BFVEA Committee Meeting Minutes

Meeting Details

Committee Meeting: 26-27/004
Date: Tuesday 21st July 2026
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

1. Welcome by Chair

AD welcomes everyone to the meeting.

2. 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.

3. Finance

- JG provided a financial update including last year's figures and venue costs, and confirmed another practitioner member had renewed.
- The committee approved the financial accounts as presented by JG, with no need for a corporation tax return due to the deficit. JG outlined the draft budget
- JG explained the need for a quarterly payment to Beaver Press for webshop sales. The committee agreed to pay £544.83 to Beaver Press for book sales through the webshop.
- The committee discussed PayPal access, deciding only JG needs it, and addressed outstanding payment issues.
- The committee agreed to accept the Ammerdown quote for the gathering venue, with concerns noted about lunch costs.
- The need for separate budgets was identified for Marketing, Website, Essence magazine, Admin, Education, Practitioner and Gathering team.

Committee members to provide feedback by August 24th so JG can compile a complete budget before the committee meeting on 22nd September 2026.

Action

- Process the bank payment to Beaver Press for £544.83.
- Call Barclays to resolve the trading address verification issue.
- Remove historical users from the PayPal account.
- Send an email with the invoice for the outstanding payment.
- Finalize the budget by incorporating feedback from committee members re their separate budgets.
- Liaise with SL and FT after the next Gathering meeting to discuss payment methods for the Gathering.

4. Membership

- The Constitution has been updated following the EGM.
- Update on Membership renewals.

Action

- Develop a paper re membership arrangements

5. Education

- SL gave an education update, including plans to contact tutors and assess training courses,
- SL requested access to tutor contact information for outreach purposes, which FT confirmed would be provided.
- SL reported progress on student member implementation and plans to assess the Chalice Well Practitioner Training in September.

Action

- Contact all training providers/tutors to discuss their CPD offerings and student membership implementation.
- Visit the Chalice Well Practitioner Training in September to assess the course and potential tutors.
- Circulate the discussion paper for The Gathering to the committee.

6. Marketing

AD discussed marketing updates including pending Instagram account issues and plans for social media posting.

- Members can sell their products on the Webshop
- Plans for a webinar in the autumn focusing on the Talk Pack.

Action

- Resolve the Instagram account issue
- Contact FT and JS for a separate meeting on social media posting.
- Plan the autumn webinar

7. Practitioner Update

- FT updated on the Pro Exchange webinars and the Practitioner Circle. FT agreed with JG to add an end time in the email re Practitioners Circle.
- FT reported that the Pro Exchange webinars are now all archived on the BFVEA website. She is thinking of categorising them into themes to make it easier for members to search.
- FT will update the MailChimp list, moving non-renewed members to the Newsletter list. They can unsubscribe if they wish.

Action

- Provide SL with the list of tutors' contact details.
- Update the MailChimp list.
- Include the end time in the email for the Practitioner Circle.
- Assist SL in contacting a training provider.

8. Gathering 2027

- New leadership for the upcoming Gathering, with SL leading the team and preparing a discussion paper for review. The Gathering Team are (SL, JS, C, FT, N).
- Positive experiences from previous gatherings were discussed, including the value of interactive sessions like JS's lab setup.
- Further discussion is needed so JG can communicate with Ammerdown. Review pricing for The Gathering venue more carefully next year.

Action

- Finalize the Gathering program.
- Agree on prices for The Gathering.

9. Strategy

EGM Follow Up Actions

- Revisions to the Constitution

Action

- Update the Constitution following the EGM and incorporate final comments.
- Approve the EGM minutes.

Part-time Administrator recruitment process

- The job description of a Part-time Administrator is to include a focus on communications. Add "Communications" to the title.

Action

- Finalize the job description for the Part-time Administrator.

Essence Magazine next steps

- AD and JS proposed that the magazine should be produced under the BFVEA rather than Beaver Press to avoid conflict of interest which the committee accepted. BFVEA will handle the costs of hiring a designer/editor and sales directly.
- JS and AD agreed to take on the Essence Magazine production responsibilities for the next year while planning a more sustainable long-term solution, including developing a digital platform within the existing budget.

Action

- Firm up a job description for an editor for the magazine and disseminate it.
- AD and JS to produce the next two copies of Essence Magazine.

AOB None

Closing

HB thanked all attendees and confirmed the meeting was closed.
The next Committee meeting will be on 22nd September 2026.

BFVEA

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	Complete
~~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~~

~~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~~
~~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~~
26–27/002/9	Reach out to BAFEP regarding strengthening relationships	Ongoing	AD	Complete
~~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	Complete
~~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	Complete
~~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~~

~~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

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	Complete
26-27/003/08	Contact training providers regarding education matters and report back to the committee.	21/07/26	SL	Pending
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	Pending
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

26-27/003/12	Share the draft report of the membership survey (with AI analysis) with the committee.	21/07/26	AD	Complete
26-27/004/01	Process the bank payment to Beaver Press for £544.83.	22/09/26	JG	Complete
26-27/004/02	Call Barclays to resolve the trading address verification issue.	22/09/26	JG	Complete
26-27/004/03	Remove historical users from the PayPal account.	22/09/26	JG	Complete
26-27/004/04	Email the invoice for outstanding payment.	22/09/26	JG	Complete
26-27/004/05	Finalize the budget. Incorporate committee members' separate budgets.	22/09/26	JG	Pending
26-27/004/06	Liaise with SL and FT re payment methods for the Gathering.	22/09/26	JG	On going

26-27/004/07	Develop a paper re membership arrangements	22/09/26	AD	Complete
26-27/004/08	Contact training providers/tutors re CPD offerings/student membership.	22/09/26	SL	Complete
26-27/004/09	Visit the Chalice Well Practitioner Training in September to assess the course and potential tutors.	22/09/26	SL	Complete
26-27/004/10	Circulate the discussion paper for The Gathering to the committee.	22/09/26	SL	Complete
26-27/004/11	Resolve the Instagram account issue	22/09/26	AD	Complete
26-27/004/12	Meet FT and JS re social media posting.	22/09/26	AD	Complete
26-27/004/13	Plan the autumn webinar	22/09/26	AD	Pending
26-27/004/14	Provide SL with a list of tutors' contact details	22/09/26	FT	Pending

26-27/004/15	Update the MailChimp list	22/09/26	FT	Complete
26-27/004/16	Include the end time in email re practitioner circle	22/09/26	FT	Complete
26-27/004/17	Assist SL in contacting a training provider	22/09/26	FT	Complete
26-27/004/18	Finalize The Gathering 2027 programme	22/09/26	SL	Pending
26-27/004/19	Agree on the prices for The Gathering.	22/09/26	SL	Pending
26-27/004/20	Update the Constitution following the EGM and incorporate final comments.	22/09/26	AD	Complete
26-27/004/21	Approve the EGM minutes	22/09/26	AD	Complete
26-27/004/22	Finalize the job description for the part-time administrator.	22/09/26	AD	Complete

26-27/004/23	Firm up job description for Essence Magazine editor and disseminate it.	22/09/26	AD	Complete
26-27/004/24	AD and JS to produce the next two copies of Essence Magazine	22/09/26	AD JS	Complete