**Minutes of the YM 2021 LAC meeting via Zoom 2 November 2020**

Alistair and Anne Hall. Michael Short, Viola Palmer, Patricia Macgregor, Deb Gimpelson

We began and ended with several moments of silence.

1. **Finances-** The potential of a shortfall for running YM2021 due to the uncertainty about Covid-19 level changes is an ongoing possibility. Alistair and Anne brought this up with the YM Clerk and YM treasurer. We will proceed with planning the event and have been assured that YM is willing and able to cover a deficit if need be. El Rancho has indicated it is willing to work with us re: their arrangements around deadlines and fees for changes or cancellation.
2. **Zoom**-We discussed the plans for providing Zoom attendance at YM. El Rancho has basic audio/visual equipment for hire. This has already been budgeted for in setting the registration fees for YM. However, we will need to supplement with additional equipment such as a camera, additional speakers, proper connecting cords, etc. Hopefully we can borrow much of it.

Deb will approach Graham Chapman about working with Alistair to gather and set up the tech equipment needed.

There will be the need for someone to monitor the zoom aspect of each session. Alistair may be available for some but is also an assistant clerk. We’ll ask Graham and others might be needed as well.

We agreed to charge a small fee for registering attendance at YM via Zoom. This will make the choice to attend this way official, assure we know who is attending and Gold Papers can be provided to them via email.

1. **The Registration and Information forms-** Anne has put information notices on the website and in the YM Clerk’s letter. The form will be on the website and in the March ANZ Newsletter.

We went over the details of Alistair’s draft registration form, adding air travel to the Kāpiti Airport to the information, discussing pick-up options and times to provide to and from the local train station and the airport, and the local Taxi #.

Regarding day visitors- We discussed how to handle possible casual day attenders. Noting that there is a charge from El Rancho and that we wished to encourage curious, first attenders from KMM we want clarify their status, and how to handle the charges made for attendance to perhaps a session or two. How much and who might cover it? KMM?

Alistair and Anne will use their email address to provide a contact for requesting YM information.

1. **YM Clerk’s requirements-** We noted the Clerk’s request for a quiet single room with small writing surface available. El Rancho or KMM to provide the table.
2. **Thursday/Friday YM Preparation Programme-** We discussed the plans for the preparation day so far. Jude Zwanikken has offered to provide this. We have budgeted to cover her accomodation for that time.
3. **Quaker Lecture**- We discussed options of venue needed depending on the style of lecture programme decided on for 2021.
4. **Tea**- Deb to confirm specifically what El Rancho provides for the tea times each day so arrangements can be made to supplement the fare. Patricia and Michael to coordinate.
5. **Next Meeting**- Zoom Meeting at 7pm on 7 December