



FHT



MINUTES OF THE GOVERNING COUNCIL MEETING OF THE FEDERATION OF HOLISTIC THERAPISTS HELD AT THE FEDERATION OF HOLISTIC THERAPISTS, 18 SHAKESPEARE BUSINESS CENTRE, HATHAWAY CLOSE, EASTLEIGH ON WEDNESDAY, 24 APRIL 2019

Present:

Christopher Byrne (CB) President and Chair
Helen Chambers (HC) Lay Representative
Mary Dalgleish (MD) Vice President
Herman Fenton (HF) Vice President
Judith Hadley (JH) Vice President
Maria Mason (MM) Vice President
Gerri Moore (GM) Vice President

Session Attendees:

Annie Walling (AW) Company Secretary

The Meeting commenced at 10:10 with Christopher Byrne in Chair.

1. Welcome

CB welcomed everyone to the meeting.

2. Declaration of Confluence/Conflict of Interest

CB asked whether any member had a confluence/conflict of interest to declare. All declared there was no confluence/conflict of interest.

3. Minutes of the meeting held on 23 January 2019



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HC informed everyone that item 6 of the Minutes referencing the possibility of the apprenticeship insurance option.

The Minutes were approved as an accurate record unanimously and signed by CB.

4. Matters Arising

There were no matters arising from the Minutes.

5. FHT Registrar Report

The Board were sent the Registrar's Report in advance of the meeting highlighting key points for update.

CPD queries were discussed.

6. Compliance Report

The Compliance Report was sent to the Board for review in advance of the meeting highlighting key points for update review.

7. Redactive Presentation

Annabel Boorman-Shiffer, Display Sales Executive and Joanna Marsh, Sales Director of Redactive were invited to the meeting to present the Board with information on the sales performance for the *International Therapist*.

8. Update of CRM Project

JMc as project leader, provided an overview of the project to the Board identifying the objectives of the project and its goals, costs, risks and impact on the FHT and staff.



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9. Financial Report

The Board were provided with the Financial Performance Report for Quarter 4 and were satisfied with the report.

10. Approval of 2018 Draft Accounts

The draft Accounts were prepared and sent by the accountants for approval. These were approved by the Board.

11. SMT Report

The Q1 SMT Report was provided to the Board in advance of the meeting updating on all areas of the business. The Board discussed and was satisfied with the report.

HC sent her report to the Board about staff performance following her weekly visits to the office.

The offering of monthly DDs has been put on hold as the FCA will not allow this.

The new member's survey has gone out and provided interesting results and will be shared in July.

12. Board Confidential Meeting – Update on Current Positions in the Office

A closed meeting was held by the Board to update on the current positions in the office.

13. President's Report

CB reminded everyone to put in the diaries the date for the annual FHT Conference and Awards which will be held on the 29 November 2019.



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CB asked everyone to inform whether they will be standing for re-election in 2019/20. All agreed to stand again. JH and MM will retire and stand for re-election as they were co-opted last October and will need to be voted by the members.

14. Any Other Business

New Governing Council Members

HC informed that a colleague is interested in becoming a Lay Member on the Board and holds a wealth of knowledge and experience in PR and Marketing. All agreed to invite to the July Board meeting to meet him. AW will send invitation.

JH reminded that she knows a GP who is interested in becoming a member of the Governing Council and would be suitable for the role of PACT. JH is waiting for comments from other members of the Board and thanked AW and MD for responding. The Board will revisit candidates for PACT.

Refurbishment Update

The Post Room and storage area will be refurbished at the end of April. The refurb project is now being overseen by LT, Facilities and Wellbeing Executive. The external areas of the building will be done after the Post Room and storage area have been completed.

Review of ED Position

HC suggested the role could be divided with two heads – Operational and Leadership, and a 'Face' of FHT to promote the FHT externally. The Board will consider the idea.

There being no other business, CB thanked everyone and called the meeting to a close at 15:00.

The next meeting of the FHT Governing Council will be held at FHT on 24 July 2019 at 11:00 following the AGM at 10:00.