

Minutes IFPA Council Meeting
Monday 16th May 2011
IFPA Headquarters, Hinckley, Leicestershire.

Meeting commenced at 9.30 am.

Present:

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

In Attendance:

Kerry Payne
Yuki Okamoto
Emily Baker

1. Welcome

AL welcomed all Council members to the meeting.

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

No apologies were received. The attendance sheet was completed (attached).

4. Minutes of meeting held on Tuesday 22nd March 2011

The minutes and web minutes were signed by the Chair.

5. Minutes of telephone meeting held on Monday 18th April 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

Item 12.2 (July 2010) has been resolved and M.Price has created a password protection system. Under item 9.2 (March 2011) it was felt that other insurance providers and options

for instalment payments should be investigated. Whilst PP felt that the use of PayPal could be useful it may not be the most economic.

Action: ND to contact the IFPA's bankers HSBC to investigate options.

March 2011 Item 13.2-PP explained that there had been 1480 hits on the web site, lasting on average 52 seconds, largely spent on the index page, a discussion took place regarding ways to improve this. Under item 19 PP and others expressed their concerns regarding standards at Derby University. EB informed Council that the last 3 year cohort commenced in 2010.CEM had no specific knowledge of Derby but felt that the concerns raised wider issues about the consistency, training and monitoring of external examiners. It was agreed that JD/VH would develop a series of workshops to train and re-train external examiners to commence in May 2012 as part of the Schools meeting events.

Action: Develop training programme for External Examiners.

7. Chairpersons Report

The Chair's report was received and extensively discussed.

7.1. The Strategic Business plan was agreed subject to amendment, additions re-numbering and dating of document. Page 7 item 6.6 needs additional comments from JD in respect of education and KP on future office developments. Point 6.6 needs expansion to include longer term objectives such as a part time CEO or an Accreditation Officer. Point 7 to be amended by ICS/ND whilst 7.1 should be altered to require an annual review via the Council meetings in July 2012.

Action: All agreed amendments to be made and YO to investigate need for translation.

7.2. It was agreed that the 'pregnancy guidelines' should be amended to include the contributors names-Sandrine Pickard and Sarah Deacon and that the Cancer guidelines should also be freely available to members via the web site. Council agreed that the next guidelines are to be on 'Babies and Children' as it was felt this would be useful. PP to coordinate via email a development group with a view to completion of the document in April 2012.

Action: PP to coordinate development of next guideline.

7.3. An extensive discussion took place regarding the overseas strategy and it was agreed that EB would put together an overseas member's survey to be included in the SBP.

Action: EB to draft overseas survey

7.4. The Chair had previously circulated notes of a recent meeting in Ludlow with a Japanese Schools representative. A number of issues had been raised and would need to be addressed over the next 12 months.

7.5 The Chair had led a discussion on succession planning for the Chairs role at the recent Away Day. No proposals had been agreed and it was agreed that all Trustees would email the chair with their ideas.AL reminded the group that she would not be standing for re-election as Chair when her current tenure expired in 2012. CEM explained that at the Away Day the idea of a part time CEO had been discussed, she felt that reliance on Trustees time and goodwill did not always mean that appropriate progress and development was achieved either at all or in a timely way.

Action: All Trustees email the Chair with succession planning ideas and ND to consider financial implications of any proposals as necessary.

8. Secretary's Report

The Secretary's report was received and discussed.

8.1. CEM updated the group regarding CAMLIS and the extensive process that had been gone through. All agreed that it was an excellent initiative but that their personnel changes had made it impossible. JD thanked CEM for all of the work she had put in. SC called for a vote to finalise the matter and all except one Trustee voted to not proceed, one Trustee abstained. It was agreed that CEM would contact the Deputy Director of the NHS hospital now in charge of CAMLIS.

Action: CEM to contact Deputy Director and PP/AL to draft response to members.

8.2. At the recent Away Day there had not been time to discuss the proposed Code of Conduct for Trustees and members. CEM asked Trustees to decide how they wished to progress this as she did not have time to deal with this alone plus she felt that any remaining employee policies should be dealt with by Maverick as we are currently paying them a retainer. ICS volunteered to work on a code of conduct and CEM would email links.

Action: ICS to process this and KP to ensure CEM has a copy of the Maverick contract.

8.3 CEM explained that in her view further minor amendments still needed to be made to the Articles principally to ensure consistency but that Trustees needed to email their ideas to her to draft into a proposal for Council. To date only SC had made any proposals.

Action: CEM to email existing Articles for all Trustees to respond to with their proposals for amendment.

9. Treasurer's Report

No report was received. ND made available a financial report for Council's consideration. ICS confirmed that for all future Council meetings he would liaise with ND and ensure that an appropriate report was produced. A discussion took place regarding the payments to contributors to In Essence. AL agreed to email to ICS the current tariff for him to review and propose amendments as he felt appropriate.

Action: Amend and review tariff for In Essence.

10. Conference Report

A detailed report was received.

10.1 SC explained that she and LG had received 3 quotes in respect of video facilities at the Autumn Conference. 2 of the 3 quotes were similar in price. It was agreed that in keeping with our educational aims it was more appropriate to allow the recording to be undertaken by a Media/Film Studies type degree student as part of their final assessment. Council agreed to approach 4 local Universities and offer a fee/price of £500.

Action: AB to approach Northumbria University, Newcastle, Sunderland and Teesside.

10.2. SC felt that for the 2011 conference payment by Pay Pal should not be offered as it costs the IFPA £5 per ticket. For 2012 this would be included in the price in some way. Council agreed.

Action: Review payment by Pay Pal for 2012 conference.

10.3. SC produced a detailed paper on various discounted ticket ideas. She explained that to achieve a break even position 117 paying delegates are needed. After a discussion it was agreed that there would be no additional discounts this year except the already agreed group discount.

10.4. SC further asked Council to consider the allocation of free tickets to individuals who produced a poster presentation. It was agreed that no free tickets could be allocated.

10.5. In previous discussions it had been suggested that Trade stands could be offered space on the Friday of the Schools meeting and AGM. Broadly Council was in support as it was felt

that it offered a facility to those only attending on the Friday however it would not be possible financially unless 4 or more exhibitors wanted the additional Friday.

Action: LG/SC to offer to all exhibitors and implement only if 4 or more requested it.

11. CPD Report

A brief report was submitted by the CPD Chair. It was agreed that it would be helpful to members to put more examples of CPD on the website.

Action: PP to put examples on the web site.

16. Student representatives Report (Item considered out of order as YO needed to attend classes)

YO explained that she would be in Japan at the end of May and would take the opportunity to talk to IFPA representatives when she was there.

12. Administrators Report

KP advised Council that one tender had been received for IT maintenance, it was agreed to accept this and CEM would draft the contract as appropriate from the 1st June to 31st May 2012.

Action: CEM to draft contract for IT maintenance subject to minor queries.

KP explained a recent concern regarding the protocol for the processing of cheques within the office. It was agreed that KP would document her concerns and contact those who may have been affected.

Action: KP to document recent incident.

13. Education Report

A detailed report was submitted with the final Terms of Reference for the Schools Committee.

13.1 The Terms of reference were discussed and agreed subject to minor amendments.

Action: JD to amend Terms and present to those eligible as full members of the Schools Committee plus a copy to be filed with the IFPA Office and put on the relevant part of the web-site.

13.2 JD raised a number of queries from various Schools. It was agreed that University students would not have a different or simpler means of entry to the IFPA and that examinations would remain a compulsory part of the assessment process. JD had a number of proposals to enhance contact with overseas Schools, it was agreed she would investigate the use of Skype and other platforms

Action: JD to feed back to Schools on queries and investigate use of Skype.

JD had investigated links with Amazon and subject to their being no fee she would set this up with Kerry.

Action: JD/KP to introduce Amazon link.

14. Accreditation Report

VH submitted a brief report which triggered an extensive and thorough discussion.

14.1. A detailed discussion took place regarding the attempts made to resolve the position with Shirley Price Aromatherapy. It was agreed that CEM would draft a letter which VH would then adapt to ensure that the proprietor of SPA was fully aware of the process and that the School was not currently accredited.

Action: CEM/VH to send a letter to SPA to formally clarify the position.

CEM left the meeting at 3pm. KP made notes from that point.

VH raised the issues of the impact of Schools closing or becoming bankrupt and leaving student members without any training provision.

Action: Produce a policy to deal with students who have their training facility removed part way through a programme.

15. Research Report

A brief report was received from the former Research chair. It was agreed that a link to the Manchester conference ran by the ACHRN would be added to the IFPA website.

Action: KP to add link to facilitate attendance on the 6th July.

16. Publicity and Public Relations Report

A brief report had been submitted by the Chair. LC explained that she was currently negotiating a price for conference pop up stands and would be purchasing a trolley for use at CAMEXPO. LC requested clarity in relation to the money available to support this area.

Action: AL to clarify funding issues.

LC agreed to provide a list of all events for Council's information and to facilitate planning.

Action: LC to provide list of events.

18 Membership Report

A detailed report had been received.

18.1 AB explained the current position regarding corporate membership and asked that the conditions and details be clarified.

Action: CEM to assist AB to resolve conditions.

18.2. It was agreed that AB would liaise with Matthew Price regarding enhancing the Find a Therapist page of the website.

Action: AB to liaise with MP regarding web page.

AB proposed that student membership fees be increased for £15 to £25 from April 2012. All those present agreed. An extensive discussion took place regarding Associate membership. It was agreed by those present that the 3 year restriction on Associate membership be removed, a fee of £60 plus insurance be introduced. This amended Associate membership group will not be eligible to vote or use the Find a Therapist function. All those present were in favour.

No further business was discussed and the meeting closed at 4pm.

Next teleconference 20th June 2011

Next Council Meeting Tuesday 19th July 2011 at 9.30.