**PEBBLES SANGHA**

**Annual Review 26th February 2020
Held at 1A Surrenden Close, Brighton, East Sussex, BN1 8EB**

**MINUTES**

**Attendees**

Barry, Vivien, Claire, Liz, Paul, Robert

We began with a meditation.

1. **Apologies for Absence**

Apologies from Cornelia, Martin, Helena, Jassy and Jayne.

1. **Minutes of the 2019 Annual Review**

The minutes were read and approved.

1. **Matters Arising from 2019 Minutes**

The CD player has not been donated as there has been no interest. Claire said she would look into if she could use it at home or will donate it to a charity shop.

1. **Election of Members**

Robert thanked Barry and Vivien for all the hard work and dedication they have willingly given over the life of Pebbles Sangha. Heartfelt thanks are expressed for carrying many roles and developing many practices that have contributed to the stability and depth of the Sangha, which we all benefit from today. Barry and Vivien are now able to stand back and take a break from the running of the sangha and it is an opportunity for others to share in this work more actively. They are both happy to support us in the next year and will continue to attend the sangha and facilitate when in the UK. Much gratitude to them both.

The following people have been **elected**/**re-elected**:

**Chair**: **Robert** elected.

**Secretary**: **Claire** elected.

**Treasurer**: **Liz** took over this role during 2018 and is happy to continue. She is re-elected.

**Library**: **Claire** will organise the library with help from **Rita**. Much gratitude to **Berenice and Barry** for their work on this last year and before.

**Website**: **Barry** will continue for a while whilst **Helena** takes over during 2020-21. **Vivien** will discuss possible working arrangements with **Helena** and **Martin**, who has offered to help. There are two disciplines involved in the website: writing the content and secondly the delivery which requires understanding the software. **Vivien** will pass on information sent to her from CoI and other sources, for the website and newsletter.

**Bookings**: **Liz** is happy to take on this role. Many thanks to **Cornelia** and Vivien for her work on bookings until now.

**Facilitators’ rota**: to be monitored and updated at Beachcombers meetings. This task will be carried out alongside minuting of those meetings (to be shared/circulated). Again, many thanks to **Cornelia and Vivien** for keeping the rota up to date prior to this.

**Keyholders**: **Set 1** **Cornelia & Heiner. Set 2** will be in circulated by the sangha facilitators.
**Bank signatories** are now **Liz,** **Barry** and **Vivien**. To be decided - transfer to **Robert, Claire and Liz** in due course.

**Bursary Panel members**: **Liz, Robert, Jassy and Claire** (any 3 may make a decision).

***Enquiries to email and phone****:* ***Helen Carr*** *has offered to take this on – to be confirmed and organised*. *(Not discussed at the meeting but added later.)*

**Tea Monitor:** Thanks were expressed to **Rita** for continuing this role and keeping us supplied with tea. Milk is provided by the facilitators on their day of facilitation.

**Transport/lifts information***This was not discussed at the meeting, but thanks and acknowledgement to* ***Jassy*** *for managing this new initiative to assist attendance at meetings and retreats is added here, for information and completeness.*

**Second bodies:** we noted that at this time we do not have ‘second bodies’ to support all the roles. The idea is to have someone who understands the post and can continue in the absence/indisposition of the post holder. This is something that can be discussed with other sangha members who have offered to help in 2020- 2021.

1. **Accounts and banking**

Liz had prepared an Income & Expenditure Account and Report which is attached as Appendix 1. The report was approved and accepted and the following agreed:

5.1 There is no need to raise the suggested dana contribution this year.

* 1. To **retain** £1,500 in the account.
	2. To send £40.00 fee pa to the COI for **indemnity insurance** as a larger sangha.
	3. **Bring and Buy Fundraising Table**:

It is unclear how the Being Peace Project is continuing at the moment. There was not proper consultation about changing the name of the CoI to ‘Plum Village UK’. Plum Village would like this issue to be resolved before sending monastics to run a retreat centre in the UK. Therefore donations made this year will be held until the Pebbles members have been consulted on what they would like to do with the money collected so far.

* 1. **Other donations agreed**:
* Sussex Heart Charity £150
* Brighton & Hove Food Partnership £150 to support community cookery lessons
* Vietnam Fund: £100 (includes £20.00 from the pot)
	1. **Gift Aid:**

**Robert** will investigate and advise on the implications for individuals on completion of their tax returns. People will be reminded to complete Gift Aid forms annually and to put their donations in an envelope marked with their name. The tax savings go to the national COI Sangha, raising money for COI nationally.

* 1. **Bursaries:**

Money available will be increased to £500 (5x £100). Regular Pebbles members may make applications and should be reminded that they can alternatively apply to retreat organisers for funding. The Panel will refer to the guidance notes for making decisions on bursary applications. These points still apply:

* The amounts will be discretionary but will not exceed £100 per applicant, which allows for a bursary to be given to five applicants per year with a total ceiling of £500, with preference given to national retreats.
* We will offer support to sangha members to make applications for bursaries from other bodies to attend Plum Village, the EIAB or national retreats.
* Those in receipt of bursaries from other sources should not also expect a bursary from the sangha.
* Priority will be given to regular Pebbles Sangha members who have never been on a CoI retreat.
* Those applying for a bursary should be members of the CoI.
	1. Facilitators to highlight the **dana** and **Vietnam Fund** collection bowls to Pebbles participants on a regular basis.
1. **Beachcombers and Days of Mindfulness**

Beachcombers is the name of the group that organises facilitation of meetings and Days of Mindfulness and generally co-ordinates other aspects of the sangha. Meetings are around monthly and begin and end with a short sit. Any Pebbles member may attend and are very welcome to bring ideas and discussion, without necessarily committing to facilitation. This year we would like to involve more people in a variety of roles during and between sangha meetings. It is generally very enjoyable to be part of the sangha in this way.

* **Claire** and **Paul** offered to host Beachcomber meetings.
* Notetaking of the meetings will be shared.
* Sangha facilitation schedule: **Claire, Liz, Paul, Jassy, Vivien and Barry** will be able to facilitate meetings and Days of Mindfulness. Other people are welcome to join in and assist. Dates/facilitators to be agreed 2 months in advance where possible.
* Other ways of supporting the facilitation include e.g. leading the walking meditation; greeting new people; helping set out the room and clear up at the end; or bringing flowers and setting out the shrine etc. Help with any or all of this is really helpful and much appreciated.
* People who have already offered to help include Robert, Patricia, Russell, Rita and Barry Mills.
* **Days of Mindfulness 2020**

Saturday 18th April

Saturday 20th June

Saturday 19th September

Saturday 12th December

* It is agreed that a feature of Days of Mindfulness can be highlighting the skills and interests that sangha members have. Suggestions were made and this will be discussed with individuals. Other ideas are welcome.
1. **Other meetings and events**
* **Pebbles Study Group** meets monthly and has been reading and discussing The Art of Living by Thich Nhat Hahn this year. Currently there are 12 participants, which is as many as can fit in Surrenden Close where the group meets. There is likely to be a break over the summer months, but the group will start again at the beginning of October 2020. Thanks **Jayne and Robert** for hosting and **Jayne** for co-ordinating and opening the meetings very beautifully.
* **NHS Meditation Group** has recentlyhad a first meeting with 6 NHS staff. **Liz, Barry, Vivien and Paul** will be collaborating on facilitation.
* **Inter-faith Contact Group** has regular meetings which Vivien and Barry enjoy and will continue with, representing Pebbles on their committee. The group holds several events a year that anyone can go to.
* **Breathing Space, Stanmer Park - Cornelia** has booked Breathing Space, Stanmer Park for an additional session on Saturday 30th May. Thankyou Cornelia. We need to clarify who will facilitate the session.
* **Dharma School DOM 28th March,** discussed but now CANCELLED.
1. **Library**

The budget for new books has not been used in 2019. This year **Claire and Rita** will carry out an audit and suggest new books. Other people will be asked for suggestions too. A starting budget of £50.00 has been allocated. **Claire** will meet with **Barry** to learn about the software for keeping a record of books in the library. A simple approach and paper system may be used for month to month checks on the library loans and returns. **Sangha members** may donate books and will be reminded of this.

1. **Any other business**

There being no other business, Robert thanked everyone for attending and the meeting closed at 8.30 pm