

## **Minutes of a Meeting to Discuss the Formation of the Scottish Hypnotherapy Foundation held at Mannerston Holdings on Saturday 23<sup>rd</sup> January 2010**

### **Present:**

John Lawrence, Jo Goss, Susanne McMahon, Tam Munro,

### **Apologies:**

Tom Cottrell, Rae Jenson, Gordon Kerr, Liz McConnell, Lynnzie Stirling, Kay Strang

The meeting commenced at 2.15pm.

### **Item 1. Minutes of Previous Meeting.**

The Minutes of the Meeting held on Saturday 31<sup>st</sup> October 2009 were accepted as a true record.

### **Item 2. Ongoing Actions.**

#### **a. Web site home page.**

Discussion was deferred until the next meeting. (See also Item 3, sub-para f.iii.)

**Action:** Rae to design a simple Home Page welcoming visitors to the site and move the current design to Page 2.

#### **b. Personal Brain**

Gordon's presentation was deferred until the next meeting.

**Action:** Gordon to present his work on Personal Brain at the next meeting.

#### **c. Psychotropic Medicine.**

Discussion was deferred until the next meeting. Gordon is requested to circulate his paper on this topic prior to the next meeting.

**Action:** Gordon to circulate his paper on psychotropic medicine to the group prior to the next meeting.

### **Item 3. Lottery Funding.**

It was agreed that we should apply to the National Lottery for funding, and the subject of how to pitch our bid was discussed. It was considered that good selling points would include that hypnotherapy:

- Is an assisted therapy
- Is non-pharmaceutical
- Will take pressure off the NHS (e.g. reduced waiting list for therapies such as CBT, etc.)

It was further agreed that we should offer a comprehensive package that would offer wide-ranging skills, e.g.:

- Mediation
- Conflict resolution
- TFT, etc.

As discussed at the meeting of 31<sup>st</sup> October 2009, the Foundation will provide subsidised services to those in need.

Specific selling points discussed include:

**a. Mediation.** It was agreed that the skills required for mediation were very closely linked to those required for hypnotherapy. However, in many forms of mediation the psychological and emotional aspects of conflict are frequently not addressed; we would therefore be able to offer an enhanced style of mediation service. It was noted that The Scottish Mediation Network (which is run by legal establishments) receives a grant of approximately £500K for the provision of this service. This would imply that, should we also include mediation amongst those services offered, it might increase our likelihood of receiving a Lottery grant. It was therefore agreed that we should include mediation in our list of core services.

John had noticed that the Mediation Network in England offered 4-day courses in mediation skills for hypnotherapists and psychotherapists. Such courses included a variety of mediation services, for example: family mediation; school mediation; community mediation; and NHS mediation. Tam volunteered to investigate the process, and also to investigate whether any of the Scottish Mediation organisations ran similar courses and/or whether the Scottish organisations recognised the qualifications offered by the English organisations. If not, Tam further suggested that the SHF could offer to help the Scottish organisations to format such a course.

**b. Specialists.** Many hypnotherapists are also qualified in other areas such as medicine, dentistry, accountancy and law to name but a few. It was agreed that we should highlight the links we have with other professions and organisations. The importance of hypnotherapy specialist skills was also recognised, and therapists with such skills should be encouraged to share them by running CPD courses for SHF members.

**c. Grant application criteria.** John would contact the Lottery Office to obtain an application form and to investigate the criteria to be met in order to be eligible for a grant. Jo agreed to contact those members of the group unable to attend the meeting to enquire whether anybody had experience of the Lottery funding process. In addition Tam offered to contact the Salisbury Centre (a highly reputable holistic centre), which was in the process of applying for Lottery Funds, to obtain further information on funding procedures.

**d. CORE.** The use of CORE, as described by Susanne at the Meeting dated 31<sup>st</sup> October 2009 (see previous Minutes), would also provide an excellent selling point, and would give us a means of providing evidence-based statistics when applying for additional funding in the future.

**e. Ethics.** We would be required to abide by a strict Code of Ethics. It was agreed in principle that we would adopt carte blanche the Code of the CNHC in line with the proposals ongoing with the Hypnotherapy Regulation Forum. However, one slight problem here concerns that of training standards. We (the UKCHO side of things) consider that the minimum acceptable number of face-to-face training hours should be 150 hours. However, some organisations wanted this amount to be reduced to 80 hours.

**f. Membership.** Means of increasing membership initially were discussed. Suggestions to implement this included:

- i. Contacting individuals to inform them of the scheme and ask them if, when we are up and running, they would be interested in joining.
- ii. Offering free membership initially. There were some misgivings about this option as it would be necessary to have funds to cover our costs. Also, it was considered that people tend to appreciate things more if they have contributed something towards it.
- iii. Going live immediately on the web with an interim Home Page outlining our intentions and inviting prospective members to contact us if they are interested in joining or would like further information. A list of those willing to be contacted and their contact details should be included on this page. Alternatively an enquiry form could be included on the interim Home Page.

The necessity of having any members at all in order to obtain funds was discussed. Tam pointed out that Scottish Mediation had no members at all when it was first set up. They had a staff of 4.5 members, but were still granted funding.

**g. Immediate actions.** It was noted that before proceeding there were 3 essential criteria to be met. These were:

- i. Ratify the Constitution. This will be done at the next meeting (see Item 4).
- ii. Draw up a Business Plan.
- iii. Open a bank account. It was suggested that we could contact the Co-Operative Bank in the first instance. They are the bank already used by many hypnotherapy organisations, and generally offer very good terms. Jo volunteered to contact the Bank to obtain further information. She would also contact the Hypnotherapy Association, who has recently moved its account to this bank, to find out its views on the Bank's performance. It was suggested that each member of the Founding Group should make a donation (amount to be discussed at the next meeting) to enable us to open a bank account promptly.
- iv. Provide a list of prospective members (if required. See sub-para f).

Once these actions have been completed John would contact Nicola Sturgeon to explain what we have to offer, to seek the support of the Scottish Executive, and to get on their referral list.

## **Actions:**

1. Tam to investigate the available sources of training in mediation for hypnotherapists and psychotherapists, and to determine whether qualifications obtained in England would be recognised in Scotland.
2. John to obtain a copy of the Lottery Grant Application Form and to investigate the required criteria.
3. Jo to contact the remaining members of the group to ask if anybody has experience of the lottery funding process.
4. Tam to contact the Salisbury Centre for further information on Lottery funding.
5. All to discuss requirements for an interim Home Page, to go live as soon as possible, at the next meeting.
6. Jo to contact the Co-operative Bank for information concerning accounts for organisations such as ours, and to contact the HA for their views on the Bank's performance, and prepare and circulate a brief prior to the next meeting for discussion.
7. All to discuss the suggestion of donations from each member to start a bank account at the next meeting.
8. John to contact Nicola Sturgeon (or successor) once the immediate actions have been completed.

## **Item 4. Any Other Business**

### **Draft Constitution.**

Tam presented his revised Draft Constitution, which incorporated the amendments agreed at the meeting on 31<sup>st</sup> October 2009 (see previous Minutes). The contents were agreed, subject to the further amendments detailed below. Tam would incorporate these further amendments into a Final Draft and forward them to all members of the group for feedback prior to the next Meeting. It would then be possible to ratify the Constitution.

Further amendments were agreed as follows:

#### **Throughout document.**

Delete 'SHF' and insert 'Foundation'.

#### **Objects**

4.2 (page 1). Insert 'in Scotland' at the end of the sentence.

#### **Management Committee.**

6.2a (page 2). Delete 'untimely' from the penultimate line.  
Insert 'prior to re-election' at the end of the sentence.

6.2c (page 2). Amend sentence to read, 'Co-opted members shall cease to hold office on the date of the AGM at which new members are elected'.

6.3 (page 2). Delete 'member' in line 2 and replace with 'number'.

## **Powers**

7. (page 3). Move 7.1 up to form part of the first paragraph, and renumber subsequent sub-paragraphs accordingly.

7.4 (now amended to 7.3) (page 3). On the final line delete 'purpose' and replace with 'Objects'. Additionally, wherever the word 'Objects' appears in the document in this context, ensure that the letter O is in upper case.

7.15 (now amended to 7.14) (page 4). Delete all after '... the purpose of achieving the Foundation's Objects.

Insert a new sub-para 15 as follows: 'No amendments can take place without a majority vote at the next scheduled AGM or at an EGM specifically called for that purpose'.

## **Proceedings of the Management Committee.**

8.8 (page 5). In Line 2, delete 'if' and replace with 'when'.

## **Membership.**

9. (page 5). Opening sentence. Amend to read, 'Membership of the Foundation will be open to any Professional Hypnotherapist or allied Complementary Therapist who:'

9.1 (page 5). Amend to read, 'Can provide a Complementary and Natural Healthcare Council (CNHC) or Health Professional Council (HPC) registered number.

9.2 (page 5). Delete in toto and renumber subsequent sub-paras.

9.6 (page 6). Delete in toto and renumber subsequent sub-paras.

9.8 (now amended to 9.6) (page 6). Delete '.. attend an AGM ..' and replace with '... vote at the AGM ...'.

**Action:** Tam to incorporate the amendments into a Final Draft Constitution and circulate it to all for consideration prior to ratification at the next meeting.

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

## **Item 5. Date of Next Meeting.**

The next meeting will be held at Mannerston Holdings from 2-4pm on Saturday 27<sup>th</sup> March 2010.

The meeting closed at 5.45pm.