Minutes of Human Givens Institute Board Meeting

Date of Meeting: Monday January 17th 2022 at 1900 -2100 on Zoom

Present: Sue Gray, Judith Desbonne, Ivan Tyrrell, Jane Tyrrell, Joe Griffin, Malcolm Hanson, Julie Lawrence

Apologies: **None**

In attendance: Monique Nauta and Kim Hood

3**.**   **Declarations of interest (**Including between the College, Publishing, Foundation and the Institute):

- IT – HGC, HGF and HGP, JT leads the HGC. MH PTSD Resolution Trustee, JG – HGC & HGP

4.   **Minutes of the last meeting 15th Nov 2021** – JT wishes to make some amendments before sign off

     Action: put up on website Once JT completed and SG signed off (HGI Support)

5.   **Matters arising –** Jane would like to review the minutes of November board meeting. All other outstanding actions were discussed at this meeting and progressed.

6. **Regulation**

	ITEM	OUTCOME	ACTION
6.1	a) RPSC Report b) PSA Conditions c) New criteria for accreditation d) ENA with HGT's, staff and volunteers e) Registration panel	a) Accepted b) PSA has approved HGI fully as of 17.1.22 and PSA website will be updated c) Board updated with the new requirements for April 2022 and a team is working on supplying the RPSC with the relevant information d) Board updated e) A revised process was discussed to be checked RPSC CO Charis & update to Supervisors	b) RPSC to ensure update occurs Once new process agreed to be sent to the HGI board for agreement and then go up on the website. HGI Support
6.2	Regulation of GHGI Members (Trainee HG Therapists)	Process being collated – once agreed at RPSC will come to the HGC for sign off and to HGI and RPSC for information – by email between meetings Once completed HG Trainee Therapists' who complete Part 2 details can be published on the website. And kept there for 2 years.	JT and Fiona H (HGC) to complete process with RPSC and once complete HGC to give final approval and send to HGI Board for information

7. Serving the membership

7.1	Peer Supervision Groups and supervision (PSG)	Issue raised (via a peer group) about the trainee requirements for doing rewind online. Discussion took place as to if this should be waived temporarily, and supervisors are to make individual decisions with their trainees regarding rewinds. Final decision o be made and communicated once agreed	MH to liaise with supervisors, RPSC and Senior Tutors. Once it is agreed to go up on the website and be communicated to Supervisors and HGT members. HGI Support
7.2	Update on number of members, plus diploma courses numbers	It was noted that members are gradually increasing and very few members are leaving. Dates for the diploma courses show how the membership will grow over the coming year. Overseas member numbers do not equate to the register – needs checking	Ask JanL to check register against membership data base HGI Support
7.3	Agree key items for the Bulletin after the Board meeting	Agree that next Bulletin will go out after the AGM – early Feb. Items to date: a) Student Rewind update b) Student Concerns / Complaints Process – c) HGT Peer Group update (regular slot on every Bulletin going forward) d) Integrity TOR	Co-ordinated by HGI Support with SG To be given to Design at HGC to send to members
7.4	AGM – Jan 26th 4 to 6pm a) Attendance / Intro's b) Agenda (Draft) Annual Report – power point – content	a) Introduce the JanL to HGT Members at AGM rather than Conference b) Agenda agreed c) Draft of Annual report will go to board for agreement week of 18th Jan	SG to ask JanL to AGM SG - Papers to be completed and approved – JT sign off with SG Then put up on the website and link to book for AGM and sent to members ASAP.
7.5	Member Certificates	Discussion re members being sent digital certificates to print themselves. This change was agreed.	SG to update JanL of the new process Artwork certificates needs to be created, Action with HGC Design – draft to be agreed (SG) HGI Support
7.6	Irish Association	Board updated that an association was being formed and HGI Members Secretary has emailed all members telling them of the first meeting arranged	No Actions

8. Clinical: Training, Research and Supervision

8.1	Integrity Group	The HG Integrity Group has finalised its Terms of Reference and updated the HGI board. These will be included as a paper at the AGM and go on to the website and in the HGI Bulletin	Page to be created on an HG site for the Integrity Group using the TOR – IT/JG Design HGC / HGI Support
8.2	HG College	Nothing new to report.	No Actions

9. Promote and disseminate Human Givens

9.1	New HGI website build needed in 2022 - commission a report.	Board was updated with the likely time frame for researching, commissioning and building a new website. Members to be consulted about what they need from HGI website via emailed survey. Results to be incorporated into website redesign brief.	MH to draft questionnaire to send to HGI members (content checked with JT, Gemma Chapman and Marketing etc at HGC
9.2	Conference – Face to Face in May 2022	There was discussion that COVID restrictions may prevent an attended conference going ahead face to face so a plan B needs to be agreed. The working group meetings need to be set up	HGI Support to set up working group (1 Hour) – attendees SG, JT, Fiona Heffernan Denise Winn; and HGI Support

10.   Organisational Governance

10.1	Company Memorandum & Article – update Decision on company type	Discussion and agreement that the articles needs to be updated to correctly reflect the company structure. Reference to the involvement of HG Members made clearer and also mention of the Integrity Group as the home of the HG organising ideas. Also discussed was the succession for the shareholders. The provision of a document that lays out the plans clearly is required to ensure protection of the HGI and the members of the HGI .	To seek advice on how best to update articles – draft to be agreed with IT and JG and then sent to the board for comment SG JL will draft and discuss with IT and JG – then to come to the board for information
10.2	Risk Register	Updated with Website Risk Awaiting new board member to take responsibility	No Actions

10.3	a) Finance Report b) Next year's Budget c) Payment of the registration Panel HGT member d) Pay review Jan Lauder e) HGC invoice sign off	a) Xero Profit and list for past 3 months available b) JL to complete and send to Board between meetings c)TBA d) To be competed by the Finance Committee e) To be competed by the Finance committee	JL- 2022 Budget to come to the board between meetings Finance Committee to approve pay review and HGC invoice JL/SG
10.4	Board Workshop on November 13th 2021 – update on actions	Actions and progress noted by the board	Ongoing completion of actions
10.5	Changing time of Board meeting to the day time	Agreement that we will move to the 3rd Wednesday Morning 9.30 am to 11.30 am Date of next meeting therefore becomes March 23rd 2022	Circulate new board meeting dates HGI Support
10.6	HGI Admin Role - update	Interview taking place Jan 18th	Board to be updated once appointment made SG
10.7	Declaration of Interest – email reminder sent	Reminder to all board members to complete this by Feb 4th	This is being competed by Andy Tarrant RPSC
10.8	Board Member Recruitment –	Several very good candidates have so far submitted CVs Closing date for CVs is 21st Jan Shortlist will then be prepared and interviews set up	Shortlist – SG Collate shortlist and pack for interviews – including questions Agree interview panel and date for interviews HGI Support
11.	**Time and date of next meeting**	March 23rd 9.30 am to 11.30 am	

NEW Pattern 3rd Wednesdays (usually) 9.30am to 11.30 am

Wed May 18th, 2022, Wed July 13th th, 2022 - SG UTA, Wed September 21tst , 2022, Wed November 16th 2022

Board Members:
JT Jane Tyrell: SG Sue Gray: JD Judith Desbonne Julie Lawrence JL Joe Griffin JG Ivan Tyrell IT Malcolm Hanson MH