



International Association of Facilitators Australia Chapter Minutes of 2022 Annual General Meeting

When: Monday 14 November from 5.00pm – 6.35pm ADST

via Zoom:

<https://iaf-world.zoom.us/j/85296127834>

Chairperson:

Graham Miller (standing in for Brad Rilatt)

1. Welcome and apologies:

Present:

Keith Ryall, Rhonda Sparks-Tranks, Sheryl Smail, Megan Ross, Julia Donohue, Dave Lavers, Jamie Nicholls, Steven McInnes, Graham Miller, Allison Hornery, Alice Canton, Jody Kingston and Jude Burfoot.

Apologies:

Brad Rilatt, Andrew Huffer, Anton Pemmer and Stephen Berkeley.

Proxies:

Steven McInnes - for Brad Rilatt, Susan Benedyka and Susanna Durston

Graham Miller - for Andrew Huffer and Stephen Berkeley.

Quorum:

A quorum was achieved: 13 members attended in person and five via proxy, making a total of 18 which exceeds the required 15 percent of the total IAF Australia Chapter membership (14 of the 98 members entitled to vote as required by Rule 34).

Format: The meeting comprised two parts:

Part 1 discussed the upcoming 2023 IAF Conference and engaged meeting attendees in generating ideas regarding the conference format and content (Section 2 below)

Part 2 addressed the official business of the AGM (Sections 3-7 below).

Graham Miller welcomed attendees to the 2022 AGM and thanked everyone for their attendance, including Sheryl Smail who joined the session from England, and Alice Canton who joined from New

Zealand. On behalf of the group, Graham acknowledged the traditional owners of the lands of Australia and Aotearoa.

Introductions: Attending members introduced themselves. Newer members, Jody Kingston and Jude Burfoot, were welcomed, and Keith Ryall and Rhonda Sparks-Tranks were acknowledged as IAF 'elders' and distinguished members of the IAF Hall of Fame.

2. 2023 IAF Conference

Graham Miller provided an overview of the upcoming 2023 IAF Conference, confirming that:

- the conference will be conducted from 15-17 May 2023 in Canberra at the Pavilion Hotel
- the conference will be a face-to-face event, with some sessions recorded and available following the conference
- the conference theme is 'Evolving, Revolving, Devolving', where (it is proposed) three 'streams' will address the mixture of facilitator experience-levels: those new to facilitation; part-time facilitators; and experienced facilitators (providing a business focus)
- three conference rooms will host concurrent sessions
- a conference dinner will be held on Tuesday 16th May with a guest speaker
- the Pavilion will provide a discounted room rate for delegates (\$165 per room); bookings will be available from late March 2023
- a conference budget has been agreed and IAF Global has provided seed funding
- a Conference Coordinator (volunteer David Spark) has been appointed, assisted by a Steering Committee
- an event management company has been engaged to assist in planning and delivering the conference.

Allison Hornery led an interactive session to garner ideas from attendees on what the 2023 IAF Conference could include. This included small group discussions (15-minute breakout room sessions) followed by whole group feedback. The ideas emerging from these discussions included:

Overall Approach

- The planning committee should be clear on their target audience (who their 'clients' are)
- Conference delegates will be a diverse group with a mixture of 'internal' and 'external' facilitators, and facilitators with varying experience levels. The conference will need to cater for this diversity, and include 'skills building' and a session on 'facilitation pathways'.
- The conference should be truly 'international', and engage speakers and delegates from the Oceania region and beyond
- Intimacy is critical to the success of the conference. The conference format should encourage micro discussions promoting meaningful dialogue; *'the more breakouts the better'* to provide opportunities to meet others; coffee breaks should be targeted get-togethers, and the program should have long spaces to allow/encourage people to interact
- Sessions should be short and contained (e.g. 1 hour) and people choose which sessions they want to attend organically (rather than pre-registering)
- Having stickers on name badges (e.g. to denote Certified Professional Facilitator of 'new facilitator' etc) could be good conversation-starters for 'first meetings'
- Based on the recent VFN-hosted 'one day wonder' workshop, session leaders could be recruited by sending an email to the IAF cohort seeking expressions of interest from facilitators wanting to run sessions at the conference (this was fruitful for the VFN session)

- Sessions should be practical and experiential - not 'talkfests' or a series of presentations
- There should be alignment with and promotion of IAF core competencies
- Consider taking out conference insurance (taken out previously).

Session Ideas

- The conference should have a good icebreaker at the beginning to set the scene (a previous conference included a conga line; another created a 'thunderstorm')
- Engage a 'user of facilitation services' to provide insight into their facilitation needs
- The conference should include 'intellectual grunt' with evidence-based findings of facilitation-related research
- The conference should engage indigenous facilitators or facilitators who work with indigenous groups (an indigenous approach to facilitation can be insightful). Identified potential session leaders include Carol Vale, Carla Rogers and Aunty Munya. Charles Trindle could also provide an indigenous perspective of facilitation.
- Other sessions identified included:
 - how facilitation can build resilience
 - using facilitation to build resilience to cope with natural disasters
 - facilitation in the disability sector
 - how to deal with tricky participants
 - pathways to different careers in facilitation
 - how facilitation can create a better future (building on work by the Centre for Optimism)

Key speakers

- A possible keynote speaker could be the (Canberra-based) Ukrainian Ambassador Vasyl Myroshnychenko (an engaging speaker linked with the Centre for Optimism)
- Priya Parker (author of 'The Art of Gathering') could also be a possible presenter/keynote speaker
- Engaging key presenters (i.e. internationals) from Mural or Miro to run master classes could be worthwhile. This could also incorporate sponsorship opportunities

3. Confirmation of the minutes of the previous annual general meeting

The minutes of the Annual General Meeting held on Monday 15 November 2021 were taken as read.

Motion 1: That the minutes be confirmed as a true and accurate record of the annual general meeting held on Monday 15 November 2021.

Moved: Keith Ryall Seconded: Allison Hornery

4. Presentation of Committee reports on the activities of the Association for the preceding financial year

Chair's Report:

Steven McInnes (on behalf of Brad Rilatt) provided the Chairs Report.

Steven McInnes noted that 2022 was another interesting and challenging year. Reflections of the year past included:

Reaching out to communities involved in the practice of facilitation.

We now have a strong relationship with the GFCoP, the AFN, the VFN, and an aspiration to engage with the Graphic Recorders Association.

We contributed \$1,500 to the VFN Facilitation One Day Wonder (FODW) event held in Melbourne on September 14 which was attended by 60 people where three IAF members ran sessions: Brad Rilatt, Megan Ross & Julia Donohue.

A series of Webinars were conducted throughout the year and recordings posted on the IAF Australia Chapter website for members to access. The session topics were:

- Oct 27 - The role of facilitation in supporting the development of ethical AI hosted by Steven McInnes & Brad Rilatt
- September 22 - The future of meetings hosted by Allison Hornery
- June 30 - Facilitation in disaster management hosted by Graham Miller
- May 26 - Facilitation in Education hosted by Stephen (SJ) Berkeley
- April 28 - Making Waves in the world of facilitation hosted by Julia Donohue & Megan Ross
- February 24 - Facilitating with Teams of Volunteers in the NFP Sector hosted by Brad Rilatt & Jamie Nicholls

A highlight for 2023, will be the IAF Oceania Conference (15-17 May 2023 in Canberra).

The 2023 conference committee of Anton Pemmer, Graham Miller, Andrew Huffer, Jamie Nicholls and Rosie Killop (NZ) led by David Spark will be supported by our conference volunteers from all our facilitation communities.

We are looking forward to working with the new committee to continue to deliver value to our members and the wider communities and organisations we serve and support.

Motion 2: That the Chair's report be accepted.

Moved: Jamie Nicholls

Seconded: Megan Ross

Treasurer's Report:

Allison Hornery presented the Treasurer's Report.

This confirmed that the Australia Chapter of the International Association of Facilitators is solvent for the year ending 30 September 2022 with reserves of AUD 10,835.92.

Transactions during the period included:

- A \$422.24 reimbursement was made to Megan Ross (Regional Director Oceania) for 2020-2021 meetup.com subscription fees

- A \$1,500.00 sponsorship payment was made to the Victorian Facilitators Network for the Facilitation One Day Wonder event
- Total realised expenditure was AUD 1,922.24
- There was no income from events as all events were run online at no charge
- There were no bank charges.

Motion 3: That the Treasurer's Report be accepted.

Moved: Dave Lavers

Seconded: Jamie Nicholls

5. Annual Financial Statements (for submission in accordance with section 100(1) of the Associations Incorporation Reform Act 2012 (Vic).

Allison Hornery introduced the IAF Australia Chapter Financial Statements (see attached)

Motion 4: That the financial statements be confirmed as a true and fair record of the financial position of the Chapter during and at the end of the last financial year.

Moved: Dave Lavers

Seconded: Jamie Nicholls

6. To elect officers of the Association and the ordinary members of the committee.

Graham Miller continued the role of Chairperson of the meeting and declared all committee positions vacant.

Election of Chair: The Returning Officer did not receive any nominations for the role of Chair from Brad Rilatt. Nominations were sought from attendees, but none were received.

The role of Chair was left in abeyance pending canvassing potential candidates.

Election of Vice-Chair: The Returning Officer received one nomination for the role of Vice-Chair from Steven McInnes.

In accordance with Rule 50, the Chairperson declared **Steven McInnes** elected to the position of Vice-Chair.

Election of Secretary: The Returning Officer received one nomination for the role of Secretary from Graham Miller.

In accordance with Rule 50, the Chairperson declared **Graham Miller** elected to the position of Secretary.

Election of Treasurer: The Returning Officer received one nomination for the role of Treasurer from Anton Pemmer.

In accordance with Rule 50, the Chairperson declared **Anton Pemmer** elected to the position of Treasurer.

Election of Ordinary Committee Members: The Returning Officer received two nominations for the role of Ordinary Committee Members from Brad Rilatt and Andrew Huffer. Additional nominations were sought from attendees, and Dave Lavers and Alice Canton nominated.

In accordance with Rule 50, the Chairperson declared **Brad Rilatt, Andrew Huffer, Dave Lavers** and **Alice Canton** elected to the position of Ordinary Committee Members.

Motion 5: That up to five ordinary members of the committee hold office for the next year.

Moved: Steve McInnes Seconded: Unanimously by a show of hands

7. Wrap-up

Steven McInnes thanked everyone for attending and asked attendees to consider:

- nominating ideas and themselves to run events to contribute to the IAF community and community values
- the strengthening of the IAF-AFN relationship at the recent AFN conference.

There being no additional special business of the meeting, **Steven McInnes** declared the meeting closed.

Meeting closed at 6:35 pm

Attachments:

1. Financial Statements for the year ended 30 September 2022.

Signed as a true and accurate record:



Graham Miller
Acting Chair
17 November 2022



Steven McInnes
Vice-Chair
17 November 2022

Attachment



Oceania
promoting the power
of facilitation worldwide
Australia

Financial statements for the year ended 30 Sept 2022

Profit and loss statement 1 Oct 2021 to 30 Sept 2022

Income	\$	\$
Event registration fees non-members		
Event registration fees members		
IAF global chapter development funds		0.00
Expenses		
Credit card processing fees		
Reimbursement M Ross for meetup.com fees		422.24
Victorian Facilitators Network event sponsorship		1,500.00
Events (venue hire, catering)		0.00
Net loss		1,922.24

Balance sheet as at 30 Sept 2022

Assets	\$	\$
Cash at NAB account 84-656-2066		3,381.01
Cash at NAB account 87-912-4329		7,454.91
Liabilities		0.00
Net assets/equity		10,835.92

Reconciliations	Opening balance	Closing balance
Cash at NAB account 84-656-2066	5,303.25	3,381.01
Cash at NAB account 87-912-4329	7,454.91	7,454.91

Allison Hornery
Treasurer

10th November 2022