

## **Minutes of Reiki Association Council Meeting**

**6-8 October at Oak Barn  
Clee St Margaret, Shropshire.**

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

**Apologies: Paul Dennis**

**Chair: Kate Jones**

**Time Keeper: Ivan Middleton**

**Minutes: Gwen Robinson**

1. The meeting commenced with a **Reiki Circle**. Individual Council members were appointed for the roles of Chair, Time Keeper, and Minute taker.
2. We sent **Reiki to the TRA**.
3. **The Minutes of the last meeting** were agreed and signed.
4. It was agreed to deal with **Matters Arising** as they came up in the meeting.
5. Kate was able to give us all a clear update on **TRA Website**, as she and Brian had both been working recently on the final stages, before the system goes “live”. This would be happening soon. It was suggested and agreed that when this happens, it will be accessible initially to a small group of “testers”, who will include Council members and TRA volunteers. It was felt that this would give Brian the opportunity of “ironing out” any unforeseen issues, before going “live” to all TRA members. As the website was not quite at this final stage, it was agreed to approach a professional “web developer”, with a view to working with Brian to get the system ready. It was acknowledged this would incur extra cost.

During the meeting, Mamta's husband Vivek was contacted. He was able to confirm that, although not a “web developer”, he felt he would be able to assist Brian in these final stages. He was thanked for this offer of assistance. Brian agreed to his details being forwarded to Vivek. Brian was also thanked, for all the hard work and many hours spent on this project to date. The following was also discussed

- Brian and John Nye to get together, to work on the website for members who wish to join/re join. Meeting to take place mid November 2010.
- It was agreed that masters and practitioners applying to be on the public practitioner/master listings are to be asked for their lineage, and if they had been initiated in person by their master.
- It was hoped the revenue from master/practitioner list would increase overall revenue for TRA.
- General discussion took place re possibility of resurrecting Lineage Tracing Service. It was felt this could be done on the web for an appropriate fee.
- It was agreed to take this out to Community, asking for volunteers.
- It was agreed to pay Brian £100 per month for the next 6 months, to be reviewed at the end of this term. This was done on the understanding that Brian's workload would be decreasing, and taking into account the extra cost incurred in the final stages of setting the Website up.
- Discussion took place about the possibility of a "Web Team" for the future. This was agreed in principle.
- It was agreed that Data Protection would need to be updated once the website was "up and running". Feona agreed to look into the Data Protection status, with Kate as her support person.
- It was also agreed to put the film on the website.

We were informed that the website offers the possibility of downloading Touch from anywhere in the world. Costing for this facility was discussed. It was suggested that overseas members should be offered the option of a membership without the magazine posted to them, saving the cost of postage. It was felt that the membership application could reflect this option.

- It was agreed to take this forward, and to contact all parties that would be involved in putting this together.
- It was also agreed that the amending of application forms would include those for overseas members.
- A decision was made to contact Lia to discuss online PDF

6. **Merchandise** was discussed in some detail. It was agreed this would now be called "TRA Stuff". The role of "merchandise" was discussed.

- It was seen as a unique opportunity for an individual to sell merchandise on the TRA website, using the TRA logo. It was felt the right person could look forward to making good profits.
- It was agreed that the "shop" must be in keeping with the ethics of TRA.
- The merchandise would need to be a member of TRA.
- This position would be advertised in the Newsletter, and on the website when "up

and running”.

- It was agreed to create “an agreement”, clarifying this new role.
- Ivan expressed his concerns about this new role. His view was that we should not get involved in merchandising-especially if this involved any funding. Ivan felt the Association should facilitate goods/services for the members via the web, earning a fee for this.
- Ivan already holds a small stock of unsold merchandise. It was agreed this was “old stock”, of little financial value. Ivan volunteered to keep the existing box of “TRA Stuff”, and to “field” any enquiries for products for the time being.

## 7. **Finances: Budget, Reviews of financial position**

John had produced a very detailed account of Membership income/Company Expenses. It was noted that on the Budget Overview 2010/2011, total income was £29,500, with expenditure at £33,095. This showed a loss of £3,595.

- Feona noted that the investments TRA were making were not shown as such in the figures e.g. film/website were shown as an expense, when these were felt to be Capital Investments.

We were informed that any Capital Investment is an investment that lasts more than one year, and it was therefore suggested that the film/website fell into this category. It was also noted that TRA as a company was breaking even/making operational profit, except that the Capital Investment from a separate fund had been included as an operational expense.

- It was agreed to consult John with regard to re-organizing the accounts, to reflect the fact that the film/website are Capital Investments.
- It was also agreed that the budget be amended to reflect these figures, and be re submitted to Council for agreement.
- Touch Budget was discussed. It was confirmed surplus monies are for the Editor/Deputy Editor. We were informed by Ivan that there was currently an amount showing in Touch account that was in TRA account. This needed clarification.
- It was agreed that the current. figure of £10,000 in reserve was a good amount to keep in, and that all efforts be made to maintain this figure for Capital Reserve.
- The film/website/subsidising of AGM last year had all come from the current £10,000 reserve. This was seen as a Company Asset.
- It was agreed by Council not to change membership fees at this meeting.
- It was also agreed that Kate would explore the cost of Council meetings/Council expenses with John Nye to seek clarification. This would also include travel costs. It was felt that any other expenses would need to go under a separate heading.

8. It had been incorrectly assumed that **ROI** was dormant. Mary McFadyen had confirmed that it was still up and running. However, by mid October 2010, the phone line will terminate. Kate advised the meeting that there was a possibility of setting up a “Reiki

Outreach Blog” on the website. This would enable worldwide access and use in the future.

9. **The AGM** for 2011 will take place in Harborne Hall, Birmingham, March 17-20<sup>th</sup>. These dates incorporated the possibility of a 4 day Retreat, as had been requested by some members in the previous AGM. Discussion took place re contents of programme for members. This programme was agreed, with further work required to finalise detail.

- It was agreed that members would receive feedback from suggestions put forward by the smaller working groups at last year’s AGM.
- It was also agreed in principle that a minute taker attend Council meetings as well as AGM meetings.
- It was decided that Sonia be approached, to take on the role of minute taker at the AGM and future Council meetings.
- Discussion took place re date and venue of AGM for 2012.

10. **Guidelines from role holders** Those responding were acknowledged at the meeting.

- The depth of information received had varied. It was therefore felt that a questionnaire might give a more uniform response.
- It was also agreed to design one, and to forward to all TRA volunteer role holders.
- It was decided this questionnaire could be designed using some of the valuable material we have already received.
- It was decided this questionnaire be put on Survey Monkey.

11. **What should Council role include/lightening the load?**

- Discussion took place around the number of meetings Council attend in a year.
- It was agreed that a meeting should take place within a month of a new Council being elected.
- The next Council meeting was agreed, and will take place on 29<sup>th</sup> and 30<sup>th</sup> of January 2011 in Birmingham.
- Kate agreed to find a venue and accommodation for Council.
- It was noted that Council had taken over the responsibility for the programme and contents of the AGM. This had been devolved to members when the venue for the AGM was at Buckland Hall.
- It was agreed that this arrangement should continue for now.

12. We were reminded that the prime role of the **Weavers** was to keep TRA members who have no access to the web or e-mail in touch. Their secondary role was seen as networking.

- It was agreed that the onus was on members to contact the Weavers.
- It was decided to make contact with Jan Robinson, to ask if she was willing to hold

the position of Chief Weaver.

- Once the website was “up and running”, it was agreed the Weavers could be contacted by e-mail, informing them of what is possible on the website.

13. General discussion took place around the support available for TRA members.

- It was agreed that there was a potential need for **support for Practitioners**.
- A decision was made to call this Practitioner Support Network amongst Council members.
- It was agreed to make initial enquiries amongst contacts within TRA, to find out if there was any interest in a “re birth” of setting up such a programme for members in the future.

**Website listings** were discussed in some detail.

- It was agreed to go ahead with listings of masters alongside practitioner list on the website.
- It was also agreed to look at having a separate section set aside for overseas members at some future date.
- It was noted that Mamta had agreed to moderate applications for the practitioner/master list on the website.
- Christine Lunt agreed to be nominated for the Professional Specific Board of the CNHC.

**Cost/fees/running costs** were all discussed. The cost to members for inclusion on the list was discussed.

- It was decided that an initial non-returnable application fee of £5 would be charged for processing the application (to be included in the over all cost).
- In the event that an application did not meet the required criteria for inclusion on the list, it was agreed that the balance be refunded.
- It was decided that an introductory offer would be put in place for the first 3 months.

14. Our forthcoming **21<sup>st</sup> Birthday event** was discussed.

- Buckland Hall in Brecon was put forward as a venue, and agreed.
- It was decided that this event should take place on 22-24<sup>th</sup> March, 2013. This date was still within our 21<sup>st</sup> year.
- Council agreed we would like an honoured guest to join us, and all agreed that Phyllis Furumoto should be approached and invited to join in our celebrations.
- It was also agreed that Milly be approached, and requested to help us with the

bookings as she was felt to have the experience needed.

- Council were aware that a deposit would be needed at the time of booking.
- It was decided that the Reiki Gathering Team be updated on our change of booking date for this 21<sup>st</sup> celebration.

## **15. Any other business**

- It was agreed that the wording members are asked to use when mentioning their Reiki Association membership be changed to read “A member of the Reiki Association” (a non accrediting body).
- Sonia is to be informed of this change.
- It was agreed that Alec be informed, so that relevant documents could be updated.
- A decision was also made to include an update in the Newsletter.
- It was also decided to include a small piece in the Newsletter, informing members of dates of forthcoming Council meetings. Members would be invited to join with us, if they felt drawn to do so, by sending Reiki to the meeting.
- A recent incident involving a complaint about a practitioner was raised. It was decided that any complaint or legal issues should be referred to an appropriate person/persons.
- It was agreed to create a list of volunteers willing to assist in cases of serious complaints, which might have legal implications. There would be Council contacts also for these potential cases. It was felt that Council might contact a volunteer from the list, depending on their personal expertise.
- We were informed that Touch should display the details of the Registered Office.