



BFVEA Committee Meeting Minutes

Meeting Details

Committee Meeting: 24-25/004

Date: Monday 23rd September 2024

Time: 1900hrs – 2055hrs

Online - Zoom

Attendees: Helen Ward (BFVEA Chair) HW; Jan Stewart (COREP Chair) JS; Naoko Edwards (Membership Sec) NE; Abigail David (Practitioner Off) AD; Pete Wayne (BFVEA Secretary) PW

Apologies: Howard Ward (BFVEA Treasurer) HoW

Discussion

1. Welcome by Chair

HW opened the meeting, welcoming the attendees to the committee meeting.

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 24-25/003 (20th August 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 24-25/004/1](#)



3. ESSENCE Magazine

HW spoke about the work on the magazine and showed a mock up of the new magazine layout, demonstrating a new modern 'journal' look. The current status is that there will be a delay in the usual release date due to Aska coming on board and also holiday she is taking from mid-October. HW mentioned that QR codes will be used in the magazine; PW raised concern that QR codes are not well understood so URLs should still be published to ensure that members who have little practical knowledge of their use don't miss out. HW stated that the magazine will stay at 36 pages due to printing and distribution costs. PW also asked about the paper stock and whether there was an opportunity to review other options that might allow for a bigger magazine at less cost (ie. more pages yet thinner); HW confirmed it is something to look at in the new year.

4. BFVEA Members Newsletter

The discussion moved on to communicating to membership about the changes to the magazine, detailing this in the forthcoming Members newsletter. HW then highlighted the other elements that need to go into the Newsletter specifically the work done by the Membership Working Group to broaden the categories and the requirement to have an EGM to get the memberships vote. HW then went through the new categories for the information of the Committee and discussed the additional elements that are being offered to the membership such as Pro-Exchange and the Library.

HW then highlighted the content for the newsletter being the Gathering, EGM, Pro-Exchange, Vacancies, Library and Regional Meets. AD spoke about Saskia's get together as a template for regional meets and its inclusion in the newsletter.

5. EGM Planning

HW stated that prior to the EGM, HW and PW will need to prepare a package for members. PW stated that the package can highlight the additions to the existing membership category benefits and the additional membership categories that are being proposed for introduction.

JS asked why an EGM was needed and not left to the AGM. HW stated that it would move things forward and would, if approved, allow these categories to be advertised sooner, hopefully attracting new members to BFVEA. PW also confirmed that there



will be a constitutional update required which will need to be voted on by Membership.

HW then proposed a date for the EGM of 1400hrs on Saturday November 23, 2024. To inform the Membership, the next newsletter will need to be sent out by the end of the first week of October. HW then stated that four weeks before the EGM, the package outlining the constitutional changes to membership categories can be sent out for Membership review. PW then outlined a rough agenda for the EGM, a 30 minute Zoom call. JS asked if there would be a discussion on the magazine changes, but HW stated that these would be communicated in the newsletter and mentioned as part of the changes but were not constitutional rather operational. PW reminded Committee that the role of Committee was to ensure the operational capability of the association, and whilst there is a need to communicate changes such as the magazine, Membership retains the right that in the event that they don't agree with a decision, then they can call a lack of confidence in the Committee; otherwise the Committee has to retain the capability to make operational decisions, which acknowledge the use of BFVEA funds, but have to be made as day-to-day activity rather than a constant relay to membership.

Before confirming a vote on the proposal for an EGM, PW also highlighted that the proposal for the AGM is to remove it from the Gathering agenda and hold online at another date, and will include further constitutional updates. PW suggested Saturday March 22, 2024.

First vote to hold an EGM on Saturday November 23, 2024 at 1400hrs

Proposer: HW
Secunder: AD

Vote accepted unanimously.

Second vote to hold an AGM on Saturday March 22 2025 at 1400hrs

Proposer: HW
Secunder: AD

Vote accepted unanimously.

[Actions 24-25/004/2, 24-25/004/3, 24-25/004/4](#)



6. Advertising

PW outlined to Committee that as part of the push to drive new members and also advertise the Gathering, that an approach to Kindred Spirit magazine had elicited the pricing for an advert and that PW would raise this as a formal request at the next committee meeting once further work had been done to understand the reach and return.

PW to send out the Advert sizing for KS.

Action 24-25/004/5

JS raised the issue that we ought to raise at AGM the need for budgeting....PW agreed and said we are stewards of the association and that we are accountable for the moneies....a budget will be a mandate from members and only when exceeded should we need to go back after the AGM. PW confirmed that this would be added to the October agenda.

Action 24-25/004/6

7. Gathering 2025 Update

7.1 Gathering Status Update

PW outlined a draft programme for the Gathering and we will market from the next newsletter the programme. Newsletter, magazine, small videos of what's going on....such as Avebury and Ammerdown. AD spoke about a theme that the Gathering will follow.

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 Marketing

PW confirmed Marketing WG would be convened in October. HW raised the forthcoming Pro-Exchange noting that the schedule was going to focus on Marketing and would this tie in, to which PW responded that it was hoped attendees may want to help support the Marketing WG.

9. AOB

9.1 MYMOP Update

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

9.2 Research

JS raised the 'Overwhelm' project needing support. PW suggested a research newsletter later this year to invigorate people before the Christmas season, and to use the holiday season to try and drive out some further feedback.

9.3 Membership Renewals

PW proposed that at some point in September/October that Membership, Practitioner, Chair and Secretary come together on a call to review this years efforts and identify updates for next year.

[Action 24-25/003/7](#)

9.4 Donation

HW mentioned that BFVEA had received a donation of £150 from someone who had requested anonymity, and that she had sent a note of thanks to the sender.

9.5 Magazine Design Payments

HW outlined the need to make a payment to Aska for initial magazine setup costs, with the proposal set as a one-off payment of £400.

Committee voted on this proposal.



Proposer: HW

Seconder: AD

Vote accepted unanimously.

9.6 Bursary

AD proposed supporting Sophie Knock on a Water Conference with a small bursary which would then require her to provide Pro-Ex and Magazine articles. Committee agreed to proceed with this request.

[Action 24-25/003/8](#)

9.7 'Martin Shaw' Video

HW updated the conversation with Sara Turner who admits that she had the video on a USB stick but currently can't find it but she will continue to look.

[Action 24-25/003/9](#)

9.8 Outreach to Membership

AD proposed a membership survey to look at issues and how to engage. AD will take lead. Short online to investigate members interest in regional groups and other ways of engaging.

[Action 24-25/003/10](#)

10. Close Meeting

HW adjourned the meeting at 2055hrs with thanks.



Action Log

Action #	Action Detail	Due Date	Assigned To	Current Status
Actions 24-25/004				
24-25/004/1	Update Action Log Status	31/10/24	PW	
24-25/004/2	Communicate agreed EGM Date	10/10/24	HW	
24-25/004/3	Communicate agreed AGM Date	10/10/24	HW	
24-25/004/4	Draft Consitution Changes for Membership Package	20/10/24	PW	
24-25/004/5	KS Advert Sizing	20/10/24	PW	
24-25/004/6	Budgeting on next Committee Agenda	20/10/24	PW	
24-25/004/7	Membership Renewals Review Meeting	10/10/24	HW	
24-25/004/8	Bursary for Sophie Knock	10/10/24	AD	
24-25/004/9	Martin Shaw Video recovery	31/12/24	HW	
24-25/004/10	Membership Outreach Survey	31/10/24	AD	
Actions 24-25/003				
24-25/003/1	Update Action Log Status.	31/8/24	PW	
24-25/003/2	Sign off Agreed Accounts.	31/8/24	HW	
24-25/003/3	Send Copy of Accounts to PW.	31/8/24	HoW/HW	
24-25/003/4	Upload Accounts to Website.	1/9/24	PW	



24-25/003/5	Update Members and Friends via Newsletter and Email.	1/10/24	HW/PW	
24-25/003/6	Organise Membership Renewals Review	31/10/24	PW	
24-25/003/7	ESSENCE Essentials Newsletter.	30/9/24	HW/PW	
Actions 24-25/002				
24-25/002/5	Place Budgetary Planning on Agenda for 24-25/004 (September).	6/9/24	PW	
24-25/002/9	Advertise Education Officer and Newsletter Editor roles on Facebook page.	31/8/24	HW 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	
Actions 24-25/001				
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.
Actions 24/003				
24/003/3	Recover access to BFVEA YouTube channel from Sarah Turner.	30/4/24	HW	11/6 - Awaiting outcome of ongoing discussions.



			PW	
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.
Actions 24/002				
Actions 24/001				

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 [®] software licence for BFVEA.	30/4/24	PW	11/6 – See 24-25/001/4.
AGM/24/006	Purchase and organise MYMOP [®] 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.