



**UK Association for Humanistic  
Psychology Practitioners**

## **Board of Directors Meeting *Minutes***

**15<sup>th</sup> June 2019**

**Resource for London, 356 Holloway Road, London, N7 6PA**

**PRESENT:** John Fletcher (Chair), Derek Lawton, Jane Frances, Cathie O'Brien and Jan Holton (Administrator).

- 1. APOLOGIES:** Vicky Karkou, Albert Punzalan, Liz Shelley and Bill Stanley
- 2. MINUTES OF LAST MEETING:** The minutes of 2<sup>nd</sup> February 2019 Board Meeting were approved.
- 3. MATTERS ARISING:**

The PSA conditions have all been met.

#### **4. PSA Update**

The Annual Review of Accreditation Form has been submitted. Some outstanding points remain to be considered:

- Updating the website theory pages
- Overseas policy statement – the 2 affected members need to be informed of the policy and be aware that they may not use the PSA logo. They should also be made aware that they must continue to meet UKAHPP requirements for reaccreditation, including attendance at peer groups. If

they are unable to attend the meeting accreditation will be suspended. An option for them would be to become direct members of UKCP and Affiliate Members of UKAHPP.

- Future Management of Risk Assessment Matrix and Annual Renewal requirements – the Risk Assessment Matrix needs to be continually reviewed, with input from all committees. It should be a standing agenda item.

## **5. UKCP OMR**

The UKCP OMR will take place on Saturday November 16<sup>th</sup> at Resource for London.

All Board members are required to attend as well as representatives from the standing committees. Other members need to be invited, including newly accredited ones.

The General Secretary is completing the questionnaire.

## **6. ACCREDITATION PROCEDURES – UPDATE ON REVISION**

Members of the Accreditation Committee are meeting on 6<sup>th</sup> July to draw up procedures for accreditation and reaccreditation with a deadline of 31<sup>st</sup> July.

## **7. MARKETING AND SOCIAL MEDIA**

The draft for a Facebook page was agreed. This will have a link to the website. The HIPC representative will forward the page for their website.

A budget for a new website was discussed and it was agreed that if the cost is over £5,000 the Chair will report back to the Board.

## **8. ADMP TRANSFER/CLUSTER**

Discussions are ongoing – it seems more likely that there will be a transfer rather than a cluster.

## **ANY OTHER BUSINESS**

There was no other business

**DATE OF NEXT MEETING: September 21<sup>st</sup>**

# **Board of Directors Meeting**

## **21<sup>st</sup> September 2019**

**Resource for London, 356 Holloway Road, London, N7 6PA**

**PRESENT:** John Fletcher (Chair), Derek Lawton, Jane Frances, Cathie O'Brien, Albert Punzalan, Liz Shelley, Bill Stanley and Jan Holton (Administrator).

**APOLOGIES:** Vicky Karkou

**Minutes of last meeting:** The minutes of the 15<sup>th</sup> June 2019 Board Meeting were approved.

**Matters arising:** There were no matters arising

### **Welcome to Gary Shepherd**

Gary Shepherd had volunteered for co-option on to the Board. Gary left the meeting for the Board to vote on his offer.

### **Gary Shepherd**

The Board unanimously approved Gary's co-option.

### **Attendance at and Scheduling of Board Meetings**

The PSA had advised that Board meetings should be scheduled 12 months in advance and be posted on the website. It was confirmed that the dates are now on the website.

### **Confidential Minute**

### **PSA Renewal**

It was reported that while there no conditions to meet for the renewal of UKAHPP's accreditation there are 4 recommendations to consider.

- The addition of adjunctive therapists to its risk matrix
- The active involvement of service users
- The development of guidelines for whistleblowing and duty of candour
- The publication of guidance for these kinds of cases, so that it is clear when outcomes should be published.

### **Registration Renewal Group**

It was agreed that a Registration Renewal Group should be formed and meet 2 or 3 times yearly via skype to consider the recommendations and the revisions that need to be made to the Risk Matrix. The composition should be the Chair of UKAHPP, the Chairs of Ethics, Accreditation and Membership Committees and the Registrar, with other Board members able to attend.

The first meeting will be held via skype on Friday 11<sup>th</sup> October at 7pm until 9pm.

### **UKCP OMR 16<sup>th</sup> November**

The application has been submitted. Board members are required to attend, and other members of the standing committees are being invited, plus recently accredited members.

### **Ethics Committee Chair**

It was agreed that Reach would be approached for a voluntary lay Chair.

### **Registrar's Audit Report**

The Board confirmed the audit procedures adopted by the Registrar.

### **Encryption of Personal Data Documents**

The Chair is writing a policy document. It was agreed that all Board members should have proton mail for emailing sensitive information.

### **Temenos Update**

Nothing further has been heard regarding online events or training links.

### **Chiron Update**

Chiron are holding their AGM on 16<sup>th</sup> November and will be hoping to agree to dissolving and transferring members to the UKAHPP Register.

### **ADMP Update**

It was reported that ADMP are not yet close to migration.

### **Marketing and Social Media Update**

Following the recent survey of UKAHPP members there was feedback on comments made in the returns. It is planned to create marketing strategies to attract new members.

**Edge Hill Update**

Negotiations with Edge Hill University are still taking place regarding the listing of trainees from the UKAHPP approved course on the Register.

**ANY OTHER BUSINESS**

There was no other business

**DATE OF NEXT MEETING: November 30<sup>th</sup> 1.30 pm, Resource for London**

## **Board of Directors Meeting *(Minutes)***

### **30<sup>th</sup> November 2019**

**Resource for London, 356 Holloway Road, London, N7 6PA**

**PRESENT:** John Fletcher (Chair), Vicky Karkou, Derek Lawton, Albert Punzalan, Liz Shelley, Gary Shepherd, Bill Stanley and Jan Holton (Administrator).

**APOLOGIES:** Jane Frances

**Minutes of last meeting:** The minutes of the 21<sup>st</sup> September 2019 Board Meeting were approved.

**Matters arising:**

- Cathie O'Brien had resigned due to personal circumstances following the last meeting. Thanks for her contribution had been sent.
- Edge Hill – the UKAHPP approved course is now running. A new link person is needed from the Accreditation Committee. Arrangements are still being made with the university for trainees to be listed on the Register. The approval of courses was discussed and how often the approval should be reviewed. It was agreed that the link person should address this question.

### **UKCP OMR**

The OMR was on the 16<sup>th</sup> November and had been successful. It was noted that the UKAHPP's relationship with the colleges had changed due to the achievement of PSA accreditation. Compliance with the standards of training is reviewed but not UKAHPP's governance.

### **Treasurer's Report**

The Treasurer's Report was presented, and the Board's attention drawn to the urgent need for new members.

### **Website and Marketing**

Gary Shepherd has been working on marketing strategies and on creating a new website. He presented an example of a home page to the Board. He will need a team to work with him and Albert Punzalan offered to assist.

Vicky Karkou said she could help with the development of a Facebook page.

It was agreed that the focus for the Board going forward is marketing the organisation.

### **New Accreditation Category**

Following discussion, it was agreed that to attract new members 2 additional levels of membership should be introduced with immediate effect. The categories will now be:

- Entry Level Registration Membership – (new category)
- Ordinary Registered Membership
- Accredited Registered Membership – (new category)
- Higher Accredited Registered Membership – (the existing Full Accredited Membership category)

It was agreed to withdraw the streamlined route.

### **Chiron Update**

Chiron held their AGM on 16<sup>th</sup> November and agreed to dissolve and transfer their members to the UKAHPP Register. They will have a confirmatory vote in May 2020.

**Encryption of personal data documents** This item remains outstanding

### **Annual Renewal Group**

The Terms of Reference for the group were approved.

### **ANY OTHER BUSINESS**

Ethics Committee – Amendments to the Complaints Procedure will be circulated by email for approval.

**DATE OF NEXT MEETING: February 29<sup>th</sup> 2020 1.30 pm, Resource for London**

# **Board of Directors Meeting (*Minutes*)**

**29<sup>th</sup> February 2020**

**Resource for London, 356 Holloway Road, London, N7 6PA**

**PRESENT:** John Fletcher (Chair), Jane Frances, Liz Shelley, and Jan Holton (Administrator).

**APOLOGIES:** Derek Lawton, Gary Shepherd and Bill Stanley

**Minutes of last meeting:** The minutes of the 30<sup>th</sup> November 2019 Board Meeting were approved.

**Matters arising:**

- Edge Hill –A link person has not come forward from the Accreditation Committee. Arrangements are still being made with the university for trainees to be listed on the Register.

**UKAHPP Governance**

It was agreed that an appeal be made to the membership for volunteers to be involved in the governance of UKAHPP.

**Finance Update**

The Board discussed the estimated expenditure for the following year and the urgent need for new members.

**Chiron Update**

Negotiations are continuing with Chiron regarding the administrative and financial arrangements for the transfer of their membership to UKAHPP. Their AGM is in May where there will be a confirmatory vote to dissolve the association.

**AGM**

It was agreed to cancel the AGM which was due on May 9<sup>th</sup> and to rearrange to a later date which would allow for the membership to be informed of the arrangements with Chiron. It was proposed that it be held on June 13<sup>th</sup>.

**ANY OTHER BUSINESS**

The possibility of holding a Body Psychotherapy CPD event in October 2020 was discussed.

**DATE OF NEXT MEETING: 2<sup>nd</sup> May 2020 1.30 pm via skype**