



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, 21 APRIL 2021 (This meeting was held remotely due to the COVID-19 pandemic.)

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
Lisa Wilson (LW) Director at Rothman's Accountants
Julie McFadden (JMc) Registrar and Compliance Manager

The Meeting commenced at 10:00 with Christopher Byrne in Chair.

1. Welcome

CB welcomed everyone to the remote meeting on Microsoft Teams and hope that everyone is well and bearing up under the situation and it seems to be getting a bit easier towards the end of lockdown. Hopefully it will go in the same way for May and June sections of it when things start to improve.

Apologies were offered on behalf of KB who would be late for the meeting due to work commitments.



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Our accountants will be joining the meeting at 11:00 to discuss the financial position of the FHT and answer any questions.

2. Declaration of Confluence and Conflict of Interest

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

3. Minutes of the Meeting held on 20 January 2021

CB asked everyone to go through the Minutes of the last meeting for approval.

MD asked whether Members take advantage of the £10 discount offered to lapsed Members. AW said some Members do take advantage of the discount but these are very few.

MD asked for an update on the agreed payment contribution to the APPG. AW confirmed that payment had been made. Also asked for an update on the complaint against SNN.

GM – British Beauty Council – after all hard work everyone has put in during the pandemic which has allowed all to come together, there seems to be breakoffs and it's disappointing. JH agreed and said BBC comes as an independent and not as a group anymore. It is competitive. APPG is still going strong and only the BBC has gone off on their own.

HC asked for comments on performance management appraisals.

The Minutes were unanimously approved and will be signed by CB in due course.

4. Matters Arising

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

MD said she has been invited to be a judge at the National Massage Championships on behalf of the FHT in October 3rd and 4th. FHT is sponsoring the event and Jade and AW have agreed will be good promotion for FHT.



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5. Compliance Report

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

CB asked everyone to read through the report.

The Board approved the Compliance Report.

6. Registrar Report

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

JMc was invited into the meeting to discuss PSA Renewal.

The Board approved the Registrar Report.

7. Financial Report

The Board were provided with an updated year to date finance update, cashflow and P&L reports for Q1.

The Financial reports were approved by the Board.

8. Approval of 2020 Draft Accounts

The Draft Accounts were not approved following LW informing that answers were required for anomalies spotted in the draft. A revised Draft Accounts will be provided for review and approval.

9. Overview of Financial Position

LW will be joining shortly and CB asked the Board to read through the finance documents before meeting LW.



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LW said it is nice to see everyone although very different to seeing everyone around a table in the office. CB and everyone thanked LW for joining the meeting. CB was very impressed with LW and she has done a great job providing a positive outlook and it would be good to bring her into another Board meeting once or twice a year.

10. 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 approved the SMT report.

11. President's Report

CB said he had nothing else to add other than what was discussed today.

12. Governing Council Elections 2021/2022

AW invited the Board members to stand for 2021/22 elections and also whether the President would continue in the role. The Board members agreed to stand again.

MM, MD and JH agreed to retire for re-election as per the Articles of Association.

Any Other Business

PSA Renewal 2021/2022

The PSA renewal was discussed under item 6, Registrar's Report. JMc will keep the Board updated on any communications from the PSA regarding the renewal and costs.

CRM Project Update

JMc provided a summary of how the project is progressing for review.

Staff Questions



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Some staff submitted questions to AW for a response from the Board. The questions were in line with returning to work in the office, flexible working, regular communication with the Board, and others. CB said he will arrange with AW a date and time for the meeting and if convenient then, others can join.

Executive Director Position

CB said the ED position has been on hold and with the feedback regarding the other organisation taking someone on during the pandemic, asked the Board whether they would like to start recruitment for the ED position again. It would be a good opportunity to get the ED in since the plan is to return to the office in June.

Lay Member Position

CB asked the Board if they have come across anyone who would be suitable for nomination to the position. CB would like to be informed of anyone who is suitable for the position and can be considered.

CRM Project Update

JMc provided an updated report to the Board on the progress of the new CRM system, Business Central (BC).

AW thanked the Board for their support as always.

CB said without jinxing and as said at all the other Teams meetings, hopefully we will get to meet in person at the next meeting in the office and it was wonderful to see everyone. CB will be in touch with AW and HC by the end of the week.

There being no other business, CB thanked the Board for their counsel and called the meeting to a close at 14:38.

The next meeting of the Governing Council will be held on Wednesday, 21 July 2021 remotely on Microsoft Teams at 11:00 following the AGM.