

**Minutes of a Meeting of the Board of Trustees of the Scottish Hypnotherapy Foundation (SHF) held at Mannerston Holdings on Saturday 5<sup>th</sup> October 2013**

**Present:**

John Lawrence	Chair
Susanne McMahon	Vice Chair
Rae Jenson	Communications and Marketing Director
Kay Strang	Trustee
Jo Goss	Treasurer/Secretary (Admin)

**Apologies:**

Mandy Gahan	Conference Director
Thomas Munro	Company Secretary

The meeting commenced at 2.15pm.

**Item 1. Treasurer's Financial Report**

The Treasurer presented the Financial Report for the period of 1<sup>st</sup> June – 30<sup>th</sup> September 2013. The SHF is in a stronger position thanks to a donation of £1000. The benefactor, who wishes to remain anonymous, had expressed the wish that the SHF use this gift to help with start-up expenses (e.g. web site and publicity).

A copy of the Financial Report is at Annex A.

**Item 2. Minutes of Previous Meeting**

The Minutes of the Meeting held on Saturday 27<sup>th</sup> July 2013 were accepted as a true record.

**Item 3. Matters Arising**

**a. Launching the SHF**

- i. Owing to the absence of the Company Secretary the discussion of the publicity article was deferred for a later date.
- ii. The Treasurer reported that applications for membership to both SCVO and tsiMORAY had been accepted and that we were now included on their web sites.
- iii. The Chair was due to be interviewed on Radio Scotland on 7<sup>th</sup> October, and should the opportunity arise he would include information about the SHF in his presentation.

**Action:** The Company Secretary would circulate the publicity article about the SHF to the Trustees for discussion prior to circulating to the press, charity organisations and members of the public.

## **b. Membership.**

- i. Application Forms. A further review of the application forms for both Professional and Associate Members was carried out to ensure that they contained all the relevant information. It was agreed that the following amendment was to be incorporated:
  - a. 'Do you have a criminal record? (If 'Yes' please give details. Please note that this does not include spent convictions under the Rehabilitation of Offenders Act).
  - b. It was agreed that a statement regarding the use of personal data should be added. The Secretary agreed to investigate various formats and to circulate these to all Trustees for consideration prior to adding any such statement to the forms.
  - c. It was also suggested that applicants should be asked to provide copies of their insurance certificates, both when first joining and each year on renewal. It was suggested that the renewal dates both for membership and for insurance should be so-ordinated. However, whilst it might be possible to come to some kind of arrangement with the Holistic Insurance Services (HIS), not all members would be using the HIS, so this could not be applied universally.
  - d. Members should be reminded of the importance of advising us of any changes of contact details. (*Secretary's note: This has been added to the covering letter to the application forms.*).
  - e. The appropriateness of applicants submitting their applications on-line rather than by post was discussed. It was noted that all applicants were required to sign their forms, so many would have to submit them by post. However, for those with the software that allows for the inclusion of signatures it would be acceptable for them to submit their applications on-line.
- ii. CNHC Registration. The Chair had discussed with the CNHC whether they might be willing to offer reduced registration fees to members of the SHF. The organisation was reluctant to do so for fear of setting a precedent. However, they did not entirely rule out the suggestion for registered charity organisations. The Chair would discuss this further with the Chair of the National Association of Counsellors, Hypnotherapists and Psychotherapists (NACHP, [www.nachp.org](http://www.nachp.org)), another charity organisation very similar to the SHF, who might also be interested in becoming involved in negotiating discounts for charity organisations.
- iii. Fees. It was agreed that the membership fee for both categories of membership would be reduced to £30 for those joining within 6 months of the renewal date
- iv. Progress Report. The Treasure advised that three applications for Professional Membership had been received and approved, and that two further enquiries had been received from trainee hypnotherapists who wished to join subject to successful completion of their HPD portfolios.

### **Actions:**

1. The Secretary is to circulate suggested data protection statements for consideration prior to adding it to the application forms.
2. The Secretary is to amend the application forms as detailed in Sub-para bi(a).

3. The Secretary is to update the covering letter to the application forms to include the information confirming the membership fee for those joining within 6 months of the renewal date and a reminder to advise the SHF of any changes to contact details.
4. Once the application forms and covering letter have been amended and approved the Secretary is to forward them to the Conference Director, who has agreed to add the SHF logo and to set the contents out in a professional format.
5. The Chair agreed to discuss the possibility of negotiating reduced CNHC registration fees to charity organisations with the Chair of the NACHP.

**c. Achieving Charitable Purposes.**

- i. It was suggested that a standard form should be produced for logging members' charitable activities. This should include the following:
  - a. Number of sessions (concessionary/pro bono activities)
  - b. Type of issue covered
  - c. Organisation/individual
- ii. A discussion was held concerning whether discounts offered should be decided at individual therapists' discretion or whether the SHF should stipulate a specific percentage of the normal fee charged by each therapist.
- iii. It was agreed that members could opt in/out of offering discounted/pro bono sessions, and that this should be shown on the web site.

It was considered that this topic required further discussion, and should be deferred until the next meeting. Item 5 refers.

**d. Web site.**

- i. Update. The Communications and Marketing Director reported that she was continuing to develop the web site, and that she was happy to continue to do so for the time being on a voluntary basis. However, as it grows it will be necessary to contract the work out to a dedicated web designer, and this will require financing. She advised that we have two domain names (Item 5 of the Minutes of the Meeting dated 27<sup>th</sup> July 2013 refers). The first (<http://scottishtherapy.co.uk>) is live, but is a holding page, and has no space for further development. However much more content has been added to the second site (<http://scottish-therapy.co.uk>), which is not yet live, and once this work is completed the domain names will be switched. Application forms and members' details have already been added, but further content will also be required, and she requested further feedback from all trustees in this regard.
- ii. Funding. The Treasurer proposed that an initial sum of £500 from the donation received (Item 1) should be transferred to a designated fund to cover any expenses incurred. A further amount would be added at a later date as and when required. This was agreed unanimously.

**Action:** The Treasurer is to transfer £500 to a designated fund to finance the web site.

**e. Fund Raising**

- i. Gift Aid. Owing to an unprecedented number of applications received by HMRC from charity organisations for tax exemption and to claim Gift Aid it is taking approximately 10 weeks instead of the normal 6 weeks to process them. The SHF's

application had now taken over 12 weeks to process. The Treasurer would closely monitor the application, and would chase up HMRC if no information is received very soon.

ii. Grants.

- a. The Treasurer has submitted an application for an Express Grant of £1000 to Foundation Scotland to be used for the web site and the production of other publicity material. Such applications normally take approximately 8 weeks to process.
- b. The Co-Operative Bank hold a Customers' Donation Fund, and applications for grants of between £500 and £1000 are approved annually in October and April. The Treasurer would submit an application for such a grant, but would defer it until the April session, by which time the current problems with the bank should have been resolved.

**Actions:**

1. The Treasurer will monitor the progress of the application to HMRC for tax exemption and the right to claim Gift Aid, and will chase up HMRC if no information is forthcoming in the near future.
2. The Treasurer will submit an application to the Co-Operative Bank for a grant from their Customers' Donation Fund for consideration in April 2014.

**Item 4. Policy Sub-Committee.**

The appointment of a Policy Sub-Committee was deferred until the next meeting. Once this Sub-Committee has been selected it would be asked to consider the therapy discounts discussed at Item 3c(ii) and report back to the Trustees with their recommendations.

**Item 5. Any Other Business**

The SHF had been invited to cast a vote for SCVO officials. The Trustees discussed the nominations and authorised the Secretary to submit the vote on behalf of the SHF.

**Item 6. Date of Next Meeting**

The next meeting would be due in mid-late January or early in February 2014. The Secretary is to contact all Trustees by email to find out when they would be available.

The meeting closed at 5.15pm

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



**Signature:**  
**Chair, SHF**

**Date:** 12 October 2013

**THE SCOTTISH HYPNOTHERAPY FOUNDATION**

**Financial Report for the Period 1 June - 30 September 2013**

<b><u>Opening Balance</u></b>	<b><u>General Fund</u></b>	<b><u>Restricted Fund</u></b>
	500-00	100-00
<b><u>Income</u></b>		
Membership	135-00	Nil
Donations	1000-00	Nil
Miscellaneous	<u>6-95</u>	<u>Nil</u>
<b><u>Total Income</u></b>	1141-95	Nil
<b><u>Expenditure</u></b>		
Insurance	<u>290-00</u>	<u>Nil</u>
<b><u>Total Expenditure</u></b>	290-00	Nil
<b><u>Closing Balance</u></b>	<b><u>General Fund</u></b>	<b><u>Restricted Fund</u></b>
	1351.95	100-00

*J P Goss*

Jo Goss – Treasurer  
1<sup>st</sup> October 2013