

**Minutes IFPA Council Meeting**  
**Tuesday 22<sup>nd</sup> March 2011**  
**IFPA Headquarters, Hinckley, Leicestershire.**

Meeting commenced at 9.30 am.

**Present:**

Ann Leach (Chair)  
Penny Price (Vice-Chair)  
Claire Morris (Secretary)  
Alex Broadey  
Louise Carta  
Sue Charles  
Julie Duffy  
Viv Hinks  
Sue Mann

**In Attendance:**

Kerry Payne  
Yuki Okamoto  
Michala Green  
Emily Baker

**1. Welcome**

AL welcomed all Council members to the meeting and specifically welcomed the newly qualified representative Emily Baker (in attendance).

**2. Declaration of Members Interests**

Each member of the Council declared that she has no interests in the matters under consideration which would prevent them voting or counting towards a quorum whether by law, the Articles of Association of the Federation or otherwise and each member of the Council who was personally interested in the matters under consideration would comply with s.317 of the Companies Act and the Federation's Articles of Association.

**3. Apologies**

Apologies were received from Ian Cambray Smith; Viv Hinks arrived later as she was undertaking a brief visit to the premises of Shirley Price Aromatherapy School. The attendance sheet was completed (attached).

**4. Minutes of meeting held on Monday the 17<sup>th</sup> January 2011**

The minutes and web minutes were signed by the Chair.

**5. Minutes of telephone meeting held on Monday 21<sup>st</sup> February 2011**

The minutes were agreed. There were no matters arising not discussed elsewhere within the agenda.

## **6. Matters arising from the minutes of the full council meeting above**

Under item 7.4 (July 2010,) PP advised Council that this activity had been started but would be on-going. Item 12.2 (July 2010) remains an issue and was deferred to the May meeting.

## **7. Chairpersons Report**

The Chairs report was received and extensively discussed.

**7.1** AL had received a further letter from 5 members and it was agreed that a collective response would be sent. All Council members provided comments. AL explained that she had written a personal letter to Sue Jenkins.

**Action:** Letter to be finalised and sent by AL

**Action:** ICS to undertake annual review of Expenses policy as pointed out in the reply.

**7.2** An extensive discussion took place regarding the role of clinical guidelines; AL explained that their role was to support practice. A variety of views were expressed. Council concluded that the guidelines were in no way a substitute for CPD and should be described as safety guidelines. AB suggested that they should be freely available on the web site. This was unanimously agreed. AL pointed out that it would be unfair to make the Cancer guidelines now free as others had been paying over the last 2 years.

**Action:** Guidelines to be put on web site and members should be invited to submit expressions of interest to write others.

**7.3** JD advised Council that she would not be present for the Away Day.

**Action:** AL to circulate the business plan, papers and agenda for the day. A Code of Conduct would be considered (see item 8.2).

**7.4** AL reminded Council that appraisal meetings need to be scheduled and objective setting sessions for AB and ICS.

**Action:** All Trustees to arrange sessions with Chair and Chair to be appraised by Vice Chair.

**7.5.** The new literature was circulated and it was agreed that quotes would be obtained for printing.

**Action:** KP to obtain quotes for next Council Meeting.

**7.6** AL reminded Council of the position regarding the marketing of products it was agreed that LC as PR chair would redo the leaflets.

**Action:** LC to re do leaflets.

**7.7** It was agreed that a link would be put on the web site for International Nurses Month.

**Action:** KP to put link on web site.

**7.8** AL suggested that as CAM is likely to be back on the political agenda it would be an appropriate time to foster links with our MP.

**Action:** AL to contact our MP David Tredinnick.

## **8. Secretary's Report**

The Secretary's report was received and discussed.

**8.1** CEM gave an update on the CAMLIS position, she identified a further 3 issues for Council to consider, the position for members who join part way through a year, monitoring of the membership and the suggestion to invite CAMLIS to conference. It was agreed that new members would pay on a pro rata basis, AB would monitor and report to Council and later the AGM. SC felt that it was not appropriate to offer CAMLIS a stand at the conference it was however agreed that CAMLIS would be showcased on the IFPA stand.

**Action:** Julie Sheffield to implement pro rata basis with all new members who join after the existing members have been registered with CAMLIS. AB to monitor and report back to

Council. Lisa Grewcock to arrange for the laptop to show case CAMLIS at the October conference.

**8.2** CEM explained that with SM's support she had been reviewing HR policies and a policy for employee complaints and discipline now exists. CEM informed Council that she had attempted to contact Maverick as we appeared to be paying them a retainer of £385 per annum for some unspecified HR work. In view of this CEM proposed that the contract be found and reviewed with a view to Maverick producing the remaining Employee policies and procedures. CEM further explained that this did not address the procedures for issues between Trustees or members and these could be encapsulated in a Code of Conduct. This will allow us the opportunity to bring all of the Trustee paperwork together and create an overarching structure. Currently there are a number of policies for Trustees-

- A Declaration of Eligibility
- Conflict of Interests Document
- Roles and Responsibilities of a Trustee
- Trustee Contract(included Conflicts)
- Roles and Responsibilities of individual Trustees.

CEM posed the question -Why do it? "Conduct is more convincing than language". It is not unusual to have issues with Boards and Trustees-for example passive or uninvolved Trustees, coming to meetings unprepared, not attending, trustees too dominant, an ineffective chair, a Trustee or chair who does not want to leave the board, a failure to manage a conflict of interests, difficult Trustee staff or Trustee Members relationships. A code of conduct is an agreed set of guidelines outlining the responsibilities of, or proper practices for an individual or organisation. The purpose of a code of conduct is to provide a structure for the responsibilities and expectations of Trustees to help avoid or address problems. It is not about a lack of trust. A code of conduct provides Trustees with an understanding of what is required of their role, enabling them to be transparent, open and accountable in what they do and how they do it .I would expect a code to codify our good practice and behaviour.

**Action:** KP to obtain the Maverick contract for CEM to review and report back and it was agreed that time to discuss a Code of Conduct would be allocated at the Away Day.

**8.3** CEM provided details of the alternatives in respect of the registration of the Trademark. She suggested that the Trademark be registered as before only with Newport IP Office. Council however felt that an international level of protection should be provided and the new Logo should also be registered under the Madrid Agreement.

**Action:** CEM to commence registration process at the time of the staff meeting when present in the office.

**8.4.** CEM explained that she had now received all of the agreement to the Articles except one. This was provided after discussion at the meeting.SC felt that there were a number of further changes that needed to be made, CEM agreed however these need to be raised with members before amendments can be made. CEM had explained at the AGM and Council meetings that the consideration of the Articles was an iterative process.

**Action:** CEM to file amendments and arrange for subsequent publication on the web site.

**8.5** CEM had undertaken a review of all commercial contracts and all work is now under contract. CEM explained that the exception to this was the Maverick contract as discussed earlier.

CEM explained that there still remained some difficulties with email and asked that Council acknowledge receipt of papers. In addition when reports were submitted she would continue to receipt them.

## **9. Treasurer's Report**

ICS submitted a report and ND the up to date accounts. AL took Council through the financial information and a number of queries were raised .PP was concerned that the information she had requested regarding the cost of each copy of In Essence had not been provided. Council were able to calculate this based on the information provided as currently £4.30 per copy, formerly £3.50. On top of this figure postage is paid. Council agreed that alternatives to postage overseas should be considered. ICS listed a figure for expenses against the In Essence and Council felt this should be clarified

**Action:** ICS to action under the International part of the Away Day. ICS to investigate expenses claimed by contributors, for 'In Essence'.

**9.1.** In the January meeting Council had asked ICS to provide a detailed breakdown of the expenses incurred for School and Council meetings. ICS provided the data in his report from May 2010-January 2011 as follows:

### Council Meetings-(figure per head in brackets)

May -£509(£56.55)

July -£347(69.40)

September-£562 (62.44)

November-£689(76.55)

January- £867(86.70)

### Schools Meetings-

May £384

November £351

Council considered the figures to be reasonable. CEM explained that ND had provided the actual claims and that the inconsistencies can be explained by the numbers attending meetings either as Council members or students .Whilst in relation to the November Council meeting the cost were marginally higher at that meeting as the costs for attendance at the school meeting were included in the Council meeting, i.e.travel and subsistence.

**9.2.** ICS had approached Balen's regarding the provision of instalments for insurance. His view is that Balens are unlikely to agree to either quarterly or monthly instalments. Council were surprised as most insurers offer the option at a fee.

**Action:** ICS/ND/AL to continue to investigate.

PP was concerned regarding the costs associated with the use of Pay Pal and it was agreed that ICS should revisit this.

**Action:** ICS to revisit costs associated with PayPal.

## **10. Student Representatives Reports**

MG submitted a report in relation to University students and YO for School students. MG explained that they had over 200 Facebook members but that a Facebook email was needed. MG resigned effective from the March meeting as she had a number of work and examination commitments which meant that she could not allocate time to the student network. AL thanked MG for all her work and contribution as the first student member to Council and wished her well in her career.

**Action:** PP will allocate an email address and CEM will include recruitment of a University representative in the AGM paperwork.

### **11. Conference Report**

SC submitted a report on the October Conference.

**11.1** SC confirmed that arrangements were in place for the 2011 conference and bookings had commenced. SC expressed her reservations about the cost of a sponsored drinks reception on the Friday evening after the AGM.

**Action:** LG to investigate sponsors

**11.2** In relation to the 2012 conference SC suggested that we remain with the Marriott Chain as in her experience loyalty is often rewarded with great customer care, good prices and continuity of standards. SC will be reviewing the Marriott in St Albans with a provisionally agreed date of 15<sup>th</sup> October 2012.

**11.3.** SC submitted as part of her report a proposal that Conference not be subject to a theme but be a set of mixed clinical presentations-this was agreed by Council.

### **12. Research Report**

SM submitted her report for consideration and that suggested that the CAMLIS facility could be used as a tool with the case study data base-Council agreed.

**Action:** SM to investigate the enhanced use of the CAMLIS data base as a research tool. SC raised her concerns regarding BUAV animal testing in Europe and it was agreed she would approach Pat Herbert regarding publicising in In Essence.

**Action:** SC to contact PH regarding BUAV.

### **13. CPD/Regional/IT Report**

**13.1.** PP submitted a report and explained that some members had difficulties complying with the CPD requirements on compassionate grounds. PP had used her discretion and allowed the requests. Council agreed but felt that this could only happen on one occasion and that records must be kept.

**Action:** PP to continue and ensure that records are kept and JS informed.

**13.2.** PP explained that Google scripts had been added to each page of the web site and that she would monitor the position before considering SEO work.

**Action:** PP to review numbers.

PP explained that 'Quick Books 2010' had been purchased for ND's computer but was currently incompatible as an upgrade as the last upgrade he had was the 2000 version. She had obtained the 2003 version and would upgrade to that first then try the 2010 version. If this failed a quick book engineer would have to be used. Council agreed.

**Action:** PP to attempt the upgrades to Quick Book.

### **14. Education Report**

JD submitted a report for information and discussion.

JD informed Council that the Schools' Manual is now available on the web site.

**14.1.** JD had identified a number of issues relating to Schools and Schools for consideration. Council were asked to consider what immediate action should be taken when a Schools failure to attend happened. It was agreed that JD should ascertain the reason for non-attendance and contact the School to give them one final opportunity to attend before a visit would be triggered.

**Action:** JD to contact Schools as appropriate and ensure KP informed on the situation.

**14.2.** JD produced a draft terms of reference for the Schools Meeting. CEM felt that whilst it was a useful document it was not a terms a reference for the sub-Committee. It was agreed that CEM would forward a list of headings to enable JD to re-write the document.

**Action:** CEM email JD suggested headings for JD to complete the Terms of Reference. JD write document and submit to April Teleconference for approval in readiness for May Schools meeting.

**14.3.** JD raised a number of issues regarding a Greek School especially opportunities for examinations to be translated.

**Action:** Translation as an issue to be raised at Away Day and clarification regarding the accreditation status of the Greek School to be checked.

JD raised a personal issue regarding her Masters research-it was agreed that whilst Council supported her research it did not support it any more than it would a non-Council member. Council was not prepared to give JD any access not available to other members.

PP and JD left the meeting at 1.45 pm.

## **15. Publicity and PR Report**

A report was submitted by LC, the following points were discussed.

**15.1** LC confirmed that the stand had been booked at CAMEXPO at a cost of £585 and arrangements need to be made to man it. AB agreed to be there for one day (Sunday) and she would contact members in London and West Sussex to assist. It was agreed that 2/3 people would be needed each day

**Action:** AB to contact members local to the venue to arrange support for the stand.

**15.2.** LC suggested that as we now have a new logo new display equipment should be purchased. Council agreed.

**Action:** LC to obtain information and costs for new equipment

In addition LC explained that she and KP had reviewed our leaflets to ensure compliance with ASA and as a consequence they have been withdrawn and need to be replaced.

**Action:** LC to re-write leaflets for consideration by Council.

## **16. Membership Report**

AB had submitted a report for information and consideration.

**16.1.** AB explained one of her key aims was to increase membership, to facilitate this development a more responsive and effective database would help. It was agreed that the amendments to the database should be made and that AB develop a pro-forma to ascertain the reasons for failure to renew and for her to contact personally those who fail to renew.

**Action:** AB to initiate improvements and draft pro-forma.

## **17. Administrators Report**

A report and the draft Minutes from the 2010 AGM were received. It was agreed that all Council members would check the minutes and email corrections to KP to enable her to publish the minutes on the web-site.

**Action:** All Council members to check and confirm the 2010 AGM minutes.

**17.1.** KP had undertaken a detailed analysis of the mailing costs and proposed that a new firm SPATIAL be used at a saving of £1300 per annum. The service can be used on an ad hoc basis. Council unanimously agreed to try this for the summer issue of In Essence.

**Action:** KP to Instruct SPATIAL to undertake summer posting of In Essence.

### **18. Accreditation Report**

VH circulated a brief report at the meeting for information and updated Council regarding the status of the Shirley Price School.

### **19. Any Other Business**

AL raised a number of issues under this heading:

Pat Herbert had asked VH to produce an article and ATC were to be contacted to provide updates. AL explained that she had contacted our Japanese members to confirm if they were well following the recent disaster and had some positive responses.

VH to attend a day conference on Regulation and Professionalization in CAM in Birmingham on the 5<sup>th</sup> May on the behalf of IFPA and would report back.

EB the new 'recently qualified' in attendance member raised concerns about the quality of a recent assessment visit to Derby University when the external examiner appeared to behave in a superficial way.

**Action:** JD to investigate.

SC advised Council that Jane Buckle to be added to her records for potential Conference speakers.

### **Date of next meeting:**

Trustee Away Day- 30th March 2011, to commence 10-10.30.

Next Teleconference Meeting to be held on Monday 18<sup>th</sup> April at 8.00pm

Next Council Meeting to be held at the IFPA Offices on Monday 16<sup>th</sup> May 2011 at 9.30am.

AL thanked all council members for their support and closed the meeting at 3pm.