



**UK Association for Humanistic  
Psychology Practitioners**

## **Board of Directors Meeting**

*Minutes September 19th 2020*

**Online via Zoom**

**PRESENT:** John Fletcher (Chair), Jan Holton (Administrator), Bill Stanley, Jane Frances, Vicky Karkou and Gary Shepherd

### **APOLOGIES:**

Apologies were received from Liz Shelley

**1.MINUTES OF LAST MEETING:** The minutes of the last Board Meeting on 25.7.20 were approved.

**2.MATTERS ARISING.** These are contained in the main agenda.

### **3.PSA APPLICATION UPDATE**

The UKAHP's reaccreditation application has been approved subject to the condition that 6 monthly financial statements are submitted. There are also recommendations regarding the recruitment of lay people, and clarity about the introduction of student membership.

A PSA Annual Review Group Meeting will be held on Friday 6<sup>th</sup> November at 10.30.

### **4. WEBSITE AND MARKETING**

A website design company has been appointed and a marketing team formed by Gary and 3 Edge Hill students. Some market research has been carried out with a range of long-standing and recent members; the focus being finding out what members need from UKAHP and from a new website. There was discussion about the UKAHP logo and the implications of changing that. Embedding Twitter and YouTube into the website is under consideration and the Board and the Membership will be consulted before it is launched.

## **5. AGM PLANNING**

It was decided that an AGM will not be planned before Christmas, due to Covid. An AGM is not formally required as UKAHPP is not a company limited by guarantee. There will however have to be a General Meeting as directorships are coming to an end.

## **6. RECRUITMENT**

Jane Frances resigned as Board Director and her contribution to UKAHPP and the Board was warmly acknowledged. Jane intends to remain on the Accreditation Committee and is willing to act as its Chair. The Board must continue to have oversight of the Accreditation Committee and while a new Chair is sought someone from the Accreditation Committee should represent them at Board Meetings. John hopes to attend their next meeting in October.

## **7. SCoPEd**

John had circulated a draft document which Bill had added to. There was some discussion about UKAHPP's position and how to respond. John agreed to redraft and circulate an amended letter.

## **ANY OTHER BUSINESS.**

The need for an Education Officer was discussed, and the possibility of providing Edge Hill students with a membership card or certificate.

**DATE OF NEXT MEETING: 12<sup>th</sup> December 10.30 via Zoom**

# **Board of Directors Meeting**

*Minutes December 12<sup>th</sup>, 2020*

**Online via Zoom**

**PRESENT:** John Fletcher (Chair), Jan Holton (Administrator), Bill Stanley, Vicky Karkou, Liz Shelley, Gary Shepherd and Kathrin Stauffer

**1. MINUTES OF LAST MEETING:** The minutes of the last Board Meeting on 19.9.20 were approved.

**2. MATTERS ARISING.** These are contained in the main agenda.

**3. APPLICATION TO BOARD**

Welcome to Kathrin who has volunteered for co-option on to the Board. Kathrin left the meeting for the Board to vote on her offer. The Board unanimously approved Kathrin's co-option.

#### **4. ACCREDITATION COMMITTEE CHAIR**

Kathrin's appointment to the role of Accreditation Committee Chair was approved.

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#### **5. RECRUITMENT**

Lay members are needed urgently, especially an Ethics Chair. John has prepared an advertisement for Reach and Vicky said she would first approach one of her contacts.

#### **6. PSA RECOMMENDATIONS**

- The PSA have asked for clarity about the introduction of student membership. John will draft this for the website
- John had drafted an addition to the website regarding Covid 19 and this was agreed.

#### **7. FINANCE UPDATE/ TREASURER'S REPORT**

The financial report indicates that UKAHPP is in a healthy position, for the first time showing a surplus of income over expenditure. This is due to:

- The transfer of Chiron members
- The holding of all meetings online, thus saving on room hire, refreshments and travel.

It was agreed to continue to hold all meetings online, at least for the next financial year.

The requirement to attend a peer group has been waived for reaccreditation applicants due to Covid. It was agreed to discuss at the next Accreditation Committee meeting the possibility of holding groups online.

#### **8. MARKETING / WEBSITE**

It was reported that the launch of the website has been delayed due to problems with the server area. The Board agreed that the Find a Therapist facility should be managed by each member, not controlled centrally and that an appropriate plugin be researched. It was suggested that Wild Apricot would be a good option for a backend for membership services. It was agreed that for marketing reasons it is a priority to launch in January and if necessary, to delay the provision of the Find a Therapist facility and a database.

The appearance of the website was approved with thanks going to the students of Edge Hill for their input.

Some editing is needed before it is launched.

#### **9. AGM PLANNING AND COMMUNICATION TO MEMBERSHIP**

It is planned to hold an online AGM on February 27<sup>th</sup>. It has to be made clear to the membership that new members are required for the Board and the standing committees.

#### **10. SCoPEd**

John hopes to draft a statement as part of a marketing strategy.

#### **COVID 19/ REMOTE THERAPY**

At present practice hours accumulated remotely do not count towards accreditation and reaccreditation. In the light of the pandemic this is to be reconsidered. The Accreditation Committee should consider the acceptance of online working during this period.

#### **ANY OTHER BUSINESS.**

Vicky reported on the ongoing campaign on the NICE Guidelines on Depression. There has been minimal consultation with stakeholders and an event is planned for the Spring. UKAHPP will be invited and it was considered that the Association should be involved..

**DATE OF NEXT MEETING: 23<sup>rd</sup> January 10.00 via Zoom**

# **Board of Directors Meeting**

*Minutes January 23rd, 2021*

**Online via Zoom**

**PRESENT:** John Fletcher (Chair), Derek Lawton, Bill Stanley, Vicky Karkou, Liz Shelley, Gary Shepherd, Kathrin Stauffer, Emmeli Sundqvist and Jan Holton (Administrator),

**1.MINUTES OF LAST MEETING:** The minutes of the last Board Meeting on 12<sup>th</sup> December 2020 were approved.

**2. MATTERS ARISING.** These are contained in the main agenda.

**3. APPLICATION TO THE BOARD**

Welcome to Emmeli who has volunteered for co-option on to the Board as a lay member. Emmeli left the meeting for the Board to vote on her offer. The Board unanimously approved Emmeli's co-option.

**4. ETHICS COMMITTEE CHAIR**

Emmeli's appointment to the role of Ethics Committee Chair was approved.

**5. FINANCE UPDATE/TREASURER'S REPORT**

The financial report was received and indicated that UKAHPP is in a healthy position and showing a surplus of income over expenditure.

**6. AGM PLANNING**

The deadline for receipt of Annual Reports is February 12<sup>th</sup> with papers to be with members by 5<sup>th</sup> March. There will be another meeting to discuss the management of the AGM on February 27<sup>th</sup> at 10.30 via Zoom.

**7. MARKETING / WEBSITE**

The launch of the website is to be delayed due to concerns about the new logo. It will not be launched until the Board reaches consensus.

**8. PSA REVIEW**

John to do a final draft of a response to the PSA Review and circulate to the Board.

**9. SCoPEd**

This item to remain on the Board Agenda.

**COVID 19/ REMOTE THERAPY**

This item to remain on the Board Agenda.

**ANY OTHER BUSINESS.**

No other business.

**DATE OF NEXT MEETING: 27<sup>th</sup> February 10.30 via Zoom**

# Board of Directors Meeting *(Minutes)*

*February 27th, 2021*

**Online via Zoom**

**PRESENT:** John Fletcher (Chair), Derek Lawton, Vicky Karkou, Liz Shelley, Gary Shepherd, Kathrin Stauffer, Emmeli Sundqvist and Jan Holton (Administrator),

**APOLOGIES:** Bill Stanley

**1. MINUTES OF LAST MEETING:** The minutes of the last Board Meeting on January 23rd 2021 were approved.

**2. MATTERS ARISING.** These are contained in the main agenda.

## **3. AGM PLANNING**

A draft agenda for the AGM on March 27<sup>th</sup> was circulated. The timing of the AGM and the topics for discussion at the Annual Gathering in the afternoon were discussed.

## **4. WEBSITE / MARKETING**

The existing website provider, Fiddlybits has been asked to quote for developing plugins. The new website developer Get Noticed Locally has been asked to revert to the existing logo.

## **5. PSA REVIEW**

John has completed the response.

## **6. COVID 19/ REMOTE THERAPY**

John said he would draft updated guidelines.

## **7. ANY OTHER BUSINESS**

- Derek put on the table for discussion the future possibility of the Membership and Accreditation Committees merging, amalgamating the registration and accreditation functions. It was agreed that John should contact Membership Committee members and Kathrin discuss with the Accreditation Committee.

- Derek reported that Self and Society was no longer being published by Routledge and had been handed back to AHPb. It is being distributed online. It was suggested that the possibility of negotiating a deal with AHPb for UKAHPP members to access the publication could be discussed at a future meeting.
- Emmeli reported that the Ethics Committee met on February 13<sup>th</sup> and had a new lay member. A Consumer Guide to the Complaints Procedure is being prepared and also training material for prospective Adjudication Panel members.

**DATE OF NEXT MEETING: 27<sup>th</sup> March AGM via Zoom**