BFVEA Committee Meeting Minutes

Meeting Details

Committee Meeting: 26-27/003
Date: Tuesday 16th June
Time: 12.00hrs - 1400hrs
Online - Zoom
Attendees: Abigail David (BFVEA Chair) AD; Jen Gerrard (BFVEA Treasurer) JG; Helen Burke (BFVEA Secretary) HB; Jan Stewart (COREP Chair) JS; Flor Taboada (Practitioner Officer) FT; Susan Lupetti (Education Officer) SL.

Welcome by Chair

AD welcomes everyone to the meeting.

Meeting Admin

Agenda and minutes confirmation
HB asks for additional AOB items
HB comments on the circulated minutes; objections raised?

Action items review (general)
HB runs through the prior Action Log.

1. Finance

- JG reported that bank account access for AD remains pending due to ongoing administrative matters, and she is following up with Howard regarding last year's accounts figures which are needed for this year's figures. The team confirmed that membership renewal confirmations and refunds have been completed, though there are still pending issues with Gabrielle Aston's payment and the need to explore alternative payment methods.
- JG provided a finance update, accounting for a new commission agreement with Beaver Press where BFVEA will receive 5% commission on webshop book sales, totalling £27.91 to date. The team discussed a list of unpaid members, with AD proposing to set June 30th as the deadline for membership renewals to maintain clarity in member benefits and Mailchimp lists.

- JG confirmed she had completed full access to the bank account, and the close of last year's accounts was in progress.
- JG discussed year-end accounts adjustments pending from Howard and outlined plans to circulate a draft budget to the committee for input before the next meeting.
- Approval of 25-26 accounts from Howard, pending any finalisation
  - 26-27 forecast.

Action

- Send a final reminder email to members who have not yet renewed, informing them that membership will be considered lapsed if not renewed by 30th June.
- Contact Ammerdown to request a fixed quote for next year's gathering and clarify the pricing process.
- Follow up with Howard to obtain information needed to finalize last year's accounts.
- Send an email to unpaid members regarding renewal, referencing the 30th June deadline.
- Process cheque payment from Lynn Walker for Friends membership renewal.

2. Membership

- The committee discussed certificate distribution, with AD clarifying that certificates are not automatically awarded each year to reduce administrative burden. She suggested members should request certificates if needed, and confirmed that JG or herself can handle these requests via email.
- Key discussions included membership renewals with a June 30th deadline for lapsed members.

Action

- Re-share the revised EGM information pack and background papers with the committee, and circulate the Constitution with proposed revised text for membership sections.
- Consider and propose, after the EGM, possible joint membership or package offers with BAFEP to encourage closer collaboration and mutual benefits.

3. Education

- The group discussed creating a structured system of different course levels, with SL proposing to develop accredited courses and information events that could be advertised on their website. Jan suggested starting with CPD opportunities as a first step, noting they currently don't have a comprehensive list of available CPD options. AD agreed the proposal aligns well with Resolution 1 from the EGM regarding membership categories, and SL committed to further developing this idea for future discussion at a committee meeting.
- SL provided an education update on ongoing efforts to contact potential course providers, concluding with a discussion about potentially expanding beyond just practitioner courses to include other educational offerings.

Action

- SL to continue attempts to contact training providers regarding education matters and report back to the committee.
- SL to prepare initial thoughts/structure for wider education/training recognition and share with the committee for future discussion.

4. Marketing

- AD provided a marketing update, noting the need to follow up on several issues after the EGM.

Action

No action

5. Practitioner Update

- FT reported positive progress with the pro-exchange and announced plans to hold the first practitioners' circle next week.

Action

- Remind practitioners in the Pro-Exchange session about the upcoming EGM and the 30th June membership renewal deadline.

6. Gathering

- The committee discussed planning for next year's gathering, with FT noting that while initial work begins in September, dates are typically announced in summer. JG agreed to contact Ammerdown venue to get a firm price quote for next year's gathering rather than dealing with their usual late price increases.

Action

- Include the dates of the next gathering in the upcoming newsletter for members to save the date.

9. Strategy

- AD shared initial feedback from the membership survey, with 15 responses representing 20% of membership providing insights on the association's direction.
- Committee discussed preparations for the EGM.

Action

- Share the draft report of the membership survey (with AI analysis) with the committee.

10. AOB

- AD Follow up with Saskia (BAFEP) for updates on the proposed brain scanning research study and share any new information with the committee.
- There will not be an August meeting due to summer schedules and focus on implementing EGM decisions in September. JG gave apologies in advance as she has prior commitments on that day.

11. Closing

AD thanked all and confirmed the meeting was closed.

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Action Log

Action #	Action Detail	Due Date	Assigned To	Current Status
	Actions 26-27/003			
26–27/001/1	Follow up with access to a bank account.	19/05/26	JG	In progress
~~26–27/001/2~~	~~Proceed to automate accounts using QuickBooks.~~	~~19/05/26~~	~~JG~~	~~Complete~~
~~26–27/001/3~~	~~Proceed to transfer to GoCardless payment system.~~	~~19/05/26~~	~~JG~~	~~Complete~~
26–27/001/4	Close last year's accounts.	19/05/26	JG	Complete
26–27/001/5	Develop the 2026–2027 budget.	19/05/26	JG	Complete
~~26–27/001/6~~	~~Share membership list with the Treasurer.~~	~~30/04/26~~	~~AD~~	~~Complete~~
~~26–27/001/7~~	~~Request Webmaster to update website for new membership cycle.~~	~~19/05/26~~	~~AD~~	~~Complete~~
~~26–27/001/8~~	~~Draft and send renewal email to membership.~~	~~30/04/26~~	~~AD~~	~~Complete~~
~~26–27/001/9~~	~~Present the Talk Pack to the Pro-Exchange.~~	~~19/05/26~~	~~SL~~	~~Complete~~

Action #	Action Detail	Due Date	Assigned To	Current Status
~~26–27/001/10~~	~~Send out email to membership on the Practitioner Talk Pack.~~	~~30/04/26~~	~~AD~~	~~Complete~~
~~26–27/001/11~~	~~Send out email to membership on the use of the web shop.~~	~~30/04/26~~	~~AD~~	~~Complete~~
~~26–27/001/12~~	~~Draft concept a Practitioner support roundtable event.~~	~~19/05/26~~	~~FT~~	~~Complete~~
~~26–27/001/13~~	~~Action: Pay Ammerdown 20% deposit for Gathering 2027.~~	~~24/04/26~~	~~JG~~	~~Complete~~
~~26–27/001/14~~	~~Collate Gathering feedback.~~	~~19/05/26~~	~~FT~~	~~Complete~~
~~26–27/001/15~~	~~Send out a CPD certificate to Gathering participants.~~	~~19/05/26~~	~~FT~~	~~Complete~~
26–27/001/16	Seek new volunteers to support the existing Gathering team.	19/05/26	FT	Complete
~~26–27/001/17~~	~~Develop a consolidated proposal on membership structure for committee review.~~	~~19/05/26~~	~~AD~~	~~Complete~~
26–27/001/18	Coordinate with training providers on Student Member implementation.	19/05/26	JS/SL	In progress
~~26–27/001/19~~	~~Develop a proposal on admin support for committee review.~~	~~19/05/26~~	~~AD~~	~~Complete~~
~~26–27/001/20~~	~~Draft a proposal for ensuring the continuity of the ESSENCE magazine.~~	~~19/05/26~~	~~AD~~	~~Complete~~

Action #	Action Detail	Due Date	Assigned To	Current Status
~~26-27/001/21~~	~~Draft and send out a membership survey.~~	~~19/05/26~~	~~AD~~	~~Complete~~
~~26-27/001/21~~	~~Explore file management options. AD/HB~~	~~19/05/26~~	~~AD/HB~~	~~Complete~~
~~26-27/002/1~~	~~Circulate year-end accounts and finance update paper one week before next meeting~~	~~19/05/26~~	~~JG~~	~~Complete~~
~~26-27/002/2~~	~~Send another reminder to Gabrielle Aston regarding unpaid gathering instalment~~	~~19/05/26~~	~~JG~~	~~Complete~~
~~26-27/002/3~~	~~Review and update membership renewal email process to combine form receipt and payment confirmation into one email~~	~~19/05/26~~	~~JG~~	~~Complete~~
~~26-27/002/4~~	~~Update membership renewal process to offer Friends option to retiring members~~	~~19/05/26~~	~~JG~~	~~Complete~~
~~26-27/002/5~~	~~Process refund for members who overpaid by £5~~	~~19/05/26~~	~~JG~~	~~Complete~~
~~26-27/002/6~~	~~Process refund for member who paid twice~~	~~19/05/26~~	~~JG~~	~~Complete~~
~~26-27/002/7~~	~~Allocate Nature Spirits Limited payment against correct invoice~~	~~19/05/26~~	~~JG~~	~~Complete~~
~~26-27/002/8~~	~~Send email template to FT regarding Friends membership renewal process~~	~~19/05/26~~	~~AD~~	~~Complete~~

Action #	Action Detail	Due Date	Assigned To	Current Status
26–27/002/9	Reach out to BAFEP regarding strengthening relationships	Ongoing	AD	On going
~~26–27/002/10~~	~~Add social media promotion benefit to practitioner/advanced practitioner membership benefits section~~	~~19/05/26~~	~~AD~~	~~Complete~~
26–27/002/11	Take down last year's CPD points web page once new page is ready	21/07/26	AD	On going
~~26–27/002/12~~	~~Contact Chalice Well regarding student member implementation~~	~~19/05/26~~	~~JS~~	~~Complete~~
26–27/002/13	Schedule separate meeting to agree on social media posting schedule	21/07/26	AD	Pending
~~26–27/002/14~~	~~Send email to Valeria and Rosanna Soto regarding Friends membership renewal~~	~~19/05/26~~	~~FT~~	~~Complete~~
~~26–27/002/15~~	~~Send email to practitioners about new practitioner circle~~	~~19/05/26~~	~~FT~~	~~Complete~~
~~26–27/002/16~~	~~Send summary of 2023 gathering feedback to committee members~~	~~19/05/26~~	~~FT~~	~~Complete~~

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Action #	Action Detail	Due Date	Assigned To	Current Status
~~26-27/002/17~~	~~Prepare EGM Information Pack with background papers on the three resolutions~~	~~19/05/26~~	~~AD~~	~~Complete~~
~~26-27/002/18~~	~~Send out the membership survey to members within the next week~~	~~19/05/26~~	~~AD~~	~~Complete~~
26-27/003/01	Send a final reminder email to members who have not yet renewed, informing them that membership will be considered lapsed if not renewed by 30th June.	21/07/26	JG	Complete
26-27/003/02	Contact Ammerdown to request a fixed quote for next year's gathering and clarify the pricing process.	21/07/26	JG	Complete
26-27/003/03	Follow up with Howard to obtain information needed to finalize last year's accounts.	21/07/26	JG	Complete
26-27/003/04	Send an email to unpaid members regarding renewal, referencing the 30th June deadline.	21/07/26	JG	Complete
26-27/003/05	Process cheque payment from Lynn Walker for Friends membership renewal.	21/07/26	JG	Pending

Action #	Action Detail	Due Date	Assigned To	Current Status
26-27/003/06	Re-share the revised EGM information pack and background papers with the committee, and circulate the Constitution with proposed revised text for membership sections.	21/07/26	AD	Complete
26-27/003/07	Consider and propose, after the EGM, possible joint membership or package offers with BAFEP to encourage closer collaboration and mutual benefits.	21/07/26	AD	Pending
26-27/003/08	Contact training providers regarding education matters and report back to the committee.	21/07/26	SL	On going
26-27/003/09	Prepare initial thoughts/structure for wider education/training recognition and share with the committee for future discussion.	21/07/26	SL	On going
26-27/003/10	Remind practitioners in the Pro-Exchange session about the upcoming EGM and the 30th June membership renewal deadline.	21/07/26	FT	Complete
26-27/003/11	Include the dates of the next gathering in the upcoming newsletter for members to save the date.	21/07/26	FT	Complete

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Action #	Action Detail	Due Date	Assigned To	Current Status
26-27/003/12	Share the draft report of the membership survey (with AI analysis) with the committee.	21/07/26	AD	Complete