

**Minutes of a Meeting of the Board of Trustees of the Scottish Hypnotherapy Foundation (SHF)  
held at Mannerston Holdings on Saturday 2<sup>nd</sup> September 2017**

**Present:**

John Lawrence	Chair
Susanne McMahon	Vice Chair
Alison Bruce	Conference Director
Heather Hutchinson	Member Services Director
Rae Jenson	Education Director
Dr Fiona McLeod	Medical Advisor
Jo Goss	Treasurer/Secretary

**Apologies:**

Mary-Jane Armstrong	Marketing Director
Dr Jenny Lim	Trustee

The meeting commenced at 2.14pm.

**Item 1. Minutes of Previous Meeting**

The Minutes of the Meeting held on Saturday 20<sup>th</sup> May 2017 were accepted as a true record.

**Item 2. Ongoing Actions**

**a. Conference.**

Item 2a of the Minutes dated 20<sup>th</sup> May 2017 refers.

1. **Conference Reservations.** The Conference Director advised that currently 30 tickets had been sold. Attendees included 16 SHF Members, 5 non-members and 9 students. A total of 38 people, including assistants and guest speakers, would be attending, a slight increase on last year. It was anticipated that more bookings would be forthcoming over the next few weeks.
2. **Speakers' Gifts.** The Conference Director confirmed that the speakers' gifts had been collected and that the Marketing Director would be bringing them to the Conference on the day.
3. **Reception.** The Conference Director confirmed that delegates would not be given access to the Conference Room until the setting up of the facilities had been completed. On registration they would be requested to assemble in a waiting area, where they could purchase coffee or tea, until they are collected. Additionally they would not be admitted to the Conference Room during the official breaks.
4. **Conference Layout.** There would be a table in the hotel reception area for delegate registration, and in the Conference room there would be a top table for 4 at the front of the room and a table at the back for books etc. Presentation equipment would be available for speakers. The Conference Director requested that PowerPoint presentations be forwarded to her as soon as possible to enable her to set everything up well in advance of the Conference. So far she had received one presentation and that two more were in the pipe-line.
5. **Agendas and Speakers' Profiles.** The Secretary agreed to print out copies of the Agenda and the Speakers' Profiles once the precise number required is known.

**Actions:**

1. The Chair agreed to forward his PowerPoint presentation to the Conference Director as soon as possible.
2. The Conference Director would forward copies of the Conference Agenda and Speaker Profiles to the Secretary once the number of copies required was known.
3. The Secretary would print out copies of the Conference Agenda and Speaker Profiles and bring them to the Conference Venue on the day.

**b. Succession Planning.**

Item 4 of the Minutes of the Meeting dated 20<sup>th</sup> May 2017 refers.

**i. Applications.**

Usually a new Chair could be appointed by the Board from within the Board. However the two applications received for the position of Chair were from non-Board Members, and it was therefore necessary to hold an election at the AGM. It was agreed that this would take the form of a secret ballot. There had been one application each for the posts of Treasurer and Secretary, and these appointments would be ratified at the AGM. It was noted that a number of forms would need to be prepared for the signatures of both the new Trustees and those who were standing down. The Secretary would prepare these in advance of the AGM, and these would be signed at the end of the Conference, when the identity of the new Chair would be known.

The Secretary agreed to prepare a protocol for changes to the Chair and Trustees with financial responsibilities for Trustees to provide guidance in the future.

**Actions:**

1. The Secretary would prepare the required hand-over forms prior to the AGM.
2. The Secretary would provide a protocol to provide guidance to Trustees in the future.

**ii. AGM Procedures.**

It was agreed that the retiring Chair would open the AGM and present the Chair's Report. Following this the retiring Treasurer would present the Financial Report. Once these had been completed the two candidates for the post of Chair would be invited to address the meeting for up to 5 minutes each. The use of visual aids would not be allowed. The addresses would be followed by a period of 10 minutes to allow Members to ask questions of the two candidates.

The secret ballot would then be held. The Secretary would provide a box in which all voting slips (including proxy votes) would be posted. The votes would be counted by the Secretary and the Vice Chair. Should there be a tie the retiring Chair would have the casting vote.

The retiring Chair would announce the results of the election to the Meeting and would then welcome the new Chair and invite the successful candidate to chair the remainder of the Meeting. He would then stand down.

Following the ratification of the other appointments the retiring Secretary/Treasurer would also stand down. The Secretary Elect has agreed to take the Minutes of the AGM. The current Secretary would advise the new Trustees of these procedures well in advance of the AGM

A copy of the AGM Agenda is at Annex A.

## **Actions:**

1. The Secretary would provide a suitable box for the secret ballot.
2. The Vice-Chair and Secretary would count the votes for the post of Chair to the retiring Chair who would then announce the successful candidate.
3. The Secretary would advise the new candidates of the AGM procedures well in advance of the AGM.

### **c. Survey Monkey Questionnaire.**

Item 4 of the Minutes dated 20<sup>th</sup> May 2017 refers. The Member Secretary presented the results of the Survey Monkey survey to the Meeting. She reported that although not everybody had completed the survey the information obtained was helpful. She recommended that further surveys should be carried out every six months. A copy of the findings is at Annex B

## **Item 3. Treasurer's Report**

The Treasurer advised that although the balance of the SHF account for the period 1 April-30 June 2017 was slightly lower than the previous quarter this would be regained during the current quarter as both the annual income from membership renewals and from the Conference were forthcoming.

Although the majority of Members had now renewed their subscriptions some remained outstanding. The Secretary would send out a further reminder individually to each Member who had not yet renewed. It was noted that some Members would probably pay their subscriptions at the Conference, and it was therefore agreed that they should be given a deadline of 30<sup>th</sup> September for renewals. They should be advised that if payment was still outstanding after that date they would be deemed to have resigned and that their details would be removed from the SHF web site and the SHF email list.

A copy of the Treasurer's Report for the period 1<sup>st</sup> April-30<sup>th</sup> June 2017 is attached at Annex C.

## **Action:**

The Secretary would send out individual reminders to these Members whose subscriptions were overdue, giving a deadline of 30<sup>th</sup> September.

## **Item 4. Any Other Business**

### **a. Trustee Appointments**

Given that Trusteeship is a serious business with various vicarious responsibilities and possible financial liabilities a discussion took place. The Board discussed the correct procedures for charitable organisations if there are known to have been allegations about a Professional Member or Trustee that had financial repercussions and/or if a police investigation had been held, or if that individual's actions were considered to contravene the Code of Ethics and Conduct. It was agreed that there were many aspects to be taken into account in such cases. For example, has there been a written complaint made against that individual? Or, should concerns have resulted from something that was said, were there witnesses, and would they be willing to sign a letter in support of the allegations? Without corroboration no action could be taken as oral evidence would be regarded as hearsay. Finally, in the event of a police investigation having taken place, what were the findings?

It was noted that when anybody submitted an application to join the SHF as a Professional Member they were required to sign the form which includes the questions:

- 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.)
- [Do you] agree to adhere to the Code of Conduct, Performance and Ethics of the Complementary and Natural Healthcare Council (CNHC) and the SHF Code of Conduct, and confirm that no complaint has ever been upheld against me (or if it has, I enclose full details). **(Please sign the SHF Code of Conduct and submit it with your application)**

Professional Members are also required to be registered with CNHC and/or be registered by the Professional Standards Authority (PSA). Before accepting an application we do check the registration of the applicant, and we check again on renewal to make sure they are still current. It was noted therefore that due diligence has been observed.

Only Professional Members can apply to join the Board in any capacity (unless co-opted by the Board) so the above regulations apply to them also.

Finally, the SHF Constitution does provide for the removal of Trustees from the Board and details the required procedures. Clauses 38 and 39 refer.

## **b. Presentation**

The Vice Chair, on behalf of the Board, expressed her thanks and best wishes to the three retiring Directors. This was followed by a presentation of gifts: a cut glass whisky glass for the Chair, an amethyst and silver pendant for the Education Director, and a sterling silver thistle brooch for the Secretary/Treasurer. The Chair replied thanking the Trustees for their hard work and their dedication as a team. The Education Director and Secretary/Treasurer also expressed their heartfelt thanks.

## **Item 5. Date of Next Meeting**

The next Trustee Meeting would be arranged by the new Board.

The Meeting closed at 4.10pm.

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

**Signature:  
Chair, SHF**



**Date: 7<sup>th</sup> September 2017**



# Scottish Hypnotherapy Foundation

Raising the Standard of Hypnotherapy in Scotland

## Annual General Meeting of Scottish Hypnotherapy Foundation

To be held from 11.55am to 12.55pm on Saturday 23<sup>rd</sup> September 2017  
at The Stirling Court Hotel, Stirling

### Agenda

- |                                     |   |
|-------------------------------------|---|
| <b>Item 1. Chair's Report</b>       | <b>Retiring Chair</b>                   |
| <b>Item 2. Treasurer's Report</b>   | <b>Retiring Treasurer</b>               |
| <b>Item 3. Election of Chair</b>    |   |
| a. Candidates' Presentations        | Martin Armstrong-Prior<br>Mo Ferrington |
| b. Questions from the floor         |   |
| c. Secret Ballot                    | Vice Chair and Secretary                |
| d. Announcement and Hand-over       | Retiring Chair                          |
| <b>Item 4. Elections</b>            | <b>New Chair</b>                        |
| e. Elections of New Trustees        |   |
| Secretary                           | Melanie Phillips                        |
| Treasurer                           | Caroline Meikle                         |
| f. Ratification of Appointment      |   |
| Member Services Director            | Heather Hutchison                       |
| g. Re-election of Current Trustees: |   |
| Vice Chair                          | Susanne McMahon                         |
| Conference Director                 | Alison Bruce                            |
| Medical Advisor/Research Director   | Dr Fiona McLeod                         |
| <b>Item 5. Any Other Business</b>   |   |

**The Findings of the Survey Monkey Questionnaire**

1. 76.92% of the SHF members wanted trainer lead CPD courses in Scotland.
2. 53.65% of the SHF members wanted full day workshops, 30.77% responded, others wanting full, half day or two day courses depending on topic.
3. There was quite an even spread of when people wanted the CPD events to be held but most people, 23.08% and 30.77%, wanted CPD either the day before or during the conference, respectively.
4. 91.67% of the SHF members were willing to pay an additional fee to attend CPD events on or around the conference time.
5. 92.31% would be willing to attend free CPD.
6. Topics members would like to attend CPD in are as follows: Confidence, conflict management, metaphor, media marketing online, paediatric, EFT, EMiplus, insomnia, pain, new techniques, anxiety, working with addicts, depression, weight management, IBS.
7. 92.31% are aware that there is a quarterly newsletter.
8. 38.46% thought the newsletter was good.
9. 38.46% thought the newsletter needed improvement.
10. Articles people would like to see in the newsletter are as follows: links to articles of interest on the internet, tales from the therapist chair, including and how to grow your business, what's happening with SHF, what the board is working on, not just giving us final results, key points on what's happening in the hypno world, case studies etc., some wisdom quotes, "a funny thing happened today", practitioner of the month, book of the month, news from around the country, and whether people are working with other organisations, GPs, NHS, charities etc., in their area etc.
11. There was an even spread of importance of member benefits although being part of a Scottish Based Organisation did come out top, with access to an annual conference in Scotland being a close 2<sup>nd</sup>.

**THE SCOTTISH HYPNOTHERAPY FOUNDATION**

**Financial Report for the Period 1 April – 30 June 2017**

<b><u>Opening Balance</u></b>	<b><u>General Fund</u></b>	<b><u>Restricted Fund</u></b>
2210.00	2108.79	101.21*
<b><u>Income</u></b>		
Membership Fees	30.00	Nil
Conference	67.50	Nil
<b><u>Total Income</u></b>	97.50	Nil
<b><u>Expenditure</u></b>		
Travel expenses	127.56	Nil
<b><u>Total Expenditure</u></b>	127.56	Nil
<b><u>Closing Balance</u></b>	<b><u>General Fund</u></b>	<b><u>Restricted Fund</u></b>
2179.94	2078.73	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.

N.B. The transfer from our Co-operative Bank Community Direct Plus account to our Treasurer's Account with the Bank of Scotland was completed in May 2017.

*J P Goss*

J P Goss – Treasurer  
2<sup>nd</sup> July 2017