

Minutes of a Meeting of the Board of Trustees of the Scottish Hypnotherapy Foundation (SHF) held at Mannerston Holdings on Saturday 6th June 2015

Present:

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

Apologies:

Rachel Coleman	Fundraising Director
Susanne McMahan	Vice Chair
Thomas Munro	Education Director

The meeting commenced at 2.00pm.

Item 1. Minutes of Previous Meeting

The Minutes of the Meeting held on Saturday 7th March 2015, incorporating the amendment issued on 17th March 2015, were accepted as a true record.

Item 2. Ongoing Actions

a. Hypnotherapy in Schools

The Education Director was unable to attend the meeting. However, he notified the Board that he would be in a position to provide a written progress report by the end of June 2015.

The Chair had obtained a document from VHS containing their executive statement for our consideration. He proposed that the SHF prepare a similar style of document for circulation to schools and to any other organisations interested in using our services. The Board agreed to the proposal unanimously. The Chair agreed to prepare a draft document for the Board, and that once finally approved the document would be printed professionally.

Actions:

1. The Education Director would provide a written progress report to all Board Members by the end of June 2015.
2. The Chair would draft an Executive Statement and circulate it to all Board members for consideration.

b. Disclosures

The Secretary had consulted both Disclosure Scotland and the Volunteer Scotland Disclosure Services to determine whether there was a requirement for SHF members who

provide hypnotherapy to children, either in schools or privately, to have disclosure certification.

Disclosure Scotland advised that disclosure certification at any level was not a legal requirement. It is merely available as a part of a safe recruiting service. Self-employed people who do regulated work with children and/or protected adults could apply if they wished to become a member of the Protecting Vulnerable Groups (PVG) scheme. Organisations offering regulated work to individuals (either paid or voluntary) can ask both volunteers and paid staff to join the scheme. They may also ask existing staff to join the scheme, but cannot make this mandatory.

Volunteer Scotland advised that they would be happy to act as an umbrella body for the SHF should we wish to go down that road. However, they confirmed that there was no legal requirement for SHF Members to have PVG clearance. They considered that there was, in any event, no requirement for working with children, either in school or at home; they stated that the parent or guardian, or the school, would be responsible for the children's welfare, and that the presence of a responsible adult during the sessions or, in the event that this was undesirable, that the sessions are recorded on time-monitored video, would be all the safeguards required.

PVG clearance might be necessary for therapists working with vulnerable groups (e.g. in hospices). However, normally obtaining such clearance would be the responsibility of the organisation the therapist was working for rather than with the SHF.

It was suggested that we might consider making PVG clearance a requirement for Professional Members. However, whilst there would be no fee for those doing voluntary work, those who received payment for their services would be required to pay an initial fee of £59, and a further £18 each time a renewal certificate was required. Unfortunately our current financial situation does not allow us to finance clearance for those members from our funds, and it was agreed that such an investment from individuals might be a deterrent to many who might otherwise be interested in joining the SHF. Also, as noted at paragraph b2, we could not make it a mandatory requirement for those who are already SHF members.

A further consideration was that if the SHF did wish to make disclosure a requirement for membership we would first need to gain the approval of all our Members. OSCR requires that the proposal must be approved either by at least two thirds of our members at a General/Annual General Meeting (proxy votes allowed) or 'unanimously by the SCIO members, otherwise than at a general meeting'. This may be done by email. We would then need to add it to the Constitution. OSCR has strict rules about amending constitutions. They require a completion of a form confirming the members' agreement and showing the amendments to be made, and they have the right to veto the proposal.

It was agreed that we would not register with Volunteer Scotland at present. However, we would review the situation at a later date once we had sufficient funds to achieve our aim of providing subsidised therapy to those in need. It was further agreed that we would provide PVG clearance for only those members who provide subsidised or pro bono therapy

c. Conference.

Progress and Actions. The Conference Director presented a report on the progress made so far, and a List and timeline of the actions still required. A copy is included separately at Appendix 1. She noted that, of the 70 places available, 26 had already been allocated to guest speakers, organisers and students. Therefore the remaining number of tickets currently available was 44.

Eventbrite. The most urgent action remaining was to set up the Eventbrite page so that we could start accepting reservations. The Conference Director agreed to action this, assisted by the Secretary, and they would hold a Skype session to work on this. The Secretary would then arrange for the details to be included on the SHF web site, and would include a link to Eventbrite. Additionally the Marketing Director would send out a further email to her contact list to advise that bookings were now open, and would also include a link to the Eventbrite, and would add the information to the SHF Facebook page.

Agenda. The Conference Director submitted her proposed Agenda to the Board. This was agreed unanimously, subject to the time of registration being brought forward to 9.15am. A copy of the amended Agenda is included separately at Appendix 2.

List of Hotels. It was agreed that a list of local hotels should be included in all publicity material. However, it was important that delegates should be made aware that the list did not constitute a recommendation. It was suggested that the following clause should be included: 'Please note that the Scottish Hypnotherapy Foundation does not recommend any hotel/establishment and does not guarantee the quality of any on this list, as it is for information only. Please contact establishments direct for further information'. It would, however, be acceptable to note that the Orchard Hotel offered discounts to SHF Conference delegates. A copy of the list of hotels in and around Falkirk is included separately at Appendix 3.

Delegate Questionnaire. The Conference Director submitted a proposed questionnaire to be given to delegates on the day of the Conference. It was agreed that the term 'cabaret style' in the question concerning seating should be followed by '(round table)' to clarify the term. It was further agreed that the question concerning 'Fun Elements' should be deleted. Subject to these changes the Questionnaire was approved unanimously. A copy of the amended questionnaire is included separately at Appendix 4.

Gifts and Promotional Items. It was agreed that we should give our guest speakers a small memento (in addition to their fees where relevant). We could also consider providing a Conference package for all delegates. The Marketing Director agreed to obtain estimates of cost for such items.

SHF Conference 2016.

a. **Dates.** The Conference Director advised that it was essential to consider possible dates for next year's Conference, avoiding dates that might clash with those of other organisations and also school holidays. The dates most likely to avoid such clashes were: 3-4 September 2016; 17-18 September 2016; 1-2 October 2016. It was noted that the APHP normally holds its conference in late October, so there should be no clash with this organisation (*Secretary's note. This year the APHP conference is being held on 24th/25th October, and in previous years their conference has always been held at*

around this time. The date for 2016 is not yet available, but it seems safe to assume that it will be held in late October again).

- b. **Venues.** It was agreed that we should consider various possible venues for the 2016 Conference, possibly in or near to Edinburgh or Glasgow. The Secretary would contact all Trustees to ask for suggestions, and this question was also included in the Delegate Questionnaire.
- c. **Proposed Number of Delegates.** It was agreed that we should once again obtain quotes for the Conference based on an attendance of 70 delegates.

Actions:

1. The Conference Director and the Secretary would work together to set up Eventbrite.
2. The Secretary would add full details of the Conference to the SHF web site, to include a link to Eventbrite.
3. The Marketing Director would send a follow-up email, including a link the Eventbrite, to her contacts.
4. The Marketing Director would add full details of the Conference to the SHF Facebook page, including the link to Eventbrite.
5. The Conference Director would update the Agenda and Delegate Questionnaire prior to setting up Eventbrite.
6. The Secretary would contact all Trustees to ask for suggestions for locations for next year's Conference.
7. The Marketing Director would obtain estimates for gifts for the speakers and Conference packages for all delegates.

Item 3. Code of Conduct

It was agreed that all SHF Board Members, Professional Co-optees and Ordinary Members should be asked to sign a Code of Conduct form. The Chair presented a draft Form to the Board for consideration, and this was approved unanimously. It was agreed that these should be given to all SHF members at the Conference.

Action:

1. The Secretary would arrange for copies of the Code of Conduct to be made available to all SHF Members at the AGM, which would be held immediately after the Conference (Item 8 refers).

Item 4. Research

The Research Director had been investigating the availability of evidence-based research into the efficacy of hypnotherapy for oncology. She found that much of the information available was hospital-based, and dealt mainly with pain management, anxiety and stress, and symptom control. Generally speaking the evidence provided was not compelling. However, she had found one article, written by Professor Guy Montgomery of the Department of Oncological Sciences at the Mount Sinai School of Medicine in New York, particularly useful, and she agreed to forward the information to the Secretary for inclusion on the SHF web site.

The Research Director had found that whilst it was easy to find research abstracts on line it was much more difficult to obtain full articles without incurring considerable expense. However, she

had come across a facility called ‘OpenAthens’ (www.openathens.net) that was available to health organisations, and wondered if she, in her capacity as Research Director and Medical Advisor, might be eligible to register with this facility. The Secretary agreed to investigate further, and would contact VHS for advice. She would then report back to the Research Director with her findings. If it was considered that she was eligible to register with this site the Research Director would follow up accordingly.

Actions:

1. The Research Director would forward details of Professor Montgomery’s research paper to the Secretary for inclusion on the SHF web site.
2. The Secretary would contact VHS to obtain advice concerning the eligibility of our Research Director to register with OpenAthens, and would forward the results to the Research Director.
3. Should eligibility be confirmed the Research Director would register with OpenAthens.

Item 5. UKCHO

- a. **UKCHO Representative.** The Research Director agreed to act as the SHF representative at the next meeting of UKCHO, to be held in London on Wednesday 23rd September 2015. It was agreed that the SHF would refund her expenses.
- b. **Verifying Organisation.** The Chair confirmed that the SHF’s application to become a member of UKCHO had been approved. He suggested that we should now apply for Verifying Organisation status. This would involve examining the applications of hypnotherapists wishing to register with CNHC to ensure that they had been trained by schools offering courses that met the training standards required and that they held the requisite level of qualifications. In some instances, where qualifications did not meet the requirements, it would be necessary for applicants to complete a portfolio prior to registration with CNHC. It was noted that this has a potential for an income stream to SHF in the future through processing applications. It was also noted there was no other Verifying Organisation in Scotland.

Action:

1. The Chair would forward the information concerning applications to become a Verifying Organisation to the Secretary for her action.

Item 6. SHF Fellowship

The Secretary proposed that we should add a new class of Membership, SHF Fellowship, to the Constitution. This type of membership would be awarded at the Board’s Discretion to Professional Members who have made a significant contribution to the hypnotherapy profession.

Prior to adding this to the Constitution we would be required by OSCR to take the same actions detailed at Item 2b Para 6 (Disclosure). It was therefore agreed that we would include this item on the Agenda for the AGM (see Item 8).

The Secretary suggested that the new clause could be as follow:

‘Fellowship is awarded, at the Board’s discretion, to those Professional Members considered to have made a significant contribution to the profession of hypnotherapy.’

She requested that all Board Members consider this clause and suggest any alternative statement.

Actions:

1. The Secretary would include the proposal to add SHF Fellowship to the Constitution on the Agenda for the AGM.
2. Board Members were requested to consider the proposed statement and suggest possible alternatives.

Item 7. Treasurers' Report.

The Treasurer presented the Financial Report for the period 1st January-31st March to the Meeting. A copy is attached at Annex A.

The Treasurer reminded the Board that the Financial Year for the SHF ends on 30th June 2015. She would then be required to complete an annual report and statement of accounts to OSCR. In order to retain our charitable status she would need to include details of all Members' subsidised or pro bono therapy sessions plus details of any free talks or workshops in the report. She would shortly be sending out Charitable Activities forms to all Members for completion.

Action:

1. The Treasurer would send out the annual Charitable Activities form to all SHF Members for completion.

Item 8. AGM

It was noted that we were required to hold our next AGM by no later than the end of December 2015. It was agreed that it should be held immediately after the Conference. If Callendar House was agreeable to extending our reservation times it would be ideal to hold it there, and a sandwich buffet could be included for those attending the AGM. If Callendar House was unable to accommodate us we would look for an alternative location in Falkirk.

Action:

1. The Conference Director would contact Callendar House to check whether they would be able to cater for the AGM immediately after the Conference and, if so, to get an estimate of the additional cost.

Item 9. Any Other Business

- a. **Web Site.** The Marketing Director advised the Board that an updated version of the SHF web site was currently under construction. The new site would be more responsive for the use of tablets and I-pads. The lay-out would be slightly different to the current web site and there would be some changes to the pages. Additionally the Marketing Director had set up a PayPal account which would be linked to both the Donations page and the Join Us page
- b. **Considerations for Grant Funding.** The Chair raised this item on behalf of the Fundraising Director, who was unable to attend the meeting. She advised that in order to

be successful in raising funds we need to be more specific in promoting our organisation and in stating our intentions for the future. This is particularly essential if we are to attract really large grants such as Big Lottery grants.

In relation to access to hypnotherapy for those on low income, we need to have clarity and start thinking about how we can implement and deliver this. We need to provide clear guidance to our members on this. This should include guidance on the application process, decision making, and making of payments.

Now that our organisation is expanding we should also consider employing a Project Manager, and setting up a centrally located Head office. An office in Edinburgh would be the most convenient, as it is so close to the Scottish Parliament and also to the SCVO and VHS. Clearly this is a paper exercise at present as we do not have sufficient funds for such a project. However, we can investigate the cost of renting an office in Edinburgh and budget for it. We also need to take into consideration the fees of the Project Manager.

It was noted that there are places such as the Hub in Falkirk where you can rent offices on an hourly basis. Such places have all the facilities required. We could also consider renting a room on a permanent basis or for a specific number of days. It was noted that SCVO might be in a position to offer advice, and might also be able to offer office space in Edinburgh. The Secretary agreed to look into the SCVO facilities.

Action:

1. The Secretary would investigate the facilities provided/arranged through SCVO.
 - c. **Pixel Trust.** The Chair drew the Board's attention to an organisation called the Pixel Trust (www.pixelfund.org.uk) which gives grants and donations of between £500 - £5000 to registered charities based and operating in the UK that are involved in research and care in the fields of psychological, mental and neurological diseases and disorders. Applications may be submitted at any time.
 - d. **Doodle.** Doodle (http://doodle.com/en_GB/features) is an administrative tool that is designed to simplify the process of organising the Executive Member diary dates. There are a variety of options available, but it was agreed that the most appropriate option for the SHF initially would be the 'Private for Professionals' option at US\$29 p.a. This plan includes the following facilities: easy scheduling; calendar integration; automatic reminders; seeing who is missing; requesting additional information; end-to-end SSL encryption; and Ads-free. A free one-month trial is available, after which we can pay by PayPal. There is no need to cancel at the end of the year as there is no automatic renewal.

Action:

1. The Secretary would set up a Private for Professionals account with Doodle for the SHF.

Item 10. Date of Next Meeting

The next meeting will be held on Saturday 17th October, immediately following the AGM. The location is to be confirmed (see Item 8).

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 January – 31 March 2015

<u>Opening Balance</u>	<u>General Fund</u>	<u>Restricted Fund</u>
2577.17	1477.17	1100-00
 <u>Income</u>		
Membership Fees	90-00	Nil
Untaxed Interest	0-64	Nil
Donations	17-63	Nil
<u>Total Income</u>	108.27	Nil
 <u>Expenditure</u>		
Refunds	90-00	Nil
PR items (name tags)	Nil	21-29
<u>Total Expenditure</u>	90-00	21-29
 <u>Closing Balance</u>		
2574.15	1495.44	1078.71

J P Goss

J P Goss – Treasurer
1st April 2015