

YM2021 LAC Meeting 29 March 2021

Present via Zoom: Anne and Alistair Hall, Michael Short. Patricia Macgregor, Viola Palmer
Deb Gimpelson

1. Minute of record- We are relieved that our email conversations with El Rancho, about dealing with possible penalties because of a last minute Covid-19 related cancellation resulted in the following letter:

Kia ora Deb,

I spoke with our Director. If Auckland ends up in Level 3 at the time of your booking, we could postpone your booking and carry the deposit for a maximum of 2 years (otherwise you forfeit the deposit).

You wouldn't be charged the 50% or 75% penalty if it's a last minute cancellation due to Level 3 restrictions, with the only exception to this being if we've already purchased your food you would need to cover the cost of that. (We usually order 3-4 days before your arrival).

I hope this helps!

Best Regards,

Sonya Forbes

OFFICE & BOOKINGS ADMINISTRATOR

04 902 6287

2. Minute of Record- The LAC did a site visit at El Rancho on 15 March. Tech requirements, lodging assignment possibilities, Kauri Hall overview, signage needs, table and white board facilities, meeting space logistics, tea time logistics.

3. Prep Day- We confirm start time of 2pm which would set the tea break for Thursday at about 3pm. We confirm paint will not be part of the art materials. No drop cloths needed.

4. Gold Papers- The rest of the tea schedule is still TBA as we confer with Lesley. The time table will be in Gold Papers. The Gold Papers electronic file will be sent to the LAC as soon as it is available. We agreed we could then share this with the Lower North meetings ASAP since "locals" might wish to choose to register to attend particular sessions. The April resgistration deadline complicated this

5. Quaker Books- Michael and Marion Sanson have conversed about what is needed to present the Quaker Books for sale. We expect Marion will be covering that.

6. Registration desk- Viola agreed to liaise with KMM volunteers to make sure the Registration desk is covered on Thursday and Friday. We have volunteers from KMM prepared to help.

7. Quaker Banner- Michael offered to collect the vertical Quaker banner from Quaker Centre in Wellington whenever it is not needed there and available for us to take until YM is over.

8. Cards to absent Friends- We confirmed that arranging this for Standing Committee. We'll make sure a table is in place.

9. Tea time- We had a brief discussion about tea time logistics, preparation and clean-up, agreeing that Fireside is the best area. People will have some fresh air and a bit of a walk, Elm Hall will clear out in case Lesley needs some space and quiet. We noted we'll need some volunteers to cover all this.

10. Information sheet- We had a look over the draft of the information sheet that will be part of the attendees pack. Well in hand, including good maps thanks to the previous work of the 2017 LAC we could cut and paste.

11- Volunteers and casual attenders- We discussed that WE will need to record carefully the various comings and goings of KMM (mostly) folks helping out and/or attending a session (we hope). For Health and safety reasons El Rancho requires record of their presence. We also want to include their names for Standing Committee to note and welcome them.

12-Registrations- They are coming along at about the same number as 2017 this far out from YM. Currently 34 onsite and 2 offsite have been received. One or two zoom registrations. We are noticing however that not everyone who requests a single room may be able to have one. First come, first accommodated as we get nearer the registration deadline (without late fee) of 18 April.

13. Elm Lodge- Deb will contact El Rancho about the cost to rent just the lounge area in Elm Lodge for use on Friday afternoon primarily for the larger Pastoral Care group meeting. Size, quiet and privacy are the attributes we're interested in. The Lodge is not part of the Elm package we have contracted for YM.

14. Signage for both YM and the Quaker Lecture- Anne made a comprehensive list of the signs needed and we divided the making of them. Deb to do the larger probably hand drawn ones, Alistair and Anne to do the printed and laminated ones.

15.Reminder- Alistair will send out a note to all MM clerks with a request they circulate a reminder about registering before the no penalty deadline.

16. Quaker Lecture- Deb will confirm the booking for Kauri Hall for Saturday evening 15 May for the lecture. We settled on an expectation of 150 persons attending at present; this figure needed to provide for the basic evening tea as we have offered in the past. This covers both attenders at YM and the public. Deb will ask for a separate invoice since this will go to the Quaker Lecture Committee. We still hope to supplement the tea with additional baked goods provided by willing Friends. We note need to have volunteers to do meet and greet in the carpark and at doorway, and serve tea. We are enquiring about who cleans up and how.

17. Next Meetings - Monday 12 April at 7pm and then Sunday 2 May at 7pm.

18. Health and Safety- Brief discussion to be continued at the next meeting about protocol for handling medical emergencies during YM, listing resources in Waikanae, who to contact

at YM? Who at YM talks to El Rancho? We know there will be a talk by El Rancho about their protocols as well as part of their Welcome.

Note for next time, discuss plans and times for various house keeping issues and other support tasks during YM, with specific jobs on a roster for all of the YM time. Volunteers needed etc. KMM volunteers list is growing.