



# BFVEA Committee Meeting Minutes

## Meeting Details

**Committee Meeting: 24-25/005**

**Date: Wednesday 23<sup>rd</sup> October 2024**

**Time: 1900hrs – 2038hrs**

**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 24-25/004 (25<sup>th</sup> September 2024), apologising for their late arrival, 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 24-25/005/1](#)



### 3. New Membership Categories Subscription Rates

HW opened the discussion by stating the new member categories that would be presented to EGM, these being Student and Associate. PW stated that if approved, the membership categories ought to be implemented quickly as BFVEA has the opportunity to build additional members due to new courses. Discussion moved onto the proposed subscription rates from the working group such that Students on an accredited course would be free, a student on a non-accredited course would pay £28 (same as a Friend) for the magazine, and an Associate would pay £45 per annum.

Vote for Subscription Rates to be Proposed to EGM:

**Proposer: HW**

**Secunder: AD**

Vote accepted unanimously.

### 4. EGM Constitution Changes

The discussion moved on to the required updates to the BFVEA Constitution to align with the proposals to EGM if accepted. PW walked through the amendments, thanking JS for her input.

HW asked about the EGM package to go out to members. PW stated that it would be comprehensive and cover the reasons for the changes and what the changes entailed.

[Action 24-25/005/2](#)

### 5. Budget Planning

PW stated that this is an ongoing subject that needs to be developed by Committee to put in front of AGM. Rather than chewing up time in the Committee meeting, PW proposed that an afternoon session be organised in the New Year for Committee to look at a draft budget to put in front of Members that would allow Committee to execute certain tasks without further reference, such as the Gathering, marketing, bursaries etc.



This will allow the Treasurer to have a clearer understanding of the annual spend profile in advance. PW stated that budgetary year 25/26 should be considered a trial on which to build rather than trying to build everything in.

Action 24-25/005/3

## 6. BFVEA Member Outreach

AD spoke briefly about setting up the outreach questions and it was decided to move this to the next committee meeting to review and decide whether to aim for pre or post Christmas to send out.

Action 24-25/005/4

## 7. Kindred Spirit Advertising

PW outlined the proposal will be to go for a quarter page advert. This proposal is very much about seeing what type of return we get from the investment and that we need to consider how it will look, the message (membership and Gathering), and that it will compete for attention with other adverts on the page. It is the premium Mind, Body, Spirit magazine in the UK and has a reach from online and bricks-and-mortar sales, but it is still a 'suck-it-and-see' trial.

## 8. Gathering 2025 Update

PW updated the progress on setting up the Gathering and invited JS to speak about the main speaker. JS confirmed she is still liaising to agree the final topic of the talk and workshop.

A newsletter with the first of the updates on the Gathering will be sent out next week and will include short videos for people to understand more about what is being offered.

## 9. Working Group Updates

### 9.1 Education

PW confirmed that the planning for this workgroup is still ongoing as the availability is problematic but will be addressed now in the New Year.



## 9.2 Marketing

PW confirmed Marketing WG would be convened as soon as possible but again most likely in the New Year.

## 10. AOB

### 10.1 MYMOP Update

PW confirmed that a meeting is being planned with Meaningful Measures as we have now submitted our details.

### 10.2 Membership Updates

PW confirmed that he will evaluate Sharon Davies in Great Malvern in the coming two weeks.

[Action 24-25/005/5](#)

### 10.3 DONM

It was agreed to hold the next Committee Meeting on 26<sup>th</sup> November 2024 to allow for feedback from the EGM to be reviewed before the Christmas break.

## 11. Close Meeting

HW adjourned the meeting at 2038hrs with thanks.



## Action Log

Action #	Action Detail	Due Date	Assigned To	Current Status
<b>Actions 24-25/005</b>				
24-25/005/1	Update Action Log Status	26/11/24	PW	
24-25/005/2	Circulate EGM Package to members	10/11/24	HW	
24-25/005/3	Organise a Budget Planning Session	1/12/24	PW	
24-25/005/4	Circulate Outreach questions to Committee	15/11/24	AD	
24-25/005/5	Sharon Davies Evaluation	15/11/24	PW	
<b>Actions 24-25/004</b>				
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	
<b>Actions 24-25/003</b>				
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	
<b>Actions 24-25/002</b>				
24-25/002/10	Create new webpage for 'Compliant' Training Courses separate from 'Accredited'.	31/8/24	PW	
<b>Actions 24-25/001</b>				
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.
<b>Actions 24/003</b>				
24/003/3	Recover access to BFVEA YouTube channel from Sarah Turner.	30/4/24	HW PW	11/6 - Awaiting outcome of ongoing discussions.
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

<b>Action #</b>	<b>Action Detail</b>	<b>Due Date</b>	<b>Assigned To</b>	<b>Current Status</b>
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.