

The Reiki Association Council meeting 2, 3 May 2010 – Draft Minutes

Date: 2nd and 3rd May 2010
Time: Start 10 am
Location: Fulham London
Attended by: Kristin Bonney, Kate Jones, Gwen Robinson, Feona Gray & Ivan Middleton
Deb Hoy attended the meeting on Monday 3rd.
Apologies: Paul Dennis
Chair: Kate Jones
Minutes: Ivan Middleton

REIKI COUNCIL MEETING

1. The meeting commenced with a Reiki Circle, including Paul in our thoughts
2. Council sent Reiki to The Reiki Association
3. Kate Jones appointed Chair
4. New members welcomed: Gwen Robinson, Feona Gray and Ivan Middleton
5. Minutes: It was agreed that Minutes be taken by a member of Council and Ivan Middleton was appointed to do this. It was agreed that Minutes would be circulated to council members and agreed before general distribution
6. The minutes of the last meeting agreed
7. Council Members sharing circle of their backgrounds and what they each had to offer to the Council and visions of the future of the Reiki Association
8. Council Members roles were discussed and agreed as in Appendix 1.
9. Role of Council
It was agreed that each Team will work autonomously but can if they feel the need contact other members of the Council. It was also agreed to keep each other informed of major decisions
10. Single issue of Touch
It was agreed that the cost to be increased to £6. with immediate effect and that a single issue can only be ordered once.
11. It was agreed that the Council would send Reiki to “The Reiki Association” every week
13. Appointment of New Company Secretary
Ivan Middleton was appointed as Company Secretary
14. Advertising and Takata Masters

It was confirmed that there will be no charge for adverts in Touch for events with Takata masters

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and TRA events.

15. Financial Year End

It was agreed that the Companies Year End should be changed to 30th September

16. Weavers.

Is in its infancy and the Council would watch its progress, that it should be allowed to develop before adding additional responsibility such as promotions other than its own.

17. Masters Directory

It was agreed to stop sending out the Masters Directory.

18. Members Pack

It was agreed that past issues of Touch should be sent out with members' packs by Sonia

19. News Letter

It was agreed that the News Letter would be continued to be published separately

20. Touch Budget

It was agreed that there will be one start up promotion budget allocation for Touch Feona, Lucinda and Deb to outline proposals, Ivan and Kate to give financial approval, involving John in the discussions

21. Touch

A long and full discussion on the arrangements for the Publications of Touch took place and included a Skype connection with Lucinda and Deb present at the meeting and an agreement worked out between Council and the Touch team. The Committee thanked Lucinda, Deb and Lia for the spring issue and complimented them on the quality of the Touch publications

22. Vision

There was little time to discuss the vision for the coming year however the following items were noted:

Fun/Social/Community building Gatherings with V.I.P. Speakers

How to appeal to more young people

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23. Council Principles 2010

Some principles of how the Council would work together were agreed. These included:

24. E-mail Policy

The following was agreed:

Keep it simple and brief

Keep e-mail traffic to a minimum

E-mails copied to all should be acknowledged briefly

E-mails copied for information in conversation with someone else need not be acknowledged

Use Green Amber Red in Subject to indicate urgency for response (G./A./R.)

Keep subjects separate even if it means several e-mails

25. Flow Diagram

A flow diagram was drawn to show the communication connections of The Reiki Association.

26. Matters not dealt with due to pressures of time available to be raised at the next council meeting 7th and 8th July 2010 at Harborne Hall, Birmingham

The meeting closed at 4.30 pm.

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Appendix 1

THE REIKI ASSOCIATION: ROLES AND RESPONSIBILITIES OF COUNCIL 2010

Each Council member has responsibility for:

- ❖ Ensuring meetings maintain a spiritual aspect as well as being business focused.
- ❖ Keeping the spirit of Usui Shiki Ryoho as central to the meeting
- ❖ Ensuring 'Thank You'd' are identified and done appropriately
- ❖ Doing what they agreed to do in the action plan
- ❖ Communicating with all other members of Council
- ❖ Keeping focused on priorities
- ❖ Holding the vision
- ❖ Ensuring that AGM reports are done on time
- ❖ Maintaining good communication with other groups, including volunteer groups.
- ❖ Maintain continuity and stability of Council

Each Council member will hold responsibility for certain aspects of Council work, and will be supported by another member, and these are as follows:

	Team Leader	Support
Finance and merchandise (Supporting John)	IM	KJ
Staff Support (John KJ Sonia JB Tripuri KB Jan JB)	KB	KJ
Touch (Supporting Lucinda Debs Lia and Suffolk Stuffers)	FG	KB
Website (Supporting Brian)	PD	KJ
Public Practice Support (In process)	KJ	GR
Gatherings (Events GR.KB AGM Milly)	GR	KB
Weavers (Supporting Grainne and Jan	KB	IM
Promotion	FG	KJ
OGM	GR	KJ
Outreach UK	PD	KJ
Outreach International	FG	KB.KJ
Reiki Care Service	KB	FG