



2020 Committee Meeting No 16 - Notes

Thursday 13 August 2020

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

Zoom URL: <https://zoom.us/j/95300076544>

Phone: 02 8015 6011 or 03 7018 2005, Pin Number: 953 0007 6544

Chair: Simone Maus

Attendees: Shel O'Toole, Carolyn Vincent, Simone Maus, Gillian Cochrane, Laurel Freeland, Kerry Gosling, 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 shape – program – EOI's
- Conference Opening and Closing
- Do facilitators need to pay to attend their own session?
- Administration
- Finance

Discussion

Notes from the previous meeting

The previous meeting notes were noted.

Actions from the previous meeting

Gilli noted that she has formally moved into the committee rather than being the person sharing continuity. Danielle noted that everyone is now on the website with their photo as the 2020 committee.

Shel has emailed Dale regarding the process the committee have for financial management.

Discussion was held around who wants to hold the role as the AFN liaison person – this is the person that drafts and send the information to the AFN list. This is to be added to next meeting's agenda.

Conference shape – program – EOI's

The program was agreed to accept the program as it is. We can now send this to people who submitted an EOI for confirmation of their times and date. It was agreed that the program as good flow and is very exciting.

Kerry noted the "People Need People" sessions need to be added in for 3 consecutive session.

It's important to have the sessions as an easy to read option. We need to include all the social sessions. Danielle confirmed there will be a calendar shared as a pdf to download from the website however it will be a list on the website with one listing after another. Attendees will also get a pdf document with all the zoom codes and a folder with the meeting requests to put straight into their calendar.

It was agreed that it's too difficult to have set themes due to the variety of sessions. The sessions will be colour coded according to length of time with social/connection events being a separate colour.

The AGM hasn't been scheduled. It was agreed that Shel will check with the elders to see if they want to run a meeting. As we are not a registered body, there is no requirement to run a meeting. If they do want one, the 23rd of October would be a good date. It could be sold as a "help progress the AFN (including AGM type business)" session. As a self organising group, it's up to us as the group to run this session.

The aim is to release the program for registration on 21 Friday August. Danielle will circulate the program to the session presenters and the committee at the same time.

Kerry asked if we can check on what support people are seeking on the day. Danielle said an email will go to each presenter which includes this along with highlighting they need to register for their session.

Conference Opening and Closing

Discussion was held around what we could do for the opening. Carolyn knows someone who did a smoking session for \$300. She can contact them to see if they could do it for the opening and she can record for the zoom. It was suggested we could have Gurrumul playing in the background.

Gilli suggested we have a word doc that we can all contribute too.

The opening needs to be fit for purpose – participatory, meets with the theme and the purpose will be an opportunity to connect. We can do some small group work to get to know each other. 2 hours isn't a long time. It needs to include some housekeeping.

Suggestions for inclusion were:

- Mingling to come in (music in the background)
- Smoking ceremony – music in the background
- Ka kitea or Waita – Maori welcome (Kerry to research)
- Opportunity for people to share something from their land
- Purpose of the conference
- Agenda of the conference
- 40 minutes check in – get to know each other
- Completion – everyone comes back together.
- Criteria for opening: Purpose, inclusion, participatory, aligned with theme, connection, set the scene (answer questions)
- We need to set some guidelines on setting the scene.

Closing

The purpose of the closing – the same person closes in NZ as who opens.

- Capturing learnings
- Establishing connections – how do you foster continuing connections?

Criteria for closing:

- powerful completion, capturing learnings, sharing experience, fostering connections (eg Linked in thing), where to from here
- Discussion was held about having a jam board (etc) – somewhere that people can put clips, bits of info etc, where they connect for the whole month.
- In the past, we wrote a word and then everyone picked out someone else's

Resources to be available throughout the month - e.g. miro, Jamboard, photos, [mentimeter](#).

We need to have prepped our evaluation survey for the end.

It was suggested that we have Mentimeter at the beginning of conference as well - and in our next meeting.

Simone can share her "how to use zoom" guide for attendees.

Administration

There was no discussion on administration.

Financial update

It was agreed that facilitators will need to pay to register for their session. We will notify presenters of the need to pay in the upcoming email however we wont highlight this and just use it as a matter of fact statement. If we had a face to face conference, it is understood that people need to register to attend and present.

Carolyn will visit a bank in the next 10 days to do her 100 points. She will forward the information needed by Danielle for the forms to be completed.

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 27 August 2020
Time: 9am (Qld/Vic/NSW), 11am (NZ)
Zoom: 02 8015 6011 or 03 7018 2005, Meeting ID: tba
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
Discuss the google drive solution with Ross Allen	Danielle	30/8/20
Load the conference scope onto the google drive	Laurel	3/8/20

Add AFN liaison role to the next		
Research the appropriate Maori welcome for online	Kerry	30/8/20
Contact the Elders and ask if they want to run an "AGM"	Shel	30/8/20
Add "AFN List Liaison" as a role to discuss at the next meeting	Danielle	21/8/20
Attend a Bendigo bank to do 100 points	Carolyn	30/8/20
Complete Bendigo bank forms - adding Carolyn and deleting Shel.	Danielle	30/8/20
Add social events into the calendar	Danielle	17/8/20

Parking lot

- Maori and Didgeridoo
- End of Conference survey