

Outdoor Education Tasmania



2018 National Conference Planning Meeting - Minutes

When 17-09-2016 at 10:30

Minute taker Kylie Garratt

Present Todd Blackhall , Sam Cramer (President, Treasurer, Vice President and Media Communications, Secretary), Anita Doherty , Kylie Garratt , Luke Hamilton , Mark Munnings , Mark Oates , Ali Savage , Lauren Stranger

Apologies Steve Cameron (Sponsorship Coordinator and Executive Member) , Simon Dray , Janet Dymont

Minutes

1. Overview of Conference Themes and Ideas

[7_and_8_OET_meeting_minutes_combined.pdf](#)

2. Planning Teams and Roles for Conference Organising

ROLES DISCUSSION: CONFERENCE CONVENOR - ensures consistency of theme; good to have small group to bounce ideas KEYNOTE ORGANISER - organise early; international keynote speaker that stays improves conference by ~20%; 2016 allocated \$22K to keynote speakers - worth the cost PRESENTER ORGANISER - be clear with deadlines, remember tertiary education network, will be good to have Heidi in role BUDGET - pie chart is recommended! Work out minimum number of people - 150 needed for 2016 and resulted in 220; fat in budget needed for those who can't afford conference PROMOTION - connect with other states for help; more sustainable if all states chip into national site; over 1000 tapped into Facebook; 2000 into Latrobe Boff; Action Communication (\$90/hr for non-profit group) has template we can use - 1/8th of budget went to Action Communication; worth spending money to make it achievable CONFERENCE REGISTRATION - time consuming, Online Registration recommended (\$9.90/person - \$20/person in budget); Kim available to help SPONSORS - Action Communication helped; attracted 4 sponsors to provide approx \$60K; need to ensure no conflict with OEA sponsors

[NOEA2018roles.docx](#)

3. Conference Planning Package Business Events Tasmania

Conference accommodation team to liaise with contacts

 [Your_Tasmanian_Invitation_-_National_Outd....pdf](#)

4. Agree on Theme, Date and Venue

Ensure we have an agreement on these items and that everyone understands the vision for the conference and can make decisions and plans with that common vision in mind.

DATES: TUES 10 - FRI 13 APRIL (final week of T1) Discussion: Results from survey suggested April or Sept April - Earlier in year fresher, more budget Sept - logistically better for Hutchin organisers, more preparation time if in Sept good for senior secondary teachers - only 2 week teaching time in 2017 T4

THEME: WISDOM OF PAST - TRAIL INTO THE FUTURE (to be refined by Ali) Discussion: Back to the Future Theme Old school - storytelling, whiteboard, shoes off, pen and paper, things a bit slower, nature connection; indigenous elders; pioneers of outdoor adventures See minutes from north and south planning meetings Theme relates to movie - may be seen as tacky and backwards Human nature relationships is a big focus in Tassie Reword title of Back to the Future

VENUE: TO BE CONFIRMED Discussion: Need home base; remainder of time doesn't have to be at one venue - walk to locations, bike, public transport Keep it simple recommended - moving people is logistically challenging Venue that accommodates our theme - waterfront? Factors to consider: Number of seats needed in lecture theatre minimum of 250; if Easter time busy in Hobart - book early; holidays venues more accessible Baha'i Centre - capacity for 180; do own catering; central Wool Store Grand Chancellor - central location appealing, accommodation, more expensive but might be worth cost GYC - term time may be problematic; Principal happy to accommodate; big venue - seats 400 UTAS - big lecture theatre; space out front IMAS Hutchins' venues - term time problematic, may be possible to work in with student programs Todd and Mark have approached several venues and have more details and quotes


5. **Review 2016 Conference**

Welcome James McIntosh and Kim Wood from OEAQ, our 2016 conference hosts. Share some stories from the 2016 conference and top 5 tips for conference planning.

TOP 5 TIPS: 1. Organise international keynote speaker early who can be there whole time and can connect with people 2. Be realistic with what you can achieve - spending money is ok - don't reinvent wheel 3. Food is important 4. Have regular meetings - once every 6 weeks now - once a month leading up - have a key person on each committee 5. Work out who can do admin role - need a person full time for 2 weeks before event and 1 day/wk leading up to it - OEA may be employing contract admin person 1 day/wk

MORE TIPS: Some 2016 aims - facilitate discussion in field; avoid death by powerpoint; sessions interactive and experiential; challenge presenters to adhere to theme and aims Consider logistical challenges of practical days - more effort and energy needed 75% of people at 2016 conference linked to schools Cost should not be limiting factor - opportunities to include e.g. volunteers Consider pre and post events and what people power you have to manage it Consider connecting with NZ - Mike Brown a good contact

Kim Wood happy to be contacted in future: kim_wood6@hotmail.com 0422 147 157

 [2016_conference_feedback.xls](#)

6. **Discuss the key planning teams and conference planning timetable.**

Finalise the makeup of those teams and identify who we need to approach to balance these teams out in their skills.

7. **Develop a conference planning timetable and target dates.**

Reviewed 2015 Aug Copy of Marketing Schedule of Responsibilities Organise keynote speakers early Most of conference planned 10 months out Most people will register when full conference plan out

8. **Discuss the system of communication that we will use and how to ensure that everyone is getting each team's plans.**

Sam is organising a shared google drive Sam to copy 2016 conference planning dropbox documents into google drive

9. Break into planning teams, begin preliminary planning and develop an action list and timetable for your team that dovetails with the main conference timelines.

PROGRAM PLANNING - Todd, Ali, Mark, Kylie, Sam Format, timetable and outline discussed Todd creating excel document Action by 1 November - Timetable completed

ACCOMMODATION, DINNERS - Anita, Loz Centred around Waterfront Create list of options for people to book own accommodation, dinners Action on 31 Oct - Recce Waterfront areas Action by 1 Dec - Venue, Conference Dinner confirmed

PRESENTERS - Kylie Steve has suggested some local presenters to approach See list from minutes of planning meeting for presenters discussed Action by 1 November - List of presenters to approach created + Invitation to Present created which outlines themes and expectations

KEYNOTE SPEAKERS - Todd See list from minutes of planning meeting for Keynotes discussed Consider local speakers Consider female as a keynote - Jane Hutchinson?

BUDGET - Luke Estimated breakdown of costs per person Aim for cost to be less than 2016 James and Kim gave budget tips - see notes Mark took on Role document OEAQ, OEA and OEASA may be able to supply base money

PROMOTION - Jess Clone and build on OEA and OEAQ website pages Led by when dates, venue, theme confirmed and approved by OEA Collection of images to Jess

SPONSORS - Mark DIY Conference bags - Sam organising Action by 15 Oct - brainstorm sponsors Action by 28 Feb - update Action Communication and ready with promotion material

10. Check in with the team to see how our planning approach is working.

Check communication system is working. Finalise an agenda for Monday and set upcoming dates for the conference team.

Next NOEC Planning Meeting Saturday 29 Oct 12pm Ross Hotel

11. NOEC MOU

Sam introduced NOEC MOU which outlines roles and responsibilities of OEA and OET - see file in Dropbox 15 months prior - need to request approval from OEA 12 months prior - dates, cost etc on OEA website

12. Refine wording of past/future theme

13. Program Planning - timetable completed

- 14. Venue and dinner confirmed**
- 15. Presenters - List to approach + Invitation**
- 16. Keynote Speakers - List to approach + liase with committee**
- 17. Brainstorm sponsors**
- 18. Registration - familiar with 2016 process**
- 19. Communication - Dropbox files in google drive**
- 20. Request for approval sent to OEA**
Committee must confirm dates, theme and other details needed by OEA at Ross Meeting 29 Oct
- 21. Details to OEA for website**

22. To Do List

Tasks

- ✓ Refine wording of past/future theme
Assignee: Ali Savage
Due date: 29-10-2016
- ✓ Program Planning - timetable completed
Assignee: Todd Blackhall
Due date: 29-10-2016
- ✓ Venue and dinner confirmed
Assignee: Anita Doherty
Due date: 01-12-2016
- ✓ Presenters - List to approach + Invitation
Assignee: Kylie Garratt
Due date: 29-10-2016
- ✓ Keynote Speakers - List to approach + liase with committee
Assignee: Kylie Garratt
Due date: 29-10-2016
- ✓ Brainstorm sponsors
Assignee: Mark Oates
Due date: 29-10-2016
- ✓ Registration - familiar with 2016 process
Assignee: Mark Munnings
Due date: 29-10-2016
- ✓ Request for approval sent to OEA
Assignee: Sam Cramer
Due date: 01-12-2016
- ✓ Details to OEA for website
Due date: 31-03-2017

End of minutes.

Summary of matters arising are tabled on the following page.

Minutes of 2018 National Conference Planning Meeting - Minutes on 17-09-2016

Summary of Matters Arising

Tasks

Item	Task	Assigned to	Due date
22.	Refine wording of past/future theme	Ali Savage	29-10-2016
22.	Program Planning - timetable completed	Todd Blackhall	29-10-2016
22.	Venue and dinner confirmed	Anita Doherty	01-12-2016
22.	Presenters - List to approach + Invitation	Kylie Garratt	29-10-2016
22.	Keynote Speakers - List to approach + liase with committee	Kylie Garratt	29-10-2016
22.	Brainstorm sponsors	Mark Oates	29-10-2016
22.	Registration - familiar with 2016 process FullSizeRender-2.jpg	Mark Munnings	29-10-2016
22.	Request for approval sent to OEA	Sam Cramer	01-12-2016
22.	Details to OEA for website		31-03-2017

Summary of Attachments

Attachments

Item	File Name
1.	7_and_8_OET_meeting_minutes_combined.pdf
2.	NOEA2018roles.docx
3.	Your_Tasmanian_Invitation_-_National_Outd....pdf
5.	2016_conference_feedback.xls

Attachments can be found under your TidyHQ admin account at:
Storage > Meetings > [2018 National Conference Planning Meeting - Minutes](#)