



British Wheel of Yoga - Eastern Region

Meeting of the Committee –Thursday 28 May 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 Festival Organiser	Angela Thompson (AT)
Suffolk	Michelle Mellor (MM)
Cambridgeshire	Helen Craig (HC)
Norfolk	Rosie Evans (RE)
Norfolk	Bindie Edwards
Regional Training Officer	Stacey Connor

Apologies: Angela Davey, Vicky Salter, Maggie Adesanya

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

The committee welcomed their new volunteer members. Stacey Connor will be taking on the role of Regional Training Officer and Bindie (Belinda) Edwards will be working with Rosie Evans in Norfolk and also sharing some committee secretarial duties with Jo Thomas.

Agenda Item /Discussion/Agreed	Action Required	Person(s) Responsible	Completed
International Day of Yoga Zoom Event			
Ilkay reminded the committee that this event, led by Rajesh David, will take place online on the weekend of 20/21 June.	All committee members to 'spread the word' and encourage booking through the BWY site	ALL	
Regional Zoom Event – Elaine Fletcher			
To replace an event which was due to take place in East Essex in October, Elaine Fletcher has offered to teach a 2.5-hour online CPD event on 18 July 2020. This will focus on back, shoulder and posture issues caused by current restrictions and changes in lifestyle and working practices. The event could also include a Q&A session to discuss the pros and cons of teaching yoga online	County Reps to consider if they would be interested in hosting this event for the Region. Ilkay and Jo will discuss the content, format and hosting issues further with Elaine Fletcher	County Reps IO, JT	
Finance			
Ilkay and Gill raised some points relating to the Operation Standard for the Regional Finance Officer. The committee was reminded that Ops are available on the BWY website for all roles.		All Committee Members	

<p><u>Collating Volunteer Hours</u></p> <p>For evidence of Charitable Status, the RT is required to submit details of volunteer hours worked, to the BWY Financial Accountant by the first week of December each year. These details should be completed by each member of the committee. This requirement is not related to the Home Working Allowance.</p>	<p>Gill will send out the proforma required for completion</p> <p>All committee members will complete the proforma for 1 November 2019 – 31 October 2020. For those members who have a dual role, the hours for both roles should be included.</p>	<p>GG</p> <p>ALL</p>	
<p><u>Congress Subsidised Places</u></p> <p>Each region is allocated 5 free places at the BWY annual congress. These places are usually offered first to CRs for the purpose of research in to prospective CPD event tutors. The Regional Officer is also offered a free place which is funded by central office. In addition, there are 4 places offered at a discount of 50%. The regional committee decide on the allocation of places. Attendees will pay the full attendance fee and claim the funding after the event, provided they have attended any relevant meetings whilst at the congress. These payments will be made by the Regional Treasurer</p>			
<p><u>Invoices</u></p> <p>All invoices received for teaching events, hall bookings etc should be checked by the Regional Officer</p>	<p>Any invoices received by County representatives should be forwarded to the RO</p>	<p>IO</p> <p>County Representatives</p>	

<p><u>Viability of IST Days</u></p> <p>The Operating Standard suggests that a 'cut off' date of 30 days prior should be applied for those events which appear to be too low in bookings to make the event viable. It was agreed that in practice however, many events see increased bookings in the week leading up to the event. It was agreed that the provision of IST days was an important function of the committee and this must be taken in to account when considering the cancellation of an event for financial viability reasons. Gill confirmed that 90% of events in Eastern Region either 'broke even' or made a profit.</p>	<p>It was agreed that the 'cut off' date of 30 days for financial viability reasons will not be applied to events in Eastern Region. The viability of each event will be considered on an individual basis.</p>		
<p><u>Karma Day Money</u></p> <p>This sum of money (currently £400 for Eastern Region) is given to regions to be used for team building. This can include an event, lunch or a day out for members of the committee, but it cannot be paid to individuals.</p>	<p>All committee members to consider ideas for how we can spend our Karma day money in 'team building' and to bring suggestions to the next meeting of the committee on 4 July 2020</p>	<p>ALL</p>	
<p>Regular Monthly Meetings</p>			
<p>It was suggested that a regular committee meeting will be conducted online on a monthly basis. The meeting date will be reviewed each month and cancelled on those occasions where there are limited topics to share and discuss. It was acknowledged that not all members will be available to attend every month</p>	<p>Bindie will compile an availability table to establish the most suitable / convenient time for monthly meetings for members</p> <p>All members will inform Bindie of their availability</p>	<p>ALL</p>	

Date and Time of the Next Meeting

As previously agreed, 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