



**IFPA Council Meeting, Monday 12<sup>th</sup> December 2011, 10.15am Hinckley.**

1. Welcome.
2. Declaration of Trustees' Interests.
3. Apologies for absence.
4. Minutes of last meeting held on September 29th 2011.
5. Minutes of Tele-conference held on 17<sup>th</sup> October 2011 .
6. Matters Arising from minutes of the September meeting.
7. Chairpersons report (AL).
  - 7.1 Use of Membership Database for Research
  - 7.2 Exhibiting 2012
  - 7.3 Teleconferences
  - 7.4 Expenses Forms/VAT
  - 7.5 Aroma World Account
  - 7.6 Draft Business Manager Role
  - 7.7 AC
  - 7.8 Overseas
8. Secretary's Report (CEM).
  - 8.1 AGM
  - 8.2 University Representation
  - 8.3 Final Dates for 2011/12
  - 8.4 'In'Attendance at meetings

- 8.5 HR Contract

9. Treasurer's Report ND to provide an update at the meeting.

10. Newly Qualified/Student Representative (EB/YO)-Report Received YO only.

- 10.1 Translation issues

11. Administrators Report (KP)-report received.

- 11.1 Draft AGM Minutes
- 11.2 Corporate Logo

12. CPD Report (PP).No report required

13. Accreditation Report (VH)-

- 13.1 On- going Accreditations
- 13.2 CPD Applications
- Dubai/British Council

14. Membership (AB)-Report received

- 14.1 Membership figures
- 14.2 Student members/Student Overseas members
- 14.3 Overseas members
- 14.4 Corporate membership
- 14.5 Report of Non-Renewing Members

15. Conference Report (SC).

- 15.1 Conference 2012
- 15.2 Use of fixed venues

16. Education Report (JD)

- 16.1 Reciprocal Membership
- 16.2 Matters Arising School minutes
- 16.3 Amendments to Schools Handbook

17. PR Report –Chair Vacant

18. Research Report-Chair vacant

19. Any Other Business

Date of next meeting-.January 17<sup>th</sup> 2012