



# BFVEA Committee Meeting Minutes

## Meeting Details

**Committee Meeting: 24-25/002**

**Date: Tuesday 11<sup>th</sup> June 2024**

**Time: 1900hrs – 2035hrs**

**Online - Zoom**

**Attendees:** Helen Ward (BFVEA Chair) HW; Howard Ward (BFVEA Treasurer) HoW;; Jan Stewart (COREP Chair) JS; Abigail David (Practitioner Off) AD; Pete Wayne (BFVEA Secretary) PW

**Apologies:** Naoko Edwards (Membership Sec) NE

## Discussion

### 1. Welcome by Chair

HW opened the meeting, welcoming the attendees to the committee meeting and acknowledged apologies from Naoko Edwards.

### 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 24-25/001 (7<sup>th</sup> May 2024) which was unanimously accepted by Committee as a fair record.

#### 2.3 Action Status / Business Arising from Last Meeting

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

[Action 24-25/002/1](#)



## 3. Financial Update

### 3.1 Draft Accounts Review

HoW confirmed that accounts are up to date for year-end April 2024 except for a few allocations for the Gathering income.

[Actions 24-25/002/2, 24-25/002/3 and 24-25/002/4](#)

HoW suggested that as previously discussed that a move to budgeting should be considered for major activities such as the Gathering.

JS asked what the spending limit was before Committee must go out to Membership for confirmation? PW confirmed there is nothing formally defined but will be included in the next update of the core documentation for future committees. Further suggested that any spend other than expenses ought to go to Membership above a certain level. PW commented that the discussion on budgeting would address this such that a budget is put in front of Membership at the AGM with a discretionary ability for the Committee.

[Action 24-25/002/5](#)

PW updated on the problems with PayPal which are ongoing at this time which is blocking the use of the PayPal account.

[Action 24-25/002/6](#)

HoW left the meeting due to other commitments.

## 4. Committee 2024/25

### 4.1 Proposed Committee/Function Structure

HW opened the discussion with PW moving that in the absence of two members of the Committee that it would be better to adjourn the items on the Committee until a full committee was present to ensure fairness in any proposal and agreement.

HW confirmed that in the next Newsletter we can advertise for the role of Education Officer and Newsletter Editor.



AD suggested that if we continue to find difficulty in recruiting specific role types then maybe we need to consider people's enthusiasm and then rebalance the roles accordingly. AD also suggested looking to the Membership and headhunt from either experience or enthusiasm.

[Actions 24-25/002/7, 24-25/002/8 and 24-25/002/9](#)

## 4.2 Committee Role Payments

See Agenda Item 4.1.

## 4.3 Calendar for Meetings 2024/25

See Agenda Item 4.1.

# 5. Website Course

## 5.1 Promotion of Non-Accredited Essence Courses

HW stated that the current course webpages mix accredited with non-accredited. PW outlined that BAFEPs website shows many more websites and stated that Committee needs to confirm whether BFVEA want to instruct the web developer to create differentiated webpages for 'Accredited' versus 'Non-Accredited'.

**Proposal:** Committee to instruct the Web Team to create a new page for compliant courses.

Proposer: HW

Seconded: PW

Vote confirmed by unanimous agreement.

[Action 24-25/002/10](#)

Additional courses should be approached to confirm whether they are interested in being promoted on the BFVEA website.



## 6. 2024 Membership Renewals

### 6.1 Renewals Status Update

HW updated that renewals went steadily through May, with the 'Chairs Letter' sent out which elicited a response and now NE is sending out the final reminder next week.

HW stated the current number of Members renewed is 63, six are on sabbatical, down from a 2023/24 level of 92. Many of those involved in last year have not renewed which is understandable.

PW asked what the purpose of 'sabbaticals' was? From a GDPR viewpoint we need to maintain details for people that on the surface are not committing to membership, for whatever reason, so why is there a need for a 'sabbatical'? Surely, it's that someone is either a 'Member' or not and if their thinking changes in the future then they can reapply for whichever membership category is relevant. It isn't clear whether we have the agreement for sabbaticals to hold their information.

[Action 24-25/002/011](#)

PW stated that when NE is available in September, that a review of the renewal process and what needs to be prepared for next year, such as moving some forms and agreements to online signature.

[Action 24-25/002/012](#)

## 7. Gathering 2025 Update

### 7.1 Gathering Status Update

PW updated that a booking has now been made and that once we have received some outstanding details, the website will be updated, and a newsletter will be sent to Membership in line with [Action 24-25/001/9](#).



## 8. Working Group Updates

### 8.1 Education

PW confirmed that the planning for this workgroup is still ongoing with an aim to commence in September after the summer break.

### 8.2 Membership

HW updated that the Membership WG will be making proposals based on discussions to the Committee once Education and Marketing WG have fed back on alignment.

PW confirmed Marketing WG would be convened after the summer.

## 9. Documentation Progress Update

### 9.1 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 as per Action Log.

### 9.2 BFVEA Committee/Function Online Representation

PW to resend this document to Committee for review and approval as per Action Log.

## 10. AOB

### 10.1 MYMOP Update

PW confirmed that discussions are ongoing and should be concluded by the next Committee meeting.



## 10.2 Legal Representation

PW has spoken to a freelance lawyer to discuss legal representation who is happy to provide ad hoc support as required.

## 10.3 BFVEA Logo Update

PW proposed that this be moved to next Committee Meeting.

[Action 24-25/002/013](#)

## 10.4 Online Socials

AD stated that a mistake had been made in sending out an email which included all members in open rather than blind cc. She has confirmed she will send out an apology.

## 11. Close Meeting

HW adjourned the meeting at 2035hrs with thanks.



## Action Log

| Action #                 | Action Detail   | Due Date | Assigned To | Current Status |
|--------------------------|---|----------|-------------|----------------|
| <b>Actions 24-25/002</b> |   |          |             |                |
| 24-25/002/1              | Update Action Log Status.   | 30/6/24  | PW          |                |
| 24-25/002/2              | Provide HoW with confirmation of queries regarding Gathering 2024 income.       | 30/6/24  | HW          |                |
| 24-25/002/3              | Circulate the accounts for 2023/24.   | 12/8/24  | HoW         |                |
| 24-25/002/4              | Accounts Vote and Sign Off on Agenda 24-25/003                                  | 16/8/24  | PW          |                |
| 24-25/002/5              | Place Budgetary Planning on Agenda for 24-25/004 (September).                   | 6/9/24   | PW          |                |
| 24-25/002/6              | PayPal account block to be resolved.  | 30/6/24  | PW          |                |
| 24-25/002/7              | Move Agenda Item #4 to Agenda 24-25/003.  | 16/8/24  | PW          |                |
| 24-25/002/8              | Advertise Education Officer and Newsletter Editor roles in next Newsletter.     | 31/8/24  | HW<br>PW    |                |
| 24-25/002/9              | Advertise Education Officer and Newsletter Editor roles on Facebook page.       | 31/8/24  | HW<br>PW    |                |
| 24-25/002/10             | Create new webpage for 'Compliant' Training Courses separate from 'Accredited'. | 31/8/24  | PW          |                |



|                          |   |         |     |  |
|--------------------------|---|---------|-----|--|
| 24-25/002/11             | Check with NE the status of sabbaticals GDPR agreement to hold information.   | 15/8/24 | PW  |  |
| 24-25/002/12             | Review Renewals Process to plan and prepare for 25/26.                        | 30/9/24 | PW  |  |
| 24-25/002/13             | Move logo discussion to Agenda 24-25/003.                                     | 16/8/24 | PW  |  |
| <b>Actions 24-25/001</b> |   |         |     |  |
| 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  | 11/6 - Awaiting feedback from The Bach Centre      |
| 24-25/001/3              | HW to follow up with BAFEP (Sam Cremnitz).                                    | 14/6/24 | HW  | 11/6 - Awaiting feedback from Sam Cremnitz         |
| 24-25/001/4              | MYMOP Licence and Course Payment.   | 1/6/24  | PW  | 11/6 - Awaiting availability in early August 2024. |
| 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  | 11/6 - Awaiting feedback on HMRC question.         |
| 24-25/001/8              | Budget Planning on Agenda 24-25/002.  | 10/6/24 | PW  | 11/6 - Moved to September Meeting.                 |
| 24-25/001/9              | Gathering Newsletter to be sent out announcing Gathering and Website updated. | 31/5/24 | PW  | 11/6 - Awaiting confirmation from Ammerdown.       |





|                       |   |         |          |  |
|-----------------------|---|---------|----------|--|
| 24-25/001/10          | Organise Education WG.  | 31/5/24 | PW       | 11/6 - Email sent out awaiting confirmation but probably after summer break. |
| 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       | 11/6 – Awaiting availability with JS.  |
| 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       |  |
| <b>Actions 24/003</b> |   |         |          |  |
| 24/003/3              | Recover access to BFVEA YouTube channel from Sarah Turner.                      | 30/4/24 | HW<br>PW | 11/6 - Awaiting outcome of ongoing discussions.                              |
| 24/003/4              | Create new YouTube channel for BFVEA.   | 30/4/24 | PW       | 11/6 - Awaiting the outcome of 24/003/3.                                     |



|                       |  |         |    |   |
|-----------------------|--|---------|----|---|
| 24/003/11             | Review Social Media presence and promotion of BFVEA on Facebook and Instagram.       | 30/4/24 | PW | 11/6 - Issue will be on the agenda for the Marketing WG planned to meet September 2024. |
| <b>Actions 24/002</b> |  |         |    |   |
| 24/002/3              | Membership Working Group to consider question of renewals whether static or rolling. | 31/3/24 | HW | 11/6 - To be discussed at WG.   |
| <b>Actions 24/001</b> |  |         |    |   |

### AGM Action Log

| Action #   | Action Detail  | Due Date | Assigned To | Current Status                    |
|------------|--|----------|-------------|-----------------------------------|
| AGM/24/003 | Committee to determine the need for volunteers in roles not filled during voting for Committee 2024/25 | 30/4/24  | HW          | 11/6 – Moved to Agenda 24-25/003. |
| AGM/24/005 | Acquire MYMOP <sup>®</sup> software licence for BFVEA.   | 30/4/24  | PW          | 11/6 – See 24-25/001/4.           |
| AGM/24/006 | Purchase and organise MYMOP <sup>®</sup> training for BFVEA.   | 30/4/24  | JS/PW       | 11/6 – See 24-25/001/4.           |
| AGM/24/007 | Publish Gathering 2025 Dates and Location to Membership.   | 30/4/24  | HW          | 11/6 – See 24-25/001/9.           |