BFVEA Committee Meeting Minutes

Meeting Details

Committee Meeting: 26-27/005
Date: Tuesday 22nd September 2026
Time: 12.00hrs - 1400hrs
Online - Zoom
Attendees: Abigail David (BFVEA Chair) AD; Helen Burke (BFVEA Secretary) HB; Jan Stewart (COREP Chair) JS; Susan Lupetti (Education Officer) SL.
Apologies: Jen Gerrard (BFVEA Treasurer) JG; Flor Taboada (Practitioner Officer) FT;

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's finance report was discussed, with a proposal to move to quarterly financial reporting.

Action

- JG Finalise the budget.
- Liaise with SL and FT regarding repayment methods for The Gathering.

4. Membership

- Membership updates were shared, focusing on operationalizing the new membership categories agreed at the EGM.

Action

None

5. Education

- SL shared positive feedback from her course review of The Chalice Well Flower and Vibrational Essence Training at The Chalice Well Trust.
- The need for more flexible course offerings beyond the current advanced practitioner course and clearer guidelines for tutor status/accreditation were discussed. JS explained the current system and SL proposed to raise tutor standards. A separate meeting to clarify the tutor accreditation process to be arranged.
- AD and SL discussed several member requests including access to postcode information and regional support groups. AD confirmed that member maps with location information already exist and agreed to include a reminder in the next newsletter.
- Clearer guidance on CPD courses. AD clarified that the BFVEA's definition allows for flexibility in course content and that members can present any relevant professional development.
- There are potential opportunities for BFVEA to offer structured short courses related to essences, including the possibility of members facilitating one-day courses as a way to generate income and engage the community.

Action

- JG and FT to provide SL with a list of tutors for accredited courses.
- AD to organise a separate meeting to discuss and clarify the BFVEA's approach to accrediting tutors and courses.
- AD to add a reminder of member maps and location info in Newsletter
- SL Explore potential animal essence candidates.

6. Marketing

- Positive feedback on the proposed website changes and social media strategy from SL and HB re proposed streamlining and improved accessibility.
- AD reported that the current approach of one social media post per week per theme is working slowly. The new Administrator will help to support this.
- A tribute to Julian Barnard was well received on social media.
- AD proposed organizing a free online event in late autumn or early winter to reach non-members, featuring presentations about essences and BFVEA.

Action

- AD Share the proposed website structural changes document with the committee for feedback.
- AD Proceed with contract to implement website changes.
- AD Send a reminder in the next newsletter about the existence of the member map for regional support.
- Committee to Review the proposed website structural changes document.

7. Practitioner Update

- The group reviewed practitioner circles attendance, which currently draws 8-10 people and is very much appreciated by regulars. The committee agreed this attendance level is appropriate given their small membership base of 70 members.

Action
None

8. Gathering

- SL presented a draft program for the next Gathering 2027 at Ammerdown, which included various workshops and activities. SL to give a talk on colour. Plans to incorporate longer break times to allow practitioners more flexibility and visitors more time to explore. Potential speakers, including finding an animal essence practitioner and also a tribute to Julian Barnard.
- SL noted that while she's involved in discussions, final decisions on timing and pricing will be made by JG and FT. The group agreed to finalize all gathering details in a meeting next week and aim to open registration by the beginning of October.

Action

- Finalise the programme and pricing for the 2027 Gathering, aiming to open registration by early October.
- Contact the proposed speaker for the "Essences and Animals Workshop".
- JS Follow up with her contact re participating in the Julian Barnard tribute.

9. Strategy

EGM Follow Up Actions

Part time Administrator recruitment process.

- The new part-time Administrator was confirmed as Kim Child. She has the skills and experience needed for the position. Kim runs her own essence business and is familiar with online platforms and social media.
- AD offered free one-year membership to the other candidates and plans to explore future collaboration opportunities with a younger candidate regarding engaging younger audiences.

Action

- AD to confirm the terms of reference and contract with Kim Child for the part-time administrator role, and arrange a meeting for early October.
- AD to explore future collaboration with the younger candidate.

ESSENCE magazine next steps

- AD provided an update on Essence Magazine, noting delays due to the designer's personal circumstances and introducing a new local editor.

Action

- Follow up with a potential editor (Camilla) for the Essence Magazine, providing her with terms of reference.

10. AOB

- Potential collaboration with BAFEP was discussed, though no concrete decisions were made about joint membership options.

11. Closing

The next committee meeting dates are October 20th, November 17th and December 15th (provisional). Kim Child will be invited to future meetings.

AD thanked all attendees and confirmed the meeting was closed.

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	Complete
~~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~~	~~JC~~	~~Complete~~
~~26–27/002/2~~	~~Send another reminder to Gabrielle Aston regarding unpaid gathering instalment~~	~~19/05/26~~	~~JC~~	~~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~~	~~JC~~	~~Complete~~
~~26–27/002/4~~	~~Update membership renewal process to offer Friends option to retiring members~~	~~19/05/26~~	~~JC~~	~~Complete~~
~~26–27/002/5~~	~~Process refund for members who overpaid by £5~~	~~19/05/26~~	~~JC~~	~~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	Complete
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	Complete
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	Complete
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	Pending
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	Complete

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	On going
26-27/004/19	Agree on the prices for The Gathering.	22/09/26	SL	Complete
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
26-27/005/01	Liaise with SL and FT regarding repayment methods for The Gathering.	17/11/26	JG	Complete
26-27/005/02	Provide SL with a list of tutors for accredited courses.	17/11/26	JG FT	Complete
26-27/005/03	Organise a meeting re accrediting BFVEA tutors and courses.	17/11/26	AD	Complete
26-27/005/04	Add a reminder of member maps and location info in the Newsletter.	17/11/26	AD	Pending
26-27/005/05	Explore potential animal essence candidates.	17/11/26	SL	Complete

26-27/005/06	Share the proposed website structural changes document with the committee.	17/11/26	AD	Complete
26-27/005/07	Proceed with the contractual arrangements to implement the agreed website changes.	17/11/26	AD	Complete
26-27/005/08	Follow up with contact re the Julian Barnard tribute.	17/11/26	JS	Complete
26-27/005/09	Confirm the terms of reference and contract with Kim Child (Administrator) Arrange a meeting for early October.	17/11/26	AD	Complete
26-27/005/10	Explore future collaboration with the younger candidate.	17/11/26	AD	Complete
26-27/005/11	Follow up with a potential editor (Camilla) for the Essence Magazine, providing her with terms of reference.	17/11/26	AD	Complete


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