

**Minutes of a Meeting of the Board of Trustees of the Scottish Hypnotherapy Foundation (SHF)
held at Mannerston Holdings on Saturday 2nd July 2016**

Present:

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

Apologies:

Rachel Coleman	Fundraising Director
Dr Jenny Lim	Trustee

The meeting commenced at 2.10pm.

Item 1. Minutes of Previous Meeting

The Minutes of the Meeting held on Saturday 30th April 2016 were accepted as a true record.

Item 2. Ongoing Actions

a. Trustees – Appointments and Resignations.

Item 5c of the Minutes of the Meeting held on Saturday 30th April 2016 refers. The Chair confirmed the following changes to the Board of Trustees:

1. Thomas Munro has retired from the Board, and Rae Jenson had transferred from her role as Marketing Director to assume the role of Education Director in his stead.
2. Mary Jane-Armstrong has been co-opted to the Board to assume the role of Marketing Director.

The Chair advised the Board that Rachel Coleman wished to stand down from her role as Fundraising Director at the AGM on 3rd September 2016. It would therefore be necessary to recruit a successor from the membership in due course.

b. Fundraising.

As the Fundraising Director was unable to attend the meeting discussion of this topic was deferred for the present. However, some concerns were discussed at Item 3 of this meeting (Treasurer's Report).

c. Conference.

The Conference Director and Marketing Director had visited the Stirling Court Hotel to view the facilities and to discuss the requirements for the Conference with the Hotel's Sales and Events Executive, Kara Middleton. It was confirmed that all our requirements would be included in the estimated fee with the exception of a PA system. However, it would be possible to hire such a system at a small additional cost of £150. This system would include 4 lapel/hand held mikes. The

Trustees agreed to this additional expenditure and the Conference Director would notify Ms Middleton accordingly.

Access and Parking. Ms Middleton had advised that it was likely that the barriers to the campus would be up at the time of the Conference, so it would not be necessary for delegates to clear through Security. There was plenty of free parking space in the hotel area, and there was also an overflow parking area in the vicinity, although there might be a fee for parking in that area.

Speakers. The Marketing Director had received offers of presentations from two separate sources. The presentations offered were:

Mental Health within the Police – Chief Inspector Gordon Crossan
Mental Health Working with Art – Craig Mckechnie from Delta Art Studios

The Trustees agreed that these would be very interesting subjects. The Marketing Director would contact both to accept their kind offers. (*Secretary's note: both have confirmed their participation*)

It had previously been confirmed that the SHF Medical Advisor & Research Director, Dr Fiona McLeod, would give a presentation on IBS.

The Conference Director is currently awaiting a reply from one further speaker, and she would follow up her request immediately. Subject to his acceptance we will then have our full programme.

Attendance Fees. It was agreed that the attendance fees should be as follows:

- SHF Members £75
- Non-members £95
- Students £50

It was agreed that the Student Fee should be open to students of Stirling University in addition to hypnotherapy students. The Conference Director agreed to discuss this with Ms Middleton.

Accommodation. Ms Middleton advised that the hotel had agreed to offer accommodation at a reduced cost to Conference delegates.

Speakers' Trophies. The Marketing Director agreed to obtain estimates for the production of trophies for each speaker. The Education Director (the former Marketing Director) had retained the art work from the 2015 Conference, and this could easily be updated for use again this year. She would forward the details to the Marketing Director.

Actions:

1. The Conference Director would confirm our requirement for a PA system with Ms Middleton.
2. The Conference Director would follow up an outstanding request for a presentation from one additional speaker
3. The Conference Director would discuss our offer of reduced attendance fees for students of Stirling University with Ms Middleton.
4. The Education Director and the Marketing Director would liaise over the production of speakers' trophies.

The Chair thanked the Conference Director and the Marketing Director for their excellent progress and their hard work.

d. Sale of Promotional Items.

Item 2a of the Minutes of the Meeting dated Saturday 30th April 2016 refers. Unfortunately the estimate from Sanctus Media for the production of DVDs of Conference was well beyond our current budget for this year. The Secretary would contact Sanctus refuse the estimate and to thank them their time.

The Marketing Director advised that she had contacts who might be able to assist with the production of DVDs in return for a donation. It was agreed that we would be happy to set aside £100 as a donation if they were in a position to help and considered this acceptable.

Actions:

1. The Secretary would contact Sanctus Media to thank them for their estimate but to advise that this would be beyond our means at present.
2. The Marketing Director agreed to ask her contacts whether they would be in a position to assist with the production of DVDs.

Item 3. Treasurer's Report

The Treasurer presented the Financial Report for the period 1 January – 31 March 2016. A copy is attached at Annex A.

The financial year for the SHF ended on 30th June 2016. The Treasurer reported that although we were financially in a similar position to the previous year in terms of funds we had made a slight over-spend of £58 this year. Unfortunately the SHF had attracted few donations this year, and despite the Fundraising Director's sterling work in submitting applications for grants to numerous organisations none had been successful.

It was noted that the criteria for submitting grant applications were considerably more stringent than previously, and that competition for limited funds was strong. It was agreed that, as previously advised by the Fundraising Director (Item 5 of the Meeting dated Saturday 6th February 2016 refers), it would be essential to provide evidence to prospective sponsors to demonstrate that there was a definite need for sponsored hypnotherapy, and also to provide evidence that clients had benefitted from their therapy. This latter could be obtained not only from post-therapy feedback but also through questionnaires, SUDs scales etc. It was agreed that much of this evidence could be obtained at the end of each year as a part of the annual Charitable Activities returns from SHF members.

Action:

1. The Secretary would revise the Charitable Activities Returns form to include evidence of the efficacy of hypnotherapy in future years.

Item 4. Open Athens for CAM

It was confirmed that any SHF Trustee would be eligible to register with Open Athens should they wish to do so.

Item 5. PVG Scheme

The Secretary had attended a workshop given by the Volunteer Scotland Disclosure Services to determine whether SHF members should be registered for the PVG scheme and, if so, to determine whether we would

be eligible to apply to become an Enrolling Body. A brief had been forwarded to all Trustees prior to the Trustee Meeting for consideration. It was clear that under present legislation there was no requirement for our members to be registered, and therefore for the SHF to become an Enrolling Body. It was therefore agreed that the brief and related documents should be retained on file, ready for action should legislation change.

Item 6. AGM.

- a. Date and Time. It was agreed that the AGM would be held during the Conference from 12-12.30pm. The Secretary would prepare the necessary documents and forward them to all SHF Members. These would include:

- Agenda
- Nomination of Trustees
- AGM Proposals
- Proxy forms

- b. SHF Fellowship. It was agreed that the following proposal should be included on the agenda:

‘Fellowship is awarded at the Board’s discretion to Health Professionals who are deemed to have made a significant contribution to the hypnotherapy profession’.

Actions:

1. The Secretary would prepare the necessary documents for the AGM and forward them to all SHF Members.
2. The Secretary would include ‘Fellowship’ on the AGM Agenda.

Item 7. Any Other Business

No further business was discussed.

Item 8. Date of Next Meeting

The next Trustee Meeting would be due in October 2016. 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 3.50pm.

I certify that this is a true record of the Meeting

Signature:
Chair, SHF

Date:

THE SCOTTISH HYPNOTHERAPY FOUNDATION

Financial Report for the Period 1 April – 30 June 2016

<u>Opening Balance</u>	<u>General Fund</u>	<u>Restricted Fund</u>
2182.78	2081.57	101.21*
<u>Income</u>		
Membership Fees	30.00	Nil
<u>Total Income</u>	30.00	Nil
<u>Expenditure</u>		
Conference (Venue deposit)	250.00	Nil
Travel Expenses	188.80	Nil
<u>Total Expenditure</u>	438.80	Nil
<u>Closing Balance</u>	<u>General Fund</u>	<u>Restricted Fund</u>
1773.98	1672.77	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
1 July 2016