people missed out whilst others

didn't turn up. We can use this as the learning to do it better next time. Until you try these things, you really don't know what will and won't work. She believes the month long conference did work and having the recordings for those who couldn't make the session also worked. Danielle noted that one day she received an email from attended and all it said was "thank you" which was very touching and is a reflection of the AFN community.

Shel felt that we have done what we committed to do and there is nothing else the group need to do. She had a couple of moments where she needed to be the voice of reason. Shel noted that she is outcome driven rather than process driven and felt some processes frustrating as she just wanted to get on and get the job done. Shel felt a month was too long and didn't get to as many workshops as she had hoped but appreciated the recordings. Shel thanked the whole team for doing the work and staying with the intention to make an inspiring conference which has shone through in the feedback. She also thanked Danielle for her huge contribution and putting the structure in place.

Gilli noted that something to do differently next time is to reduce the amount of admin on any one person and spread it more over the committee as it's been done in the past. This can be volunteer roles in the conference committee and the actual running of the event can be given to an Event person. This can make it more affordable for a group that doesn't make large amounts of money from the conference. Danielle noted that she had spent 337 hours since the decision was made to go online in April with approximately 70 hours in the last month. Reducing admin costs can give funds back to the group to spend on the conference.

Shel thanked Carolyn for giving the group the theme of Ubuntu. Danielle reiterated that we questioned if it was still relevant when we decided to go online and she was glad we stuck with it because it was perfect and resonated with all our attendees.

Danielle commented that there was a high degree of participants asking questions and needing answers to emails/calls.

### Financial update

Item	Amount
Current bank account	\$5 300.05

Funds have been returned to Shel O'Toole and Bob Dick for 2020. \$5000 seed funding has been returned to the AFN. Full financial details are attached in the cash flow spreadsheet. Shel noted that all expenses have now been paid.

The group discussed the remaining finance. The group agreed to pay Association Solutions \$5 300.00 for the extensive work for the online conference. Moved by Shel and seconded by Gilli Even though the figure original quoted for the works was \$4000, it was recognised that there was significantly more work involved than originally thought. Danielle said that she has always considered the AFN a partial sponsorship arrangement. Danielle will issue an invoice to Laurel and Carolyn for processing.

It was agreed to ask Andrew if he would like to keep the bank account. If so, he can arrange to change the signatures. If not, we will cancel it. It's a not-for-profit account that does not attract any charges.

## Hand over to the new Committee

Andrew Rixon will arrange a hand over meeting and all are welcome to attend. Simone, Gilli, Laurel and Danielle are happy to attend. Gilli will touch base with Andrew.

## Next meeting:

There are no further meetings for the 2020 Online Conference Organising Group.

## 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