

Minutes of Human Givens Institute Board Meeting

Date of Meeting: Wednesday 9th September 2015 (7pm)

Medium: Skype

Present: Declan Lyons, Don Elwick, Gail Rhodes, Celia Nicholson, Ivan Tyrrell and Julian Penton (Chairing),

Apologies: Joe Griffin, Cathriona Edwards, Julie Lawrence, Renee Van der Vloodt

In attendance: Sue Saunders (Registration and Professional Standards Committee) & Ian Thomson (Human Givens Foundation)

1. Minutes of 8/7/15 & Matters arising:

Correction: Sue Saunders, not Jane Tyrrell as stated in the minutes, will be writing the Board newsletter updating members on the Professional Standards Authority application and consequent changes for members.

The panel of members available to offer support to any member against whom a complaint is made, should they request this, will be Val Gibett, Sue Harper, Pamela Woodford and Root (Ruth) Longworth-Zurcher. Thanks were extended to these members for volunteering.

2. Finance and Audit Committee meeting 5/8/15

Report previously circulated of meeting minutes and subsequent work undertaken. Special thanks to Linda Tyrrell were expressed by the Board for all of her work on this matter.

Next steps agreed:

- A formal written agreement between HGI, HGC & HGP regarding the sharing of costs and accommodation to be agreed and on file for the PSA to review:
Action: Celia to progress with Chalvington team
- A formal written agreement between HGI, HGC & HGP regarding the ownership of data should be put in place defining; who owns what, who accesses what, levels of confidentiality, etc., for the PSA to review
Action: Celia to progress with Chalvington team
- A Risk Management Policy should be prepared, agreed and on file for the PSA to review
Action: Ian, Sue, Don and Julian to progress

- Membership fee levels to be set slightly higher than previously agreed:
 - Graduate members**
Current - £90 (UK) and £98 (Overseas)
Increase - £120 (UK) and £128 (Overseas)
 - Members and Fellows**
Current - £90 (UK) and £98 (Overseas)
Increase - £150 (UK) and £158 (Overseas)
Agreed that the increase to take effect from 1st November 2015
- The wording for Standard 4 of the PSA Application needs to reflect the increased fee structure (if approved) to members and a full explanation of income and expenditure of the Institute drafted.
 - Action: Celia to redraft the relevant section of the Professional Standards Authority application form**

It was observed that financial sustainability is important as a requirement for the PSA application in order to ensure the long term viability of the HGI. Currently the biannual conference is the main income generator beyond membership fees.
Ivan proposed holding the conference annually.

3. Professional Standards Authority Application

Application: Final checks to be made by Sue and Ian

Newsletter: Ivan and Jane to revise presentationally once final draft received from Sue. Only when members have been informed of the changes via the newsletter will the website changes be made. Once the website is amended the application can be made.

Formation of External Oversight Committee: Stephen Hill remains keen to chair despite recent illness. He has suggested Julie Farmer (a QAA employee as well as HG graduate though not HGI member) be approached. Harold Mozley, former HGI Ethics and Complaints Committee chairperson has agreed to join. Ivan to approach Sue Cook, former BBC journalist, as potential lay member. Gail to approach Jenny Waddington, York HG Centre.

4. HGI AGM

Ivan to ask Jules to set up the webinar AGM for Friday 16th October, 7pm. A practice session will be held the previous evening – 7pm, 15th October.

Documents are to be made available to members in advance of the meeting – from which only key points will be referred to be presenters as set out below. No slides to be used as all information will be within reports already circulated. Members wishing to attend will be required to register as per HGC webinar process – only those registering will be able to access the meeting.

Questions will be invited from those attending. Any received will be managed by Jules/colleagues who will put these to the report presenters for answers and/or comments.

Format and presenters:

Chair/anchor – Declan

(Minutes of last AGM – to be circulated. No presentation required but there may be questions.)

Accounts for year ending December 2014 – Celia and/or Lin?

Report of HGI Board

- Resignations (Linda Singer & Kevin McDonagh) and new appointees: Celia (lay member) and Don (HG Peer Group nominee)
- Formation of Finance and Audit Sub-Committee
- Wikipedia monitoring/correction – thanks to Miles Daffin
- PSA accreditation – Sue
- 2016 conference – Joe? Ivan? Other?
- Survey Monkey – Don
- HGI website being redesigned and rebuilt

Report of Registration and Professional Standards Committee – Sue/Ian?

Report of Human Givens Foundation – Ian?

5. Survey Monkey

Don had previously circulated a full report and was thanked for his work and the useful information generated. Julie suggested (in absentia) that should the survey be repeated then a question on respondents work pattern be included to distinguish between full and part-time HG therapists and thereby account for what might appear a relatively low median number of clients.

It was agreed that the survey be repeated in about 12 months.

6. 2016 HGI conference – The need for meaning in the modern world

All board members are urged to consider possible speakers and contributions to the Dublin conference in June next year. Preparation for the conference to be discussed at the next board meeting.

7. Date of next meeting

Wednesday November 18th, 7pm

11 September 2015 (JP)