

## **GUIDELINES FOR AN 'ORGANISATIONALLY SIMPLER' SEANA CAMP**

(Adopted by the SEANA Management Committee, 6 July 2021)

### **Background**

Discussions at recent SEANA General Meetings and in the Management Committee have indicated that some member clubs find that they lack the resources required to host a traditional-style Autumn or Spring Camp with a wide range of knowledgeable-led excursions and multiple expert evening presenters. This has led to the idea of an 'organizationally simpler' gathering as an option for such clubs to consider. This approach was trialled at the Autumn 2019 gathering at Port Fairy which was organized by the Committee with good local input from the Hamilton FNC.

This document outlines the format for a simpler gathering, to encourage a wider range of clubs to host future gatherings.

### **Suggested format for a simpler Camp**

The organisation of the Camp would involve:

- Arranging for a venue of sufficient capacity for Saturday late afternoon and evening for registration and tea/coffee from (say) 3:30pm or 4:00pm, SEANA General Meeting (preceded by the AGM if applicable) at 5:00pm, a catered dinner at 6:30pm and a welcome and presentation from around 8:00pm.
- Well ahead of the Camp, sending out (via e-mail) an Invitation (First Notice) to the SEANA member clubs and individuals who have been recent past Camp participants – both sets of addresses can be obtained from the SEANA Secretary. This notice would provide brief information about the venue(s) for evening gathering(s), the natural history attractions of the visited region, advice about accommodation options and include a registration form.
- Preparing a list of local sites that can be visited comfortably in a half- or full-day car outing, preferably with maps and outlines of key features of natural history interest.
- Arranging for a meeting place on Friday evening at which the above-mentioned trips information would be available to participants. This could be a local hall or preferably a hotel bistro or reasonably priced large capacity restaurant which gives participants the opportunity to order and pay individually for dinners.
- As an *optional enhancement*, the host club might nominate facilitators (not expected to be knowledgeable leaders) for some at least of the suggested trips, with a designated meeting time and place; this would assist those who would rather undertake visits in the company of other like-minded folk. It is suggested that such facilitated trips would be particularly helpful on the Saturday of the camp.
- Participants would organize their own accommodation and all meals apart from Saturday dinner.

It would not be essential for the host club to set up a separate designated Camp bank account, as with modern financial record keeping systems it may be convenient to operate within the on-going club account.

Existing guidelines for host clubs would apply, in particular the availability of a refundable advance payment from SEANA to help cover such early expenses as a deposit to secure a venue booking.

The First Notice would typically be sent out about six months ahead of the Camp, or earlier if accommodation is likely to be under pressure.