

Minutes of Board Meeting of the Scottish Hypnotherapy Foundation (SHF) held at Glasgow Union Street, on Saturday 25th November 2017

Board Members Present:

Mo Ferrington	Chair
Martin Armstrong	Vice Chair
Caroline Meikle	Treasurer
Alison Bruce	Conference Director
Heather Hutchinson	Member Services Director
Dr Fiona McLeod	Medical Advisor

Apologies Melanie Phillips Charity Secretary

The meeting commenced at 11.00 am and concluded at 1.05 pm.

Item 1 Minutes of Previous Meeting

The Minutes of the AGM held on Sunday 15th October 2017 were accepted as a true record and have been added to the SHF website.

Item 2 Vice Chair

Martin graciously accepted the position of vice chair. Welcome Martin.

Item 3 Conference Director update

The conference director report and research for the 2018 is attached. 6 venues were put through Alison matrix and we unanimously agreed on Broomhall Castle An excellent and thorough job was made by Alison and due to the details attached the board the venue of Broomhall Castle Stirling was an easy one. Confirmed speakers have been booked for next year's conference and include Dr Kelly Woods, Mark Tyrell and Bob Burns. Alison also ran thorough proposed timings for the event. 9.00 - 9.15 registrations. Mo, welcome 5 minutes. 10 minutes networking. First up Bob Burns 1 hour – 5 mins presentation. Comfort break 10 minutes. Dr Kelly Woods 1 hour – 5 mins presentation. Then A.G.M. 1 hour. Lunch half an hour. After lunch 15 minutes for three awards that were agreed be the board. Voice of the Year, Script of The Year and Practice of the Year. Mo is going to work out a criteria measurement for each award so we can publish this well in advance. Then Mark Tyrell 1 hour – 5 mins presentation. Coffee break 20 minutes. Dr Kelly Woods 1 hour. Mo finale address 15 minutes , conference close at 16.35. There will be an announcement about informal networking in the bar at conference end.

Actions:

- Treasurer has to pay £500 deposit to secure Broomhall Castle.
- The Chair present one idea for a gift for the speakers, there are still more options to be discussed.
- Incentive awards were agreed , blurb to be done and agree with Mo and Heather, there shall be three Voice of the year, script of the year and therapy room of the year
- CPD event for PSDT two days with Geoff Ibbotson dates April/May 2018 costs 50/50 shared as will be the profits. Alison organising the event fee £200 for SHF member and £220 for non SHF member
- SHF Conference 2018 fees were agreed by the board as £95.00 non-member, Early Bird £85.00, SHF members £80 early bird £70 Students £50 and early bird £40.
- The vice chair Martin is going to send an invite to Scottish Health minister to attend the 2018 conference.

Item 4 Website and Social Media

Marketing Director Heather has secured the new Domain name as www.scottishhypnotherapyfoundation.co.uk at a fee £7 for two years. Heather is also doing a month free trial building a website which Heather is enjoying doing. Martin has said he would ask his son if he is willing to build the SHF website f.o.c. for completion in February 2018. SHF are delighted that we now have purchased this domain and own it for the SHF. Well done Heather, and thank you for purchasing the domain www.scottishhypnotherapyfoundation.co.uk

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It was agreed that all Board members would post once a week on the Facebook page, the rotation is:

Monday – Caroline, Tuesday – Heather, Wednesday – Fiona, Thursday – Alison, Friday – Melanie, Saturday – Mo, Sunday - Martin. Heather thanked everyone for doing this as this has seen interest on FB steadily rose to over 243 views. This has helped to increase SHF presence on social media and appeal to a wider audience as we are all so different.

Heather is also looking at a new web host. Go daddy is currently £3.99 per month i.e. £47.88 a year. Jim Highland Design is £70 a year. Heather is also going to send benefits e-shot to our students. The board also agreed a new student rates of £25 for membership of the SHF.

Heather is working on membership forms for potential new members to see if we can move this to SHF membership being completed online.

Heather and the SHF board feel that the website does not reflect the new energy or purpose that the SHF is moving in. Heather and Melanie find Jim very friendly and easy to deal with now that they can speak to Jim directly.

Actions:

- All Board members will post on FB, details above. All Board members asked to ask their own contacts to 'like' the SHF FB page to increase our likes.
- Heather will continue to contact potential new members and liaise with Jim (website chap) with regard to changes that we need to make.
- Melanie to contact Jim to ask that he include Heather on his contacts list for SHF.

Item 5 Treasurer's Report

The bank balance is £4,215.82 Bank of Scotland, less payment by cheque of £978 for payment to 2017 conference hotel bill. This has been posted. Current balance £3,237.82 Caroline will organise to pay deposit of £500 for the conference venue in the 22/9/18. Caroline will also send a timely email as a reminder for two members you have not paid the 2017/2018 SHF membership fees

Action:

- Caroline will also send a timely email as a reminder for two members you have not paid the 2017/2018 SHF membership fees.
- Melanie will send our annual accounts once they are published on FB by Heather so we can include this on the Scottish Charity register. <https://www.oscr.org.uk/charities/search-scottish-charity-register>. Please email the link to info@oscar.org.uk putting SHF and charity number in the title of the email and OCSR will include this for the SHF.

Item 6 Company Secretaries Report

Melanie did not attend but Heather was saying that Melanie is swamped at the moment with emails. It would be a good idea that Caroline and Melanie need to decide who gets what emails. This can be discussed and can be revised easily in the future. Caroline also said that there is a limit to what she can take on as she has a full time job too.

Action:

- Caroline and Melanie to agree who does what.
- Melanie to find out if GDR – the new part of the Data protection is covered with Holistic Insurance for hypnotherapy.
- Melanie to do a doodle request for date of first 2018 meeting.

Item 7 Election of new Board Members

It was agreed that Martin Armstrong-Prior be approached for the role of Vice Chair, as we agreed he would complement Mo's skills and strengths.

Action:

- Mo to contact Martin before the next meeting in the hope he can attend.

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Item 8 UKCHO Update

- Fiona Medical Advisor gave the board an update on UKCHO. Fiona explained the UKCHO was an umbrella professional hypnotherapy organisation so that there was one voice i.e. rather than little groups NCH and CHNC. 10 years ago CHNC were very much the gold standard for regulations. This has now changed, since the PSA (professional standard authority) is now the regulators and UKCHO has now got that improved code of conduct. This will be circulated by Fiona for review and inclusion as part of ours at the SHF.

Item 9 Any Other Business

Caroline to see what she can do about a venue in Edinburgh timings 1 – 3 pm for a Sat/Sun in February 2018.

Overnight has also been booked for the board f.o.c. as a gift from Mo on the 20th and 21st of April 2018 at the Culag Lochside Guest House. The board all expressed their gratitude to Mo for this kindness.

The board also agreed that a rate of £30.00 is to be levied for associate members who do not reside in Scotland.

Caroline also asked about a downloadable version of the SHF logos to be incorporated into all members website to fly the flag so to speak. Alison said she would forward this on a.s.a.p NCH conference Martin, Heather and possibly Alison may be attending this conference too. Martin is also going to be attending the Waxman annual royal society meeting representing the SHF.

I certify that this is a true record the meeting

Signature:

Chair, SHF

Date: 25th November 2017

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SHF Conference 2018 Venue Report

Following board meeting of 15th October 2017, 6 venues were contacted as previously recommended.

All costs worked out on a standard delegate number of 50 delegates.

1) Stirling Court Hotel, Stirling

- a) Tea / Coffee room guaranteed to be situated next door (no extra charge), or we could have it delivered directly into our room.
- b) Hotel will give a discount to any delegates quoting reference number.
- c) Due to issues from delegates, offered to just pay for main (complementary starter) therefore reduce overall price.
- d) Deposit: already paid (normally around 10% of expected amount). Due to the type of T&C, they would not be able to refund deposit, but if we had another event, eg CPD Workshop with Geoff Ibbotson, deposit may be transferred.

2) Broomhall Castle, Stirling

- a) Based in Menstire, near Stirling (3 – 4mins drive from Stirling Court Hotel)
- b) Small flight of stairs to main entrance, toilets down flight of stairs
- c) Disabled Access: Cars can be parked at rear of building, which then has easy access to the rear of the main hall, disabled toilet in corridor alongside hall.
- d) 50 car parking spaces (free)
- e) Capacity: 40 – 150 delegates
- f) Registration Area: In Lounge Area
- g) Accommodation available @ £85 per room (all rooms are kings size & can accommodate 2 people at the same price)
- h) 2 x Tea / Coffee Servings including snacks
- i) Lunch: Soup/Sandwiches, water & cordial
- j) Deposit of £500 required at time of booking
- k) All costs to be paid by: 3 weeks prior to event (also when final numbers required)

3) Golden Jubilee, Glasgow

- a) Based in west side of Glasgow, 12 mins walk from Dalmuir Station
- b) Disabled Access: DDA Compliant
- c) 300 car parking spaces (free)
- d) Capacity: 2 – 250 delegates can be accommodated.
- e) Registration Area: Can be either within room or in reception area
- f) Accommodation available @ £88 single occupancy
- g) Tea / Coffee Throughout
- h) Lunch: Soup/Sandwiches
- i) Deposit required dependant on credit application
- j) All costs to be paid by: Did not answer

4) The Place, Edinburgh

- a) Based in centre of Edinburgh, 9 mins walk from Edinburgh Waverley Railway Station
- b) Disabled Access: Alternative Entrance / Fire Exit
- c) No parking, delegates would have to pay for nearby parking (arrangement with nearby multi story for

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20% discount).

- d) Capacity: 48 – 150 delegates
- e) Registration Area: Private event reception with cloakroom
- f) Breakout Rooms Available, depending on size
- g) No hotel accommodation available due to already booked out
- h) 3 x Tea / Coffee Servings including snacks
- i) Lunch: Soup/Sandwiches
- j) Deposit not required
- k) All costs to be paid 2 weeks before event

5) Crief Hydro, Crief

- a) Based in Perthshire, 5 hr 49 mins walk from Perth Station (Note: this is for comparison purposes only) or 35 mins by Car
- b) Disabled Access: Disabled access can be arranged
- c) 200 car parking spaces (free)
- d) Capacity: 2 – 450 delegates
- e) Registration Area: Reception
- f) Accommodation: Not answered
- g) Tea / Coffee Served throughout
- h) Lunch: Soup/Sandwiches
- i) Deposit: 20% required at time of booking
- j) All costs to be paid by: 6 weeks prior to event

6) Heriot Watt, Edinburgh Conference Centre

- a) Based in west side of Edinburgh, 19 mins walk from Curriehill Station
- b) Disabled Access: Room is located on 1st floor and is accessible by lift. Level access from entrance into the building to meeting room lift
- c) 300 car parking spaces (free)
- d) Capacity: 40 – 80 delegates (Cedar Suite)
- e) Registration Area: Foyer Area outside room
- f) Accommodation: Not answered
- g) Tea / Coffee
Lunch: Soup/Sandwiches
- h) Deposit: 25% of room hire required at time of booking
- i) All costs to be paid by: Post event
- j) AV equipment is designed to use without technician support. However, if tech required £35.00per hr, Min 4 hrs (£140). Note: there is no way to know until the day of the conference if tech support would be required or not.

A Point (0 min – 10 max, total = 100) was awarded for requirements (accessibility (train/car), parking, equipment provided & included in price, refreshments (tea, coffee, water, etc), lunch, capacity, add-ons, privacy and overall appearance / impression that delegates would have).

Points

1 Stirling Court Hotel

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Recommended		Points
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1	Broomhall, Castle, Stirling	71
2	Golden Jubilee, Glasgow	67
3	The Place, Edinburgh	63