



British Wheel of Yoga - Eastern Region

Meeting of the Committee – Tuesday 14 April 2020 (on-line)

Present:

Regional Officer	Ilkay Ozcan (IO)
Regional Treasurer	Gill Gittins (GG)
Regional Secretary & E Essex CR	Jo Thomas (JT)
Regional Newsletter Editor & W Essex CR	Donna Negus (DN)
Regional Website Editor	Lindsey Stevenson (LS)
Regional Festival Organiser	Angela Thompson (AT)
Bedfordshire	Angela Davey (AD)
Cambridgeshire	Helen Craig (HC)
Hertfordshire	Vicky Salter (VS)
Norfolk	Rosie Evans (RE)
Suffolk	Michelle Mellor (MM)

Apologies: None

The meeting was held and recorded online through Zoom. The recording will be saved as a permanent record of the Minutes of the Meeting. In addition, an action plan was agreed.

Eastern Regional Officer, Ilkay Ozcan welcomed the committee to their inaugural meeting. The committee gave their heartfelt thanks and gratitude to Angela Thompson for her hard work and commitment to the role of RO for many years

Agenda Item /Discussion/Agreed	Action Required	Person(s) Responsible	Completed
Minutes of the previous meeting	Agreement	Committee	Minutes Agreed (14/4/20)
History of BWY Eastern Region			
Ilkay has received an informative document from John Cain detailing the history of BWY Eastern Region	Document to be circulated to members of the committee for further comments	IO	17/4/20
It would be interesting to share this with our members on our Eastern Region page of the BWY site.	Document to be made available on the Eastern Region page	IO / LS	Ilkay to work on updating
First Aid Training			
The committee agreed that there was a need to rebook first aid training as soon as possible (even as a provisional booking) in order to ensure that members who have reached an expiry on their first aid certificate will have a potential date for renewal. It was agreed that each county will attempt to make a tutor / venue booking for late 2020/ early 2021. The bookings will only be advertised and offered on The BWY website when there is more clarity with the current social distancing measures and venue availability.	County Reps to book first aid training as follows: <u>2020</u> Sept- Beds Oct- E Essex Nov- Cambs <u>2021</u> Jan – Norfolk Feb- Herts Mar – Suffolk & W Essex	County Reps	19 Sept (Beds) 31 Oct (E Essex) 6 March (Suffolk) 13 March (W Essex)
It was agreed that when booking events in the future, county reps will include the unique number (assigned on booking) in the <u>title of the event</u> . This will assist GG in processing payments into the account. The number must also be used when emailing GG about payments made into the account	All events bookings to include the event number in the title when it is advertised on the website and to use this number when making payments into the account	County Reps	

Regional Marketing			
It was agreed that the Eastern Region information page on the BWY website will be updated This will also include an area for newsletters, images and items of news	Committee members to check their contact Details on the Eastern Region area to ensure that all contact numbers and images are correct and / or updated Any changes can be emailed to Lindsey if necessary	All Committee Members	
It was agreed that the creation of a 'news' area on the Eastern Region page would enhance the page	Creation of a 'news' area on the Eastern Region page	LS/IO	
Newsletter			
It was agreed that the Region would continue with the publication of 'Yoga East' on a 3- monthly basis. This will continue to be posted to members. In addition, we will issue an occasional newsletter which will be emailed to eastern region members	All details and information included in 'Yoga East' will be sent to committee members for checking, prior to publication. CRs will ensure that Donna receives any information they wish to appear in the publication in good time. For the next publication, all information will be required by Donna by 21 May 2020	County Reps/ DN	
It was agreed that the newsletter and/ or 'Yoga East' will include an advertisement for a Regional Treasurer as Gill is currently extremely busy acting as Treasurer for 3 regions	Advertise vacancy for Treasurer in newsletter or 'Yoga East' and possibly on Eastern region Facebook	DN	
In addition, a check will be made on those who usually pay for advertising in 'Yoga East'	To contact those who currently advertise in the publication of 'Yoga East' to check on any prepaid arrangements.	DN	

Social Media			
It was agreed that the various individual BWY Facebook Groups, currently administered by East Essex, West Essex and Herts will be 'closed' and amalgamated in to the main BWY Eastern Region Facebook account. All committee members will have administration access. This should be communicated to the members of the various individual groups	Those committee members who currently run individual BWY Facebook groups will 'close' after 30 days and encourage the members to join the main Eastern Region. It is advisable to 'pin' this announcement to the top of the page and include the link to the main group	County Reps for East Essex, Herts and West Essex	
It was agreed that it would be beneficial to open an 'Instagram' account to sit alongside the main Facebook group	Open an Instagram account and link to Facebook	DN	16.04.20
On Line Teaching and Training			
Following the successful online event held by Paul Fox in the last week, the details will be made available on the Eastern Region page on the BWY website		IO/LS	IO – 19.04.20 A new article will be provided to LS. 02.05.20
It was agreed that the Eastern Region page should include details of those teachers who are teaching online during the current measures. This is dependent on teachers changing their class details on their own profile.	Teachers to be asked to check their profile on the BWY website and to indicate where they are teaching online. This request could appear in our newsletter and on the front Regional page.	All members/ DN	
It was agreed that it would be useful to have a filter on the page to show online classes available within the region	Donna to send the wording to Lindsey for inclusion on the Regional page	DN/LS	April Newsletter is covering on-line training
It was agreed that the committee members will share their experience with online teaching and training and share good practice.		Committee Members	

Northern Region have recently hosted an online IST day which was paid for by attendees.	The details of the IST day and the way in which these arrangements were made will be researched further by Ilkay. Gill will send her the details	IO/GG	GG – 14.04.20
Treasurers Report			
<p>Following Gill's report, the cost of events was discussed. It was agreed that from 1 November 2020, the following costs will be applied on an Eastern Region county- wide basis:</p> <p>IST/CPD/OPEN EVENTS - £35 for members and £40 for non- members</p> <p>FIRST AID TRAINING - £50</p>	<p>For those events already booked to take place after 1 November, County Reps will need to edit the pricing on the BWY website event booking as soon as possible.</p> <p>A refund for any price difference should be made to attendees who have already booked and paid.</p> <p>County Reps may wish to consider holding off on arranging refunds until around September when there is more clarity on whether these events will take place</p>	County Reps	
Festival Organiser			
Following Angela's report, it was agreed that plans to organise A Winter Afternoon of Yoga for December 2020 will be progressed. This will be held at Boreham Village Hall. The booking already made for Ardleigh House will be cancelled (this booking can possibly be transferred to an event held by West Essex later in 2021)	Donna and Angela T to liaise regarding the current December booking for Ardleigh House. A new booking will be made for Boreham Village Hall (Jo can assist with making this booking if required)	DN/AT	

Free Attendance at Regional Events			
Members were reminded of their opportunity to attend other county events free of charge. It was agreed that it would be beneficial to have the code required for booking on the website	To set up a standard coupon / code for free events for committee members	LS	
Feedback from County Events			
It was agreed that it would be most beneficial to receive details of feedback from attendees and recommendations for tutors from events held within the region. This will assist in planning events for 2021	Details of feedback and recommendations to be circulated to members of the committee	County Reps	Louise Fortunato feedback sent 17/4/20
Date and Time of the Next Meeting			
It was agreed that the next meeting of the committee will take place on Saturday 4 July at 14.00. This will be conducted online through Zoom	Meeting to be set up on Zoom and invites sent to members.	IO	
The meeting booked for Saturday 24 October 2020 will be cancelled	The booking made for the Self Centre at Bury St Edmunds will be cancelled	JT	Booking cancelled 17/4/20