

**MINUTES OF MEETING**

**Purpose of Meeting: ANNUAL GENERAL MEETING**

**Held at:** Online Zoom meeting

**Meeting Date:** Sat 10 October 2020

**Report Date:** 15 October 2020

**Report Prepared By:**  
Anita Withers (ACPP Administrator)

Ref	Item	Action
1.0	<p><b>PRESENT:</b></p> <p><b>Management Committee:</b> Garth Naudé (ACPP Chair/Company Secretary), Mark Hunt (Vice Chair), Tony Davids (Treasurer), Rosswell Gadsden (IT Director), Sue Baxter (Membership Chair), Jane Sanders (Reaccreditation Chair), Katharine Rider (Secretary), Susan Groves (Outreach Officer).</p> <p><b>Members:</b> Annette Knowles (EEDC Chair), Maura Sills, Adele Yaron, Madhu Anhes, Jennifer Ash, Clive Barton, Pauline Battson, Andrew Baxter, Diana Cliff, Áine Collins, Alyson Coleman, Janet Croft, Laura Donington, Helen Cross, Rachel Edwards, Meghan Fulton, Julia Gresty, Nuala Gronbach, Helen Gunson, Gina Jones, Alan Knowles, Celine Keogh, Chloe Lockley, Siobhán McGee, Eliza Meredith, Elisabeth Mitchell, Christine Nicholson, Bernadette O'Brien, Simon Osborne, Yvonne Parkins, Kay Parkinson, Julia Rivas, Joanna Rotas, Brigit Viney, Tatiana Voloshina, Flora Winchester, Sylvia Wingenss, Susanne Zahn-Willsdon</p> <p><b>Total: 46 members attended (incl Committee)</b></p> <p><b>APOLOGIES:</b> Achalavira Rose, Colin Sutton, Georgina Osborne, Anne Overzee, Hannya Melrose, Susan Jordan, Ally Stott, Clare Layton, Ken Blythin (Supervision Panel Chair), Katy Taylor, Penny Maddrell, Anna Colgan, Rosalind Thompson, Marilyn Hills, Susannah Brindle, Gary Morter, Patricia Taddei.</p>	
2.0	<p><b>Declaration of Conflict of Interest</b></p> <p>Siobhán McGee declared that she is the Chair of the HIPC Board; she was unsure if this was a conflict but thought it fair to declare it.</p>	

<p>3.0</p>	<p><b>Minutes of the previous AGM and matters Arising</b></p> <p>The AGM Minutes for 2019 were not read out, but Garth asked that members email issues or corrections to the Administrator, to be included in the finalised minutes of the 2020 AGM.</p> <p>Any matters arising from the previous years' minutes are included on this year's Agenda.</p>	<p><b>AII/AW</b></p>
<p>4.0</p>	<p><b>Report from the Committee</b></p> <p>A report from committee members was distributed prior to the AGM.</p> <p>Garth opened the meeting by thanking everyone for attending via Zoom. He also thanked Merete Holm Brantbjerg for her interesting CPD session this morning.</p>	
<p>4.1</p>	<p><u>Garth Naudé - Chair of ACPP</u></p> <p>Garth presented his report to the Members and asked that each Committee member run through their report for the benefit of the members present.</p> <p>Garth gave heartfelt thanks and appreciation to everyone on the Management Committee , EEDC, the Reaccreditation Team, Supervision Panel and moderators on Coretalk , for their contributions in running the Association this year.</p> <p>His intention, as Chair, has been to consolidate the work of the last few years and to focus and keep steady in the format we currently find ourselves.</p> <p>With regret, he noted that Sue Baxter, Annette Knowles and Lucia Capaldi are stepping down from their Committee roles. They have all been with us for 3 to 5 years and done a huge amount of work; with Sue transferring the membership online and Annette, being our first Chair of the EEDC drafting new policies with the rest of the EEDC. Lucia, also formally our Chair of Reaccreditation then brought her expertise as Consultant onto the Reaccreditation Team. He thanked them and all and said they will be hugely missed.</p> <p>Garth then asked everyone to consider and step forward for the roles of Chair of Membership and as Consultant to the Chair of Reaccreditation. The role descriptions are available to anyone who's interested, and the roles count towards CPD and receive a small honorarium (if approved). Please contact Garth at <a href="mailto:chair@acpponline.net">chair@acpponline.net</a> if you are interested</p> <p>He was pleased that the rest of the Committee and the Administrator were staying in place for the coming year.</p> <p>Garth also highlighted the following from his report:-</p> <ul style="list-style-type: none"> <li>The significant amount of work completed on ACPP's website and IT systems, bringing membership online and the changeover to Coretalk on Groups.io after issues with Yahoo Groups. Thanks to Rosswell for his hard work on this.</li> </ul>	<p><b>AII/GN</b></p>

- Tony Davids, our Treasurer has provided sound financial advice with producing management accounts and two new policies, which are to be ratified with membership later.
- CPD – a large amount of work has been done in this area this year with more offerings to members, the CPD event on the day of the AGM and the Flourishing Therapist event in April. With the work of Mark Hunt and the CPD Sub Committee we would like to encourage members to run events with ACPP offering financial, admin and promotional support for this.
- The EEDC continue to review and write new policies which provides invaluable and essential support around ethical issues to our members.
- The application to become an Accrediting Organisation was submitted in May 2019 and there is some indication from the Assessment Board that our application has been approved , but we are awaiting the formal approval.
- Huge thanks go to Jane Sanders, with support from Lucia and the Reaccreditation Team. It's important to share the load with this kind of work. There have been a few changes to the process based on feedback from applicants and the Reaccreditation Team.
- There were a few questions raised to Balens, with regards to notetaking and this was also raised at the HIPC meetings. Balens reviewed the insurance requirements but members need to decide for themselves if the insurance suits their needs.
- Ken Blythin, Chair of the Supervision Panel , together with Yvonne Parkins and Rosswell Gadsden, have worked on policies and forms for the placement of Supervisors onto ACPP's and HIPC's Supervision directories.

Garth then read out a list of Committee members standing down and standing for re-election under Item 7 of the Agenda :-

Lucia Capaldi is standing down as Consultant to Chair of Reaccreditation.

Sue Baxter is standing down as Chair of Membership.

Annette Knowles is standing down as Chair of the EEDC.

Helen Cross and Syed Azmatullah are standing for election as Co-Chairs of the EEDC.

All other Committee Members and our Administrator will be staying in post for the forthcoming year.

4.2 Mark Hunt – Vice Chair

Mark acknowledged that he was new to the Committee and to the AGM. One of first things he has focussed on in his first year is CPD and he has started by enquiring and reviewing the intentions of CPD. The intention is to promote events and to have a more proactive role in supporting CPPs i.e. supporting the community members or ACPP in running and promoting CPD events.

A survey was sent out to the Community and he received 64 responses. Mark then read out the survey results from the report. He noted that it was interesting to see that 70% of members would like to offer CPD themselves, but as yet, no one has been in

<p>4.3</p>	<p>touch. Mark therefore invited members to get in touch and that himself and the Sub-Committee would provide support with this. He also noted that members thought that the most useful event would be that of body psychotherapy.</p> <p>Mark ended his report by asking members to consider and discuss their thoughts, feelings and the role of CPD later in the meeting.</p> <p><u>Sue Baxter - Chair of Membership</u></p> <p>As Sue was on a training course Garth read out her report and highlighted the following:</p> <ul style="list-style-type: none"> <li>• The new online renewal process has had a few teething problems, but Sue wanted to thank members for their patience around this.</li> <li>• The Trainee membership fees have been reduced from £75 to £65.</li> <li>• Members Returning to Practice from, or going on, Sabbatical or Time Out will also have their membership fee pro rata'd and that there will now be a Returning to Practice fee of £75 due to the extra work involved.</li> </ul> <p>Garth also relayed that Sue was stepping down after 5 years as Chair of Membership. There have been a lot of changes to the role and she has learnt such a lot about what the Management Committee does and also learnt a lot from working alongside them. She highly recommends joining the Management Committee, so if anyone would like to come forward Sue will be willing to help and handover to a new Membership Chair over the next few months</p> <p>Garth then read out a list of new members from the report, as its important to welcome them to our Community.</p> <p><i>Garth felt it was then an appropriate moment to ask members to hold a minutes' silence and to hold in our thoughts Mary Ferris and others who have passed this year.</i></p>	<p>AII/MH</p>
<p>4.4</p>	<p><u>Jane Sanders - Chair of Reaccreditation</u></p> <p>Jane opened her report by saying that Reaccreditation is a living system that is always adapting and that Lucia's changes are now settling in. There are a few other changes this year especially around the online landscape, as some applicants will be meeting online due to the pandemic.</p> <p>Jane also acknowledged that the numbers reaccrediting each year has grown, which is why the process of giving applicants very detailed feedback was just too much to give. Jane and the Reaccreditation Team have listened to feedback after the last round and they are now going to offer applicants a few lines of feedback in the final letter.</p> <p>She also acknowledged the work Rosswell is doing to bring the reaccreditation process online, which should reduce administration.</p>	<p>AII/SB</p>

<p>4.5</p>	<p>Jane also asked members to come forward for the role of Consultant and emphasised that they did not necessarily have to become Reaccreditation Chair once they became Consultant. She asked any members who are interested to contact her directly at <a href="mailto:reacc@acpponline.net">reacc@acpponline.net</a> or <a href="mailto:janesiran@protonmail.com">janesiran@protonmail.com</a>.</p> <p>She mentioned that we are reviewing the work UKCP are currently doing around pre-retirement i.e. in the last two years prior to retirement. How should ACPP hold members preparing towards retirement and when they retire?</p> <p>Jane said that she will be calling out for Readers to join the Reaccreditation Team for the next round and recommended members to join as this is a good way to keep in touch with people's practices and complete CPD. She needs around 24 readers for the next round.</p> <p>Finally, as her <a href="mailto:reacc@acpponline.net">reacc@acpponline.net</a> email address has not been working , she asked any members that have tried to contact her to please contact her again on <a href="mailto:janesiran@protonmail.com">janesiran@protonmail.com</a></p> <p><u>Tony Davids - Treasurer</u></p> <p>Tony opened his report by saying that hopefully everyone has looked at his Finance report and the accounts. He added that Finance is about resource management and how to continue into the future. As part of the application to become an Accrediting Organisation (AO) he completed a five year budget for Income and Expenditure. He is happy to report that we are on target in the first year of the budget and have a surplus of £5k.</p> <p>He highlighted that Income has increased to £24k and not the budgeted amount of £27k. Income is hard to predict and although the membership has increased the mix of membership has changed, with more Students &amp; Trainees paying less in fees. One of the risks is that our main income of membership fees may decrease and we will therefore need to keep it under review in the future.</p> <p>Expenditure was £1k more than in 2019 with honorariums incorporating extra work for the Directors , for the AO application and the IT system upgrade and with other costs remaining similar to last year.</p> <p>The Balance Sheet is a snapshot of our financial position and shows healthy reserves of £20k. If future budgets are met it should increase by £5k each year.</p> <p>One of the questions we need to ask ourselves is what we do with the reserves?</p> <p>Tony closed his report by saying that we have to ensure that there is good governance in place, so they have set boundaries around the payment of Honoraria and Expenses into two new policies. They are nothing new but just formalising what is already in place to ensure that the Association is not put at risk.</p>	<p>AII/JS</p> <p>AII/JS</p> <p>AII/JS</p>
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<p>4.6</p>	<p><u>Annette Knowles - Chair of EEDC (Ethics, Equalities and Diversity Committee)</u></p> <p>Annette opened up her report by saying that this year the EEDC have been documenting the skills, knowledge and experience that would be needed by mediators or facilitators, when dealing with complaints that need to be held by ACPP. This has embodied our values and is a relational rather than a formal system.</p> <p>Annette asked members to come forward if they wish to become mediators or facilitators and ACPP could offer training in this area.</p> <p>She also explained that in line with UKCP requirements we will be asking members to disclose whether they have been disciplined or subject to a complaint by any other professional body or membership organization that oversees health or social care. This will be included in next year’s membership renewal form.</p> <p>Annette emphasised that the EEDC will support you as a member if you have any ethical issues or if you have ethical enquiries. She hopes the link on the AGM report to UKCPs guidance on writing reports will be useful to members.</p> <p>Annette concluded her report by saying that she is standing down as Chair and that Helen Cross and Syed Azmatullah are standing as Co-Chairs and she is confident that they will do a good job and continue to widen the scope of diversity and equality, responding to global issues in the way we practice and to us in the global world.</p>	<p><b>AII/EEDC</b></p>
<p>4.7</p>	<p><u>Ken Blythin – Chair of Supervision Panel</u></p> <p>As Ken could not be at the meeting Garth read out Ken’s report. Yvonne confirmed that she has helped Ken with simplifying the forms and drafting policies.</p> <p>He confirmed that the intention is to have the MBST training available online in Spring 2021.</p> <p>The RTS meetings run by ACPP members Madhu Anhes, Alistair MacNeilage and Clare Layton have been held online with good participation.</p>	
<p>4.8</p>	<p><u>Rosswell Gadsden - IT Director</u></p> <p>Rosswell stated that it had been a busy year and the remote attendance at last years AGM was a good precursor for this year’s AGM being held solely online.</p> <p>The move over last December to Groups.io from Yahoo groups has been successful.</p> <p>The online membership project started last November and we have streamlined and exemplified what we do on paper, so it’s now easier to renew with less admin. Members can also pay online via Stripe. He recognised that it’s been a lot of work and that there has been lots of testing and retesting and improving as we go! The difficulty has been the resetting of passwords but now members can reset their own passwords.</p> <p>A disability section has also been added to members records, detailing the access that members can offer clients. Members can also see who is in the RS/RTS supervision directory, with icons showing the public and members who is a supervisor.</p>	

<p>4.9</p> <p>4.10</p> <p>5.0</p>	<p>He is also looking at an online reaccreditation process to cut down on admin without being less personal and friendly but more automated, and this will be ready around October 2021.</p> <p>He summed up his report by saying that he has also enjoyed working with the Sub Committees.</p> <p><u>Katharine Rider – Secretary</u></p> <p>Katharine opened up her report by saying that it was good to see everyone online and that she enjoyed working with the Committee. She recommended that members should think about joining the Committee, as everyone is really supportive, patient, kind and welcoming.</p> <p><u>Susan Groves – Outreach officer</u></p> <p>Susan shared that she is new to the Committee and found that it is a blend of established and new members, providing a good balance of knowledge and experience. She explained that this is a new portfolio role and she seeks to ensure that, as an organisation, ACPP is outward facing in its relationship to its members, the wider psychotherapy profession and the public.</p> <p>She asked how we take our open hearts to the wider world and negotiate the global inequalities and the logistics surrounding that?</p> <p><b>Update from Karuna Institute</b></p> <p>Maura expressed how delighted she was to see everybody today and she offered her appreciation to ACPP’s Committee and officers as they are doing an amazing job.</p> <p>She also acknowledged that ACPP members Siobhán McGee was also the Chair of the HIPC Assessment Board and Ken Blythin, the Chair of HIPC Training Standards and herself as Moderator of the Members Forum. Syed Azmatullah is Co-Chair of EDI, HIPC.</p> <p>As Director of KI she described herself as a moderator of impermanence and that there had been a lot of changes to contend with. Its been hard at Karuna as the Masters degree is tailing out with 45 students needing to graduate in the next 12 months and Trainees have had to finish training online rather than being in the same room as their peers. She recognised that it’s also been hard for the tutors. In addition, all accreditation interviews had to be taken online , which was most unsatisfactory.</p> <p>Maura made a heartfelt request that in the next 18 months as there are 45 dissertations to mark and asked members if they could come forward to help out. Please contact Maura directly at Karuna.</p> <p>Maura also confirmed that it will still be Karuna Institute until July 2022 and then two new directors will join, Jonny White and Siobhán McGee, with Maura stepping back. She relayed that how to end something and let it go is high practice!</p>	<p><b>AI/MS</b></p>
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She confirmed that she had to let Jacqui and Michelle go in August as she could not maintain a full admin team. Sarah Delfont is now the Administrator and Ben is the Finance Co-ordinator.

She closed by saying thank you to everyone and their practice in these extraordinary times.

Garth thanked Maura and wished her well through the transition.

**Update from Siobhán McGee – Bristol training**

Siobhán gave heartfelt thanks to Maura for her update and continued support of the transition process.

Siobhán expressed that she is feeling the health of ACPP and it feels good to tap in.

During this transitional phase and as custodians of the Bristol training, they started last year with 18 students who are now in their second year and 15 first year students who have just begun. The last 4 modules of the first year have been held on Zoom, and they’ve had to adapt the training and enquiry aspects.

Last year, they secured the Queen Square premises as a home and place for the new training, but they now have another venue at Engineers House which has a Covid safe certificate. They would like to hold training in person but they need to decide how to safely go forward. Due to current Covid situation, the training will be online and they will continue to review the position.

The tutors are Siobhán and Andy Gibb for Year 1; Jonny White and Ella Risi for Year 2 and the Clinical Year with Adele Yaron, Cheryl Allen, Achalavira Rose and Jilly Warrick.

Siobhán expressed huge appreciation and thanks to Maura for her support and that of Karuna.

Garth extended thanks and appreciation to Siobhán for holding all this.

**6.0 CPD discussion**

Mark asked for member’s ideas around CPD, the role we play as a Community, the benefits to the CP community and whether we have an interest in providing CPD? He added that it is easy to get lost in all the training and offerings out there and we need to ask ourselves how do we maintain the core of what we do and how can ACPP support that?

Mark then provided an open forum for ideas from members and the following suggestions & ideas came forward:-

- Events that are more interconnected rather than lecture based.
- A reading or study group where we all share and discuss with deep enquiry.

	<ul style="list-style-type: none"> <li>• Break out forums for more connection, as with this morning’s CPD</li> <li>• One member is meeting online with a group and working through the alphabet eg A for “Awareness”.</li> <li>• Bernadette O’Brien is holding Kum Nye one hour weekly classes and this may be something that could be offered members. She will liaise with Mark.</li> <li>• Focusing workshops by Susan Jordan have been recommended and helpful in our work.</li> <li>• Supporting each other in grief, loss and bereavement especially in the territory of Covid. We can support each other in our own experiences and of our clients.</li> </ul> <p>Garth added that if any members had organised any events then we can promote them on the ACPP website , so it’s a form of free advertising for our members.</p> <p>Mark closed the discussion by extending a warm invitation for members to offer CPD and join the CPD Sub Committee, to be involved and see what grows from it.</p>	<p><b>B’OB/MH</b></p>
<p><b>7.0</b></p>	<p><b>Proposals to be ratified</b></p>	
<p>7.1</p>	<p><u>Proposal – Honorarium and Expenses Policy</u></p> <p>Tony outlined the two policies for ratification and added that as a small organisation we have huge responsibilities and that we need volunteers to manage the Association. It is customary to give a thank you in the form of an honorarium and it also provides an incentive to join the Board. This is now embodied in a policy where each role is annotated and shows clearly what we are doing as a Committee.</p> <p>Tony then asked the membership to ratify the two policies.</p> <p>The members voted via a poll on Zoom and 33 members (excluding Committee) voted unanimously in favour of the proposals (with 1 abstaining &amp; 0 against).</p>	<p><b>AII/MH</b></p>
<p>7.2</p>	<p><u>Proposal – Honorarium payments to Committee Members</u></p> <p>Tony outlined the proposal for the current year’s payment of gratuities to Committee members and Office Holders.</p> <p>Yvonne Parkins commented that some amounts had increased and others decreased and queried this. She added that she was also appreciative of the Committee for the work that they do, as not everyone wants to take it up.</p> <p>Garth assured her that the honorarium is linked to the role of the Committee Member/Office Holder as per the policy and that they distinguished between standard work and additional amounts for projects.</p> <p>The members voted via a poll on Zoom and 34 members (excluding Committee) voted unanimously in favour of the proposals (with 1 abstaining &amp; 0 against).</p> <p>Proposer: Yvonne Parkins, Seconder: Laura Donington</p> <p><b><u>Election of Officers and Committee Members</u></b></p>	

<p>7.3</p>	<p>a) <u>Do members support the re-election of Committee Members?</u></p> <p>Garth Naudé as Chair          Mark Hunt as Vice Chair          Tony Davids as Treasurer          Jane Sanders as Chair of Reaccreditation          Rosswell Gadsden as IT Director          Katharine Rider as Secretary          Susan Groves as Outreach Officer</p> <p>The members voted via a poll on Zoom and 37 members (excluding Committee) voted unanimously in favour of the proposals (with 0 abstaining &amp; 0 against).</p> <p>b) <u>Do members support Helen Cross and Syed Azmatullah as the new Co-Chairs of the EEDC?</u></p> <p>The members voted via a poll on Zoom and 34 members (excluding Committee) voted unanimously in favour of the proposals (with 0 abstaining &amp; 0 against).</p>	
<p>8.0</p>	<p><b>Presentation of Gifts and Thank-Yous</b></p> <p>Once again Garth gave huge appreciation and thanks to Sue Baxter, Annette Knowles and Lucia Capaldi their many years of dedication and commitment.</p> <p>He added that if we were all in the same room we would be handing over gifts and cards to them personally, but in the current circumstances ACPP have arranged for their gifts to be delivered to them.</p>	
<p>9.0</p>	<p><b>Any other business</b></p> <p>Adele thanked Garth for hosting the meeting and appreciated the challenge of running this in difficult circumstances.</p> <p>As there was no other business, Garth thanked everyone for attending the AGM online and closed the online meeting at 3.00pm.</p>	
<p>10.0</p>	<p><b>Date of next AGM</b>          Saturday 16 October 2021, Resource for London Centre</p>	