

A&TT Minutes 5 June, 1.30pm

Attendees: Tessa Meek, Susie Lever, Clare Davenport, Jo Peden. **Apologies:** Rosie Holland.

Minutes from 23 April unanimously passed.

1. Updates on JI 1 & 2

Volunteers being gathered. Suzi Carson to be observing. Anne-Marie is observing JI2.

Discussed that the JI1 panel needs to be confirmed. With Rosie having resigned and Susie L already committed with other assessments we have limited options. Susie to be in contact with the Executive committee to see if we can sort this.

The A&TT would like to see all assessors fully meeting the requirements to assess. However, for this year A&TT would like to use the JI1 panel which has already been agreed to by the All Assessor, the Moderators Group and A&TT.

All of A&TT agreed to the retracting of the policy on the website which asks that dispensations for assessors to be signed off by RIMYI. Tessa to let Executive know.

Action Points:

- **Tessa** and **Susie** to liaise with Exec regarding dispensations for assessors and the JI1 panel.
- **Jo** to check how many observations Suzi Carson has at JI1.
- **Tessa** to check Suzi Carson is available to observe JI1.

2. Updates on JI3

Moni is sorting the food for JI3 and SI1 and mostly the schedule. All volunteers have been found for SI1, Jo to see if she can get a few more for the JI3.

Melodie has organised to be on the JI3 assessment panel. Susie expects Melodie will formally let A&TT know to follow due process.

Action Point: **Jo** to see if she can get a few more volunteers for the JI3 assessment.

3. Introductory Update

Intro assessment complete. Jo has updated the IYANZ database with the details. Letters of Congratulations have been sent. Jo is planning to get the certificates from Pune in July.

4. Certificates

Some certificates are still to be collected from Pune from last year's assessments.

Action Points:

- **Tessa** to look back at her records and let Jo know who requires certificates from 2017.
- **Jo** to ask Jyoteeka if there is a way to transfer money to India for the certificates.

Next meeting: Monday 6 August, 1.30pm.