

YM 2021 LAC Minutes 2 May 2021

Present at Zoom Mtg: Anne and Alistair Hall, Patricial Macgregor, Michael Short, Viola Palmer, Deb Gimpelson
and for the discussion of security at the Quaker Lecture, Jim Flewitt

1. **Quaker Lecture**--We discussed various points regarding plans for security at the Quaker Lecture in case of disruptive behavior. Although the topic of the Lecture is not provocative, there is some concern that the Anjum's presence might attract an unwelcome element. We agreed-
 - 1.1. to make YM in session aware of the concern before the Lecture, suggesting a higher level of observation from the audience and from the stage
 - 1.2. to ask Jim or Lesley to announce that the Lecture is being filmed. This might act as a subtle deterrent to disruptive behavior
 - 1.3. to have several ushers from YM prepared to respond to non violent but disruptive behavior. Jim agreed to approach David James and Michael agreed to approach Murray Short to begin with.
 - 1.4. to have both men and women supporting and accompanying Anjum while she is at El Rancho. Jim and Patricia will be the support people.
 - 1.5. advising El Rancho of our concern and our planned response-Deb to do this
 - 1.6. Michael will let Paraparaumu police know of the event as a precaution
 - 1.7. Also re: the Lecture, because of logistics and only basic equipment available, we, the LAC, are preparing to offer basic live stream video of the Lecture itself, and questions from the live audience.

2. **Follow ups from the last meeting**--
 - 2.1. The Information Pack has been posted. The Zoom Attendance pack still to be sent out by Alistair
 - 2.2. The list of Helpers and the jobs and tasks needing to be filled by LAC and the KMM helpers is in progress. Further help might be required from YM attenders especially on Saturday and Sunday
 - 2.3. Registration is about 87 in total plus 8 by zoom attendance. We will break even.
 - 2.4. We agree to waive the late fee.
 - 2.5. We agree to have the Supper after the Quaker Lecture at Elm Dining Room. This will be much easier to manage. Numbers for supper: Those attending Yearly Meeting that afternoon (about 75) plus 50 = 125 for supper. (We had previously agreed with the QLC that QLC would be billed for the additional 50 people along with the booking of Kauri Hall.)
 - 2.6. We note that Lesley will have a slot for us each day for announcements. Anne will do the first one, perhaps more, Michael to be back up
 - 2.7. We agree to meet during YM at lunchtimes .
 - 2.8. A few Yfs have registered, no JYFs to date

3. **New Items**
 - 3.1 Registration desk to be open-
Thursday 1pm-2:30pm, Friday 1pm-5:30pm and 6:30pm-7:30 pm, Saturday 8:30am-9:30am PLUS teatimes, and post a sign when next open. Many on the LAC need to attend Friday meetings. We have helpers and LAC are juggling desk coverage. We note a need to be flexible and prepared to make last minute adjustments depending on staff and need. It helps covering both the tea time prep and cleanup and the registration that they are both in the Fireside Room
 - 3.2 A Covid QR poster will be posted at the registration desk along with a sign in sheet for the volunteer helpers each day especially those helping on site. Michael well action this.

- 3.3 Anne and Alistair will be responsible for the lock up/open up of common spaces each evening and morning.
- 3.4 The Welcome from the local meetings/ LAC-- Michael Short from PNMM on Thursday afternoon and Graham Chapman from KMM on Friday evening
- 3.5 Alistair will handle the dividing of the teastuff to cover the many teas during our stay
- 3.6 Anne and Alistair put together the data from the registration forms to fill out the form from El Rancho for final accommodation and meal numbers., also the data to sort out the requests for transport from the Waikanae Station or the Kapiti Airport .
- 3.7 Deb to fill out the form or otherwise provide the data. Alistair & Anne will enter special dietary requirements section, with Patricia entered as the “designated special diets director”. Deb to coordinate the transport helpers with those requests for rides.
- 3.8 We agree to hold to the May 6 deadline given us by El Rancho for requests for meals or accommodation.
- 3.9 We discussed requests to venue for chairs/tables etc in the right places
 - Ask for ramps to exterior doors (2) to Elm Hall, Fireside Room and relevant accommodation unit
 - Small table, lectern, and chairs for QL in Kauri Hall (3 chairs on stage, 150 chairs in Kauri Hall)
 - Trestle tables/ Elm Hall -- 4 tables for Prep Day, keep these for YM 2 for clerks, one for back of hall notices, epistle material, etc. one spare
 - Trestle tables/ Fireside Room-- for displays, greeting cards and Quaker Books 4 or 5 (plus use of small tables already there)
 - Whiteboards- one for Pastoral Care meeting Fri afternoon in Elm Hall, 2 for Fireside for notices either written or posted with blue tac
 - Chairs in Elm Hall – 100
 - Sound system medium plus for Kauri Hall – Last minute equipment move will limit sound check
 - Data projector – we have borrowed and tested (after the meeting) the YM data projector
4. On site medical team for first aid —Michael Short, Viola Palmer and Marion Leighton (Anne will ask Marion)
5. Publicity for Quaker Lecture—Viola has received the material from Jim Flewitt, and has distributed posters to various people in KMM to cover from Otaki to Paekakariki. She will contact the local newspapers and is coordinating with Jim about any further publicity in Wellington
6. Next Zoom Mtg -- next Monday 10 May at **7:30pm**
7. Debrief Mtg—Monday 7 June, 7pm

Also confirmed later and one item to be discussed

1. Deb , Anne and Alistair sign in for YM at noon on Thursday and pick up the tea supplies,
2. Help with travel costs for Jude to be discussed at our debrief meeting 7 June.
3. YM Outreach will be bringing materials which can be put out at the Quaker Lecture
4. Addition have been made to the facility requests shown above