

**AVP WA Administration Report**  
**Selene Moonbeams**  
**January 2024**

Topic	What's been done since the last report	Still to be	Issues for discussion with committee
Policies	<ul style="list-style-type: none"><li>• Arrange a meeting with the AVP WA policy sub-committee.</li></ul>		<ul style="list-style-type: none"><li>• Decide if we should call our policies <i>guidelines</i> or <i>best practices</i> rather than policies, so we can be more flexible with them. Maybe some do need to be firm policies?</li><li>•</li></ul>
End of Year gatherings		<ul style="list-style-type: none"><li>• REMNIDER TO SELF - don't have Acacia Protection on Saturday afternoons in the future.</li></ul>	<ul style="list-style-type: none"><li>• Should we continue to have EoY gatherings at Acacia and Wooroloo?</li><li>• Should we have a mid-year Facilitator Day at Wooroloo? The men and TMs are keen, and it is MUCH less hassle than Acacia!</li></ul>

Publicity	<ul style="list-style-type: none"> <li>• I make daily posts on facebook. 1539 followers. I think this is valuable to spread the philosophy of AVP, and we do get some enquiries through facebook, but most don't result in registrations.</li> <li>• I advertise all community workshops on Facebook, but these likewise seldom result in registrations.</li> </ul>		<ul style="list-style-type: none"> <li>• What other ways could we publicise and promote our workshops?</li> <li>• Suggestions... <ul style="list-style-type: none"> <li>◦ <i>We could have a "Bring a friend" (taster) day for the next Facilitator Day / AGM, and try to get them to sign up on the day...or suggest the workshop to other friends. (Community Basic scheduled for 6, 13 April at QMH)</i></li> <li>◦ <i>Advertise in the local newspapers / notice boards.</i></li> <li>◦ <i>We could go around to organisations and ask if they would like a taster for their employees / clients.</i></li> <li>◦ <i>Employ a marketing person to advertise for us?</i></li> </ul> </li> <li>• I found some minutes from previous publicity sub-committee in the archives. These could be useful for future meetings. Should we have a special meeting to</li> </ul>
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Partnerships with other organisations	<ul style="list-style-type: none"> <li>Sallie and I visited Accordwest in Bunbury to discuss the possibility of holding workshops in their premises. We have trained several of their staff, but none of them has facilitated yet.</li> <li>We hope to have at least one of them on a team next year.</li> <li>I wrote to Merida at Accordwest, and she has passed me on to Natalie, who has organised Caralyn Parris to join Sallie and me in BRP for the Basic in February.</li> </ul>		<ul style="list-style-type: none"> <li>Should we be doing tasters in different reintegration etc facilities in Perth?</li> <li>Suggestions <ul style="list-style-type: none"> <li>Waalitj Foundation <a href="https://wf.org.au/reset/">https://wf.org.au/reset/</a></li> <li>Outcare <a href="https://www.outcare.com.au/about-us/">https://www.outcare.com.au/about-us/</a></li> <li>Shalom House <a href="https://www.shalomhouse.com.au/">https://www.shalomhouse.com.au/</a></li> <li>Centre for Women's Safety and Wellbeing <a href="https://csws.org.au/">https://csws.org.au/</a></li> <li>Ruah <a href="https://ruah.org.au/">https://ruah.org.au/</a></li> </ul> </li> </ul>
Website tutorial			
Workshop Calendar		•	<ul style="list-style-type: none"> <li>Who will organise the Facilitator Day? Did we decide this at the last meeting?</li> </ul>
Manuals	<ul style="list-style-type: none"> <li>At a recent T4F in Bunbury PRU, we presented participants with a welcome pack after the interviews as we were certain they would all be accepted as new facilitators the pack included A pamphlet, A History of AVP and timeline of countries starting AVP, What is AVP, The Core Values, The TP Summary and an AVP key ring. They were really appreciative of the care we put into getting these things together over the course of the workshop, and we recommend this be done for future T4F graduates. Of course, this would usually not take place until after the facilitators receive their welcome letter, as is the case with external facilitators.</li> </ul>	<ul style="list-style-type: none"> <li>Print new manuals and T4F booklets, and add to kits.</li> </ul>	<ul style="list-style-type: none"> <li>Should we make up a little Graduation pack for Graduates of the T4F? I think Mark used to email some information to new external facilitators (not sure what?), but I don't think inmates receive anything other than the acceptance letter?? I think it made the men feel like they really belonged to something special. The seemed very proud! AVPQ has a Facilitator Handbook which looks really useful albeit a bit lengthy at 41 pages!! Perhaps we could emulate a shorter version of this? I'd be happy to draft something and send it around for</li> </ul>

<b>Check, resupply and organise kits</b>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Manuals</li> <li>• T4f handouts</li> <li>• Team contracts</li> <li>• Moon Explorer etc</li> <li>• CCC</li> <li>• Role play DDD</li> <li>• Pamphlets</li> <li>• Evaluations</li> <li>• Send notification to active facilitators with attachments to new manuals</li> </ul>	
<b>Clearances</b>	<ul style="list-style-type: none"> <li>• Sue R offered to contact Gemma, so I sent her the email address. We will wait to hear the outcome before contacting the director.</li> </ul>		
<b>AVP cupboard at QMH</b>		<ul style="list-style-type: none"> <li>• Organise AVP cupboard and replenish stationery.</li> </ul>	

<b>Update facilitator list</b>		<ul style="list-style-type: none"> <li>Send email to all facilitators asking if they want to stay on the list and reminder to nominate for workshops and facilitator days.</li> </ul>	
<b>Newsletter</b>		<ul style="list-style-type: none"> <li>Write and sent the January newsletter to facilitators and TMs.</li> </ul>	
<b>Organise files and documents on the External Hard Drive</b>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>Update the active facilitator list and add details of all applicants from the Volunteer website.</li> </ul>	<ul style="list-style-type: none"> <li>Should we have a Dropbox filing system so that all the committee can access files? There is a lot of valuable information stored in these files and it doesn't seem right for the Administrator to be the only one who can access these.</li> </ul>
<b>Emails</b>	<ul style="list-style-type: none"> <li>Check emails daily and respond to them.</li> </ul>		
<b>Post Office box</b>		<ul style="list-style-type: none"> <li>Arrange for someone local to check the PO Box weekly.</li> </ul>	<ul style="list-style-type: none"> <li>Do we still need the PO Box? If we do need it, would it be better to have one which is near the Administrator or an area where we have most active facilitators?</li> </ul>
<b>Workshop materials</b>			

<b>Workshop Reports</b>		<ul style="list-style-type: none"> <li>• Send Jan ws reports to Committee.</li> <li>• Send Jan ws reports to Fac list – no names</li> </ul>	
<b>Community basic 6, 13 April</b>	<ul style="list-style-type: none"> <li>• Wrote to Bheena, Sue M, Sue R and Jacob, and they are all willing to facilitate this workshop.</li> </ul>	<ul style="list-style-type: none"> <li>• Send email to EOIs including those from the volunteers' website.</li> </ul>	<ul style="list-style-type: none"> <li>• HOW CAN WE ADVERTISE THIS?</li> </ul>
<b>Albany Regional Prison</b>	<ul style="list-style-type: none"> <li>• After our very successful visit with Steven at ARP, I wrote to the three TMs to tell them about our workshops and offering to conduct one there. Despite writing three times, I have not heard back! ☹</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Write to the TMs again to remind them of my request.</li> </ul>	
<b>Printer</b>		<ul style="list-style-type: none"> <li>• Install toner. There is an email with details - subject line AUS EPBB Non Comms</li> </ul>	<ul style="list-style-type: none"> <li>• Could someone PLEASE help with this??</li> <li>• We should be using the printer as we pay an annual fee for this and it is hardly used!</li> </ul>

#### January workshops

Jan	6-8	Acacia (mainstream)	T4F	Lynda Collette
Jan	16-18	Karnet	Advanced	Selene James
Jan	22-24	Wooroloo	Basic	Selene Collette

Jan	27-29	Acacia (mainstream)	Basic	Lynda Jim
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## February workshops

Feb	13-15	Bunbury Prison	Basic	Selene Sallie, Caralyn
Feb	17-19	Acacia (protection)	T4F	Jim Amy
Feb	26-28	Wooroloo	Advanced	