



**Minutes of the IFPA AGM held at The Meeting Centre, Hinckley, Leicestershire,
Saturday 6th November 2010**

1. Welcome

Ann Leach welcomed everyone to the 9th Annual General Meeting which commenced at 11.15am. Ann Leach asked for a one minute silence in respect of Sylvia Baker who sadly passed away in July 2010.

Trustee members and IFPA staff were introduced by Ann Leach:

Claire Morris – Secretary
Viv Hinks – Accreditation
Julie Duffy – Education
Louise Carta – Bursary
Sue Mann – Research
Penny Price – CPD/Vice Chair
Sue Charles – Conference
Kerry Payne – Office Manager
Lisa Grewcock – Marketing Manager
Julie Sheffield – Membership Secretary
Absent - Neil Davies – Accounts Manager

2. Apologise for absence

Lilian Nye
Fran Glasham
Harvey J Falcon
Julia Wolfe
Elise Lamb
Victoria Plum
Jan McCrudden
Julia Slater

Nicola Spice
Christine Sapsford
Christine Courtney
Sheila Balgobin
Barbara Payne
Mark Payne
Debbie Brettell

3. Minutes of the last AGM

Minutes of the last AGM held on Saturday 10th October 2009. The following amendments were made:

Point 9.7 removed.

9.8 re-worded to read the following - Marion Fewkes told delegates that it was great serving on council and urged others to work on council. Marion Fewkes said that despite the vote Penny Price should be considered for council, Alex Broadey supported Marion Fewkes in this proposal and a show of hands was taken. This suggested that Penny Price's membership of council would be favourably received so no vote was taken.

4. Chairs Report (Appendix A)

4.1 Ann Leach (AL) explained that over the last 12 months with the help of other council members the IFPA website now has a Facebook page and international pages. A PayPal payment facility will be available in time for 2011 membership renewals.

4.2 AL explained the AC and AOC were a body in transition. Not a membership organisation but an association.

Erica Lepnis (Full Member) - Has the AC disbanded? AL reply - CNHC recognises the AC as the lead body. Ian Cambray-Smith explained.

Claire Morris asked for a show of support to fit in a talk about the CNHC.

4.3 Veronica Sibley (VS) – Why do we need a new logo? VS expressed her concerns regarding the expense to IFPA and its members. AL explained to delegates that the new IFPA logo was introduced at the 2010 Malvern Conference. It was felt that a fresher approach and a more modern look were needed. AL explained that the new logo will be phased in from January 2011 in order to help spread the cost. AL reminded delegates that she only has the best interest of the federation in mind when making decisions.

5. Secretary's Report (Appendix B) refer to report

Claire Morris (CM) advised delegates that all minutes are now published on the website.

6. Treasurers Report (Appendix C) refer to report

Neil Davis had put together a report in the absence of Sorrell Robbins who left council to have a baby.

7. Questions to Council

7.1 VS was pleased with the accounts and suggested council get a re-valuation of the IFPA property, VS suggested this was done every 3 years. CM explained that an asbestos survey had recently been done on the property following a Health and Safety inspection. CM was pleased to announce that the office and the storage garage at the back of the property caused no threat.

7.2 Fran Doidge (FD) wanted to apologise to members as she suggested the Bank House Hotel in Malvern for the 2010 Conference. FD wasn't happy with the venue during the conference weekend.

7.3 AL told members that the cost to IFPA for the new logo design was around £700.

7.4 VS- If IFPA's financial situation has improved why does it state on the IFPA website under Bursary Awards that only a £50 contribution was being offered? It was agreed by council to remove this statement from the website.

The other IFPA Trustee reports follow as appendix D,E,F,G,H,I.

8. AGM business as set out in the notice of AGM

8.1 Election of Auditors

Cunnington & Co were reappointed as the IFPA's auditors.

8.2 Election of Trustee Members

AL announced the results of the postal election of various posts on the IFPA council:
Sue Charles – Conference Chair
Julie Duffy – Education Chair
Penny Price – CPD Chair
Claire Morris – Secretary

Penny Price announced the results of the postal election for the post of Chair:

Ann Leach - 70 votes
Veronica Sibley - 41 votes

8.2 Proposed amendments to the Memorandum of Articles

CM announced the results of the postal vote to amend the current articles:

Amendment to 7.1

Current item 7.1 states: *Unless otherwise determined by special resolution, the Council Members shall not be less than 11 nor more than 19 in number (the Chairman shall be in addition to the maximum number).*

To be replaced with:

Unless otherwise determined by special resolution, the Council Members shall not be less than 9 nor more than 15 in number (the Chairman shall be in addition to the maximum number).

For 95 against 5 Abstain 0

Amendment to 10.6

Current 10.6-‘The Co-opting Clause’ currently states: *The Council may, by resolution of the Council, appoint a person to fill any vacancy on the Council until the next following annual general meeting. A person so appointed shall hold the role attaching to their predecessor for that period. At that annual general meeting the person shall cease to be a Council Member but could be proposed to a first term of office as a Council member pursuant to the previous provisions of this article.*

To be replaced with: The Council may, by resolution of the council, appoint a person to fill any vacancy on the Council until the next following annual general meeting based on evidence of the individual’s fitness to serve as a council member. At that annual general meeting the person shall cease to be a Council Member but could be proposed to a first term of office as a Council member pursuant to the previous provisions of this article.

For 90, Against 2, Abstain 0

Amendment to 16.4

16.4 Currently states – *A quorum at a Council meeting of the Council shall be seven (7) Council members. The Council members may act notwithstanding any vacancies in their number, but, if the number of Council members is less than the number fixed as the quorum, the continuing Council Members or Council Member may act only for the purpose of filling vacancies or calling a General Meeting.*

To be replaced with: A quorum at a Council meeting of the Council shall be five (5) Council members. The Council members may act notwithstanding any vacancies in

their number, but, if the number of Council members is less than the number fixed as the quorum, the continuing Council Members or Council Member may act only for the purpose of filling vacancies or calling a General Meeting.

For 83, Against 7, Abstain 3

Amendment to 16.6 and 17.1

16.6. Currently states- *The Council may appoint one or more committees for the purpose of making any inquiry or supervising or performing any function or duty which in the opinion of the Council would be more conveniently undertaken or carried out by a committee. Provided that all acts and proceedings of any such committees shall be fully and promptly reported to the Council for their approval.*

To be replaced with: *The Council may appoint one or more committees for the purpose of making any inquiry or supervising or performing any function or duty which in the opinion of the Council would be more conveniently undertaken or carried out by a committee. Provided that all acts and proceedings of any such committees shall be fully and promptly reported to the Council. Subject to compliance with clause 17.1.*

17.1. Currently states - The Council may establish committees consisting of Council members. The duties of such committees shall be clearly defined and agreed by Council. The recommendations of the committee must be approved by the Council as only the Council is empowered to make decisions.

To be replaced with: The Council may establish committees consisting of Council members. The duties of such committees shall be clearly defined and agreed by Council. The decisions of such committees do not require approval where five or more Trustees are present as members of the committee and normally at least one of the five to be an officer of Council.

For 92, Against 11, abstain 1

8.4 CAMLIS – Complementary and Alternative Medicine Library

CM announced the result of the postal vote to decide if members want this initiative to proceed from April 2011.

82 For against 0 Abstain 1

9. Any other business proper to an AGM

Awards

Special recognition award went to Barbara Payne for her contribution to IFPA and the aromatherapy profession. Barbara was awarded with an IFPA honorary membership.

Student Case Study Awards went to Claire Rowland and Amanda Deards.

There being no other business the meeting closed at 1.45pm.

Appendix A

Chairs Report – Ann Leach

My last AGM report to you all in October 2009 revealed some rather concerning issues which needed both immediate work and solutions and those which needed ongoing development. It was crucial to balance all this within our financial constraints at the time. The IFPA has had a slow but steady recovery throughout the year which has allowed Council to make decisions for ongoing work. Just to remind members that although our priorities are to membership services and quality education in our schools, the federation has both employer and Charity responsibilities. The day to day business of the IFPA is run by the efficient administrative staff who work with all members of Council and it is those Trustees on Council who continue to be the governing body in a voluntary capacity.

A professional organisation requires vision and a way forward. Throughout the year Council have identified and begun work on a strategic way forward for the next 3 years whilst consolidation existing work.

There have been some changes to Council with Veronica Sibley and Karen Sherwood resigning and the co-opting Julie Duffy into the Education chair, Penny Stephen into the CPD chair and a new student member representing the IFPA students within the schools. There is development for a newly qualified member next year, both as 'attendees' on Council. This is hoped to provide the federation with a cross section of the membership on its governing body. Quality governance is well articulated in the secretary's report and all aspects of work can be also seen within other Council annual reports.

As chair work continues outside the bi monthly meetings and my council reports reflect this. Some of the major changes have occurred in:

IT and Membership Data Base

The IFPA has updated its computers and IT equipment, which were unfit for our purpose after 7 years. These have been upgraded with the help and inspiration of Council at a very reasonable cost, making admin. work, quicker and more efficient. The membership data base needed upgrading in order to improve how the federation's stores member's details and provides more efficient access for statistical analysis.

Web site

During the year the web site continued to be developed revealing yet more difficulties than was first imagined. This was primarily the complexity of the original design many years ago and different aspect of upgrading since which made keys developments almost impossible, this had now been resolved. The web site has become the federation's main vehicle for members and for public access to aromatherapy information. The site now looks very professional, smarter, more transparent, now has Face Book, International pages and a system to pay on-line using PayPal by the end of the year. Many more links pages will give members and companies opportunities to promote and market their businesses and much more exposure to the world. We hope to build on this. This work over the year has been at a cost but within budgets.

Corporate work

The image of the federation requires the chair to consider not only how the membership views their association but the views of society and the public. This is achieved in a number of ways and the web site is an excellent source for this. As one of the largest aromatherapy associations, increase in membership is a constant aim as I believe if aromatherapy is a main job then belonging to a single aromatherapy association is crucial for professional support and information. However many of our members offer other therapies for which the IFPA can support particularly with the insurance scheme at very competitive rates. The world

of Complementary health care and practice needs to know who we are and what we stand for and this can be achieved through a modern, up to date organisation and its vision. Work began earlier this year to look at the federation's leaflets, corporate material which is viewed at conferences, mail outs, exhibitions and take a new image for the logo. Council have to agree major changes and a majority was achieved. All this is near completion and ready for next year. The art work is more colourful, modern, eye catching and the logo is more interesting and gives the IFPA a unique fresher look! Hope you agree. The new design will be phased in as money allows but the new logo was introduced to members at the conference in October. You will continue to see the new logo alongside the current one for some time yet.

Honorary & Fellowship Awards

These annual awards are bestowed on individuals who meet the criteria and are nominated for special work in aromatherapy and continued support for the federation. This year 2 nomination were presented and accepted by Council, one to be presented at the AGM and the other at the Conference. These are lifelong memberships but only those individuals who are also full members will have voting rights.

Clinical Guidelines

The IFPA Council are continually discussing the future role of the association in terms of aromatherapy and clinical work, supporting therapists as much as possible. The strategy is now to progress more guidelines for safety in practice but not at the expense of continuing professional development. The Cancer Guidelines have been very informative and guidelines for safety in pregnancy are being developed.

Voluntary Regulation

As you will all recognise the work of the CNHC continues within the broader remit of the CAM world. The registrants from the field of aromatherapy are small in comparison to other disciplines. I will endeavour to continue to bring members up to date information to as it comes to me and I attend the professional associations meeting at the CNHC 3 times a year. The IFPA continues to be a member association with the Aromatherapy Council (AC) and I regularly attend to represent the federation. As it reviews its constitution and terms of reference, the IFPA will be a major stakeholder as its secretary and legal advisor is the IFPA's own secretary, Claire Morris.

The work of the chair is constant. I hope this give all members' insight into the ongoing work for all members.

Appendix B

Secretary's Report – Claire Morris

The role of Charity/Company Secretary continues to require one to review and monitor key compliance issues- governance, legal, administrative and increasingly for aromatherapy voluntary regulation and legislative changes. The economic environment we all still find ourselves in remains a challenge especially for a modestly sized Charity.

The strategy for the last 12 months as articulated in the Chair's report was one of consolidation and cost cutting. However as the auditors agreed we need to balance saving with development and income generation to continue to ensure a viable future. This can be achieved in many ways the profile of the organization has been an area we concentrated on during 2010.

Governance-Over the last 12 months I have become increasingly concerned that the Articles of Association are not entirely fit for purpose and do not always enable the IFPA to work in a timely and open way. Consequently one amendment has been made regarding the

recruitment of Trustees via the EGM process (minutes attached) and others have been circulated and will require voting on at the AGM. The Memorandum and Articles must reflect what we are all trying to achieve and how it's communicated to members and the public. As a charity we have a requirement of 'public benefit' and the public must continue to be able to see this throughout our documentation.

A number of new Council members joined in November 2009 and all took part in the induction process I developed with Council's support. The attendance data for all Council members is attached. A student representative was finally welcomed to Council on the 15th March on an 'In Attendance' basis. At the AGM it is hoped that the policy can be extended to include a newly qualified member.

Legal

As ever I liaise closely with our solicitors and ensure that as an organisation we are up to date with appropriate and relevant Company and Charity legislation. In addition I have had the opportunity to attend training sessions on regulation provided for free by our solicitors Penningtons.

Administrative

Council continues to meet bi-monthly with a tele-conference in between. Various additional meetings take place outside this framework to deal with key issues and developments.

Throughout the year various initiatives have been agreed and implemented by Council:

- Policies redrafted/revisited-expenses again reviewed and capped at £100 for travelling expenses to any Council meeting.
- Appraisals completed for all support staff and then after I rewrote the Trustee appraisal system for all Trustees too. For new Trustees these were objective setting only and for existing Trustees full appraisals. Appraisal does not always have a good press but does facilitate the identification of the needs of Trustees and the IFPA to ensure that all Trustees are working in the same direction. Penny Stephens was appointed Vice-Chair in March 2010.
- Attendance data for Trustees and those 'in attendance' attached.
- Trustee's role –mentoring continues for new trustees, the Trustee induction training was run by the Chair and me in November 2009 for the first time.
- Payments to Trustees-historically these have not been made in a fully compliant way. I have produced a guidance paper outlining the process and the contract information for all such agreements whether it is accreditations or payments for other services to Trustees or those classed as 'connected persons'. This is now followed in all cases (document available to all members).
- Communication-All approved Council minutes continue to be published on the website.
- Email communication-The AGM paperwork has again been emailed–the feedback has been positive but will require a review of our paperwork.
- The IFPA has a number of strengths not least of which are the office staff, over the last year they have become more involved in decisions and the development and implementation of strategies-they are often the face of our organization and are valued as such by all of the Trustees. They have all considered openly more effective working practices and have contributed to extensive financial savings.
- I have had the opportunity to attend the CNHC Board as an observer and information regarding this was fed back to Council
- I have recently been appointed as Secretary for the AC and with Joyce West I am re-writing their Constitution in a more streamlined way.
- I continue to be on the editorial board for 'In Essence'.

A huge amount of work goes on not just at meetings but behind the scenes it remains a pleasure to be part of a changing, creative organisation.

Trustees/Dates	16/11/09	18/01/10	15/03/10	17/05/10	19/07/10	20/09/10	Total(6)
Ann Leach(Ch)	√	√	√	√	√	√	6
Penny Stephen(Vice- Ch)	√	√	√	√	Absent	√	5
Claire Morris(Sec)	√	√	√	√	√	√	6
Sorrell Robbins(Tr)	Absent	Absent	√	√	Maternity		2-Maternity
Louise Carta	√	√	Absent	√	√	√	5
Sue Charles	√	√	√	√	Absent	√	5
Julie Duffy	-	√	√	√	√	√	5
Viv Hinks	√	√	√	√	√	√	6
Sue Mann	√	√	√	√	Absent	√	5
Chrissie Stacey	√	Resigned					
Karen Sherwood	√	Absent	√	Resigned			
Veronica Sibley	Absent	√Resigned					
Total Present	9(11)	8(11)	9(10)	9(9)	5(9)	8(8)	
In Attendance							
Kerry Payne	√	√	√	√	√	√	6
Neil Davis	√	Absent	Absent	√	Absent	Absent	2
Michala Green	-	√	√	√	Absent	√	4

Trustee Attendance Data November 2009-September 2010

Trustees/Dates	10/11/09	19/01/09	16/03/09	11/05/09	20/07/09	21/09/09	Total
Ann Leach(Ch)	√	√	√	√	√	√	6
Chrissie Stacey(VCh)	√	√	√	x	√	x	4
Claire Morris(Sec)	√	√	√	√	√	√	6
Phillipa Buck	√	x	Resigned				-
Trish Durkan	√	Resigned					-
Marion Fewkes	√	√	√	√	√	√	6
Anita James	√	√	√	√	√	√	6
Manon de Moor	x	√	Resigned				-
Karen Sherwood	√	√	√	x	√	√	5
Sue Charles	√	√	√	√	√	√	6
Veronica Sibley	x	x	√	√	√	x	3
Total Present	9(11)	8(10)	8(8)	6(8)	8(8)	6(8)	

Trustee Attendance Data November 2008 to September 2009

Appendix C Treasurers Report

The IFPA are pleased to announce a Net Profit of £17981.00 for the year ended 31st March, 2010. This is a big improvement over last year when we recorded a loss of £13958.00. Last year though, we did make a voluntary refund payment of £11834.00 to HMRC in relation to an over claim of Gift Aid in prior years. The adjusted loss would have been £2124.00.

The improvement is mainly due to cost cutting measures in all possible areas. Certain tasks have been brought in house. This means that we do not have to pay for man hours supplied by third parties.

The cost cutting measures that have been in operation for a while now are showing the benefits that we anticipated. These measures are ongoing and will ensure that our costs remain as low as possible in the future.

New Computers

We have invested £1726.89 in new computers in the current year. This value is purely Capital Expenditure. The installation was carried out at no expense to the IFPA by Penny Price. Our old system was becoming very slow and the operating system was outdated. Our new system will enable our staff to be more efficient.

Website Improvements

We have spent over £1200.00 in the current year on improving our website. I am sure that every user of this site has been able to see the areas of improvement.

Database

To enable our staff to extract more detailed information about our members we have spent nearly £800.00 on improving our database.

Future Prospects for the IFPA

The results for last year have started to reflect the real and long term benefits of the cost cutting measures that the IFPA, as a team, have implemented. We are now content in the knowledge that the IFPA have cemented a firm foundation for the future.

Appendix D Conference Report – Sue Charles

Even though the poor economic climate has continued to be with us through out 2010, some industries have seen things improving. Therefore, at least most of us should see light at the end of the tunnel and finances getting much better as we move from the end of this current year into 2011.

No doubt 2010 has seen many challenges for all of us, but like all life's challenges there is an opportunity to gain and grow, if you dare to be bold and accept change. All chairs on the IFPA Council have had to look and embrace change and we have become stronger and certainly more unified for it. So I would kindly like to urge you all to do the same in your own practices, then each of you will be well placed to make the most in your own business when the recession finally comes to an end.

Our conferences are the ideal way to keep up with current trends, see new ideas and gain benefit from networking with others going through similar situations. Others see things differently to us and we can gain from their fresh insight and successes.

As you are probably aware, we are moving the venues for the conferences around the country, to give all of our members a chance to attend a conference at a local venue. This seems to be the fairest and most equitable for all of you, especially those of you who have never ever had a conference in your area.. Obviously one can not please all of the people all of the time, but your Council wants to be as fair as we can.

In that vein I am looking at Newcastle as the location for next year's conference.

Newcastle upon Tyne is steeped in history and dates back almost 2,000 years, during which it has been controlled by the [Romans](#), the [Saxons](#) and the [Danes](#) amongst others. Originally known by its Roman name Pons Aelius, the name "Newcastle" has been used since the [Norman conquest of England](#). Due to its prime location on the [River Tyne](#), the town developed greatly during the middle ages and it was to play a major role in the [Industrial Revolution](#), being granted city status in 1882.

Recent years have seen extensive restoration and rejuvenation in the city centre and it is one of the most vibrant and expanding cities in Europe.

Although a venue itself has not yet been booked, I have several options that I am going to see and check, to ascertain that they meet all of our requirements. If anyone in the area has any knowledge of a conference venue in Newcastle then I would be happy to hear your views before I visit the short listed potential venues.

Can I personally ask you all to kindly spread the name of the IFPA to all your practitioner friends, and please do not forget that our conferences are open to all who have an interest in aromatherapy.

I wish you all well and hope that next year is good for all of you in both your professional and personal lives and that you go from strength to strength in your practices. Have a fragrant and happy 2011.

Appendix E Accreditation Report – Viv Hinks

This has been an extremely busy year and a great deal has been accomplished. We have 2 new schools on board. We have changed the process of accreditation to make it less unwieldy and more efficient.

Unfortunately we have heard that 2 schools are no longer recruiting new students, but it has been a difficult year financially.

- We have introduced an accredited IHM program for schools to offer
- We have introduced a simple structure for members to offer approved CPD short courses.
- We are currently carrying out an audit on upgrade courses.
- I have written an article for 'In Essence' about accreditation matters.

- I continue to respond to ongoing queries on accreditation and applicants for IFPA school status accreditation and we currently have applications pending, which I hope will be processed over the next few weeks.

Times are changing, and we all have to respond to the demands of a changing market, both for clients and students, I am trying to continue to support our members to assist in the growth of aromatherapy and continuing development of high standards and quality practice, whilst maintaining some flexibility and understanding.

Appendix F Research Report – Sue Mann

My main task has been, and continues to be, exploring the possibility of setting up a searchable data base of single case studies. The studies would be supplied by members for the benefit of other members and their clients. I am not an IT expert so if any of you have experience of setting up such a data base, and would be willing to offer some help, please do not hesitate to do so.

As this data base is for your use please fill in the questionnaire which you will find on your chair; we need your input to make it workable.

Claire has spoken about The CAMLIS project, which is an interesting & exciting opportunity. We will keep you updated on progress via In Essence.

An explanation of research terms has been an ongoing feature in the journal and I hope that it has helped some of our members. If any member has any queries as to research terminology either write to the journal or contact me.

Some of my time has also been spent on updating the content of the web site; making changes, moving things around from public areas to members only areas and vis versa etc. If you have any comments, or suggestions regarding the content of the site please let us know.

Appendix G CPD Report – Penny Stephen (Vice Chair)

It is nearly a year since I took the post of CPD chair and it has been a really busy time. Firstly I would like to thank the IFPA Chair for all her support and also the members who submitted their CPD evidence as part of the dip-sampling scheme. Several changes have been made during the year to refine the new CPD criteria and to simplify the process for members. All CPD forms and information are now available on the website.

I have also had the pleasure of setting up the new IFPA office IT and being more closely connected with the office personnel.

I hope to continue to serve the IFPA in the coming year and in my role as CPD chair and vice chair I welcome IFPA members' questions, enquiries and support.

Appendix H Education Report – Julie Duffy

Having been co-opted onto the IFPA council as Education Chair in March, following Chrissie Stacey's unfortunate resignation, I now have first-hand experience of how active the IFPA council is! My time on Council has been hectic at times, yet always rewarding. I would like to take this opportunity to formally thank all the current members of council, and the office staff, for their support over the past seven months. It has been a steep learning curve! I certainly hope to be elected to council at the AGM so that I can continue with some of the work that I

have already started. However, there is a lot to do, so if anyone is interested in joining council to spread the load they would be most welcome.

Education continues to play a vital role in the work and development of the IFPA. In addition to providing support to schools where needed and answering queries as and when they come in to the IFPA office, the main thrust of my efforts to date have been to develop the existing draft version of the Schools Manual and to upgrade the syllabi for accredited schools to reflect the fact that our teaching sits at Level 4/5 at NVQ standard. It is planned to present these to schools at the November Schools meeting.

Speaking of Schools Meetings; the one in May, which was my first as Chair, was very positive indeed. School representatives were involved in some lively, productive discussions, with everyone leaving enthusiastic about the potential of having access to the CAMLIS scheme as one of the membership benefits for IFPA members. I am looking forward to the next Schools Meeting in November.

CAMLIS (Complementary and Alternative Medicine Library and Information Service) is a physical and on-line information and resource service for CAM therapists and users. More information can be found at www.cam.nhs.uk. I believe that having access to these resources from wherever we may be in the world would be an invaluable asset to all therapists and students and would really help us all to inform our practice and support our on-going learning and development.

In May I accompanied Ann Leach to the Professional Associations forum of the CNHC. It is important that we maintain a dialogue with other professional organisations so that we can be at the forefront of developments within CAM, in particular regarding regulation. After the 2010 AGM, there are other areas that I feel need attention; encouraging more members to contribute to the journal and to submit case studies for the annual Case Study of The Year Award; working with Kerry Payne to compile a list of examination questions that can act as a bank for schools that wish to use the resource; liaising with the Chairs of Accreditation and CPD to ensure that current processes and procedures are effective and efficient. I welcome comments and suggestions from schools on these or any areas of concern.

There are certainly more areas that I would like to address, but the past seven months has taught me not to set unrealistic targets, as we all have other roles and responsibilities outside of IFPA Council commitments.

Appendix I Membership Report

The membership chair has been vacant since K Sherwood resigned in May 2010. There was ongoing work which the IFPA chair felt needed to be completed. The membership chair works closely with the membership secretary in the IFPA office, who liaises with the Trustee. The work involves membership services/benefits, monitoring renewals and new memberships and looking at ways to retain and increase the members. Increasing the membership provide additional revenue as does the Gift Aid scheme. The major areas under development have been:

Corporate Membership

This is a 'package' membership with benefits for companies and agencies who currently support the IFPA and offer the benefits of a corporate associate membership. The benefits would include discounts for advertising and exhibition stands of the IFPA conference, together with full membership services. This is almost complete at the time of reporting.

First Aid

Council explored the idea of developing a bespoke IFPA aromatherapy one day emergency first aid course. This was a view to offering members a slightly reduced rate, helping the IFPA income and awarding for the first time CPD points for first aid courses to all UK members. Overseas members have differing requirements according to their Country of practice. This initiative still in progress and it is envisaged to run a pilot course next year. The courses will be advertised in the journal and on the First Aid page of the web site

Draft

Draft