



BFVEA Committee Meeting Minutes

Meeting Details

Committee Meeting: 24-25/001

Date: Tuesday 7th May 2024

Time: 1900hrs – 2055hrs

Online - Zoom

Attendees: Helen Ward (BFVEA Chair) HW; Howard Ward (BFVEA Treasurer) HoW; Naoko Edwards (Membership Sec) NE; Abigail David (Practitioner Off) AD; Pete Wayne (BFVEA Secretary) PW

Not Present: Jan Stewart (COREP Chair) JS

Discussion

1. Welcome by Chair

HW opened the meeting, welcoming the attendees to the first session of the new committee year.

HW updated Committee with details of the resignation of Cheryl Fryers as Education Officer, confirming that PW is monitoring the email and with support from JS is covering the education role temporarily.

2. Meeting Admin

2.1 Confirmation of Proposed Agenda

PW asked for any additions to the meeting agenda, none being forthcoming, therefore the agenda was accepted for the Committee Meeting.

2.2 Review/Agree Last Committee Minutes

PW asked for confirmation of Committee Minutes 24/003 (15 March 2024) which was unanimously accepted by Committee as a fair record.

2.3 Action Status / Business Arising from Last Meeting

PW reviewed the outstanding actions (see updates in Action Log).

[Action 24-25/001/1](#)



3. New Committee Focus

3.1 Work with COREP, BAFEP, and Bach Centre.

HW outlined the strategy for the new committee session. HW has approached BAFEP through Sam Cremnitz. No update from JS on her approach to Stefan Ball at The Bach Centre.

[Actions 24-25/001/2 and 24-25/001/3](#)

3.2 Working Groups.

HW stated discussion on the working groups will be later in the agenda.

3.3 Key Areas

HW and PW spoke about the key areas that will be worked on in the forthcoming year, which will start rather than necessarily finish the development of new opportunities. These include:

- Grow Membership.
- Adding Value.
- Operations.
- Communications.
- Marketing.

This work will be a focus for the forthcoming year and probably for the next few years as new inputs, processes, and developments are put to the Membership for approval and implementation.

4. Financial Update

4.1 Current Account Balance

HoW stated that the account balances are as follows:

Business Current Account: £4,277.00
Business Reserve Account: £25,312.00
PayPal: £1,851.00
Total Monies on Account: £31,441.00

4.2 Current vs Business Reserve(24/001/6).

HoW updated Committee that the Business Reserve account earns interest whilst the Business Current Account earns zero interest. Proposes leaving a working float in the Business Current Account which can be topped up as required from the Business Reserve. HoW also proposed leaving a float of £1,000.00 in the PayPal account to cover Zoom and any potential reversals.



HW asked if the float ought to be higher? HoW stated the transfer is instantaneous so moving cash is not an issue.

PW reminded Committee that MYMOP and Monomarks will be going out this month plus a deposit for next year's Gathering.

[Actions 24-25/001/4, 24-25/001/5, and 24-25/001/6](#)

4.3 Expenses

HoW spoke about discretionary payments and 'out-of-pocket' expenses. Expenses have no issues regarding HMRC; however, HoW raised concern about the discretionary payments to titular committee members because there is a risk that HMRC could consider it 'employment'. BFVEA passes the tax burden to the individual, so the individual should declare this as a payment irrespective of the sum. Committee members will need to follow the Expenses Policy in raising an invoice.

[Action 24-25/001/7](#)

4.4 Accounts

Draft accounts have been circulated to HW and PW. HoW stated that there will be an update post the draft accounts and will be issued to Committee for review in June. HoW stated that the accounts will likely show a deficit for the year due to refunds for the Gathering.

PW asked HoW about whether there are improvements to accounting that we ought to consider, HoW responded that the accounts structure was fine for the association at the moment.

HW asked about separating out expenses into different categories (e.g., friends vs members); PW in support spoke about Committee considering budgeting and cost/account codes, so that we can understand the BFVEA spend profile. HoW suggested he could look at expenses form and making changes to reflect account codes.

[Action 24-25/001/8](#)

5. 2024 Membership Renewals

5.1 Renewals

NE and HW spoke about the renewals to date and the minor issues that had arisen. These have been recorded and PW stated that this year is very much around aligning with legal requirements, such as data retention opt-in, and understanding the types of issues arising to address in a broader update of web and other forms of communication for next year.

5.2 CPD Update.

AD provided an update on the recent webinar that was held, saying that it provided useful feedback on the process and the attendees found it a positive experience. AD also updated



that a number of enquiries had been handled, that a CPD event was due on the 16th of May, as well as the Chalice Well running one on the 18th.

5.3 Communications

HW stated that there would be a general newsletter published next week.

6. Gathering 2025 Proposal

6.1 Structure

PW updated that the Gathering team was considering a change in the traditional format, reducing the overall number of sit-down presentations and to include more workshops and practical sessions, of which several are now being discussed with various parties. Also, members may be given the opportunity to engage in a separate session which will occur either the day before or day after with the keynote speaker. Details will follow as they develop.

6.2 Location

PW confirmed that after a site visit, and discussion with the event staff including asking about certain potential scenarios, that Ammerdown has been selected as the location for next year's BFVEA Gathering.

PW also stated that a regular information newsletter focused on the Gathering is being considered by the Gathering team, to communicate the Gathering and also the various sessions and other opportunities for Members to engage with.

[Action 24-25/001/9](#)

6.3 Confirm Vote

PW reminded Committee of the vote requested online on 26th March 2024 due to pressures from locations to confirm a booking interest.

All Committee members voted for Ammerdown, on which basis the Gathering team was instructed to open discussions.

7. Working Group Updates

7.1 Education

PW confirmed that various individuals had been contacted and that a session would be organised before the end of May 2024.

[Action 24-25/001/10](#)



7.2 Membership

HW confirmed the next meeting would be held next week (15th May) building upon the discussions on membership categories.

PW also raised the need for the Marketing WG to commence.

[Action 24-25/001/11](#)

8. Documentation Progress Update

8.1 Code of Ethics and Conduct

PW informed Committee that feedback had been received from the last Committee which will be circulated with the document for Committee to review and comment.

[Action 24/25-001/12](#)

8.2 BFVEA Committee/Function Online Representation

PW to resend this document to Committee for review and approval.

[Action 24-25/001/13](#)

8.2 Other Documents

PW stated that several more documents will be updated in the course of the next few months and will be circulated accordingly.

9. Committee 2024/25

9.1 Proposed Committee/Function Structure

PW proposed that this be moved to the following Committee meeting.

[Action 24-25/001/14](#)

9.2 Committee Role Payments

PW proposed that this be moved to the following Committee meeting.

[Action 24-25/001/14](#)

9.3 Calendar for Meetings 2024/25

PW proposed that this be moved to the following Committee meeting.

[Action 24-25/001/14](#)



10. AOB

10.1 MYMOP Update

PW confirmed that this had been delayed to the start of the new financial year and that when JS was available, that this would be resolved.

[Action 24-25/001/15](#)

10.2 Legal Representation

PW will be speaking to a freelance lawyer to discuss legal representation and review for BFVEA.

[Action 24-25/001/16](#)

10.3 BFVEA Logo Update

PW stated that the designer is currently away so the design proposal will be circulated, and feedback will then be presented to the designer to come up with some outline proposals.

[Actions 24-25/001/17 and Action 24-25/001/18](#)

10.4 Online Socials

AD discussed feedback from the CPD webinars that there is a degree of isolation with some members, so AD is proposing a monthly online social that she will facilitate via Zoom for all members to discuss topics. AD will circulate ideas via email prior to the first session.

Vote to proceed with Online Social Gatherings:

Proposed: AD
Seconded: HW

Vote passed by majority.

[Action 24-25/001/19](#)

11. Close Meeting

HW adjourned the meeting at 2050hrs with thanks.



BFVEA

Action Log

Action #	Action Detail	Due Date	Assigned To
Actions 2024-25/001			
24-25/001/1	Update Action Log status.	20/5/24	PW
24-25/001/2	Update on discussions with The Bach Centre.	14/6/24	JS
24-25/001/3	HW to follow up with BAFEP (Sam Cremnitz).	14/6/24	HW
24-25/001/4	MYMOP Licence and Course Payment.	1/6/24	PW
24-25/001/5	Monomarks Renewal.	8/5/24	PW
24-25/001/6	Float in Business Current Account to be set by Treasurer.	31/5/24	HoW
24-25/001/7	Circulate Expenses Policy for review.	31/5/24	PW
24-25/001/8	Budget Planning on Agenda 24-25/002.	10/6/24	PW
24-25/001/9	Gathering Newsletter to be sent out announcing Gathering and Website updated.	31/5/24	PW
24-25/001/10	Organise Education WG.	31/5/24	PW
24-25/001/11	Organise Marketing WG and Agenda.	31/5/24	HW + PW
24-25/001/12	Send out comments and circulate Code of Ethics and Conduct document for review.	20/5/24	PW
24-25/001/13	Resend BFVEA Committee/Function Online Representation document for review.	20/5/24	PW
24-25/001/14	Committee 2024/25 structure, payments, and calendar to Agenda 24-25/002.	10/6/24	PW
24-25/001/15	MYMOP issues to be resolved with JS.	1/6/24	PW
24-25/001/16	Discussion on Legal Support.	1/6/24	PW
24-25/001/17	Send out Logo proposal.	20/5/24	PW
24-25/001/18	Logo Proposal to be discussed on Agenda 24-25/002.	10/6/24	PW
24-25/001/19	Regular zoom calls concept to be circulated to Committee.	17/5/24	AD
Actions 24/003			
24/003/3	Recover access to BFVEA YouTube channel from Sarah Turner. Awaiting outcome of ongoing discussions.	30/4/24	HW PW
24/003/4	Create new YouTube channel for BFVEA. Awaiting the outcome of 24/003/3.	30/4/24	PW
24/003/11	Review Social Media presence and promotion of BFVEA on Facebook and Instagram. In Process.	30/4/24	PW
Actions 24/002			
24/002/3	Membership Working Group to consider question of renewals whether static or rolling. On Agenda to discuss	31/3/24	HW
Actions 24/001			



AGM Action Log

Action #	Action Detail	Due Date	Assigned To
AGM/24/003	Committee to determine the need for volunteers in roles not filled during voting for Committee 2024/25 Agenda 24-25/002 .	30/4/24	HW
AGM/24/005	Acquire MYMOP [®] software licence for BFVEA. See 24-25/001/4 .	30/4/24	PW
AGM/24/006	Purchase and organise MYMOP [®] training for BFVEA. See 24-25/001/4 .	30/4/24	JS/PW
AGM/24/007	Publish Gathering 2025 Dates and Location to Membership. See 24-25/001/19 .	30/4/24	HW