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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, 22 APRIL 2020

Present:

Christopher Byrne (CB) President and Chair
Dr Kaur Birinder (KB) Vice President
Helen Chambers (HC) Lay Representative
Mary Dalglish (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 10:13 with Christopher Byrne in Chair.

1. Welcome

CB welcomed everyone to the first remote meeting on Microsoft Teams. CB explained that he and AW will run the meeting together. He will go through each agenda item and ask each person to comment as they wish. If there is no comment, then just say 'no' and we will move to the next item.

2. Declaration of Confluence and Conflict of Interest

CB asked the members to confirm whether there was any confluence or conflict of interest to declare. All confirmed there was no confluence or conflict of interest.

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3. Minutes of the Meeting held on 22 January 2020

CB asked if everyone had read the Minutes of the last meeting and asked them to take a few minutes to go through the Minutes. MM joined the meeting at this point and declared no conflict of interest.

CB said that the Lay Member, CRM and ED updates will be touched on later in the meeting.

HC asked whether the SMT has had any further discussion on corporate membership. AW responded that it had been discussed briefly and is a work in progress. The SMT are trying to work out the logistics for this new level of membership and working with the new CRM. CB commented that the new CRM is in full flight and the Coronavirus has created a few interesting issues. The Minutes were unanimously approved and will be signed by CB in due course.

4. Matters Arising

CB again asked if anyone had comments on matters arising from the Minutes.

JH informed that the next meeting of APPG will take place on the 28 April with a conference call to discuss updates on the existing and new qualifications.

KB had put forward a colleague for the Lay Member position but don't know what's happening with that at the moment. She is still keen to proceed once we get back to normality.

5. Compliance Report

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

HC said there were no issues and it all looks pretty good.

MM commented that we will see more of the log cabins after the lockdown. MD said It will be booming. HC commented that a lot of therapists use them. CB said the interesting thing is if you work in a log cabin from your garden, it doesn't count as a place of business as such and when you look at the grant that's being given out for small businesses, if you pay rent and rates if it's on



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your premises or house you won't get a grant. HC said she works at home and runs her business at home and confirmed you do not get a grant.

The Compliance Report was approved unanimously.

6. Registrar Report

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

MD queried under the CPD audit, whether members had a certain time in which to complete CPD. HH has started the CPD Stay at Home Series to give members the opportunity to earn CPD points which has been very successful.

CB said that there have been updates on the business risk matrix to add bits for Covid-19 as requested by the PSA. All agreed that the matrix was very good and comprehensive. All approved the Registrar's Report.

7. Financial Report

The Board were provided with an updated year to date financial performance with a comprehensive P&L summary and Cash Flow Forecast for review.

All approved the draft accounts.

8. 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 touched on all areas of the business and commented on how each is performing against the impact of COVID-19.

CB said he will touch on the IT Development later but wanted to comment that he attended a meeting on 20 April which was his last time in the office, and it was wonderful to see everybody. He commented that PTS has done a really great job supporting FHT on the CRM.



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AW also commented that the PTS team has really helped the staff to work efficiently from home during the lockdown, as problems were anticipated, but they made sure that the systems were set up suitably for the staff. AW thanked them as it made such a difference for staff to be able to work efficiently on their personal devices as well as configuring FHT's devices which were held in the office and staff were able to use at home. with the SMT report.

9. President's Report

CB said that his report will be covered around the CRM update when we get to Any Other Business.

CB asked AW to take the Board through Governing Council elections. AW said that voting will open on 1 June and close on the 4 July. Voting can be done online or postal ballot forms sent upon request. According to the Articles, it is required that 3 members of the Board retire on rotation for re-election. CB, HC and KB kindly volunteered to stand for re-election. Members will be given four questions to answer based on what it means to be a member of the FHT and support received. This will count as reflective practice and will enable the members to gain CPD points for use towards membership renewal. Hopefully this will encourage more engagement from members and AW asked for the Board's approval on the proposal. All agreed.

On the matter of the position of President - as the tenure is for 2 years and CB has completed this, the position is up for re-election. CB offered to leave the meeting, but AW said that would only be necessary if CB objected to continue as President or if someone else was interested in the position. AW informed CB that all Board members had nominated him to continue as President. CB agreed to continue as President and said that he would not like for anyone to have to pick up in the middle and would like to see the CRM project to the end and of course with the difficult situation of COVID-19. All thanked CB and commented that they were happy with the excellent job he had done. AW thanked the Board for standing again and for all their hard work and support to FHT.

10. Any Other Business

CRM Update



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JMc provided an update to the Board on the progress of the new CRM system.

Review of New Lay Member

It was agreed by all that the review of the Lay Member position is put on hold due to COVID-19 and the lockdown.

Review of New Executive Director's Position

It was agreed by all that the interviews for the ED position is put on hold as a result of the lockdown due to COVID-19. The position will be vacant and more wanted once everyone is back in the office.

All agreed it was good to see everyone and expressed thanks to the staff for doing a great job working remotely. CB said it was great to see everyone and hopes that everyone and their families stay safe and well. CB said the SMT are working very hard and he gets a weekly report from department heads informing of the activities being carried out by the teams and there is a lot going on behind the scenes so this will help to identify what tasks can and cannot be done to assist with consideration of furlough. CB said he will hopefully see everyone in person in July.

AW thanked the Board for their hard work and support of the staff during these difficult times and looks forward to seeing everyone in person in July.

Long Service Awards Presentation

Annie Walling – 15 years' service to FHT. This will be presented at a later date.

There being no other business, the meeting was called to a close at 12:15.

The AGM will be held on 15 July 2020 remotely on Microsoft Teams at 10:00 followed by the Governing Council meeting at 11:00.