

# 14<sup>th</sup> August 2014 ConFest Committee Meeting Minutes

**MINUTES:** Ellen Brogan

**CHAIR:** Hagai/John Gray

**ATTENDEES:** Lawrie Stanton, David Cruise, William Elliot, Ian Hales, Malcolm Mathews, John Gray, Ellen Brogan, Peter O'Shanassy, Hagai Erman, Jonah ?

**QUORUM OF MEMBERS?** 6 attending therefore no quorum

**MEETING OPENED 8.00PM**

**AGENDA:**

1. Working Bee
2. Tasks Groups
3. GM
4. CC Protocols

## 1.2 PREVIOUS MINUTES

**Confirmed? YES**

**Matters Arising? YES**

LS- Membership matters still outstanding.

LS- Letter to Directors re Summer ConFest task group

Answered by following Directors report.

**Directors Meeting Report:**

- Year forward membership forms sent to all members. If you received this it means you are member
- Due back at the end of Aug
- Directors agreed to give every member access to the registered members list before the next GM as required by the rules.
- Summer ConFest: Steve and Task Group will contact RFS to talk about it
- Working Bee budget approved
- PLGM movie Directors have sent email to communicate that the outcome of this production did not match the explanation by the PLGM before the festival and did not promote the ConFest spirit in the way they had been lead to understand. The movie is still live in the internet. Directors have said this is

all they can do and if any individual wants to take this further then they can do this in their own merit.  
Hagai has said he chooses to follow up PLGM to express his concerns about the movie.

#### **New Members Process:**

- Currently new members are not being notified of membership approval nor given a receipt for their membership money
- Currently new members only know if they are members by receiving a renewal from the Auditor e.g. This is the case with Ellen Brogan who is yet to receive a receipt or number but has received the renewal form
- Simon has said Ellen's member number should be on her renewal form.
- David said also there is a special box where the new member money is meant to be tallied with a receipt book and monies to be banked. We do not know where this box is.

#### **Process should be:**

1. Member submits form (with 24hours signed off and \$10) to the Board for approval
2. Board makes decision
3. Board puts monies in the New Member box and gives the person a receipt
4. Board gives the details of the new members to the Auditor who adds them to the official register and gives them a number
5. Board adds New Member to the Active Members email/Mailing list
6. Board gives committee list of new members so that they can notify the new members.

**PROPOSAL** by Lawrie: new members forms minuted at the meeting submitted.

#### **Queries about renewal/hours forms**

- Where are these being kept for people to grab, fill out and have signed at the festival?
- New renewal and hours forms have been designed as the previous had no dates on it.
- If you become a new member just before/same financial year as the renewal why should you need to fill in another 24hours? There is a cross over...do new members just fill in the same hours on the renewal forms? i.e. so that new members don't have to do another 24hours in the same year.
- David: Newer members still need to fill in the form with fresh set of 24hours as its for the financial year going forward. If this is not achievable then they can send an email to the board or ask at meeting the cross of hours/financial years.

#### **MATTERS FOR DECISION:**

- Summer Confest awaiting task group discussions with RFS and Quorum
- Works list and materials/tools for Working Bee – Lawrie and Hagai to produce asap.

## **MATTERS FOR DISCUSSION**

### Working Bee:

- \$6000 Budget for fuel and food
- Works list is a rolling annual list inc cleaning signs, toilet maintenance, whipper snipping

**QUESTION:** Do people need to register by a certain time?

- Hagai to reimburse fuel costs onsite with receipts
- Number of cars limit?
- Encourage people to car pool

**ACTION:** for the jobs that need doing we need to put together an equipment list so that we are not running back and forth to Swan Hill as per last time

**QUESTION:** Is there a number limit?

- Suggestions for Jobs:
- Trolleys about 30 broken need fixing, possibly foam spray to stop them going flat
- Audit trolleys on first day
- Where are the keys to the containers? Peter has them

### Task Groups:

**ACTION:** List of groups?

- Who is coordinating the groups? The Committee
- Groups cover categories – Communication, Participation, Coordination
- David: Task groups need to be proactively selected to ensure they are capable at least the Coordinators
- Need to have a plan for the Task Groups to be monitored and structured
- Task group attendance will fluctuate
- Also consider restricting groups membership...i.e limit to number of groups you can be in to ensure quality

**QUESTION:** Will there be a set of guidelines, rules for the Task Groups

- From Sept Conference we can workshop:
- Outcomes of Task Groups
- Structure versus Organic Volunteer Process

### GM

- Covered in previous discussions
- 2<sup>nd</sup> October to forward budget For future spending

- Elections occur at AGM in Nov
- Board has assigned in the past 300,000 for property maintenance

#### ConFest Committee Rules of Exchange/Protocols

**ACTION:** Elle to ask Steve Poynton to email the document to active as a reminder and so that Elle can print off a few more copies for the meetings laminated to hand around.

- Protocols introduced by Steve and passed by the Committee last year should determine the format of the Agenda, Meeting flow and Minutes. Specifically the separation of Matters for Decision and Matters for Discussion
- Conversations about decisions versus commitments i.e. it doesn't matter how many decisions get made and actions identified if no commitment.

**ACTION:** Elle - Decisions and Actions from previous years need to be collated and used to audit

- Our pathways of process
- Add to the developing volunteer process
- Time frame to get it done – this may be self assigned or group assigned if significant external deadlines
- Time frame for the person to get in contact and elect to handover the project to somebody else (if personal reasons stall the project completion) without judgements nor abuse/sarcasm etc
- Consideration of scenarios such as annual helpers turning up to do plumbing for past several years. We need to capture their knowledge. E..g Jonah has a few good maps at home of how he sets up the plumbing for the site and would love to share these with others for future.
- Need to enhance the organic 'organism' that ConFest becomes not strangle it with too many structures.
- What is someone we are relying doesn't turn up. Sure we can adapt but we can also have a few backup scenarios to save the stress and pressure on all of us.
- Procedures or practices for major infrastructure items
- Manual needs to be collated specifically by a group not covering other jobs
- Committee can follow up jobs/actions currently nobody accountable and nobody encouraged to speak up and say they changed their minds, personal reasons, cant do the job afterall etc. Need to change the culture of attacking people who don't complete their projects and encourage handover

Suggestion: ConFest Committee elected Coordinators to follow up the tasks, actions list and who is minuted as wanting to/capable of doing the job. Ok for people to be trying with no experience as long as they get support to succeed

## **Additional agenda items...**

### **Does DTE Need Its Own Physical Presence in Melbourne? A premises owned or rented**

A place to convene for meetings, working bees to fix items such as trolleys and bikes, ConFest style workshops through the year, admin facilities with room for library and files.

\$250k property in Melb

David: been trying to achieve this for a decade. But ran into issues

\$480k for a two storey office

Suggestion: Anarchy would be a good site

What about a rental house in Brunswick or Fitzroy?

David; DTE used to share premises in Brunswick with FOE it had massage tables, Computers, etc. FOE didn't want us to share anymore for various reasons.

All Members consider a good idea to explore further

MEETING CLOSED 9.50pm