



**UK Association for Humanistic
Psychology Practitioners**
Board of Directors Meeting
(Minutes)

January 22nd 2022

Online via Zoom

PRESENT: Derek Lawton, Kathrin Stauffer, Liz Shelley, Emmeli Sundqvist, Irene Dudley-Swarbrick, Stephanie Woolcotta and Jan Holton (Administrator),

APOLOGIES: Vicky Karkou

The Board has received notice from Gary Shepherd that due to personal health reasons he has decided to stand down from the Board. The Board agreed to send him a letter of appreciation and hope that he may re-join the Board if his circumstances change.

MINUTES OF LAST MEETING:

The minutes of the last Board Meeting on 11th December 2021 were approved.

MATTERS ARISING:

These are contained in the main agenda.

MAIN ITEMS:

1. DATES OF NEXT MEETINGS

26th February, 19th March, 23rd April

DATE OF NEXT MEETING: 26th February 10.30am via Zoom



**UK Association for Humanistic
Psychology Practitioners
Board of Directors Meeting**
(Minutes)

February 26th, 2022

Online via Zoom

PRESENT: Derek Lawton, Kathrin Stauffer, Liz Shelley, Irene Dudley-Swarbrick, Stephanie Woolcott and Jan Holton (Administrator),

APOLOGIES: Vicky Karkou and Emmeli Sundqvist

MINUTES OF LAST MEETING

The minutes of the last Board Meeting on 22nd January 2022 were approved.

DATE OF NEXT MEETING: 19th March 10.30am via Zoom



**UK Association for Humanistic
Psychology Practitioners
Board of Directors Meeting**

(Minutes)

March 19th, 2022

Online via Zoom

PRESENT: Derek Lawton, Kathrin Stauffer, Emmeli Sundqvist, Stephanie Woolcott and Jan Holton (Administrator),

APOLOGIES: Vicky Karkou and Irene Dudley-Swarbrick

MINUTES OF LAST MEETING

The minutes of the last Board Meeting of 26th February 2022 were approved.

MATTERS ARISING.

- Officer's Day – this to be arranged later in the year.
- AGM – other things being equal a zoom meeting will be held later this year

MAIN ITEMS

1. WEBSITE DEVELOPMENT AND LAUNCH

Fiddlybits had sent a link to the new website and several amendments were agreed and will be forwarded. It was decided another meeting with them is necessary before launching in April.

ANY OTHER BUSINESS

Stephanie has organised a training day for the Ethics Committee. An information event is suggested for May involving the Board and Ethics with the aim of finding more volunteers for the committees. This will be a CPD event.

DATE OF NEXT MEETING: 23rd April 10.30am via Zoom



**UK Association for Humanistic
Psychology Practitioners
Board of Directors Meeting**

(Minutes)

April 23rd, 2022

Online via Zoom

PRESENT:-Derek Lawton, Liz Shelley, Emmeli Sundqvist, Stephanie Woolcott and Jan Holton (Administrator),

APOLOGIES: Vicky Karkou, Seamus Nash, and Kathrin Stauffer

MINUTES OF LAST MEETING

The minutes of the last Board Meeting of 19th March 2022 were approved.

MATTERS ARISING.

To be addressed in Main Items

MAIN ITEMS

1. WEBSITE DEVELOPMENT AND LAUNCH

Although Fiddlybits made some of the Board's amendments agreed at the last meeting there are still issues they have not attended to. The website launch is urgent, and Jan will contact the company again for an update and to request a meeting.

6. DATES OF FUTURE BOARD MEETINGS

21st May

25th June

30th July

10th September

15th October

12th November

Meetings to be via zoom and to last 1.5 hours from 10.30am.

7. AGM

It was agreed the AGM should be held no later than November.

ANY OTHER BUSINESS

There was no other business.

DATE OF NEXT MEETING: 21st May 10.30am via Zoom



**UK Association for Humanistic
Psychology Practitioners
Board of Directors Meeting**

(Minutes)

May 21st, 2022

Online via Zoom

PRESENT: Derek Lawton, Vicky Karkou, Liz Shelley, Kathrin Stauffer, Emmeli Sundqvist, Stephanie Woolcott and Jan Holton (Administrator),

APOLOGIES: Seamus Nash

MINUTES OF LAST MEETING

The minutes of the last Board Meeting of 23rd April 2022 were approved.

MATTERS ARISING.

To be addressed in Main Items

MAIN ITEMS

1. WEBSITE DEVELOPMENT AND LAUNCH

Following a meeting with Fiddlybits, it was agreed to launch the website on May 31st. Amendments can then be made following feedback from the Board and members. The PSA will be informed. It was suggested that there be a presentation at the AGM of how to use the website and to celebrate the launch.

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ANY OTHER BUSINESS

There will be a cpd event on the Complaints Process presented by the Ethics Committee on 17th September from 10.30 to 12.30 via zoom. An invitation will be sent to members when the details have been finalised.

DATE OF NEXT MEETING: 25th June 10.30am via Zoom



**UK Association for Humanistic
Psychology Practitioners
Board of Directors Meeting**

(Minutes)

June 25th, 2022

Online via Zoom

PRESENT: Derek Lawton, Liz Shelley, Kathrin Stauffer, Irene Dudley-Swarbrick, Stephanie Woolcott and Jan Holton (Administrator),

APOLOGIES: Vicky Karkou and Emmeli Sundqvist

MINUTES OF LAST MEETING

The minutes of the last Board Meeting of 21st May 2022 were approved.

MATTERS ARISING.

MAIN ITEMS

2. WEBSITE DEVELOPMENT AND LAUNCH

The website has been launched and the members informed. There are still teething problems and the Find a Therapist function has to be further developed. It was pointed out that some of the documents need editing.

3. FINANCE

Derek reported that the annual accounts have been submitted to our accountant.

4. AGM

A date for the AGM is still to be decided.

ANY OTHER BUSINESS

- There has been a good response to the invitation to a cpd event on the Complaints Process to be held on 17th September via zoom.
- Irene asked for UKAHPP's support for the Facebook Group – Counsellors Together UK. It was agreed and could be a valuable opportunity for UKAHPP to have a voice and show a presence.

DATE OF NEXT MEETING: 30th July 10.30am via Zoom



**UK Association for Humanistic
Psychology Practitioners
Board of Directors Meeting**

(Minutes)

July 30th 2022

Online via Zoom

PRESENT: Derek Lawton, Liz Shelley, Kathrin Stauffer, Emmeli Sundqvist, Stephanie Woolcott and Jan Holton (Administrator),

APOLOGIES: Vicky Karkou, Irene Dudley-Swarbrick

MINUTES OF LAST MEETING

The minutes of the last Board Meeting of 25th June 2022 were approved.

MAIN ITEMS

5. WEBSITE DEVELOPMENT AND LAUNCH

- The Find a Therapist function is still not available and Fiddly Bits report that it is being developed.
- Some historical UKAHP website pages are showing up on Google Search and need to be removed.

6. CPD EVENT

There has been a good response to the invitation to the CPD event offered by the Ethics Committee for September 17th. Stephanie is organising the framework of the 2-hour session. Jan will send the flyer again at the beginning of August.

DATE OF NEXT MEETING: 10th September 10.30am via Zoom



**UK Association for Humanistic
Psychology Practitioners**
Board of Directors Meeting
(Minutes)

September 10th, 2022

Online via Zoom

PRESENT: Derek Lawton, Kathrin Stauffer, Emmeli Sundqvist, Vicky Karkou
Stephanie Woolcott and Jan Holton (Administrator),

APOLOGIES: Irene Dudley-Swarbrick and Liz Shelley

MINUTES OF LAST MEETING

The minutes of the last Board Meeting of 30th July 2022 were approved.

MATTERS ARISING

MAIN ITEMS

7. WEBSITE DEVELOPMENT AND LAUNCH

- The Find a Therapist function is still not available and Fiddly Bits are unable to give an estimate of how much longer it will take for the development.
- Derek said he would write to the company expressing the Board's concerns.

8. PSA ACCREDITATION RENEWAL

The annual renewal of accreditation application is due by the end of October. Derek agreed to complete this and circulate to the Board.

9. AGM

The AGM will be held during October or November and Kathrin agreed to arrange the date via email with Board members.

ANY OTHER BUSINESS

The Ethics Committee CPD event will take place on September 17th and thanks went to Stephanie who has produced training documents and organised the facilitation.

DATE OF NEXT MEETING: 15th October 10.30am via Zoom



**UK Association for Humanistic
Psychology Practitioners**
Board of Directors Meeting
(Minutes)

October 15th, 2022

Online via Zoom

PRESENT: Derek Lawton, Liz Shelley, Kathrin Stauffer, Emmeli Sundqvist, Stephanie Woolcott and Jan Holton (Administrator)

APOLOGIES: Irene Dudley-Swarbrick, Vicky Karkou

MINUTES OF LAST MEETING

The minutes of the last Board Meeting on 10th September were approved.

MAIN ITEMS

1. WEBSITE DEVELOPMENT AND LAUNCH

Jan had met with the owner of Fiddlybits, the website provider. The Find a Therapist function is now available on the website although work is still being done to make members' profiles available. Other problems with the website were also discussed and are being attended to.

2. PSA ACCREDITATION RENEWAL

Derek has completed the annual renewal of accreditation application which is due for submission by the end of October. The final version will be circulated to the Board along with the Risk Matrix for any amendments.

3. AGM

The schedule for the AGM was discussed and it was decided that after the business meeting the Future of UKAHPP will be discussed. If a large number of members attend, then they could move into break-out groups. It was agreed that a further brief meeting of the Board should be held to prepare for the meeting on 1 November.

4. ADMINISTRATOR'S CONTRACT REVIEW

The Administrator's contract has not been reviewed since 2017.

It was agreed that the administrator's hourly fee will be increased in line with inflation with inflation commencing on 1 January 2023 and that the post AGM Board will be bound by this agreement. The Board will also conduct a full review of the Administrator's Contract in the New Year.

As UKAHPP does not hold any physical assets and the cost of the administration lap-top was written-off as a cost in the year of purchase, the ownership of a lap-top will not be held by UKAHPP 3 years after the date of purchase. Factors relating to the purchase of a new lap-top and other physical assets for administration purposes will be considered when the administrator's contract is renewed in the New Year.

ANY OTHER BUSINESS

DATE OF NEXT MEETING: 17th December 10.30am via Zoom



**UK Association for Humanistic
Psychology Practitioners
Board of Directors Meeting
(Minutes)**

December 17th, 2022

Online via Zoom

PRESENT: Derek Lawton, Liz Shelley, Kathrin Stauffer, Stephanie Woolcott and Jan Holton (Administrator)

APOLOGIES: Emmeli Sundqvist

MINUTES OF LAST MEETING

The minutes of the last Board Meeting on 15th October were approved.

MATTERS ARISING

Jan reported that the the Find a Therapist function should be ready to go live in January.

MAIN ITEMS

1. TACT COURSE APPROVAL: Report and Recommendation

Derek reported that TACT (Therapy and Counselling Training in Teeside) had approached him and following discussions had opted to apply to UKAHPP for approval of a new course. The college is affiliated with PCIPC. Derek and Kathrin have looked at the documentation and Derek has visited the centre. They thought it was a good training and have no reservations about approving the course.

The administrative arrangements will be the same as with Edgehill University and there will be a £10 charge for each student member. The Board agreed to approve the course and Derek will draw up an agreement.

2. GENERAL SECRETARY INTERVIEW

Jenny Coxwell-White joined the meeting to discuss taking on the role of General Secretary. Following her interview, she left the meeting. The Board agreed to appoint her to the role, and she rejoined the meeting. Derek and Jan to send her relevant documents and a disclosure form.

3. PSA COMPLAINT

Jane Frances joined the meeting. Jane has volunteered to take the PSA complaint further. She plans to contact members on all party parliamentary groups with a concise, interesting and politically charged pitch. It will focus on how the ethos of the PSA has been abandoned and how there is no external monitoring of the organisation. Kathrin and Stephanie offered to work with Jane on this.

4. ORGANISATIONAL MEMBERSHIP: UPDATE

The meetings with HIPC organisational members have been positive and another is being arranged for January.

ANY OTHER BUSINESS

There was no other business.

DATES OF NEXT MEETINGS: 28th January and 4th March 10.30am via zoom.