

**Bodhicharya Buddhist Group**

**BOSHAM

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1. **OUR AIMS**

Our aims appear currently appear on the welcome leaflet and on the website.

The aims of the Bodhicharya Buddhist Group are to:

* provide a safe space for Buddhists and non Buddhists alike which is conducive to meditate, and where we can discuss, learn, reflect, experience, question and debate the Buddhist teachings.
* to inform and support – not recruit or convert. (no membership, no sign up, an inward journey and you decide how far you go)
* plan, develop, advertise and facilitate a programme of weekly events to keep the group alive, structured, engaging and relevant to both new and established practitioners.
* plan, advertise and host annual teachings and public talks from Ringu Tulku Rinpoche that are engaging and relevant for both established and new practitioners respectively.
* plan, advertise and host annual teachings from other visiting teachers that are engaging and relevant to both/either new and established practitioners.
* record and disseminate audio teachings from visiting teachers to students and others who request copies.
* maintain BBG as self funding group through donations only, so ensuring all who want to come can afford to come.

1. **THE STEERING COMMITTEE AND ITS ROLE**

The following Bodhicharya Buddhist Group intends to met the fore mentioned aims through the following Steering Committee and administration activities:

***2.1 Current Steering Committee***

The steering committee has no top down hierarchy and all decisions are reached by a majority consensus. In the event of a split majority the decision can be drawn from a hat.

Steering Committees members are free to submit their resignations or suggested changes of responsibilities at any time should they wish. Any steering committee wishing to do either of these agrees to put this resignation/change of duties in writing to ALL other steering committee members as soon as possible. Any resigning member agrees to a reasonable handover period where they continue as best they can until a replacement volunteer can be found. If a volunteer can not be found within a mutually agreed period, then the outcome will be decided by the majority vote of the remaining steering committee. Should more volunteers come forward then there are positions, the outcome will be decided by the majority vote of the remaining steering committee.

The current 2016 Steering Committee members and their respective responsibilities are:

* **Tim Barrow** - Finance and Accounts, Record Teachings, BBG Mobile Phone, Key holder, Venue Point of contact, Facilitator
* **Pema Chalmers** - Website and Advertising, Tenzin Visit Point of Contact, Ringu Tulku Rinpoche Visit Point of Contact, BBG Mobile Phone, Key holder, Facilitator
* **Elsie Green** - Email communications and mail shots, Social media, BBG Mobile Phone, Tesring Visit Point of contact, AGM minutes, Key Holder, Garage Key Holder, Facilitator.
* **Elaine Robertson**- Email communications and mail shots, BBG Mobile Phone, Key Holder, Facilitator.
* **Graham Langridge** - Record Teachings, Key Holder, Facilitator.
* **Caro Chapman** - BBG Mobile Phone, Key Holder, Facilitator.
* **Yeshie Shelley** - Key Holder, Facilitator.

2.2 ***Finance and Accounts***

Currently Tim Barrow agrees to take on these responsibilities and duties on behalf of and for the benefit of Bodhicharya Buddhist Group.

To receive the BBG monthly bank statements and:

* check the balance of the bank account
* raise any concerns with the group and, if necessary, Barclays Bank re: unrecognised or unauthorised transactions, the balance, and other issues

Deposit cash payments every week or delegate to someone else if I am unable to that week

After the weekly meeting, let someone else know how much is being deposited, so they are aware of how much is being paid in

Keep a supply of cash deposit envelopes

Check the bank balance from time to time via the pin sentry device

Discuss how much to donate to visiting teachers and to arrange the transaction

Pay the annual membership fee to Hamblin Hall

Keep the cheque book, bank statements, invoices, online banking membership number card, authentification card, pin sentry device, and PIN in a safe place

Coordinate any changes in signatory

Authorise any purchases such as books, materials, equipment etc required by the group.

* 1. ***Website and Visual Identity***

Currently Pema Chalmers agrees to take on the following responsibilities and duties on behalf of and for the benefit of Bodhicharya Buddhist Group.

*Visual Identity*

* *Oversee that all BBG’s communications - on line presences and printed communications - is consistent with the current visual identity. This helps orientate the user that they have ‘come to the right place’ as it where. Continuity also promotes clarity, trust and reassurance. Continuity also helps avoids confusion, uneasiness, mistrust and conflicting messages.*
* *Supply guidelines and any branded images or information, as needed by social media or any other communications /advertising platforms.*

 *Website*

* *Manage and update the Wix website BBGBOSHAM.org. This involves updating the ‘news & events’ page when necessary and updating and redeveloping the content of the site to suit any changing needs of the group.*
* *Manage and pay for the hosting and the Domain name. Present invoices to Accounts for any refunds due.*
* *Renew Domain name bbgbosham.org when needed. Currently expires on April 12, 2017. (Current 2 year renewal stands at £9.69)*
* *Hosting is a Combo package with Wix.com. Next payment for this is due on September 29th 2016, and the billing cycle is automatic and annual. Last payment details are as follows. Payment was for £74.25 (inc VAT £12.27) for one year.*
* *The website is managed as part of Pema’s own personal Wix account and so is protected by her own personal password and log in details. Pema agrees to transfer this site and domain name to whomever takes over the site when she resigns.*

***2.4 Printed Communications***

Currently Pema Chalmers agrees to take on the following responsibilities and duties on behalf of and for the benefit of Bodhicharya Buddhist Group.

* *Design, print and organise distribution of programme, any adverts, posters, flyers, cards etc agreed and required by the group.*
* *Design printed work in Adobe InDesign (industry standard) and exported as low res pdf draft for emailing to other committee members for final proof reading and any group feedback/suggestions.*
* *Incorporate any appropriate feedback whilst maintaining clarity, consistency and not compromising the aims of the communication.*
* *Organise professional printing quotes and print ready artwork if required. Pay for any expenses and present invoices to accounts for any refunds due.*
* *Supply pdf’s files to other committee members for home printing and distribution. Or send artwork files to printers, collect and distribute printed material to committee members for distribution.*
	1. ***Social Media Communications***

	Currently Elsie Green agrees to take on the following responsibilities and duties on behalf of and for the benefit of Bodhicharya Buddhist Group.

Currently an IFTT App is used to manage a facebook page, twitter account. IFTT is an app which links social media. It has been set up to post Facebook Posts to Twitter, and to thank new Twitter followers and invite them to look at the website.

It shouldn't need any attention unless social media use changes (like a different Facebook Page for example).

**FACEBOOK PAGE**

Set up as a person not a page.
<https://www.facebook.com/bbg.bosham>

Login details :
name BBGbosham@gmail.com
password Rinpoche123

Use to promote events, study groups etc and detail BBG phone, BBG email and mobile number and weekly meeting about.

**TWITTER ACCOUNT @bbgbosham**

Login details :
name BBGbosham@gmail.com
password Rinpoche123

Basic guidelines:

Heart = same as Facebook like, i.e. I love it

Single arrow = reply to user, probably no need to use.

Double arrow = retweet, means the message gets forwarded to everyone who we are friends with - and is also visible to anyone who looks at their page. Should only be used for non-private communications therefore..

Twitter need only be looked at occasionally, to remove any non relevant stuff (advertising) and follow anyone that looks relevant to the aims of the group (such as Buddhist groups and so forth, rather than individuals.

**MEETUP Group**

Name: Bodhicharya Buddhist Group (BBG) Bosham

<http://www.meetup.com/http-www-bbgbosham-org/>

\*\*\*ELSIE
Login details ???
or

The meeup page is managed as part of Elsie’s own personal meetup account and so is protected by her own personal password and log in details. Elsie agrees to transfer this page and to whomever takes over the site when she resigns.

Cost of meet up page is £17 / month. Further 3 month trial subscription is due ???? when the current 1 month trial ends. Effectiveness should be review after 3 months to see if we need to cancel subscription.

Present invoices to Accounts for any refunds due.

**Wordpress BLOG**

<https://bbgbosham.wordpress.com/>

LOGIN DETAILS
name ian.stuart108@gmail.com

password chenrezig4

Do we still need this? Would someone be interested in using it to talk about study group topics or their own practice?

* 1. ***Email Communications And Mail Shots***

	Currently Elsie Green and Elaine Robertson agrees to take on the following responsibilities and duties on behalf of and for the benefit of Bodhicharya Buddhist Group.

	**GMAIL ACCOUNT**

BBGbosham@gmail.com

Log in password Rinpoche123

List of all contacts is maintained and sub-divided into groups:

BBG Steering Group - All steering group members

BBG Local Mailing List – All local people attending/request info for BBG weekly meetings

BBG Rinpoche – All people requesting information on Rinpoche visit (does not include Local Mailing List)

BBG Brighton – Brighton group contacts

Mail out can be to individuals or to whole groups. Groups can be directly typed into the ‘Send To’ field when composing emails.

Always use BCC when sending out group emails to maintain email privacy.

New contacts are added directly to the contacts list and assigned to groups at that time. They can be reassigned to groups or removed as required at any time.

On a PC the main Gmail page will load up but on an ipad a basic version will appear and is hard to navigate to contacts. It is better to switch to the ‘Desktop Version’ (very small option at the bottoms left of the main menu – may need to scroll down to find it). Main menu will look like:

Clicking compose starts a new email.

*Clicking on will give options for:*

*- Contacts – view/edit all contacts and groups*

*- Tasks – To do list*

* 1. ***Audio Teachings & Recordings***

	Currently Graham Langridge and Tim Barrow agrees to take on the following responsibilities and duties on behalf of and for the benefit of Bodhicharya Buddhist Group.

We have available:

a stereo recording microphone for audio copies of teachings

a video camera for video recording

a lapel microphone which can be connected to the video camera for a better quality of video soundtrack, or which can be connected to the Hamblin Hall amplication and PA system. (do not connect the stereo recording microphone to the PA system due to feedback!)

the stereo recording microphone can also be connected directly to the video camera, via an output socket, and microphone input socket on the camera



various leads, adaptors, extensions, multiple plug adaptor

Hamblin Hall have available their PA, amplifier, a conventional microphone, and a radio microphone both of which have a higher impedance to prevent feedback, so use these for voice amplication.

Videos, pictures and audio are stored on Micro SD memory cards in both the microphone and camera. These memory cards can be removed and transferred and uploaded. I have a memory card reader which can used for this.

* 1. ***Point of contact for Ringu Tulku Rinpoche Visit***

	Currently Pema Chalmers agrees to take on the following responsibilities and duties on behalf of and for the benefit of Bodhicharya Buddhist Group.
* *The main contact for this visit is Bernie Hartley,* *hartleybernie@hotmail.com**. He books Rinpoche’s flights and is responsible for sorting out Rinpoche’s itinerary whilst in the UK. He is in communication with all the BBG groups in the UK. He will contact (typically Jan/Feb time) Bosham and Southampton with provisional dates. If point of contact has not heard by Feb contact Berine to make polite enquiry and confirm our interest.*
* *Once we have been given a provisional date, point of contact needs to assess venue availability, making provisional bookings if needed. Avoiding if at all possible any non-refundable deposits. Check Hamblin Hall availability first through the Hamblin Hall point of contact, not directly. Start keeping a note of any expenses at this point.*
* *Once dates are confirmed. Confirm venue bookings and divide our allocated ‘Rinpoche time’ between Bosham and Southampton groups. Margaret Richardson is the main contact for Southampton* *Rmrichardsonuk@aol.com**. and suitable division of this time always comes about by mutual agreement between Bosham and Margaret.*
* *Typically whilst at Bosham, Rinpoche’s time is taken up with public talks, teaching(s) and students interviews. Whilst at Southampton, Rinpoche’s time is primarily taken up with Rigul Trust matters and student interviews, but on occasions some public talks too. We need to divide time between the two groups fairly so ensuring adequate time is given to the fore mentioned activities, plus down time for Rinpoche to rest.*
* *Communication is key. It is important to keep everyone informed to avoid confusion. CC Bernie and Margaret when appropriate. Liaise with Hamblin Hall Point of contact if we are using that as the venue. Communicate with steering committee once decisions have been made.*
* *Confirm travel arrangements –initial pick up and handover to next group.*
* *Check needs for Rigul display shop?*
* *Confirm suitable accommodation for Rinpoche and possible attendee. As close to the venue as possible to maximize potential rest time and minimize travel time and potential traffic delays to teachings. (Whilst visiting Southampton Rinpoche always stays with Margaret, and if we are unable to find suitable accommodation nearer than Southampton, Margaret has in the past kindly provided accommodation and transportation for Rinpoche to venue for us)*
* *Complete and delegate and to do list for pre, during and post visit tasks. See appendix E – Rinpoche Visit to do list.*

*AT EVENT*

* *Total expenses and list all expenses to date and take copy to final teaching and give to finance.*
* *Take the fixings box on the day.*
* *Oversee and coordinate set up and earmarked space for Rigul to set up any display or shop, handover to Rigul to set up.*
* *After event make sure finance is informed of the donation required by Bernie to cover Rinpoche’s Travel expenses (This is usually given after the teachings, typically of about £260)*

* 1. ***Point of contact for Tenzin Peljor Visit***

Currently Pema Chalmers agrees to take on the following duties on behalf of and for the benefit of Bodhicharya Buddhist Group.

* *The main contact for this visit is directly Tenzin Peljor,* *tenzin@gmx.org* *and Dirk De Klerk* *dirk@deklerk.co.uk*
* *Dirk De Klerk books flights a*
* *Historically Carol Mcquire has taken responsible for sorting out Tenzin’s itinerary whilst in the UK. But this role is filled on a voluntary basis year by year. If you volunteer then you will need to be in communication with all the BBG groups in the UK that typically have Tenzin visit these are:*
	+ *cesare\_saguato@hotmail.co.uk* *(Rochester)*
	+ bodhicharyasw@gmail.com (?)
	+ *carolmcquire@hotmail.com* *(Brighton)*
	+ *dirk@deklerk.co.uk* *( London)*
	+ *tessa@tmking.org.uk* *(Totnes)*
	+ *maybe some check with Dirk*
* *As Tenzin’s hosts Bosham are expected to :*
	+ *make donations to Dirk to cover Tenzin’s Travel expenses (This is usually a transfer given after the teachings, typically of about £XX)*
	+ *make donations to Tenzin (This is usually a cash donation after the teachings)*
	+ *pay for venue and any additional overheads, advertising etc*
	+ *provide suitable accommodation as close to the venue as possible to maximize potential rest time and minimize travel time and potential traffic delays to teachings. (Whilst Pema has historically provided accommodation and transportation for Tenzin to and from venue, this is open each year to those who wish to volunteer)*
	1. ***Point of Contact for Tsering Paldron Visit***

Currently Elsie Green agrees to take on the following duties on behalf of and for the benefit of Bodhicharya Buddhist Group.

**\*\*\* ACTION ELSIE** – Eventually details here to be submitted

* 1. ***Annual General Meeting***

The AGM will be held over two evenings during the month of April each year. During this time the weekly meetings will be closed to everyone but the steering committee members for purposes of the AGM.

This document, the steering committees membership, activities and responsibilities , and any other outstanding business is to be reviewed annually at the AGM. At the first meeting we intend to review the contents of this document, any other related business and identify any changes/decision that need to be made. At the second meeting we intend to vote on any decisions that need to be made and finalize details of any changes. All steering committee members agree to attend both meetings or to make any input known to all other steering members via email before the last meeting

* 1. ***Hamblin Hall Point of contact***

Currently Elsie Green agrees to take on the following responsibilities and duties on behalf of and for the benefit of Bodhicharya Buddhist Group.

The Hamblin Trust

Hamblin Hall

Main Rd

Bosham,

West Sussex

PO18 8PJ

Tel: 01243 572 109, email: office@the hamblinvision.org.uk

sharon@thehamblinvision.org.uk

Website: thehamblintrust.org.uk

Staff: Sharon Hempsell - Centre Manager

 Elizabeth Medler - Editor of New Vision magazine

 Lynne Firth - Office

 Kathryn Bingham - Office

 David Wilson - Accounts

 Andrea Williamson - Accounts

and patrons and trustees. Details of Hamblin Hall staff can be found on their website, and in New Vision Magazine.

Keep email and phone number for Hamblin Hall

Check emails from Hamblin Hall, and print off if necessary for raising with the group, and file for reference

There is a list of ‘out of hours’ phone numbers for contacting Hamblin Hall staff if there are any problems at the hall. I’ve copied these numbers onto the BBG mobile phone and my own personal mobile phone

* 1. ***BBG Phone***
	BBG has a phone to use as a point of contact for general enquiries and contact generated from the website and any other advertising.

	TELEPHONE NUMBER 07565 414 331

	The tariff is PAYG Tesco Lite (using the O2 network), costing 8p per minute for calls and voicemail, 4p per text; and only needs topping up when necessary as there is no 30 day credit expiry. Top up can be via e top up card (which will be given to the next person who keeps the phone for their month), or by voucher from any Tesco store. BBG contacts and Hamblin Hall contacts (including out of hours in case of emergency) are on the phone.

	The Nokia pay as you go phone and charger was kindly donated by Caro Chapman and is manned on a 5 month roster basis by the following members. Members below agree to keep the BBG phone charged, on and available so they answer any telephone enquiries for the duration of their month.

|  |  |
| --- | --- |
| MONTH 1 | TIM BARROW |
| MONTH 2 | ELAINE ROBERTSON |
| MONTH 3 | ELISE GREEN |
| MONTH 4 | CARO CHAPMAN |
| MONTH 5 | PEMA CHALMERS |

**3 WEEKLY MEETING**

*All Bodhicharya Buddhist Group weekly meetings are open to everyone to attend for a suggested donation of £4.*

*Weekly meetings aim to provide a safe space for Buddhists and non Buddhists alike which is conducive to meditate, and where we can discuss, learn, reflect, experience, question and debate the Buddhist teachings.*

* 1. ***Lead Facilitation Role Overview***
	*Each weekly meeting is to be facilitated by a committee member who is responsible for guiding the activities and discussions in accordance to the advertised programme of events.*

 *The facilitator agrees to prepare for the meeting in advance and in accordance to the needs dictated by the scheduled evening. The facilitator agrees to bring all the necessary resources needed for their meeting, including the milk!

The facilitator agrees to unlock the venue at 7.15 pm and set up the room with the help of those also present. If the facilitator can’t get there for 7.15 pm they agree to call another member ahead of time who can possibly set up for them. The facilitator agrees to start the meeting no later than and promptly at 7.40 pm. Although the advertised opening time is 7.30pm, this allows for late arrivals and for people to get a cup of tea.

The lead facilitator will open the meeting by informing those people present what type scheduled evening this is and reading the opening statement aloud. This is to help set group intentions and expectations of the evening. They are responsible for timing the different activities of the evenings to ensure that the scheduled evening is delivered as outlined in the advertised program. The facilitator will close the meeting with the prayers at 9pm.

The facilitator agrees to try their best to ensure the code of conduct is adhered to during the meeting, and will endeavour to skilfully intervene to the best of their ability if needed. However, it is seen as the joint responsibility of all steering committee members to be clear on what the code actually is and how they may skilfully intervene, in accordance with the guidelines set out below, should the need arise.* ***When facilitating a ‘Drop In’ evening****, the facilitator agrees to choose a suitable stand alone theme for investigation during that one evening, and prepare for this evening in advance. The facilitator agrees to find all the necessary resources needed for this one meeting, and will seek out other members for help, ideas, resources and support in advance if needed. The sessions will always include a guided meditation(s), and will then open up the meeting for a Q&A session where the topic in question can be explored by those present. This evening is advertised as particularly ideal for those looking for meditation instruction.* ***When facilitating ‘Going Deeper 24’ evenings****, the facilitator agrees to choose a theme suitable for investigation over a two or three week period (determined by said calendar month). The facilitator agrees to choose the theme and prepare for in these evenings advance. The facilitator agrees to find all the necessary resources needed for these meetings, and will ask other members for help, ideas, resources and support in advance if needed. The sessions will always include a silent meditation lasting for 24 minutes and the section for Q&A’s and any shared contributions from those present about the theme in hand. Others may be free to bring in whatever they feel is relevant but it is down to the facilitator to keep the sharing relevant and appropriate. These evenings are advertised as being ‘particularly ideal for those looking for a longer silent meditation and an opportunity to delve deeper into specific areas of study’.****\* For help with research and other useful information, documents login to the website BBGBOSHAM>ORG
password rememberme123

‘Comments & Suggestions’*** *– if a facilitator wishes to improve, they can request feedback about their evenings by requesting those present to leave a comments about the evening on a Visitors Comments & Suggestions form after the meeting. This should be on the table at the entrance.****Mailing List’*** *– Pease also invite those present to put their email on the Mailing list. This should be on the table at the entrance.*

 *\* For more details about the process of facilitation please read the appendix at the end of this document.*

* 1. ***Facilitation Buddy System***

*Each weekly meeting is to be facilitated by a lead facilitator, however should they not be able to attend their scheduled meeting, they are responsible to call their buddy to facilitate in their absence.*

 *If at all possible, the lead facilitator will do this in advance to give their buddy time to collect any necessary resources needed to facilitate the evening in accordance to the advertised programme of events, or to prepare and resource the necessary materials for an alternative evening.*

*If the buddy also cannot facilitate, the buddy agrees to call another member to see if they can facilitate the meeting. Should that member also be unable to facilitate, that member agrees to call another member to see if they can facilitate the meeting, and so on until someone is able to facilitate. Whomever agrees to facilitate the meeting at the end of this ‘tag phone conversation’, calls the original lead facilitator to let them know all is well, or make any arrangement to pick up any needed resources.*

*In the unlikely event of nobody being available to facilitate the meeting, the meeting will be cancelled and an email will be sent out to this effect. If at all possible one member will put a ‘BBG Bosham, this evenings meeting is cancelled, sorry for any inconvenient’ type note on the outside of the venue door before 7pm and take it down the following day.

Lead/Buddy pairs are as follows:*

*Graham – Elaine - Tim*

*Pema – Yeshie*

*Elsie – Caro*

* 1. ***Programme and Evening Structure.****The meetings will follow the outlined the programmed events. Program will be worked out four months in advance, three times a year and then advertised.*

 ***Monthly Schedule Overview:***

 *1ST Thursday of every month
CHENREZIG PUJA EVENING
Facilitator Graham

2nd Thursday of every month
DROP IN EVENING
Facilitator as Roster below

3rd , 4th and 5th Thursday (when applicable
GOING DEEPER 24 EVENING
Facilitator as Roster below*

 ***Meeting Structure Overview :

Chenrezig Puja***

***Start 7.40 pm*** *Reading the opening statement aloud. Informing those people present what type scheduled evening this is.*

* *Play the audio*
* *Open up for Q&A’s if time.*

***Finish 9pm with Prayers*** *Request people fill in ‘Comments & Suggestions’ & mailing list form.*

***‘Drop In Session’ and ‘Going Deeper 24’****,****Start 7.40 pm*** *Reading the opening statement aloud. Informing those people present what type scheduled evening this is.*

* *Prayers*
* *Reading the opening statement aloud*
* *24 mins Silent meditation (Going Deeper 24)
or shorter Guided meditation(s) (Drop In)*
* *Approx 30/40 minute presentation in form of personal presentation, reading, activity, video, or audio teachings.*
* *Open up for Q&A’s & during the Going Deeper 24 evenings invite those present to present any relevant contributions they may have brought along.*

***Finish 9pm with Prayers*** *Request people fill in ‘Comments & Suggestions’ & mailing list form.*

* 1. ***Code of Conduct***This is printed on the welcome leaflet, on the programme and on the website. For the relaxation and reassurance of all respectfully ask those present to observe this code of conduct.
* Individual opinions and questions are welcomed but must be expressed and listened to respectfully during the meetings.
* Any personal disclosures during a meeting will be kept private within that meeting.
* Any personal attacks or discrimination based on age, sexual orientation, gender, disability, race, ethnicity, religion will not be tolerated.
* Any behaviour deemed to be unwarranted, unnecessary, unsolicited or inappropriate for this particular setting will not be tolerated.
* The steering group reserves the right to ask anyone who is not respecting our aims and objectives to leave the group
	1. ***Guidelines for enforcing the code of conduct and dealing with difficult people.***It is the joint responsibility of all steering committee members present at the weekly meeting to ensure that this code of conduct is available and displayed clearly at every meeting, and that the welcome leaflets are out and available.

	It is the responsibility of the facilitator (or a designated member made clear at each meeting) to ensure that the code is adhered to during that meeting. LAST AGM ENDED BEFORE THIS WAS AGREED - It is their responsibility to deal with any breaches of the code according to the guidelines set out below. How we gonna deal with furture problem people?

	\*Please see tips on facilitation notes for tips in the appendix.
	2. ***Welcoming New People to the Group***LAST AGM ENDED BEFORE THIS WAS AGREED - In order to create a more welcoming space it has been deemed necessary to \* either assign the job of welcoming new people or make all steering committee members aware of the need for this? We don’t want to ignore new comers but equally we don’t want to overwhelm them either and making them feel like they have been put under a spot light. But one person going over to them, handing them the welcome leaflet, telling them to take a seat wherever they want, and taking an order of tea or coffee is a good start. If anyone new is sitting alone then other committee members can make a casual approach. And the facilitator, without drawing attention to the new person directly, can just open the meeting with a round of names.

**APPENDIX**

**A - Contact Details of Steering Committee members.**

Tim Barrow –

Pema Chalmers – pema@pema-artist.com 07824533093 01730265946

Elsie Green -

Elaine Robertson-

Graham Langridge -

Caro Chapman -

Yeshie Shelley –

**B - Inventory off BBG assets.**

It has been necessary to store BBG assets wherever there is room. The following are all assets of the Group and so belong to the group as a whole. They are in the safe keeping of the people noted below and these people agree to keep these assets safe and available on request.

1. front door key  – Elise Elaine Tim Graham Pema
2. garage key - Elise
3. The dharma chair - garage at Bosham House,
4. The cushions for the Dharma Chair - Elaine
5. Low platform, stage - garage at Bosham House,
6. Fan - garage at Bosham House,
7. BBG Buddha - Elaine
8. Small plaster 1000 armed Chenrezig plaque - Elise
9. The white initiation scarves - Elaine
10. Shakyamuni Thangka - Graham
11. Chenrezig Thangka ?
12. Tara Thangka - Ian & Sarah.
13. Nuns Wall Hanging - ?
14. Accounts files - Tim
15. audio and visual equipment -Tim
16. hard drive – Tim
17. Few cds of Rinpoche's teachings or similar - Andrew
18. A box of BBG library books – Pema
19. BBG shop (what is left of it) - Graham

**C - Possible Venues for Hire**

ELISE HAVE YOU GOT THIS INFO from your recent research for Rinpoche’s visit this year?

**D – Hints and Tips of Facilitation***WHAT IS FACILITATION?*

 *The process of facilitation is a way of providing leadership without taking the reigns. Facilitation is not teaching, we are not dharma teachers, but by facilitation we aim to provide a conducive environment for learning to occur. A facilitator’s job is to get others to assume responsibility and take the lead but within the parameters of the schedule events. The facilitator needs to focus not only on the content of the meetings (what tasks, subjects, problems are being encountered) but the process too (how things are discussed, group norms, dynamics, the environment etc)*

*ELAINE IS to run an evening session on facilitation. to help people become more confident in this on Weds 25th May 2016. Will inset notes here.*

Yeshie can you give some good pointers here?

Elaine is writing up some handy tips and phases to interrupt people who are going on or off track.

**E – Rinpoche Visit to do list**

|  |
| --- |
| *To do list (1 of 3) Volunteer Done* |
| *Decide Topic for teaching(s) as early as possible, collate suggestions and take a vote. Make request and get approved from Rinpoche and once approved…* |  |  |
| * *Write/agree consistent copy for events(s)*
 |  |  |
| * *Update website New & Events Page*
 |  |  |
| * *Update social media FB/Meet up/ twitter/ Wordpress Blog?*
 |  |  |
| * *Send out email to Mailing list*
 |  |  |
| * *Produce posters /flyers*
 |  |  |
| *Collate Interview list – organise, ask those who might be interested, make up Interview schedule. Assess time available -usually held up to one hour during lunch break, and up to hour before and after teachings. Places need to be booked in advance so duration of each interview can be calculated according to time available and demand.*  |  |  |
| *Produce/Print any prayers, texts and any signage needed, Parking, Doors open, Suggested donations, Rigul etc Typically public talk £10 and all day teachings donations £25. To read “Suggested donations of £25 are to cover expense. All profits go to Rigul Trust. Concessions are available on request.” List the expenses we have on the suggested donations.* |  |  |
| *Audio Recordings. Dry run any and book sound system rental if necessary, buy any items that need to be replaced, purchased etc* |  |  |
| *Locate and check we have needed BBG assets and additional items below:* * *stage,*
* *seating*
* *drapes,*
* *cushions*
* *rugs*
* *screens*
* *platform for shrine*
* *BBG Wall hangings, Shakyamuni Thangka, Chenrezig Thangka, Tara Thangka, Nuns Wall Hanging*
* *Statues for shrine*
 |  |  |

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| --- | --- | --- |
| *To do List ( 2 of 3)* | *Volunteer*  | *Done* |
| *Accommodation for Rinpoche and possible attendee - As close to the venue as possible to maximize potential rest time and minimize travel time and potential traffic delays to teachings* |  |  |
| *Fixing Box – Stock and take to set up. Need drawing pins, string, staple gun, selloptape, gaffer tape for carpet, pen knife, scissors, blue tack etc*  |  |  |
| *FLOWERS - flowers for decoration. Set max £40 budget for this.* |  |  |
| *INTERVIEW ORGANIZER – manage the interview process, always have the next person ready and waiting to go in, explain how much time everyone has and say if they go over they are eating into others time, you will knock gently to let them know their time is up.* |  |  |
| *CAR PARK – man car park – reserve space near entrance for Rinpoche. Monitor car park until it is full then put car park full sign up and please park in overflow and layby out side. Direct traffic where needed.*  |  |  |
| *MEET & GREET - meet Rinpoche Tell him when first interview/ teaching is due, get him a cup of tea.* |  |  |
| *SET UP RINPOCHE’s ROOM - decoration Rinpoche interview Room on the day flowers Tissues and water and biscuits. Make sure you nab nice chairs out of therapy room.*  |  |  |
| *MAIN ROOM SET UP - Sort chair and stage area, shrine. on day. Set up stage, stage backdrop and chair with side table with small jug of water with glass. Put out prayer sheets and any info / flyers etc on seats. Work with who ever is setting up any PA system if required and any Audio/ Video Recording equipment* |  |  |
| *Tea and Coffee – set up in kitchen, put tea urn on, and if there is a shared lunch - organise food donations. Put tables and chairs outside if nice.*  |  |  |
|  |  |  |

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| --- | --- | --- |
| *To do List ( 3 of 3)* | *Volunteer* | *Done* |
| *Collection Table. Make sure nobody enters while we are setting up, put up door open sign. Once we get all set up stuff in we can block doorway with table till you’re ready. Collect donations at the door, hand our Rigul Flyers and BBG flyers, and keep safe all door takings during teachings. At the lunch time break of last teachings give all takings to finance.* |  |  |
| *Finance at last Teaching – BEFORE CLOSING SPEECH**(Total Expenses + £150 safety margin) - Total collection at door = Profit.* * *Calculate Rinpoche donation .Based on profit calculate donation to Rinpoche. Put cash into envelop and Give Rinpoche donation before he leaves.*
* *Calculate Rigul Trust donation. Remaining is to be donated to Rigul Trust. Inform closing speaker of donation figure can be announced at end of teachings.*
* *Pay balance for venue. This will be invoiced to you at the end of the month.*
 |  |  |
| *SPEACKER - write and deliver opening, lunchtime and closing speeches, including Welcome Rinpoche, fire and safety, Rigul plug, and emphasis all profits will be going to this charity. Lunch time At end closing speech give thanks to all organisers, plug for the group weekly meetings, audio teachings for this event will be available so please sign up on our mailing list if you wish to know when its going to be available, Ask if those on a chair could start stacking them at the back of the room before they leave, and Right at end the announce minimum donation to Rigul and invite Rinpoche back next year.* |  |  |
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**F– Opening and Closing Statements**

Welcome to Bodhicharya Buddhist Group.

We would like to encourage you to listen without trying, or chasing, clinging or seeking anything outside of yourself. But instead listen in a way that allows what is coming to you to simply come to you, and to see what resonates with what you already know to be true. While listening and talking it can be helpful to keep some of your attention on your back. If you like, you can imagine relaxing backwards against your own invisible bodhi tree.

Please also know that what is said here by those present are personal reflects and are not necessarily representative of the group as a whole. It is also worth clarifying that we share personal reflections **AS STUDENTS** of the teachings, not as teachers. Believe nothing, put everything to the test. Do only what you are comfortable with. Take what is useful and leave the rest.

**Closing statement**

We have further information about the group in our welcome leaflet on the table should you be interested.

If you have any suggestions about this meeting, or indeed any concerns, please feel free at the end of the meeting to talk to me or feel free to put your thoughts down in writing on our comments and suggestions slip the table. If you leave some contact details someone will get back to you.

If you are not on our mailing list then please add your details to out list also on the table.