Date: Nov 24, 2019

Time	Min	Topic	
0:00	5	**OPENING ROUND** Wendy is doing great, Parveen had a 10km run in 1:19hours :) Ted is good and excited in weekend without kids, Brandon has a quiet weekend, Andreas has planted garlic and is glad to be here	
0:05	3	**ADMIN** ● Attendance *(all members here? All roles filled?)* Andreas (notes), Ted (facilitator), Parveen (leader), Brandon, Wendy (new!) ● Duration *(how long is this meeting?)* 60min ● Minutes *(last meeting's minutes - anything needing attention?)* nope ● Information *(announcements?)* ● Next meeting *(confirm date or make a plan)*, January 10, 10 UTC.	
0:08	2	**CONTENT** **Consent to agenda** Consented!	
0:10	2	Proposal for Wendy to join the circle Questions;: Why would you like to join the Circle? Wendy is involved in workshop planning and loves Sociocracy. She is used to training new students. Skills in Sociocracy and in planning events. Parveen: Do you have a specific term in mind? Wendy would like to stay as long as she is wanted/needed! Ted, Brandon, Andreas, Parveen are glad to have Wendy here and consent to Wendy joining. Wohooo!	☐ report ☐ exploration ☑ decision
0:12	3	Report from Content Circle (Parveen) - Scheduling a number of webinars, going well - Thinking about moving training circle domain under content circle because that would make more sense and it's hard to separate them anyway. Training circle would be a sub-circle of this circle. Thoughts of moving training Circle, all planning is going good.	☑ report ☐ exploration ☐ decision
0:15	5	Decision on Hosting proposal Ted guides us through the proposal and why the proposal is presented - need for more process clarity. Evaluation period 1 year Clarifying questions and quick reactions: Wendy thinks a job description looks good. Andreas asks how this proposal would be implemented to future talkers. Brandon thinks it looks good. Objection: Andreas: How do we get people to talk if they are muted?	☐ report ☐ exploration ☑ decision

		Round: Andreas suggests hand signal. Brandon suggests using the Chat to signal that you want to talk, but also thinks that the hand signal is a good suggestion. Amended proposal: ***People are not muted if they don't want to be muted.*** No objection.	
0:20	15	Decision on pricing structure (Ted) (Report) Ted goes through the report. Question, Parveen: Do we want to reach a decision today. We start with Picture forming and see where it leads. Picture forming (Dimensions) - Affordability - Free tickets, who gets them and why? - Presenter gets a free ticket to share… - SoFA budget / revenue - How many participants do we want? Number? Old vs. new people - Prices - Value vs. price (psychological effects of free tickets) - Too many options in prices might raise issues? - Early bird and/or "Level of commitment to Sociocracy"-prices - Theme of the Conference might influence how you want to structure pricing - Asking for budget/revenue. Ted sasy the revenue should be around 6000 USD Proposal ideas ("I think we should…") - Have an early bird ticket - SoFA members and presenters gets free tickets 3 tiers 5, 50 and 75 USD could be tied to the difference of commitment to Sociocracy. - Parveen sees the suggested gap in prices is high, and maybe a 5-25-50-75 USD - Sliding scale. Paying a high price might yield some other additional content/after session meetings? $6000 - Bring a friend - every higher price ticket could come with a code to bring a friend. Proposal: Pricing structure: 5-25-50-75 50 + 75 comes a friend code SoFa members and presenters get a free ticket 50% until 6 weeks before the conference (all ticket types) Round focus on if there is an objection: Andreas, Ted: no objection Wendy: 6 weeks before is, that Parveen: What is the objective with the 6 weeks time frame? Brandon: Nothing else to add.	☐ report ☐ exploration ☑ decision

		New proposal: Can we remove the EarlyBird. Objections on "rushing this" lead to that **we postpone the decision**!	
0:35	10	Ideas on conference theme for 2020 How to spread Sociocracy/Succession Reinventing organizations: how can one try it out Exploring how Governments could work with Sociocracy, replication Go back and see/review how earlier organizations are doing Experience levels, what do you struggle with, culture alive, keeping people integrated and updated Sociocracy on an emotional level/social tool/social foundation	☐ report ☑ exploration ☐ decision
0:45	10	Selecting a delegate to Content circle Role: be the circle's voice in the parent circle, attend content circle meeting. Qualifications: attention for regular attendance of both circles, good listener, familiar with SoFA content Term: 1 year	☐ report ☐ exploration ☑ decision

Brandon	Wendy	Wendy
~~Parveen~~	Andreas	Wendy
Wendy	Brandon	Wendy
Ted	Wendy	Wendy
Andreas	Wendy	Wendy

Proposal: Wendy to be delegate to Content Circle to 6 months.
→ consent

0:55	1	**Update backlog** *(what needs to get on/off the [backlog](#)?)* *Role description presenter* *Pricing* *Wendy's term in 6 months → evaluate time commitment* *circle/role review in late May*
0:56	4	**CLOSING ROUND** Wendy: Great meeting, I feel like part of the Team Parveen: Great facilitations, meeting felt good, Pricing topic need more information ant thinking - more aspects/dimensions needed Brandon: Great meeting/facilitation, nice to meet Wendy Ted: Agree with Parveen on Pricing topic. Appreciated theme discussion on conference Andreas: Enjoyed the meeting. Ted moved us around safely even though we didn't meet decisions. Glad to meet Wendy

Hosting a zoom room

Each zoom room will have a host at a time to make sure the conference goes smoothly, both for the presenter and the participants.
The hosts are SoFA members picked by the operational leader 4 weeks before the conference.
Hosting a zoom room is a volunteer position.

Hosts role description:
- Qualifications: good knowledge of sociocracy, facilitation and zoom
- Tasks: recording, facilitation of Q&A session, and tech support during the presentation

How to host (per presentation)
- Start on time!
- Make sure recording is running; remind of hand signal
- Welcome speaker and support screen share etc.
- During presentation, monitor the chat .
- Make sure all other participants are muted unless they want to speak (hand signal)
- After the presentation, facilitate Q&A
- End on time! Thank the speaker and the audience and remind of the schedule.

Term: 1 year (evaluate after 2020 conference)