

Minutes of a Meeting to Discuss the Formation of the Scottish Hypnotherapy Foundation held at Mannerston Holdings on Saturday 29th August 2009

Present:

John Lawrence, Jo Goss, Rae Jenson, Liz McConnell, Kay Strang

Apologies:

Tom Cottrell, Gordon Kerr, Susanne McMahon, Tam Munro, Lynnzie Stirling

The meeting commenced at 2.15pm.

Item 1. Minutes of Previous Meeting.

The Minutes of the Meeting held on Wednesday 6th May 2009 were accepted as a true record.

Item 2. Ongoing Actions.

a. Draft Constitution.

As Tam was unable to attend on this occasion his presentation of the Draft Constitution was deferred to the next meeting. However, he had notified John that it seemed highly likely that our constitution would meet all the necessary requirements to be accepted as a charity organisation limited by guarantee. Tam would circulate his paper to the group as soon as possible.

Action: Tam to circulate the Draft Constitution to the group in advance of the next meeting.

b. Standards of Education and Training.

Further discussion was deferred until the next meeting.

Action: All to discuss standards of education and training at the next meeting.

c. Web Site.

- 1. Logo.** Rae presented her design for the SHF logo, which was considered excellent. She will circulate these to all group members for their information. Rae explained the symbolism of the design as follows:

- The thistle, in the presented format, represents not only the Scottish emblem, but was also symbolic of the mind opening up.
- The blue background matches that of the Scottish flag. This colour represents strength.
- The gold letters and border represent the SHF's commitment to becoming the organisation that represents the 'Gold Standard of Therapy for Scotland'.

In addition to the stand-alone logo Rae has produced two variations. The first incorporates the words 'Registered Therapist'. Members will be able to download this from the members' area of the SHF web site to incorporate into their own web sites and leaflets.

The second logo incorporates the words 'Approved Training', and will be available for recognised member schools to download from the members' area of the SHF web site as above.

2. **Web page.** Rae has also developed an excellent design for the Home page of the web site, together with a sample of how a second level page would appear, which she presented at the meeting. She will circulate this to all group members. Once the design has been finalised she will forward it to the appointed web site technician, who will then take over all the technical aspects of building and maintaining the site.
3. **Discussion.** There was some discussion concerning whether or not to include the NCH logo on the site. However, it was agreed that this would be unnecessary as the SHF was intended as a Scottish organisation rather than a British one, although of course still subscribing to national standards. Amongst the major aims of the SHF are:
 - To raise the profile of hypnotherapy in Scotland.
 - To provide support (including CPD and Conferences etc) to hypnotherapists in Scotland.
 - To be recognised as THE hypnotherapy organisation for Scotland.

Once up and running and having established contacts with the Scottish Executive we would be in a strong position to become the first port of call for the NHS and other health organisations in Scotland who are seeking additional therapists.

4. **Membership applications.** It was suggested that applications for membership should be made via the web site, and that payment should be made wherever possible through a secure system such as PayPal, which would ease administration. As agreed at the meeting held on 28th March 09 (Item 5) one of the conditions of acceptance was that all applicants must attend an interview prior to acceptance. It would therefore be necessary for the application procedure to be carried out in two stages. Initially applicants would simply register their details, but no payment would be made at this point. Once the applicant had been interviewed and accepted they would then be asked to make payment.

Another criterion for membership agreed at the meeting on 28th March 09 was that members must be registered with the National Complementary Health Care Register (NCHC). This in turn would simplify the procedures for processing applications because only bona-fide therapists with recognised qualifications and who are covered by insurance are listed in this register.

Action: Rae to circulate the designs for the logo and website to the group.

d. Personal Brain.

Discussion of this was deferred to the next meeting. In the meantime Gordon is requested to forward details to the group.

Action: Gordon to circulate details of Personal Brain to the group.

e. Psychotropic Medicine.

- 1. Paper on Psychotropic medicine.** Discussion was deferred until the next meeting. Gordon is requested to circulate his paper on this topic prior to the next meeting.
- 2. CORE.** Discussion was deferred to the next meeting.

Actions:

- Gordon to circulate his paper on psychotropic medicine to the group prior to the next meeting.
- Susanne to bring information concerning CORE to the next meeting.

f. Intake Forms and Contracts.

John thanked everyone for submitting copies of their intake forms and contracts for consideration when preparing a standard form for our members. Essential items for inclusion would be discussed at a future meeting. However in the meantime John had found a standard form used by chiropractors, which could be adapted for our own purposes.

The main part of the form consists of an A3 card folded in half to comprise an A4 leaflet, with each page containing essential questions required of an intake interview. However, being printed on card it also doubles as a Client Folder which can easily be incorporated into a standard filing system. The card folder is supplemented by A4 paper continuation sheets, which are inserted into the folder as required.

It was proposed that once we have agreed to the essential information required for our form we could adapt this style of presentation for SHF use, incorporating our own logo. Such folders could be ordered in bulk and sold on to members, which would make this a financially viable option. Another advantage of such a format would be that as it would conform in style to those forms used within the NHS it would give a very professional impression.

Our folder could also contain a standard letter to be used (with the client's permission) when requesting information from other health care professionals. It was noted that GPs and other health care professionals are frequently reluctant to give out information about their patients without their written consent. It was suggested, therefore, that a standard letter could be prepared for the use of our members which would include a space for the client to sign that they had given approval for the health professional to be contacted in this way.

Action: All to consider the essential details to be included in the Intake Form for discussion at the next meeting.

Item 3. Any Other Business

a. Office holders.

It was agreed that it was important to select the essential office holders as soon as possible. This should be possible once the draft constitution had been approved.

b. Charitable work.

It was suggested that a commitment to charitable work should be built into the structure. Although members could not be compelled to undertake pro-bono work or to work with certain clients at a reduced rate, such a commitment would be beneficial to the organisation as a whole and was to be encouraged.

c. Business Gateway Grants.

Rae has a contact within Business Gateway who has advised that funds were available to provide grants to organisations such as ours that also intend to generate their own funds. It was suggested that he should be invited to address a future meeting to explain what is available and how to apply for such a grant. This might require a special meeting due to the amount of time required to cover such a topic.

Item 4. Date of Next Meeting.

The next meeting will be held at Mannerston Holdings from 2-4pm on Saturday 31st October 2009.

The meeting closed at 3.45pm.