

AfSFH Committee Meeting Minutes

12 March 2017, 12pm – 1.30pm - Location: Clifton Practice, Bristol

Present: Alex Brounger (AB), CEO
 Polly Hawkins (PH), Membership Secretary
 Dorothea Read (DR), Ethics Officer
 Sacha Taylor (ST), Finance Officer (took minutes)

Trevor Eddolls (TE), Head of IT
 Duncan Little (DL), Head of Media

Agenda:

Follow Up From Last Meeting:

- (1) Mission Statement (171.3) - DR
- (2) Following Lara Lewis' departure, who will take on outstanding action points? (171.6) - ALL
- (3) Wild Apricot Updates (171.7 & 171.16) – PH
- (4) New Membership Requests – decide what documents need to be submitted on application (171.16) - ALL
- (5) Changing the name of the AfSFH - TE
- (6) Ethics Documents & Policies Rewrite (171.2) – DR
- (7) Liability if client identified on Facebook page (AfSFH or person posting) - DL
- (8) Mileage payments to Exec Members - ST

New Items:

- (9) People Who Meet the Recommended Supervision Requirements – AB
- (10) DBS – Should it be compulsory for all members or just Accredited members? – ST
- (11) Hypnotherapy Today – improving cost efficiency - ST
 - (a) reduce postage costs by sending 2nd class?
 - (b) reduce paper copies by asking members to opt in for hard copies as some members may be happy with pdf version only?
 - (c) should we offer extra copies for a small charge to those members who have multiple practices or wish to distribute more widely in their local area?
- (12) Standing Orders – shall we offer members choice of paying either annually or quarterly instead of monthly to reduce workload? – ST
- (13) Awards – DL
- (14) Insurance – DL
- (15) Supervision Clarification - DL

No.	Minute	Action
173.1	Apologies for Absence David Newton (DN), Chair Susan Rodrigues (SR), Trustee Matthew Cahill (MH), Trustee Colin Hudson (CH), Compliance Officer	Accepted
173.2	(1) Mission Statement DR read out the suggested statement “Our members aim is to practice Solution Focused Hypnotherapy as taught in Clifton Practice Schools, for the benefit of our clients. Our association exists to support our members in that role. We strive to practice with honesty and integrity and to be professionally competent both in training and in our continuing professional development.”	

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	<p>PH queried whether it needs to mention CPHT trained exclusively. DR highlighted that Deb & Sharon do a conversion course. So the suggestion is that practicing hypnotherapists need to either be CPHT trained or have completed the conversion course.</p> <p>DL asked for the new mission statement to be updated on the magazine. DL then read out the old mission statement that is printed in the journal and it was agreed it was too wordy. DL asked about including the UKCHO reference, but ST suggested that wasn't required, as it's a fact, not our mission. The general consensus was to keep it short and punchy.</p> <p>TE also questioned the words 'Clifton Practice' so DR agreed to remove this.</p> <p>DR read the amended version: "Our members aim is to practice Solution Focused Hypnotherapy for the benefit of our clients. Our association exists to support members in that role. We strive to practice with honesty and integrity and to be professionally competent both in training and in our continuing professional development."</p> <p>It was agreed to see if any other suggestions were put forward and the Exec Committee will agree on the final statement before/at the next meeting.</p>	<p style="text-align: center;">DL</p> <p style="text-align: center;">ALL</p>
173.3	<p>(2) Following Lara Lewis' departure, who will take on outstanding action points? Following Lara Lewis stepping down from her role as Head of Marketing, it was agreed AB will review documents (ST to ensure all uploaded to dropbox file). The free marketing workshops will be reviewed in future. TE to carry on with updating the website.</p>	<p style="text-align: center;">AB/ST</p> <p style="text-align: center;">TE</p>
173.4	<p>(3) Wild Apricot Updates As covered in the AGM, PH is speaking to WA in the coming week and will update the Executive Committee accordingly.</p>	PH
173.5	<p>(4) New Membership Requests PH has been emailing the relevant satellite teacher when students have applied for membership directly, instead of through their local trainer. The new membership form assumes the applicant was a student before. It was suggested we add 'did you train at CPHT'. DR suggested we add a disclaimer that 'details of your application may be verified' to cover us concerning data protection and verifying what the applicant declares is true.</p>	PH
173.6	<p>(5) Changing the name of the AfSFH Item postponed to the next meeting</p>	
173.7	<p>(6) Ethics Documents & Policies Rewrite As discussed in the AGM, ST/DR to liaise re hiring Julie Stone, a professional ethicist, to support the sub-team in revision of documents.</p>	DR/ST

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173.8	<p>(7) Liability if client identified on Facebook page DL's initial research suggests that the AfSFH is liable for libel according to journalistic code, and there was discussion about the identification of clients on the FB page. ST highlighted it isn't just about FB, but if a client is identified in any way and then approached directly from someone that overheard them, there is a data protection issue. DL is waiting for a response from Glentworth, our insurers, to confirm and he will let the Exec Committee know in due course.</p> <p>DR suggested a CPD is created specifically for supervisors to cover this subject and that a section on Ethics should be added to all training schedules for students and this was met with general approval.</p>	DL
173.9	<p>(8) Mileage payments to Exec Members ST confirmed that 45p per mile was now applicable from this meeting on for Exec members' expenses claims. She added they must then ensure they don't claim this mileage in their own personal tax returns to avoid double-dipping.</p>	
173.10	<p>(9) & (15) Supervision Requirements Clarification on Supervision Requirements – AB wants membership to stick with the current 2 CPD & 6 supervision session requirements per year and recognise those members who achieve this (perhaps on their AfSFH website listing) rather than seek out members who don't achieve these levels. This would mean members declaring they have achieved the required CPD/supervision quota on their renewal forms.</p> <p>There was some discussion over how this would work: using a different colour on hypnotherapist listing or highlighting they have achieved the required elements, the badges currently being explored or making that the criteria to achieve Accredited membership.</p> <p>DR highlighted how works in nursing, where the supervisor puts the person forward, but AB was concerned about the added pressure on supervisors to do this and prefers it to be the member's responsibility to declare it and Colin Hudson can check it's correct.</p> <p>PH was concerned if it's not obligatory for all members but AB reiterated his intention is for the AfSFH to move away from insistence. DR added that making it obligatory may cause some members to leave the Association as a result. TE highlighted DN doesn't attend supervision or CPD but it doesn't make anyone question his credentials/integrity. TE also asked how we would know if they adhere to the requirements and generally, it was agreed we wouldn't be able to know. PH highlighted it would cost £390 a year (£60 membership, 2 x £65 CPD, 6 x £35 supervision sessions) to be a member if CPD/supervision was obligatory. DR pointed out there are always costs associated to being self-employed in any field.</p> <p>ST suggested Exec members should make proposals before the next meeting to be considered and decided at the next meeting.</p>	ALL

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	<p>PH suggested we send each supervisor a list of their declared supervisees from the membership application forms to cross-check. DR suggested it get included in the supervisor's agreement form to supervisees but AB pointed out not all supervisors use an agreement form.</p> <p>DL suggested we add a line to the Ts & Cs of the membership forms that says "I agree for the information submitted on this form to be shared with the AfSFH Executive Team" or words to that effect. DR read out what is on her agreement form and ST will work with DR to create the new wording to be added to membership forms in future.</p>	DR/ST
173.11	<p>(10) DBS Requirements Item postponed to next meeting</p>	
173.12	<p>(11) Hypnotherapy Today Magazine Costs ST suggested reducing journal costs by sending magazines to members 2nd class instead of first class (current rates are £1.71 for 1st class and £1.54 for 2nd class, but these rates are due to increase soon with Royal Mail). ST highlighted the cost saving:</p> <p>300 copies would cost £513 if sent 1st Class, and £462 if sent 2nd class, a saving of £51 per mailing, so we would save over £150 over the 3 annual mailings.</p> <p>DL was concerned there would be physically more stamps to put on each envelope in the move to 2nd class. ST/DL to explore ways of making the journal postage more time/cost effective (exploring franking machine, drop n go card from post office etc)</p> <p>ST then asked about the discrepancy in the total number of members and the amount of magazines posted out and asked what the process is. DL explained PH prints labels out for all members (excluding students) from the Wild Apricot database and DL then posts with those labels. DR posted on the FB page to check if everyone is getting the magazine for the Exec Committee to follow up.</p> <p>AB asked for DL, in time for the next meeting, to calculate how much more the print run would cost if we included students.</p> <p>PH will look into who isn't receiving their editions and rectify this before the next mailing.</p> <p>Regarding ST's suggestion to offer members to opt out of paper copies to reduce distribution, and whether we should offer members the option of purchasing extra copies for clinic rooms etc, AB suggested we create a surveymonkey questionnaire to members to ask about their preferences with journal distribution. TE/ST to put this together before the next meeting.</p>	<p>ST/DL</p> <p>ALL</p> <p>DL</p> <p>PH</p> <p>TE/ST</p>

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	<p>DL said he would check with insurers about extending it to a wider audience and explained the production comes in batches of 25/50, so we can't be too specific on the number of magazines we want printed but would normally always have extra copies.</p> <p>DL said that Denis Counce questioned in the past the need for quarterly editions, but currently we issue 3 per year. ST asked about bi-annually but AB doesn't want us to reduce editions.</p>	DL
173.13	<p>(12) Standing Orders The Exec Committee agreed standing orders to be reduced to quarterly/annually from renewal, as monthly accounting is too time consuming and labour intensive.</p>	PH
173.14	<p>(13) AfSFH Awards Item postponed to next meeting</p>	
173.15	<p>(14) Insurance HMRC could investigate our accounts so DL will check with our insurers how much it would cost to add cover to prevent current Exec Committee members being personally liable. AB believes cover would simply help us with legal costs, not waive our liability as such. DL to let the Exec team know what the insurers say in due course.</p>	DL
173.16	<p>AOB DR asked if Rachel Gilibrand and Jade de Snyder could have their membership fee refunded in return for the work they are doing on the Ethics sub-committee and AB agreed. PH/ST to action</p>	PH/ST
	<p>Time and date of next meeting <i>Executive Meeting</i> Sunday 21 May 2017 from 10am The Clifton Practice, Bristol</p>	