CYF AGM Oct 24 Meeting Minutes

From: Comperhensive Yoga Fellowship (editor@cyf.org.uk)

To: gapaddick@yahoo.co.uk

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CYF AGM 6th OCT 24 MEETING MINUTES

After a lot of discussions at the AGM, we are making some changes to the CFY, This includes reducing the seminars to one big event per year and dropping the membership fees. Teacher Training will continue. We hope that these changes will enable CYF to continue. Please read on for further details.

The Comprehensive Yoga Fellowship

Minutes of the AGM held on 6th October 2024 at Acton Parish Hall, Acton, Nantwich, Cheshire. Start time 1330.

Committee Members present (6):

Deb Jackson (Chair & Education Coordinator[Training Days])

Mandy Wallace (Vice-chair & stand-in minutes secretary)

Gill Drummond (Treasurer)

Tasmyn Stonehewer (Events Organiser)

Alan Paddick (Website Coordinator)

Colin Hayes (Catering Officer)

Apologies:

Nadia Rossetti (Newsletter Editor & Social Media)

Julie Gater (Education Support)

Members present (8):

Steve Cope

Sue Cope

Joyce Watson

Wendy Dineen

Kate Barfield

Beverley Stacchini

Diana Hughes

Carole Powell

Sarah Wallace

Apologies:

Lisa Russell

Irene Jones (belated apology)

Alison Sisson

Katy Smith

Sarah Arnold

1. Matters arising from the previous meeting (1st Oct 2023)

(not specifically listed below)

There were no matters arising from the previous meeting.

2. Chair's report

Deb is stepping down from the position of Chair after 7 years of service, but will continue to lead the teacher training programme.

Numbers at seminars have dropped. More people seem to be practising online.

3. Treasurer's report

Gill summarised from the full written report* she'd produced for the accounting year, Jan 1st - Dec 31st 2023, which included a table comparing all receipts, payments and balances with FY 2022 (*appended to minutes).

To the nearest pound, the closing balance was £2533, £26 higher than attend of 2022, though the balance had dropped to £2214 by 5th Oct 2024.

At the end of 2023 we had 64 members, 12 less than 2022, though there had been a few new joiners. Current membership is down to about 50. Four seminars were held in 2023, with attendee numbers varying from 13 to 24. The cost of hiring Acton Parish Hall had remained steady because we'd reduced our hours of use.

Numbers of trainees on the teachers' course had declined, resulting in £207 reduced income and an overall loss of £59. Trainees continued to appreciate training course affiliation.

Gill's verbal report detailed reasons for other income and expenditure changes relating to the training course and to CYF activities generally (overheads, tutors' fees, admin costs &c).

4. Agree proposed changes to CYF Constitution and Committee roles / responsibilities

Colin explained that our Constitution hasn't been updated since 2009. CYF has evolved since then and needs to change further to remain a viable organisation. A subcommittee comprising Taz, Mandy and Coinhave redrafted both our Constitution and our Committee's Roles to better reflect the changes we feel have to be made. The main changes involve the abolition of 'memberships' and associated charges in favour of a list of 'subscribers', who will be invited to join CYF activities on a 'pay-as-you-go' basis and the scaling-back of 4 seminars per year to a single (bigger) event, probably to be held in the spring. The roles of Committee members have been streamlined and more fully described. Notably, there will now be a committee member responsible for maintaining a Social Media presence: the roles of tutors to course trainees have been more clearly defined. All changes had been agreed by the current committee and copies of the draft revised documents had been circulated to all members a couple of weeks prior to the AGM.

There followed a short question/answer session, and when put to members attending the AGM, both documents were approved with minor changes to the minimal number of Committee meetings (4 to 2) and the number of newsletters to be produced (at least one).

It was pointed out that it should not be assumed that past and present members would automatically be included on the new List of Subscribers. Each person would have to express their wish to subscribe and all correspondence should include a means of unsubscribing.

Action points:

1. Colin to make final adjustments to both documents as discussed and send copies to Alan for website inclusion and to Nadia for potential inclusion in next newsletter.

2. Secretary to send out email to all current members requesting confirmation that they wish to become subscribers. Former (lapsed) members could also be approached.

5. Confirm proposal and seconding of all committee member changes

With the retirement of Deb as Chair, Gill as Treasurer, Norma as Secretary, nominations were sought for these three posts. Gill was nominated for Chair by Colin and seconded by Wendy Dineen. Colin was nominated by Gill to be Treasurer and seconded by Alan Paddick.

No nominations were received for the position of Secretary (Colin read the rather daunting list of the Secretary's responsibilities from the newdocument!). Mandy has offered to be acting secretary in name, until the post isfulfilled.

Beverley Stacchini retired as a supporting committee member. The reduced size of the revised committee means that her position will not need to be refilled.

Action points: Colin to 'boil-down' the Secretary's job description to an essential minimum and everyone to work towards identifying a suitable and willing person to become CYF Secretary.

6. Election / re-election of CYF committee members

Gill was elected unanimously as our new Chair. Colin was elected unanimously as our new Treasurer. Taz has agreed to add the residual catering duties to her work as Events Organiser, as well as promoting our Social Media presence (work done previously by Holly and Nadia).

Action points:

1. Deb to furnish Gill with any documents needed for her to fulfil her role as Chair.

2. Gill to furnish Colin with any documents needed for him to fulfil his role as Treasurer.

3. Colin to open a bank account with a branch local to Stoke on behalf of CYF and if required to,identify a second committee member to be a second/alternative signatory.

4. Taz to confirm with Nadia that she's happy to continue to edit our newsletters.

7. The Teacher Training Course

a. Trainee numbers and aspirations

The number of trainees fully enrolled and attending the 3-year course has been dropping slowly for several years, to such an extent that some days had run ata net loss. Most trainees wish to become certified teachers, but others are signed up because they simply wish to learn about yoga in greater depth. Several ways to improve financial viability are being considered. Vacant places on Training and Workshop days could be opened up to non-course subscribers willing to pay the same fee as fullcourse trainees. This might recruit more people to enrol as full-time trainee teachers.

Condensing the 3-year ‘rolling’ course into 2 years by reducing the content covered or arranging more training days/year was not considered desirable or easy to do.

Action points: Deb to devise a way to invite non-course subscribers to fill vacant places on course days. A deadline on the submission of Booking Forms by full trainees might need to be set.

b. Tutors responsibilities and the introduction of a yearly workshop for tutors

Deb had wanted to arrange a tutors’ workshop for several years to ensure common standards were being applied, particularly with regard to essay and final assessments. Tutors also needed to be brought up to date with changes to the course content. Deb thought that attendance at the tutors’ workshop should be compulsory, with non-attendees not being allowed to continue as tutors.

Action points: Deb & Julie to arrange acompulsory ‘refresher’ day for tutors.

c. Changes to training course fees

To continue, training days and workshops need to at least ‘break even’ financially. Even if only to offset the fact that trainees will no longer be paying a membership fee, course fees would have to be increased.

Note that Gill will complete the process of receiving Booking Forms and fees from trainees wishing to attend the Nov and/or Dec 2024 days. Colin will take over this job from Jan 2025.

Action points: Deb, Julie & Colin to agree a suitable charge for training days and ensure the correct sum is shown on all booking forms.

d. Essays

Deb reported that the opinion of trainees regarding the essay component of the course ranged from like, though tolerance, to strong dislike; from easy to difficult. The first essays are arguably the more difficult, putting off those not so familiar with essay writing, so there might be better ways to complete the correspondence part of the course. From the floor, Wendy Dineen pointed out that dyslexia sufferers were particularly disadvantaged. Verbal discussions could possibly reveal as much of the trainee’s knowledge and understanding as written submissions. Wendy offered her vocational experience to help develop these ideas.

Action points: Julie & Deb, with Wendy’s assistance, to consider howbest to improve/modify the ‘correspondence’ part of the course.

8. AOB (matters raised from the floor)

a. Subscribers’ preferences and suggestions. Wendy recommended ‘Google Forms’ as a particularly easy and potentially useful way of seeking subscribers’ views. Fresh ideas might also emerge. Deb countered that suggestions coming from previous questionnaires had been difficult to take forward, often because of the wide geographical area covered by CYF. Taz offered to look at sending out a survey to gather feedback.

Action points: Taz, with Wendy’s assistance, to elicit subscriber’s views.

b. Publicity posters. A visitor to the morning seminar suggested that displaying notices advertising forthcoming local CYF events could increase numbers attending and awareness of/interest in CYF generally.

Action points: Committee to consider the pros, cons & feasibility of this suggestion.

b. Yearly event. New booking procedures would be needed, possibly with non-refundable fees.

Action points: Committee to discuss all matters concerning the event.

c. Newsletter. Joyce explained that Muriel Dickens had mentioned that she had found the newsletter ‘difficult to read and print’. Some of the problem was the coloured background in some articles. It was not clear whether this applied to all newsletters or only to specific articles. Gill mentioned that the former Newsletter Editor (Helen Steadman) had provided her with copies of the newsletter in both ‘Word’ and ‘PDF’ format that could be sent out to members who found the format used in Mailchimp difficult to print out.

Action point: Nadia to clarify with Muriel what she had found difficult. Gill will look to see if she has a copy to send to Muriel in a more user-friendly format.

The meeting closed at 1515, unfortunately the meditation that Deb had planned had to be cancelled due to time constraints.

Transcribed by Colin from Mandy's notes in the absence of a Secretary, 10th Oct 2024

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