

**Minutes of a Meeting of the Board of Trustees of the Scottish Hypnotherapy Foundation (SHF)  
held at Mannerston Holdings on Saturday 18<sup>th</sup> February 2017**

**Present:**

John Lawrence	Chair
Mary-Jane Armstrong	Marketing Director
Alison Bruce	Conference Director
Rae Jenson	Education Director
Dr Fiona McLeod	Medical Advisor
Jo Goss	Treasurer/Secretary

**Apologies:**

Dr Jenny Lim	Trustee
Susanne McMahon	Vice Chair

The meeting commenced at 2pm.

**Item 1. Minutes of Previous Meeting**

The Minutes of the Meeting held on Saturday 5<sup>th</sup> November 2016 were accepted as a true record.

**Item 2. Ongoing Actions**

**a. Conference.**

1. **Venue.** The Conference Director confirmed that she had reserved the conference facilities at the Stirling Court Hotel for both Saturday 23<sup>rd</sup> September 2017 and Saturday 22<sup>nd</sup> September 2018. The Treasurer had paid deposits for both years at a total cost of £179. The arrangements would be the same as for the 2016 Conference, and the fees would include refreshments mid-morning and mid-afternoon and a two course lunch. It was agreed that delegates would be asked to wait in the café area on arrival until the Conference Room was ready. No refreshments would be provided by the SHF at this time, but the café would be open, and delegates would be able to purchase refreshments if they wished.
2. **Speakers.** All four speakers had now been confirmed. They are:
  - a. Rogan Grant – Head Injuries, their Effects and how Hypnosis helps in Specific Areas.
  - b. Dr William McGeown – Subject to be confirmed.
  - c. John Lawrence – Brain Science behind Narrative.
  - d. Morag Wylie – Laughing Yoga.
3. **Conference reservations.** The Conference Director reported that the EventBrite booking facility was now live. She had placed an announcement on the SHF Facebook. Additionally she would send details to the Secretary for inclusion on the Conference page of the SHF website and for circulation by email to all Members.

4. **Conference Fees.** It was agreed that the booking fee for students should be reduced. The Conference fees are now as follows:

Early Bird fees (applicable for reservations made before 31<sup>st</sup> July 2017)

SHF Members	£67.50
Non-members	£85.50
Students	£26

Full fees (applicable from 1<sup>st</sup> August 2017)

SHF Members	£75
Non-members	£95
Students	£30

**Actions:**

1. The Conference Director would forward full details of the Conference to the Secretary for inclusion on the Conference page of the SHF web site.
2. The Secretary would forward details of the Conference to all SHF members and also arrange for them to be placed on the web site.
3. The Conference Director would amend the EventBrite form to take into account the revised fees for students.

**b. Newsletter**

The Conference Director reported that she had received no feedback following the release of the first Newsletter despite follow-up emails. Nor had she received any articles from anyone other than Trustees. She thanked those who had submitted articles for the second edition, and requested further articles of between 50-500 words for the third, which would be published after the next Trustee meeting. It was agreed that, subject to minor amendments (see Item5c), the second issue could now be send out, and a copy would also be added to the Members' area of the web site.

**Actions:**

1. The Conference Director would send an amended version of the Newsletter to the Secretary for distribution.
2. The Secretary would forward the Newsletter to all SHF members and would arrange for it to be added to the SHF website.

**Item 3. Constitution**

The requirement for Professional Members and Trustees (other than co-opted Trustees) to be registered with CNHC and/or other PSAs was discussed. It was agreed that it was not necessary to make any changes at present.

**Item 4. Treasurer's Report**

- a. The Treasurer reported that she was the process of transferring the SHF bank account from the Co-operative Bank to the Bank of Scotland, as agreed by the Trustees via an email discussion. The new account, a Treasurer's Account, was available to charities free of charge, and would provide similar facilities to that of the Co-operative Bank. Once our application had been completed and our new account was open the Bank of Scotland would carry out the account transfer on our behalf.

Additionally the Treasurer would notify SHF members and other relevant organisations (e.g. OSCR, PayPal and Easy Fundraising) of the change.

- b. The Treasurer presented the Financial Report for the period 1 October – 31 December 2016. A copy is attached at Annex A.

## **Item 5. Any Other Business**

### **a. Hypnotherapy in Schools.**

In August 2016 the Education Director initiated discussions with a local school concerning the provision of hypnotherapy with pupils at a discounted rate. At the time the school expressed considerable interest. However more recently there has been a complete lack of response from the school either to emails or telephone calls, and it would appear that for some reason they were no longer interested. It was agreed therefore that the Education Director would take no further action.

### **b. Hypnotherapy in the NHS.**

The Chair reported that Hypnosis (Scotland) Ltd had been invited by a tendering agency for NHS (Scotland) to bid for a three-year contract to provide hypnotherapy to members of the public who had been unemployed for some time to help them to return to work. The terms of engagement seemed somewhat unrealistic. Furthermore, after some discussion it was agreed that the SHF members should not be involved in providing potentially politically oriented hypnosis. Therefore, he was not going to bid for this project. However it was good to see the NHS entertain hypnotherapy as a valid intervention even though this particular project was not the kind of programme we were looking to get involved in.

### **c. Succession Planning/The Future.**

Item 5 of the Minutes dated 5<sup>th</sup> November 2016 refers. At that Meeting the Chair had stressed that the continued existence of the SHF was dependent on the availability of Members who would be willing to join the Board of Trustees in the event of the retirement or resignation of current Trustees. The Conference Director had included a paragraph in the first Newsletter, but so far no Members have expressed an interest. At that time no vacancies were available. However, the situation has now changed as the following Trustees would be standing down at the AGM, to be held during the Conference on 23<sup>rd</sup> September 2017:

- John Lawrence – Chair
- Rae Jenson - Education Director
- Jo Goss – Treasurer/Secretary. These two roles could be filled by two separate Trustees.

The Chair advised that this was a very difficult time for the Third Sector as there were few funds available to finance its activities. Furthermore it seemed very difficult to forecast how things were going to pan out in a post-Brexit environment. The NHS seemed to be potentially at risk as a concept and some kind of change seems inevitable. In the event that nobody comes forward to replace the departing Trustees, it might be necessary to close the SHF. The Secretary advised that OSCR had strict rules about closing a charity. This cannot be decided at Board level. It requires the agreement of 75% of the Membership, and this could be included on the Agenda of the AGM. Subject to the Members' approval (proxy votes are acceptable) the Secretary would be required to submit the Closure Application Form to OSCR within 3 weeks of the AGM's date. OSCR would then publish a Notice of Application for Dissolution on its web site within 14 days, which would remain on the web site for 28 days. This period would allow us time to receive any outstanding payments (e.g. from EventBrite) and pay any outstanding bills (e.g. Conference expenses). Then, subject to OSCR's

approval, the SHF will be removed from the Charity Register. Any remaining funds would be transferred to the charity named in the SHF Constitution (The Princess Royal Trust for Carers).

It was agreed that, should we wish to close the SHF, the Secretary would arrange for Members' fees to be deferred until after the AGM and after we had received OSCR's approval to close.

**Item 6. Date of Next Meeting**

The next Trustee Meeting would be due in late May/June. The Secretary would initiate a Doodle survey with proposed dates.

**Action:**

The Secretary is to send out a Doodle survey with proposed dates.

The Meeting closed at 4pm.

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

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

**Date:**

## THE SCOTTISH HYPNOTHERAPY FOUNDATION

## Financial Report for the Period 1st October – 31st December 2016

<u>Opening Balance</u>	<u>General Fund</u>	<u>Restricted Fund</u>
2295.58	2194.37	101.21*
<b><u>Income</u></b>		
Membership Fees	265.00	Nil
Donations (Easy Fundraising)	16.89	Nil
Refunds	31.00	Nil
<u>Total Income</u>	312.89	Nil
<b><u>Expenditure</u></b>		
Conference (Deposit x 2yrs)	179.00	Nil
Conference (refund)	11.00	
Refund (membership)	45.00	Nil
PayPal Fees	1.73	Nil
Travel	164.75	Nil
Misc.	20.00	Nil
<u>Total Expenditure</u>	421.48	Nil
<u>Closing Balance</u>	<u>General Fund</u>	<u>Restricted Fund</u>
2186.99	2085.78	101.21

\*Note. £100 in the Restricted Fund is from a donation by a private individual, to be used specifically for therapy. The remaining £1.21 is from the Community Grant from the Voluntary Action Fund. All expenditure from the Restricted Fund was made from the Community Grant.

J P Goss

J P Goss – Treasurer  
3 January 2017