20073-2143-028

October 1992
Auckland Home Birth Association
Auckland Central Area
Antenatal Classes

Organisation of Classes
Job Description for Co-ordinator

1. Venue and Dates

Choose a venue, and book it. This needs to be done about 2-3 months ahead, as women start ringing about classes, and it is useful to have the venue and dates in the earliest possible Home Birth Newsletter. There are usually 1 set of classes per term, 6 nights/set of classes.

The YWCA in Carlton Gore Road has been used in Terms 2 and 3 1992. It cost $25 + GST/night. It is proposed to use the Health Promotion Forum Room* at 27 Gillies Avenue, 2nd floor, in 1993. Contact - Cheryl Hamilton, phone provided the door buzzer has been installed, so that latecomers can push the buzzer and be admitted. You'll need to discuss how and when payment is made when you book, and also access to the building. The preferred evening seems to be Wednesday night, 7-9 pm, although last term I changed it to a Thursday.

2. Speakers

Contact the speakers to book them in. As they are all busy people, you'll often have to juggle them around. A logical order for the speakers, along with addresses, phone numbers, and background information follows:

1.	Brenda Hinton 2 Sherwood Ave Grey Lynn.	Exercise & Relaxation during pregnancy. ---------- Ph. 378 7614	Spokesperson for AHBA. One of the founders of HBA. Antenatal education teacher. Antenatal and post-natal Yoga teacher.
2.	Joan Donley 3 Hendon Avenue Mt Albert	Nutrition ---------- Ph. 828 7759	One of the founders of AHBA. Long-time domiciliary midwife.

* $15 + GST/night

3.	Carolyn Young 36 Larnock Road Henderson (Also show home birth video on this evening, after supper.)	Labour and Birth ---------- Ph. 836 2770	Very experienced domiciliary midwife.
4.	Home birth couple/s	Our home birth experience	
5.	Chris Mahoney 10 Shearer Street Mt Roskill	Homoeopathy ---------- Ph. 696 564	Practising homoeopath and teacher of homoeopathy
6.	Anne Heritage (Mt Albert La Leche League) 3 Martin Avenue Mt Albert (or an alternative speaker from same group arranged by her).	Breastfeeding ---------- Ph. 846 9612	Experienced La Leche League speaker

Notes

1) If a particular speaker is not available, ask them to recommend a replacement who is in favour of home birth. If this is not possible, you may need to liaise with the AHBA to select someone, to ensure they are considered suitable by AHBA.

2) The home birth couple/s is/are usually from the class one or two terms before. Pick one home birth and one hospital transfer if possible. Ask people you know would be happy to talk about their experience. Try not to ask a couple more than once. Ask them to talk about the pregnancy, labour, birth and post-natal times. This is really your only chance to discuss the tiredness and stress of looking after a new baby, and to mention post-natal depression.

3. Library Books

Before the class starts, check which library books are missing and contact the last person who borrowed them. Get them back if at all possible.

4. Enrolments

Usually done by telephone.
Take down: Name/s
Address
Phone number/s

Month due.

Discuss
- whether first baby/first home birth
- topics covered in classes
- other classes they could do (Antenatal Yoga or aquarobic classes, Childbirth Preparation Classes, Tour of National Women's Delivery Suite).

5. Reminder

About 1 1/2 weeks before classes start, send out to each person enrolled a sheet setting out dates,times, etc. as a reminder. You can also send out a list of those enrolled for carpooling.

6. Petrol Vouchers

Buy $100 before classes start. Each speaker is given $20 of petrol vouchers (this excludes home-birth couple(s))

7. Classes

Arrive about 20 minutes before class starts.
Arrange chairs in a large circle.
Set out supper you've bought. Boil Zip, etc.
Set out library books on a side table.

On the first night, try to get as many people as possible to pay.

On the first and second nights, get speaker to arrive at 7.30 pm and spend 1/2 hour getting the class to know each other. Suggestions are:

First night: Go around in circle. Ask each person to say
- name
- whether first baby, or if not, whether 2nd, 3rd, etc.
- month due
- name of midwife/doctor, if wished
- one thing they've loved about pregnancy
- one thing they've hated about pregnancy.

Second night: Ask everyone to find the 2 people who live nearest them, and to arrange themselves in a 'map' like Auckland city. Then they sit down with those people.
See also 'Ice Breakers ... '.

After classes, tidy up, do dishes, etc. Take away library books.

On last night, ask whether the group would like to keep meeting. If so, ask for a volunteer to co-ordinate the group. Discuss suitable month for a post natal get-

together. Ask to be invited, and wish everyone well. Hand out amended enrolment list and list of speakers with phone numbers. Go home, and start planning the next term's classes!

8. Reclaim costs

Reclaim costs of supper, rent, petrol vouchers, stamps, etc. from AHBA. If photocopying needs to be done, it is best to do it on their machine if possible, as it costs less than commercial rates. Send claim to AHBA, Attention: The Treasurer.

Claire Blanchus

phone 524 6836

27c 61a Seaview Road,
Remuera,
Auckland.5.

Co-ordinator 1990, 1991, 1992.

27.10.92
Dear Linda,
Here's the job description as mentioned.
I looked really hard but still couldn't find the parcel this week.
Will be in area same time next week.
Regards
Claire