

**MINUTES of the ANNUAL GENERAL MEETING of
The INNER YOGA TRUST held on 1st November 2008
at Rogate Village Hall, Rogate, near Petersfield**

1. **Present:** Colum Hayward – Chairman of the Trust, Jenny Beeken -Principal of the School, Pauline Sawyer – Vice Principal of the School, Lorraine Grocott, - Trustee, Sue Peggs – Office Manager, Winkie Harrison – Accounts Administration, 25 Members of the Trust
2. **Apologies:** There were no apologies.
3. **Welcome:** The Chairman welcomed all those present to the meeting.
4. **Minutes of the AGM 10th February 2008:** These Minutes were approved and signed as amended at the general meeting on 9th May, 2008
5. **Matters arising:** There were none.
6. **Treasurer's Report for year end 2007 accounts:** Lorraine Grocott reported as follows:
The accounts had been prepared by Knox Cropper, Chartered Accountants to the Trust in accordance with the General Directions given by the Charity Commissioners under section 43 (7)(b) of the Act.
The Gross Income for the financial year had been £141,259 and the Gross Expenditure £166,700. Funds carried forward amounted to a deficit of £4518. Income - included course fees £123,615, gifts and donations £7030 (£5000 was converted loan from the Truemark Trust), membership fees, £3823, sales of goods £3838 and interest £230, other income £2723. The Gross Expenditure - included the cost of generating funds of £10,346, charitable activities £155,213 and Governance costs of £1,141. The Trust had a £4,518 deficit on the Balance Sheet and there was an operating loss of £25,441. However, the majority of the short term creditors consisted of deferred income, and the trustees were confident that this income would be realised in this financial year. There were plans to increase the number of courses available, and with a new administrative structure in place, the trustees were confident that the Trust would reverse its financial position.
Indeed, at the Trustee meeting in October, Winkie Harrison reported that the accounts for August 2008 showed a deficit of just £2,000, which is a significant turnaround.
The appointment of the Ms Peggs as the Office Manager, has had a very positive effect on the Trusts financial position even though this had meant an increase in administration.
I wish to express my thanks to Sue, Winkie and Ginny in the office for their dedication and commitment to the work of the Trust.
Over the past 12 months action has been taken to improve the internal controls and to develop the risk assessment. Financial regulations have been prepared to support internal controls. An asset register has been created and will be reviewed on an annual basis. Financial reports have been provided to the Trustees for their quarterly meetings. The chairman reporting on the Trust's activities for year end 2006 at AGM in February this year said that 2005 had been a year of financial stress from which the organisation had not fully recovered. This was largely because of the serious fraud that had taken place. I believe we are now recovering from that situation and we are all working toward a bright future.
I wish to thank the teachers, Jenny and Pauline and welcome to Sarah and to all those who support the teaching on the courses. I also wish to thank the many people who give so much time and commitment to the Trust's teaching and organisation. Without you, the Trust and the teaching wouldn't exist.
A full Report and Financial Statements for the year ended is available from the office for a small charge or they can be emailed to you, on request.

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7. Appointment of Independent Examiner : It was proposed by Lorraine Grocott and seconded by Robert Edmunds that Knox Cropper, Accountants, 24 Petworth Road, Haslemere, Surrey, GU27 2HR be appointed Accountants for 2008. Agreed.

8. Administration Report: Sue Peggs, School Manager's Report :

Introduction

I commenced work as the School Manager in October 2007. My hours of work are 10 per week and during those hours I am also responsible for the design of marketing and promotional materials for the school and updating the website.

Work Undertaken

- **Getting to know the job**

Initially I spent quite a lot of time on liaison with Jenny Beeken, Pauline Sawyer, Winkie Harrison, Ginny Tinkler and other teachers and trustees in order to increase my knowledge and understanding of how the organisation functions. From the knowledge gleaned during this time and following up the ideas for development set out by participants at the Duncton Mill conference 2007 I have carried out a number of activities with the aim of improving the running of the Inner Yoga Trust. I have also had to respond to issues arising as the year progressed.

- **Guideline/Procedure Documents**

I have written various guidelines/procedures. These include a Foundation Course Administration procedure, Foundation Course Training Scheme with pay scales, and the Two year programme training scheme with pay scales (draft) and a Travel and Subsistence policy. The aim is to clarify and unify practices across the Trust.

- **Money**

I have worked closely with the Finance Administrator and Tutors to ensure better control of budgets for courses and events. We have cut pay levels for teaching and administration in order to recover from a historic deficit and ensure that we do not operate in deficit in future. This tight control is set to continue for the foreseeable future.

- **Employment and supervision**

I have agreed formal contracts of employment for both our PAYE employees, and spend a significant amount of time each week liaising with them regarding their workload, planning and any other matters.

- **Participate in School Development**

The process of clarifying the Foundation Course Tutors' apprenticeship scheme led to the idea of offering a course to improve the speed at which Tutors could be brought into the school. Jenny and Pauline have now written the syllabus and scheduled this course.

- **Duncton Mill Conference July 2007 Follow Up**

A membership survey has been done with the aim of finding out more about member satisfaction with the IYT. Analysis of the data collected is in progress. A specification for our database was produced and I found a professional database author who is voluntarily writing a new database to hold our member information. In order to run the new database we needed to upgrade our computers and I obtained 2 'new to us' computers at no cost to the Trust, from my previous employer.

A Big Thank You

To all the people who contribute voluntary time and work to the Inner Yoga Trust - those who work on the courses, those who stick labels on envelopes, open halls, organise events - you know who you are! The Trust would not function without you all, so thank you.

Minutes of the AGM of the Inner Yoga Trust held on Saturday 1st November 2008

9. Principal Teacher's Report on the School: Jenny Beeken reported as follows: Jenny said that both she and Pauline wish to develop the Foundation Course so that more teachers can teach the course making it more accessible to the areas in which they teach. It would also help the course develop and the teaching to expand. Taster weekends and teacher training courses have been held, are being held and are planned in Kent, Bristol, Scotland, Ireland, Surrey, Manchester, Wales and London. In April 2009 a Foundation Course Tutor Training for qualified IYT teachers will take place in Gloucester. Other courses planned for 2009 include a Meditation Module with Maarten Vermaase and a weekend with Sophie Hoare and Diane Long. Jenny Beeken will also be starting a course on Managing Emotions through Yoga in the New Year. With the development of the Foundation Course for other tutors, this will release Jenny and Pauline so that they can develop more modules such as a children's module, chakra module, post natal module etc. which will take the teaching of Trust forward so that it may be possible in the future to do a degree in yoga. This could open up the opportunity for personal development through an academic road along with on-going learning. An application is being made to Awards for All for a grant for Remedial Yoga. The second ante natal course has just commenced in Hampshire. Other tutors who have been invited for the year have included Bill Wood, Maarten Vermaase, Angela Farmer and Victor van Kooten, Sophie Hoare and Gary Carter. Various retreats have taken place including a trip to India in January and a trip to Turkey in June. The Trust is beginning to meet regularly with the British Wheel of Yoga to discuss changes in the awarding body for accredited groups.

10. Chairman's Report: Colum Hayward reported as follows: In summary Colum said that the Trust is moving into a new phase, a gateway to new courses and growth. He felt able to say that the Trust has now moved out of a difficult period and prospects for the future felt good. He reminded those present that it was important for the Trust and the teaching to keep its feet firmly on the ground although centred in its spirit. Although the trust needs to have a vision that vision must be rooted in reality. He acknowledged Sue Peggs for her courage in taking the step to make financial cuts early in the year which have made a real difference in the financial course of the Trust. He thanked the principle teachers for their work and the staff for their continued efforts. Currently the Trust is in the process of inviting new Trustees to manage the Trust.

11. Any Other Business:

- Jenny Commerford suggested that the marketing of the Foundation Course could be reworded so that the intent was not necessarily to undertake teacher training but an opportunity to deepen and broaden student's personal practice.
- Thanks were expressed to Pauline Sawyer for her teaching and support of Jenny Beeken.
- Thanks were expressed to Colum Hayward for his commitment and chairmanship of the Trust.

Date of Annual General meeting – 7th November 2009. (To be confirmed)

Chairman:.....
Colum Hayward

Date: