

## **Minutes of a Meeting of the Board of Trustees of the Scottish Hypnotherapy Foundation (SHF) held at Callendar House, Falkirk on Saturday 17<sup>th</sup> October 2015**

### **Present:**

John Lawrence	Chair
Alison Bruce	Conference Director
Rachel Coleman	Fundraising Director
Rae Jenson	Marketing Director
Dr Fiona McLeod	Medical Advisor/Research Director
Jo Goss	Treasurer/Secretary

### **Apologies:**

Susanne McMahon	Vice Chair
Thomas Munro	Education Director

The meeting commenced at 5.45pm.

### **Item 1. Minutes of Previous Meeting**

The Minutes of the Meeting held on Saturday 6<sup>th</sup> June 2015 were accepted as a true record.

### **Item 2. Ongoing Actions**

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

As the Education Director was unable to attend the meeting discussion of this topic was deferred for a future meeting.

#### **b. Considerations for Grant Funding: Head Office**

The Secretary had contacted SCVO to enquire about the cost and availability of rented office accommodation at one of their locations in Edinburgh. SCVO had confirmed that shared office space was available at Heavyweight House, and provided a price list. The space offered is in an open plan office with a high quality desk, office chair and lockable pedestal. Licence agreements are on a 12-month basis with a 3-month notice period, which can be served at any point. The Trustees agreed that an open plan area would provide excellent networking opportunities with other charities.

The Fundraising Director suggested that another option might be to work in partnership with another related charity (e.g. Anxiety UK/Alzheimer's). This could be considered as an alternative to seeking funding. However, it would still be necessary to appoint a paid member of staff to man the office.

It was agreed that we were not in a strong enough position financially at present to rent accommodation or to employ paid staff. However, these provided some good options for the future.

### **Item 3. Research**

The Research Director advised the Meeting that she now had access to Open Access Athens. Furthermore, should any other Trustee wish to register for this they would be entitled to do so. The Secretary agreed to email the details of how to register for this facility separately.

#### **Action:**

1. The Secretary would email all Trustees with details of how to register with Open Access Athens.

### **Item 4. Treasurers' Report**

The Treasurer presented the Financial Reports for the periods 1<sup>st</sup> April- 30<sup>th</sup> June and from 1<sup>st</sup> July- 30<sup>th</sup> September 2015 to the Meeting. Copies are attached at Annexes A and B respectively.

The Treasurer reported that although the SHF is not making a profit, the organisation is holding its own financially. Although the SHF does not yet have sufficient funds to start subsidising therapy, thanks to the generous support of its members, who have been offering both subsidised and pro-bono therapy to many of their clients, OSCR are happy with that we are achieving our charitable purposes and confirmed our charitable status for a further year.

We will shortly be receiving the Conference fees from EventBrite. However, most of this income will be used to pay Callendar House's bill, so there may not be a noticeable difference in the next quarterly report. However, all our existing members have renewed their membership this year, and we have also recruited a few new members recently. The SHF now has 23 Professional Members and two Associate Members.

As at 30<sup>th</sup> September we still had £453.32 remaining from our Community Grant, which we are required to use by 31<sup>st</sup> December. However, speakers' fees and travel expenses incurred at the Conference will cover most of this, so we will have no problem spending it before the end of the year.

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

- a. Fundraising Opportunities.** It was suggested that one way of generating further income might be to charge a small fee for anyone wishing to watch the Conference presentations on our web site. Payment could be made via PayPal. It was further suggested that those who had attended the Conference should not be charged as they had already paid. For conference delegates there could be a special area, similar to that of the Member's area, which could be accessed through the use of a password. This would be discussed further at the next meeting.

- b. Conference**

1. It was suggested that the comments from the Conference questionnaires could be added to the Conference page of the web site, together with a short write-up about the day. The Marketing Director was requested to provide a brief article for inclusion on the page, and Conference Director was requested to select some comments from the questionnaire for inclusion, subject to the permission of the individuals concerned.

It was further suggested that the comments from the questionnaire concerning his presentation could be sent to Glenn Catley for inclusion in his web site. (*Secretary's note: It was decided subsequently that all delegates should be invited to send their comments to Mr Catley directly should they wish to do so. The Conference Director has emailed all delegates accordingly.*) Finally, it was suggested that in future years we could stream our Conferences on line. Further discussion on this would be deferred to a future meeting.

- c. **The Gathering.** It was noted that the SCVO Gathering was scheduled for 17<sup>th</sup>/18<sup>th</sup> February 2016. As previously agreed at the Trustee Meeting held on Saturday 7<sup>th</sup> March 2015 (Item 4), it was agreed that booking a stall at his event would be of little value to the SHF. However, should anyone wish to attend the event to hand out leaflets and network with other organisations this would be of great value. It would not be necessary for anyone to attend for the whole weekend. However, should anyone be in a position to spend a short time there on one or other of the days this would be greatly appreciated.

**Actions:**

1. The Marketing Director would prepare a brief article about the Conference and forward it to the Secretary for inclusion in the Conference Page of the web site.
2. The Conference Director would select some comments about the Conference from the questionnaires (subject to delegates' permission) and forward them to the Secretary for inclusion in the web site.

**Item 6. Date of Next Meeting**

The next Trustee Meeting would be due in late January/early February 2016. The Secretary would look at possible dates during that period and would set up a Doodle vote so a date convenient to all can be found.

**Action:**

1. The Secretary would arrange the date of the next Meeting via Doodle.

The meeting closed at 6.15pm

**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 2015**

<u>Opening Balance</u>	<u>General Fund</u>	<u>Restricted Fund</u>
2574.15	1495.44	1078.71
 <b><u>Income</u></b>		
Membership Fees	45-00	Nil
Untaxed Interest	0-50	Nil
Donations	250-00	Nil
Gift Aid	4-41	Nil
PayPal	0-01	Nil
 <u>Total Income</u>	 299-92	 Nil
 <b><u>Expenditure</u></b>		
Membership (VHS)	10-00	Nil
PR items (Parliament event)	641-76	197-00 (printing) 68-40 (roller banner) 79-99
Computer software (Email distribution credits)	Nil	
 <u>Total Expenditure</u>	 651-76	 345-39
 <b><u>Closing Balance</u></b>		
1876-92	1143-60	733-32

J P Goss

J P Goss – Treasurer  
1<sup>st</sup> July 2015

**THE SCOTTISH HYPNOTHERAPY FOUNDATION**

**Financial Report for the Period 1 July – 30 September 2015**

<b><u>Opening Balance</u></b>	<b><u>General Fund</u></b>	<b><u>Restricted Fund</u></b>
1876.92	1143.60	733.32*
 <b><u>Income</u></b>		
Membership Fees	715.00	Nil
Annual Conference	300.00	Nil
<b><u>Total Income</u></b>	1015.00	Nil
 <b><u>Expenditure</u></b>		
Insurance	290.00	Nil
Web site	Nil	170.00
Accountant fees	264.60	Nil
Conference (speakers' gifts)	131.55	Nil
Subscription (UKCHO)	150.00	Nil
PR items	164.40	Nil
Refund (conference)	15.00	Nil
PayPal fees	5.93	Nil
Computer app (Doodle)	21.65	Nil
<b><u>Total Expenditure</u></b>	1043.13	170.00
 <b><u>Closing Balance</u></b>		
1678.79	1115.47	563.32 *

\*Note. £100 in the Restricted Fund is from a donation by a private individual, to be used specifically for therapy. The remaining amount is from a 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  
4<sup>th</sup> October 2015