

**Minutes of a Meeting of the Board of Trustees of the Scottish Hypnotherapy Foundation (SHF) held at Blackness Community Hall by Linlithgow on Saturday 3<sup>rd</sup> May 2014**

**Present:**

John Lawrence	Chair
Susanne McMahon	Vice Chair
Rae Jenson	Communications and Marketing Director
Kay Strang	Trustee
Thomas Munro	Company Secretary (Item 1 only)
Dr Fiona McLeod	Medical Advisor
Jo Goss	Treasurer/Secretary (Admin)

**Apologies:**

Mandy Gahan            Conference Director

The meeting commenced at 1 pm.

**Item 1. Official Launch**

Item 1 incorporated the Official Launch of the SHF, which was attended by 16 hypnotherapists and two further guests. Following a buffet lunch and Meet and Greet the Chair welcomed the visitors and introduced the members of the Board of Trustees.

The Chair explained the reasons for forming the organisation and outlined its aims, and thanked the Trustees for their hard work over the past five years to bring it to fruition. He explained that the reason it had taken so long to reach this point was the lengthy procedure involved in obtaining charity status. He advised that as a charity organisation it would make it possible to make hypnosis available to those who needed it most, but would not otherwise be able to afford it. (Clauses 4.1 and 4.2 of the Constitution refer.)

The Chair advised that it was a requirement for all Professional Members of the SHF to be registered with the Complementary and Natural Healthcare Council (CNHC), the organisation which is the UK voluntary regulator for complementary therapists. The CNHC register has been accredited by the Professional Standards Authority (PSA), which has very demanding standards. All practitioners listed on the register will, therefore, have been trained by a recognised school and will be qualified to a national standard.

The Chair advised that currently anybody could, if they so wished, practice hypnotherapy without any training, qualifications or insurance. There are, therefore, many 'cowboys' in the profession. The CNHC provides great benefit to the public by listing only those who are properly trained and qualified. This not only safeguards the public, but also beneficial to GPs, healthcare providers and insurers by providing them with details of therapists in their area to whom they can refer with confidence.

Therapists should not regard CNHC registration as a form of advertising. However, benefits of registration include:

- Greater public and professional recognition
- More chance of referrals from healthcare providers and insurers
- Support for research projects and, on occasion, funding
- A stringent Code of Ethics and Conduct.
- The investigation of complaints, and where necessary, imposing sanctions.

At this stage the Chair invited questions from the floor. A question was raised concerning the arrangements for good quality CPD. The Chair confirmed that we would be offering CPD courses in Scotland, both on a stand-alone basis, and also through inviting guest speakers to our Annual Conference. However, good speakers/course were expensive, and the SHF needed more members in order to be able to finance such initiatives. Although the SHF has a Conference Director, this is too big a task for one person, and he asked for two volunteers who would be willing to participate in a Conference Sub-Committee. Marion Robb kindly volunteered her services in this capacity.

## **Item 2. Minutes of Previous Meeting**

The Minutes of the Meeting held on Saturday 1<sup>st</sup> February 2014 were accepted as a true record.

## **Item 3. Matters Arising**

### **a. Membership**

- Application Forms. It was agreed that the existing forms would be used until further notice.
- Therapist Brochures and Promotional Items. The Communications and Marketing Director had designed a generic SHF leaflet for the use of Professional Members, in which they could add their own contact details. In addition she had produced key rings containing the SHF logo and contact details. A small supply of both products had been produced and all those attending the Launch and Meeting were given samples, which were much admired. Members would be able to order further items through the SHF as required. Alternatively the brochures could be down-loaded and printed off by the therapist.
- Membership Packages. The Secretary agreed to send a sample of both the above items to all new members as a part of their membership package.
- Use of Members' Logo. It was confirmed that, as previously agreed at the Meeting of 1<sup>st</sup> February, Professional Members should be permitted to use a Members' Logo on their web sites and other promotional items.
- Thanks were expressed to the Communications and Marketing Manager for her hard work, and congratulations were expressed for her excellent designs.

**Action:** The Secretary would send a sample leaflet and key ring to all new members as part of their membership package.

## **b. Achieving Charitable Purposes.**

- i. Logging activities. The Secretary reported that the Charities Activities Report Form had been amended and circulated to members as agreed at the meeting dated 1<sup>st</sup> February 2014. In response to a question from the floor she confirmed that no member was required to offer concessions or carry out pro-bono work unless they wished to do so. However, those who do so would be requested to complete the form at the end of the SHF financial year (30<sup>th</sup> June 2014) and return them to her for collation into a single report for OSCR as further evidence of the organisation's charitable activities. A reminder would be sent to all members towards the end of June.

## **c. Web site.**

The Communications and Marketing Director reported that the web site was currently under construction. However, the company who own the web site server had recently changed the log-in procedure without providing adequate instructions, and that she was therefore currently unable to log in and add further information. She was currently attempting to resolve this issue with the company. However, once completed the site would include a Members' Area, which would include items such as a Research Catalogue, and down-loadable copy of the SHF brochure in PDF format. Members could then both purchase the brochure through the SHF and add their details to the designated area using a sticker or down-load and print brochures off themselves.

*(Secretary's note: The issues concerning the log-in procedure has now been resolved.)*

## **d. Fund Raising**

- i. Grants.
  - a. The Treasurer reported that the application to the ScotRail Foundation for a grant of £1000 to be used exclusively for subsidising therapy had been unsuccessful owing to an unprecedented number of applications being received and insufficient funds to go round.
  - b. Therapist Rachel Coleman mentioned several other sources of funding, and kindly offered to assist in this area.
- ii. Donations. It was agreed at the Meeting dated 1<sup>st</sup> February the Treasurer had investigated the 'BT MyDonate' facility and had submitted a brief to all Trustees prior to the Meeting for consideration. It was agreed unanimously that this free service would be an excellent resource to make it easy for people to make donations on-line. The Treasurer agreed therefore to set it up and to liaise with the Communications and Marketing Secretary to link it to our web site.

**Action:** The Treasurer would set up the 'BT MyDonate' facility and liaise with the Community and Marketing Director as required.

## **Item 4. Treasurer's Report.**

The Treasurer reported that there had been little financial activity during the last quarter. A copy of the Treasurer's Financial Report for the period of 1<sup>st</sup> January – 31<sup>st</sup> March 2014 is at Annex A.

**Item 5. Any Other Business.**

The Secretary reminded the Meeting that we were required to hold an AGM before the end of September in accordance with Clauses 32, 33, 34 and 87 of the Constitution. She would consult all Trustees by email to agree a mutually convenient date.

**Action:** The Secretary is to contact all Trustees to arrange a date prior to the end of September 2014 for the AGM

**Item 6. Date of Next Meeting.**

The next Meeting would fall due in August 2014. The Secretary is to contact all Trustees by email to find out when they would be available and to confirm the time.

The meeting closed at 4 pm

**I certify that this is a true record of the Meeting**

**Signature:**

**Date:**

**Chair, SHF**

**ANNEX A**

**THE SCOTTISH HYPNOTHERAPY FOUNDATION**

**Financial Report for the Period 1 January – 31 March 2014**

<b><u>Opening Balance</u></b>	<b><u>General Fund</u></b>	<b><u>Restricted Fund</u></b>
	1601-95	100-00
<b><u>Income</u></b>		
Membership Fees	45-00	Nil
<b><u>Total Income</u></b>	45-00	Nil
<b><u>Expenditure</u></b>		
Membership –VHS	10-00	Nil
<b><u>Total Expenditure</u></b>	10-00	Nil
<b><u>Closing Balance</u></b>	<b><u>General Fund</u></b>	<b><u>Restricted Fund</u></b>
	1636-95	100-00

J P Goss

Jo Goss – Treasurer  
1<sup>st</sup> April 2014