

## Minutes of Council meeting, April 27<sup>th</sup> – 28<sup>th</sup>, 2011

Present: Milly Cain, Kate Jones, Ivan Middleton, Kristin Bonney, Feona Gray, Gwen Robinson.

Chairperson: Kate.

Minute-taker: Kristin.

### Day One.

1. The meeting was opened with a Reiki circle.
2. Milly was welcomed as a new Council member, after which each person stated their intentions for the meeting.
3. Reiki was sent to The Reiki Association and impressions were shared.
4. The agenda was prioritised. Feona stated that due to personal difficulties she would have to leave after one day.
5. We reviewed the Council Values document based on ‘The Four Agreements’ drawn up in 2010 and agreed we still hold these values. With the addition of our commitment to make use of the Toodledo facility for one year, the values were adopted for a further year.
6. It was decided that a copy of these Core Values should be sent to all key volunteers, with a brief covering explanation of their origin.  
**(Action KB)**
7. **Roles.** ( Agenda Item 5) We reviewed the roles held by Council member and it was decided that in some cases a 2<sup>nd</sup> support person be added, as below. A new role was added, provisionally entitled ‘Membership Awareness’.

Role	Lead	Support 1	Support 2
Finance and Merchandise	KJ	FG	IM
Staff Support:	KJ ( also see below )		

Touch	FG	KB	
Website	MC	KJ	FG
Public Practice and PSN	MC	GR	KJ
Events	GR – MC – FG – KB		
Weavers	KB	IM	MC
Promotion (to include Complaints)	FG	IM	MC
OGM Liaison	GR	KB	
International	FG	MC	KJ
ROI	IM	MC	
RCS	KB	FG	
Membership Awareness	KJ	FG	KB

### **Staff support**

It was decided that each Council member be appointed as personal support for each staff person/key volunteer. This is independent of the volunteer's role and is intended simply as personal back-up.

John	GR	Jan	KB
Tripuri	KJ	Sonia	FG
Mamta	IM	Brian	MC

8. A discussion was held about the purpose of meeting together as a whole Council as opposed to holding meetings of small working groups. Are there different ways in which the whole energy of

Council can be held? For, whilst smaller groups can the care of the 'business', the full circle is important energetically.

9. **Chairing Meetings.** A discussion was held concerning the possibility of having an annual Chairperson, on how to structure meetings and maintain efficiency without reverting to traditional models, maintaining the 'circular' energy of Council. It was decided, for now, to have a rotating Chair and that this person hold the threads for continuity between meetings, ensuring decisions are activated. We decided to keep an eye on this process and review it periodically.
  
10. **Future Meetings.** (Agenda Item 8) Diaries were consulted and it was decided to suggest the dates April 20-22 and April 27-29 for the proposed 21<sup>st</sup> birthday party and extra weekend with Phyllis. The Council meeting immediately prior to the birthday event will not be a formal Council meeting, but a preparation for the events.

A brief news flash giving dates of the April events to be put in the July issue of TOUCH. We discussed ways in which to get the booking forms distributed in good time. (**Action: Event Group**)

Council meeting dates proposed:

July 20-22 – London

(KJ absent on 21<sup>st</sup> so this day to be devoted to planning for April)

Oct. 12-14 , 2011 (provisional). Venue possibly Wales. Arrive noon, depart 4pm. (**Action: MC and GR**)

Feb/Mar. 2012 (**Action: KB and KJ**)

A group photo was taken after lunch.

11. **Minute-taking and voting.** We discussed the pros and cons of having an external minute-taker for Council meetings and AGMs and decided that we should do so only for General Meetings. Whilst it was felt appropriate for Council members to chair AGMs, we might appoint another member to conduct the voting and elections procedures.

## 12. **Improving communication and connection** (Agenda Item 9)

(a) John having asked to be relieved of the Newsletter editorship, KB agreed to take this over for the time being, backed by FG. KJ will inform John of this ( **Action KB, KJ**)

(b) Kate encouraged all of us to use the Council Group facility on the website so that discussion topics can be followed through separately. It was pointed out that it is not appropriate to conduct confidential discussions on the website and that we should use Skype, minuting key points textually. KB and FG offered to keep track of timing and submission of articles for TOUCH and the Newsletter. (**Action KB, FG**)

( c ) Review of admin structures. Kate pointed out that administrative structures are still in a state of change as the website is still evolving. Now that the new site is live, we need to encourage members via the Newsletter to go online and enter their profile. (**Action KB**) It was noted that many are now using the Paypal facility.

(d) It was noted that there is no longer a need for John to hold a copy of the membership database as it is now stored on the website. (The public has a right to view, but not to copy this). However, there is still some difficulty in the printing of labels for TOUCH. John is no longer sending out new membership updates to Council as they can be found on the website. He still sends them to Sonia, at her request.

To encourage members to sign up and engage with the website, it was suggested we create a simple and humorous step-by-step guide to its use.

(e) Subsequent to the recent change of address of our Registered Office, Ivan has registered with Companies House his home address as the place where all Company records are held.

The new Registered Address needs to be put in the next TOUCH and Newsletter (**Action KB**)

(f) There was a brief discussion regarding the difficulties with the website. Members have had difficulty logging on, and it was decided that queries should be forwarded and dealt with by the Membership Secretary. Feona suggested that to facilitate the flow, there should be a membership team of three.

(g) It was observed that the present list under 'Membership' on the back of the Newsletter is confusing and needs re-formatting. Do we need so many people involved? Feona agreed to sort this out. (**Action FG**)

Kate gave the history of how this situation had evolved.

There are signs that the roles are now changing and it was decided to simplify matters by:

- (i) transferring the enquiries telephone number from Jan to Tripuri ( **Action KJ and KB**)
- (ii) Clearly listing Sonia's details in ads for leaflets in the Newsletter. (**Action FG and KB**)

Names for the Membership Team's roles were suggested and the people involved will be asked for feedback and suggestions:

Tripuri: Membership Connections

Sonia: Public Enquiries

John: Membership Administration

- (iii) New Members' Welcomer: Milly will contact Anne Scullard to see if she is still willing to contact new members. ( **Action MC**)
- (iv) Tripuri now receives notice of new members and sends out a welcome letter.
- (v) It was agreed that KJ, FG and IM should compose a job specification and title for each of the Membership Team roles. ( **Action KJ, FG, IM**) (Cf. No. 18, discussion on Day 2).
- (vi) A discussion was held concerning the distribution of workload and payment for each of the MT roles.

13. **Weavers** (Agenda Item 14) Kristin agreed to contact Jan Robinson to see if she is still willing to be part of a Weavers' Team in a co-ordinator role. (**Action KB**). If so, she could be offered a new phone number. We discussed the reason the Weavers' initiative seems to be blocked, and decided to send Reiki. Perhaps it is a matter of trying to push the river and the timing is not right. MC and IM, as Weavers, agreed to contact 5 Weavers each to encourage them to engage with the website and get involved in next year's events.

It was agreed to include the Weavers' service under the Benefits to Members' list on the website. (**Action MC, IM**)

14. **Spring Event** (Agenda Item 10) A Skype conversation was held with Phyllis, who agreed to be present at the 21<sup>st</sup> Birthday weekend next year and to offer a weekend for all levels of Reiki people entitled 'The Sanctuary of Reiki' the following weekend (April 27-29) She asked if TRA could forward her travel expenses in advance and agreed to take out cancellation insurance. She suggested finding a venue that was not so large we would struggle to fill it.

**15. Merchandise.** The merchandise initiative was held up due to the website not being ready, and it was felt further discussions needed to take place before we can decide on how this might work. Feona agreed to explore possibilities. ( **Action FG**)

16. A discussion was held regarding the relationship of TRA with the Buckland Gathering Team. Ivan, as a member of both groups, had asked for clarification of our advertising policy on the website for non-TRA or OGM events. (On Day 2 of meeting) It was agreed that all members currently may put free listings of events on the members' site, to be visible to the general public. This offer will be available until October 31<sup>st</sup>, 2011, after which a small charge will be made. An announcement to this effect will be placed in the Newsletter (**Action KB**) and on the website ( **Action MC**).

17. Feona would like to see two letters go out by early June, one to past one to current members, updating them on the current state of TRA.

### **Day Two.** ( FG absent)

The day began with a Reiki circle and catch-up sharing.

18. A discussion was held regarding the description of roles, especially of the Membership Team. It was felt we needed to ask each person to define what they do and to consult them re: suggested titles.

19. KB offered to chair the next meeting. Kate, as current Chair, will hold the threads between now and then.

20. The day's agenda was prioritised.

**21.** Milly and Ivan will write to all Weavers regarding upcoming events. KB will contact Jan regarding change of telephone arrangements. ( **Action MC, IM and KB**)

**22. Promotion/Events** (Agenda Item 15) It was noted that there is no money available for promotion and events external to TRA at present.

Mamta's enthusiasm for this move was noted with appreciation, and it was felt it was something for the future.

**23. Practitioners' Directory.** This is almost ready, thanks to much work by Kate, Mamta and Brian. The 'terms and conditions' section needs a little work still by the web team. Members are offered a free listing for up to three months, with one further month free after signing up for a year. The annual cost will be: Practitioners: £15, Masters: £25. Kate will email members accordingly to 'Sign up Now!' ( **Action KJ**)

**24. CNHC** ( Agenda Item 16), the umbrella body for natural health care practitioners, are setting up a register of Reiki practitioners and have asked if TRA is willing to submit a list of practitioner members. It was decided that this is premature but may be something for the future.

**25. Minutes of past meetings** (Agenda Item 3)

(a) AGM 2010. Having been published on the website and there having been no amendments, the minutes were agreed by default.

(b) AGM 2011. The minutes were reviewed and amended, there having been a few discrepancies between what was recorded and the memories of Council and other members present.

( c ) Council meeting, March 2011. The minutes were amended and agreed by Council.

**26. Practitioner Support Network** (Agenda Item 13) Milly reported on a meeting she had had with KJ and GR at which she had been asked if she would head a new PSN team. A budget of £500 was available. She had agreed and had received various offers from potential facilitators. Now, having joined Council, her workload has increased, leaving no time for PSN. Milly's idea is to stage something at a time close to the larger events in the Spring, using the original PSP format as a model. It now feels realistic to wait until next year, and is timely in view of the practitioners' register. A discussion ensued in which it was observed how the whole exploration of public practice had enriched both TRA and the wider development of Reiki regulation in public practice.

**27. Financial/ Budget Review.** ( Agenda Item 11) The Oct 2010 – Sept 2011 Profit and Loss Accounts and the Budget were reviewed and Council felt that in view of next year's plans we need to be very mindful of expenditure. We also need to put energy into the areas where more income may be generated. A short discussion was held regarding ways to encourage membership.

28. Visioning. (Agenda Item 7). Distant treatments were sent to the question, ' What is Reiki calling from us for our community now?'. Images were shared.

We shared hands-on treatments on both days.

The meeting closed at 4pm with a Reiki circle.