

Minutes of a Meeting to Discuss the Formation of the Scottish Hypnotherapy Foundation held at Mannerston Holdings on Wednesday 6th April 2009

Present:

Tom Cottrell, Jo Goss, Rae Jenson, Gordon Kerr, John Lawrence (from 8.15.pm), Susanne McMahon, Tam Munro, Kay Strang

Apologies:

Lynnzie Stirling

The meeting commenced at 7.pm.

Item 1. Minutes of Previous Meeting

The Minutes of the Meeting held on Saturday 28th March 2009 were accepted as a true record.

Item 2. Ongoing Actions

a. Organisation Type.

Susanne had previously circulated her brief on organisation types and requirements, and presented further information for discussion at the meeting.

It was agreed that we should operate as a charity organisation limited by guarantee, and as a not-for-profit organisation.

Susanne outlined the criteria that must be met in order to be granted charity status. These include promoting awareness and providing benefits in the following areas:

- Education
- Physical health
- Mental health
- Sport

It was agreed that we would be able to meet all the above criteria, and that consequently an application for charity status had an excellent likelihood of being approved. Furthermore, in meeting these criteria we would not only attract funding, but would also qualify for tax relief.

Applications for charity status must include details of the organisation's constitution. A minimum of three trustees is required. Details of the requirements are listed on Page 13 of Susanne's brief.

It was further noted that should the charity attract an income in excess of £25,000 it would be necessary to have a specialist charity accountant. Furthermore, it was standard practice for organisations of this type to employ one full-time paid administrator.

Tam would now update his draft constitution in line with Susanne's brief to ensure that it met all the requirements detailed in the application form. Tom offered to assist in this. (For further discussion see Item 2b.)

It was estimated that it would take between 3 – 6 months to set up such an organisation.

Action: Tam and Tom to update the constitution in accordance with the requirements detailed in the application form for the next meeting.

b. Draft Constitution.

Tam had circulated his draft constitution prior to the meeting, and presented it here for further discussion.

Tom recommended that the constitution should be kept brief to allow for greater flexibility in running the organisation, which would give the committee the power to make essential decisions. These would include the ability to set or amend regulations, which would then be presented at the AGM for approval.

Tom further queried the need for several levels of membership. It was agreed that this required further debate at a future meeting.

Action: All to discuss the updated constitution at the next meeting.

c. Appointment of Treasurer.

Tom regretted being able to accept the offer of the post of Treasurer owing to his other on-going commitments.

d. Standards of Education and Training.

Susanne reported that she was still awaiting further information from the SQA concerning their qualification requirements. Furthermore it would be necessary to convince the SQA that there would be sufficient interest in hypnotherapy training in Scotland to justify their support. However, it was noted that currently many students from Scotland are undertaking training in England in order to obtain their qualifications, which indicates that there is indeed a demand.

One aim of the SHF is to develop a training system that would lead to a Level 6 qualification. However, Susanne advised that the SQA normally prefer that students start training at a lower level and then work their way up. Nevertheless it was agreed that we need to be able to offer training at a higher level for those who already hold the HPD or the equivalent and who are therefore have a Level 4 qualification.

It was agreed that further discussion should be deferred to the next meeting.

e. Web Site.

Rae is working on the design of the site. Currently she is working on the front page, and on the logo, which has a Scottish theme incorporating a thistle with two leaves and the letter H in the centre. The

design is presented in a simple style that will not only be attractive on the web site, but will also stand out on stationary, T-shirts and other products. The design is nearing completion, and Rae will e-mail it to the group when it is ready.

Rae emphasised that her role is that of designer, and that it will be necessary to appoint a technician to set up the site. She was able to recommend an excellent web site technician in the North of Scotland, and would send her designs to him for advice and action once they were completed.

It was agreed that the front page should be kept simple, and should include contact details (telephone, e-mail etc). Although necessary to provide easy access to other pages the use of too many buttons should be avoided.

As discussed at the previous meeting, there would be a requirement for two areas on the site. The first would be for the general public and the second for members only. All agreed that the most important concern was to provide a site for members of the public that could be easily accessed and would provide information on all aspects of interest to potential clients. It should be simple but professional, and designed in accordance with our aims of providing education and promoting awareness. This area would include:

- How to find a therapist
- How to find a hypnotherapy school
- A FAQs page
- The aims and objectives of the SHF
- Details of the constitution (including the Code of Ethics and Practice)

Suggestions for resources to be included in the Members' area were much more complex and varied. A list of suggestions to date is at Annex A. However, it was agreed that it would not be possible to incorporate all of them at once, and that the area should start with those items regarded as essential, and that others could be added more gradually. Gordon discussed various methods of presenting information, including a program called 'Personal Brain', which can be downloaded free of charge. He agreed to circulate details to the group.

Actions:

1. Rae to circulate the logo design to the group on completion.
2. Rae to liaise with her contact for advice and action on all technical aspects of setting up the site.
3. Gordon to circulate details regarding 'Personal Brain' to the group.

f. Research.

The research information would be incorporated into the Members' area, and would be designed to meet professional requirements. Gordon suggested that information should be broken down into sub-categories. They could include:

- Medical
- Psychological
- Biology
- Hypnosis
- Social

Information could be provided in a variety of ways including articles, links to research web sites, audio and audio visual material and newsfeeds. Gordon has researched a wide variety of such research sources that could be incorporated into our site. This is another area where the use of the Personal Brain might be very effective.

Jo has adapted and updated her Research Catalogue for the SHF's use if required. It is devoted to items specifically related to hypnosis and covers a wide range of topics. It cannot provide articles or abstracts for copyright reasons. However, links are provided to the appropriate Journals, and members are able to download abstracts from these free of charge. Full articles can also be downloaded from the publications' sites, although this is expensive (although free for those who have access to Athens). It is generally more cost-effective to purchase full articles through local libraries. The catalogue could be added to the site at any time, and an updated version would be forwarded to the Site Manager on a quarterly basis.

g. Psychotropic Medicine.

Gordon has prepared a paper on psychotropic medicine for inclusion on the web site. He will e-mail a copy of this to the group.

Susanne outline the Core system, which is generally carried out at the end of each session to see how the client felt, and to check on the efficacy of the interventions. It provides a way of measuring progress from the client's perspective. It also helps the therapist to pick up a client's suicide ideation. Susanne offered to bring further information to the next meeting.

Actions:

1. Gordon to e-mail his paper on psychotropic medicine to the group.
2. Susanne to bring information concerning Core to the next meeting.

Item 3. Any Other Business

Rae suggested that it might be helpful to members to provide a basic intake form containing all the essential questions, which they could adapt and add to according to their individual styles and theoretical orientation.

It was agreed that we should all circulate a copy of our own intake forms, and that we could then decide which items could be incorporated in such a basic form.

It was also noted that some people incorporated contract into their intake forms, whilst others used a stand-alone contract. It was agreed that we should circulate our contract forms, and copies of any others that we might be aware of, to the group.

Action: All to circulate copies of their intake forms and contracts to the group, for discussion at the next meeting.

Item 4. Confirmation of Date of Next Meeting

It was confirmed that the next meeting will be held at Mannerston Holdings from 2-4pm on Saturday 29th August 2009.

Votes of Thanks.

John expressed his thanks to Tam for chairing the meeting on his behalf, and to all for their enthusiasm and commitment.

Tam thanked John and Rae on behalf of the group for hosting the meeting once again at Mannerston Holdings.

The Meeting closed at 9.05pm.

Annex A

Suggestions for Pages for Inclusion in the Members' Area of the SHF Web Site

Discussion board/forum

Scripts/links to sites providing scripts

Links to:

- 'Freebies'
- New publications
- E-journals and E-books
- Archived material (from universities, colleges etc)
- CPD (including vacations offering CPD)

Hypnotherapy equipment suppliers

History of Hypnotherapy (including biographies of key figures)

New regulations

A Swap Shop (for books, equipment). A small commission on sales could be paid to the SHF help generate income.