

Minutes IFPA Council Meeting
Monday 17th January 2011
IFPA Headquarters, Hinckley, Leicestershire.

Meeting commenced at 10.55 am.

Present:

Ann Leach (Chair)
Penny Price (Vice-Chair)
Claire Morris (Secretary)
Ian Cambray-Smith (Treasurer)
Alex Broadey
Louise Carta
Sue Charles
Viv Hinks
Sue Mann

In Attendance:

Kerry Payne
Yuki Okamoto

1. Welcome

AL welcomed all Council members to the meeting and specifically welcomed the two new Trustees.

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 Julie Duffy and Michala Green. The attendance sheet was completed (attached).

4. Minutes of meeting held on Monday the 15th November 2010

The minutes and web minutes were signed by the Chair. SC explained that she had an issue regarding the accuracy of the minutes. CEM explained that as SC was absent from the November 2010 meeting she could not raise issues under matters of accuracy but could raise items under matters arising.

5. Minutes of telephone meeting held on Monday 20th December 2010

The minutes were agreed. There were no matters arising not discussed elsewhere within the agenda except for the attendance of SC at the Skillsbase First Aid training to be held on the 24th January at Penny Price's premises.

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

Under item 7.4 (July 2010,) the task would be transferred from LC to PP. An extensive discussion took place regarding 12.2 (July 2010) and it was proposed that the access to examination questions should be linked to the Schools log-in. PP and JD had reviewed the current Schools access and found that up to 20 former Schools still had access.

Action: JD/KP to ensure that only the eligible schools have appropriate access.

Action: JD/KP to provide access to exam questions for Schools who had contributed their examination questions.

Under 7.4 (September 2010) CEM was reminded to complete the temporary contract for monthly web maintenance with Riverhead.

Action: LG to draft advertisement for substantive contract to commence May 2011.

VH explained that under item 16 (September 2010) she now had 4 potential dates in February 2011 to visit the Shirley Price premises.

Action: VH would bring for information of the outcome of her visit to the February teleconference.

KP explained that she had made the agreed amendments to the 2009 AGM Minutes. CEM suggested that in subsequent years the minutes be presented to the January Council meeting for amendment/approval by all Trustees prior to their issue to all members attending the next AGM. This was agreed and for the 2010 AGM KP would bring the draft minutes to the March Council meeting for consideration. It was considered good practice to publish these on the web site in draft form only.

Action: KP to draft and present the AGM 2010 minutes for consideration.

PP agreed to action the student, membership, treasurer and public relations e-mail accounts.

Under item 17.1 a majority of Council members agreed to the process to stagger the implementation of the Logo. Under 18.1 (November 2010) it was agreed that AB/ICS/ND/JS would provide a full breakdown of the subscription costs. A number of Trustees still have to provide a photograph for In Essence (LC/CEM/JD/AB/ICS.-SC to send old photo). Further matters arising were then considered. SC explained that in her absence for the November meeting she had not produced a report but that LG on her behalf had produced a summary of the delegate's conference evaluation. Three amendments were agreed by way of clarification to item 13 (November 2010) Page 8-line 2 'details' was amended to 'detail' whilst line 3 was changed from 'seem to arise each year' to 'had arisen for the last 2 years'. In the first bullet point the word alleged was 'removed'.

7. Chairpersons Report

The Chairs report was received and extensively discussed.

7.1 AL had received a letter from 5 members and it was agreed that a collective response would be drafted during the meeting with the support and consensus of the Trustees. Whilst this was a time consuming activity it was agreed that it was a productive use of our limited time. PP with the support of ICS produced a comprehensive and contemporaneous letter on her laptop. All areas were addressed in detail, SC did point out that the decision to change the logo had not gone out to members. ICS was able to provide a historical perspective and explained that the previous logo had been selected and amended by Council following receipt of members suggestions. ICS further explained that Council acted

by consensus and that ultimately if any trustee felt strongly about a majority decision the only option was to resign as a trustee.

It was agreed that the letter would be sent to the 5 signatories after the 26th January.

Action: Letter to be finalised by PP and sent to AL for signing after the 26th January 2010

7.2 AL explained that the new logo needs to be registered as our trademark. She proposed delaying until the original renewal date in 2012.

Action: CEM to investigate the process to replace the trademark.

7.3 AL had been approached by a number of nurse members who have a dual qualification in health care and aromatherapy and are already statutory regulated/registered. They questioned the need for CNHC registration as well. It was agreed that CNHC should be approached to clarify the position.

Action: AL to contact MD/MW at CNHC for clarification.

7.4 It was agreed that VH would become the representative for HRAC.

7.5. Various dates were proposed for the rearranged Away Day-2nd, 10th, 16th and 30th March.LC to confirm over the lunch break.

Item 7.6 was moved to the Conference section and it was agreed that item 7.7 could not be pursued.

8. Secretary's Report

The Secretary's report was received and discussed.

8.1 CEM explained that provisionally it had been agreed to subsidise CAMLIS membership. The proposal was to subsidise full members, CEM asked Council to consider if they intended supporting other membership categories with the same amount as to do so would provide a disproportionately high level of financial support. It was agreed not to subsidise. The discussion proceeded into the payment of subscriptions and insurance by instalments. It was agreed that this should be investigated.

Action: ICS to contact BALENS to investigate instalment options.

8.2 CEM reminded Council that the details of the applicant for the role as a 'recently qualified representative' had been circulated and supported by Council.

Action: CEM to contact applicant and invite to next meeting.

8.3 CEM provided copies of a recent 'Governance' article about the management of Trustee meetings and decision making.

8.4. CEM's report explained that at the November meeting the completed Articles had been circulated for approval. Once all Trustees have agreed the amendments as agreed at the AGM they will be filed and placed on the web site. To-date AL/JD and SM were the only Trustees to confirm. CEM asked all of the remaining Trustees to formally confirm agreement.

Action: PP/LC/VH and SC to confirm amendments as accurate.

8.5 CEM reminded all new and newly elected Trustees to complete new contracts and the document confirming their Declaration of Eligibility.

9. Treasurer's Report

ND submitted a report and the up to date accounts. AL took Council through the financial information and a number of queries were raised regarding expenditure. ICS in his new role was asked to investigate.

Action: ICS/AL to investigate the cost of the new colour IE and the precise breakdown of the expenses in relation to Schools meetings and then Council meetings. It was noted that the expenses for the Schools meeting seemed disproportionately high.

10. Student Representatives Reports

MG and YO both submitted reports for information.

11. CPD/IT/Regional Report

A CPD report was received for information.

12. Administrators Report

An Administrators Report was received. KP provided information regarding web developments and the gradual implementation of the new logo.

12.1 KP raised the issue of the recording of the meetings held by the IFPA-Council, Teleconference, Schools and AGM. An extensive discussion took place and ICS provided a useful historical insight as none of the existing Trustees had been present when the recording of Council meetings had been originally agreed. Many years ago a Trustee had secretly recorded a Council meeting and to avoid such secretive behavior it was agreed to openly record Council meetings. The rationale was historical. A number of proposals were considered and the following were agreed by a majority of Council:

Council meetings will not be recorded

Schools meetings will not be recorded

Teleconference will continue to be recorded as the record facility is included in the cost (note recordings only retained by the host provider for one week).

AGM will be recorded-it was agreed that all those speaking will be required to introduce themselves and behave in a recording friendly manner.

It was agreed that the issue of recording would be reviewed annually.

13. Research Report

SM submitted her report for consideration.

14. Education Report

JD submitted a report for information and discussion in her absence. A number of issues were raised by JD in relation to the recent Schools meeting.

CEM explained that the members of the Schools Committee appeared to have only partially adopted the recent change to the Articles allowing the committee decision making authority. She clarified the position and confirmed that for the meeting to make decisions one officer as well as or including 5 Trustees is 'normally' needed for this to happen.

Consequently the minutes had been produced by JD for consideration and decision where appropriate, as no decisions had been made at the Schools meeting.

14.1. Clarification/Decision sought on:

CPD Status-Council confirmed that school fees would not be based on numbers of students

Education Subcommittee-The recent AGM voted that in certain circumstances sub committees could make decisions. At the AGM the Schools meeting was identified, this is seen as an opportunity to encourage ownership and involvement of all Schools in a transparent way. Council felt that whilst 37 individuals could technically attend they were

required to only attend once annually, and meetings are likely to have approximately 18 representatives. To facilitate the smooth running of the meeting JD with Council's agreement should draft Terms of Reference for the Education Subcommittee clearly articulating the remit of its activities.

Action: JD to draft Terms of Reference for the Education Subcommittee to be submitted to the next Council meeting for consideration.

IFPA Tutors-Current position agreed.

Initial Training-The initial training and education period was confirmed at a minimum of 9 months and not increased to 12 months as stated by the CNHC.

JD's queries- Council confirmed that the fee for a *satellite school* would be £125 and not £250 as proposed .A discussion took place regarding *retainer status* and the existing process allowing for a 4 year retainer was confirmed.

Action: KP to review the status of Schools to verify the time periods.

Representation at Schools Meetings-Council agreed that where possible the representative should be the Principal Tutor; if the Principal Tutor is unavailable a substitute could be sent providing they are a full member and tutor at the school. However, schools could send any representative who is employed by school but only the Principal and employed tutors can vote. Any other representative employed would be classed as 'In Attendance'. External examiners cannot represent a School.

15. Conference Report

A report was submitted by SC, the first area has been dealt with under item 12.1.

15.2 SC had received an email dated 5th October 2010 from a member providing feedback from the October conference and queries regarding the new logo. AL agreed to reply to the member.

Action: AL to email member.

15.3 An extensive discussion took place regarding the AGM and Conference to be held in Newcastle-upon-Tyne in October 21st/22nd 2011. Some concerns were expressed about the focus of the Conference and after discussion it was agreed that the day would be entitled- "Caring for the chronically ill". Tentatively the order of the programme was agreed as:

Gabriel Mojay-1 hour

Ann Carter-45 minutes

Peter Mackereth-45 minutes

Penny Price-45 minutes

Veronica Sibley- 45 minutes.

Prior to the event SC to confirm with the Marriott Gosforth Park that there had been no substantive changes to the venue. In the event of any concerns SC to visit.

The Schools meeting to commence at 10.30 on Friday 21st October, the AGM at 2pm. It was further agreed that a CPD type table would be provided.

16. Publicity and PR Report

A report was received for information

17. Accreditation Report

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

17.1 VH's initial point dealt with at 14.1 regarding the £125 fee. Council confirmed that they would not be compiling a database of specialist teachers and VH explained that a request

had been made for more frequent accreditation visits to comply with the needs of Learn Direct(Scotland).VH confirmed that she was happy to undertake the visits providing the Schools accept the additional cost.

Action: VH to inform Schools meeting of the availability of additional visits when needed.

18. Membership Report

AB took over from January meeting.

19. Any Other Business

AL raised a number of issues under this heading:

Council supported the use of Skillsbase First Aid training- subject to feedback from SC after pilot event on 24th January 2011.

Action: SC collate feedback for teleconference.

No Raffle to be run in 2011.

Business Plan to be revisited at Away Day

Date of next meeting:

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

Next Teleconference Meeting to be held on Monday 21st February 2011 at 8.00pm

Next Council Meeting to be held at the IFPA Offices on Tuesday 22nd March 2011 at 9.30am.

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