Annual Report From:	**Membership & IT Teams**
Date:	**30th May 2021**
From:	**Karin Worthy, Membership Secretary & Head of IT**

Membership Report

Membership changes: November 2021 to June 2021:

There are currently 230 TSYP members, of whom 225 are paying members, 3 free members, and 1 is a testing member for the IT team. Our current membership breakdown is as follows:

- Patron   2   (-1)
- Practitioner   128   (+44)
- Teacher   78   (+3)
- Teacher (Free)   1   (new category - for our webmaster)
- Teacher in Training   20   (+2)
- Test Membership Level 1   (no change – needed for the IT team development work)

Excluding Practitioners, teacher members have been assigned the following labels:

Committee	6	
Executive committee	8	
Foundation course tutor	12	(no change)
Senior Yoga therapist	3	
Site Admin	0	
Teacher trainer	8	
Vedic chanting teacher	25	(+3 since Feb 2021)
Yoga teacher/yoga therapist	55	(-1 since Feb 2021)

I am pleased to report that since the November EC meeting we have had no lapses and all members are up to date on their fees. Our membership also covers 18 countries (including GB), of whom 187 come from GB and the Channel Isles and 43 from the rest of the world. The breakdown is as follows:

Summary of Registrants' Countries

Australia	4
Belgium	2
Canada	3
Estonia	3
Finland	2
France	1
GB	185
Germany	2
Guernsey	2
India	2
Japan	1
Netherlands	3
New Zealand	1
South Africa	1
Spain	2
Sweden	3
Trinidad	1
USA	12
	230

Future developments

The main renewal date is the 31st July so renewal notices will be going out 30 days prior to this date to all those due to renew. We are encouraging all members to update/complete their profile so that our records are more complete and will also remind teachers that they need to complete the certification section of their record so that compliance audits can take place later this year.   The renewal notice has been updated using wording from the Chair.

Important points to note

Once we have completed the main renewal cycle we will need to agree a process so that compliance auditing can be supported, and we will need to ensure that all members are fully aware of compliance requirements, and that they will need to complete the reasons for non-compliance if they are unable to meet all TSYP requirements.

Moving forward, with the introduction of SharePoint and changes to the way TSYP will manage their working documents, we will need to develop training for all those involved and roll out a programme of user training.

IT report

Over the past year the IT team has:

- Developed, tested and documented changes to the Join, Self-Certify and Renew processes. These changes mean that when new teachers (or those renewing) need to carry out any of these functions, our website and database will support more comprehensive data capture, compliance with TSYP policy, automated notification and audit capabilities.

- Researched options to improve website access for visually impaired and will make recommendations once we have all the information collated.

- Begun the major task of developing the strategy to implement a cloud-based document migration so that we can hold, secure and support collaborative working. As a temporary measure we have opened a free OneDrive account so that we can store certificates for new teacher registrations or upgrades to teacher membership.

- Agreed with TSYP IT Management committee that we will use MS Business Basic suite of software to support this work – which will be free to us once we have established charitable status.

Future developments

Key areas that need to be addressed include the need to analyse, quantify and define workflows for working documents to be managed in new environment. The generic document lifecycle is:

Create→ Collaborate → Review & Approve → Manage & Search → Retain &/or Dispose

We therefore need to agree the design of our information architecture, which forms the foundation of how we manage and store our documents and information. The goal is to be able to find documents so that the right people get access to the right content at the right time.

An options report will be drafted by the Head of IT with recommendations to support decision-making and agreement of the way forward.

Important points to note

To achieve this, we need to understand our user roles, our content types and who needs access to what content, and the type of access they need. We will need more help so anyone willing to get involved, please contact me. Any IT design and development work that does not have user support will not meet their needs, which will be a waste of time and effort, so your input is valuable. A workshop to refine & agree the migration strategy would be extremely helpful so all volunteers gratefully accepted!

And last, but not least, I would like to thank Matthew Cornwell (Webmaster) and Joe Patane (IT consultant) for their hard work and commitment to developing a website and database that will support the work and needs of TSYP. I would also like to thank our chair (Bea) and the IM committee for their contribution to all the work that has been done.

Karin Worthy
Membership Secretary & Head of IT
30th May 2021