



International Federation of Aromatherapists

Council Meeting, Tuesday 21st April 2020
(meeting held via zoom)

MINUTES

PRESENT:

Trustees:

Tracee Cossey (TC)
Gareth Hughes (GH)
Pavan Hunjan (PH)
Kim Lahiri (KL)
Kim Wooldridge (KW)
Marie Wayte (MW) (Chair)
Martyn Yates (MY)

CEO:

Pauline Allen (PA)

Secretary:

Graham Hedley (GMH)

1. APOLOGIES FOR ABSENCE

Tracee Cossey (TC)

2. DECLARATION OF INTERESTS

MW invited members present at the meeting to declare any interests in relation to any item on the agenda. The only interest declared was from MW in regard to a new Trustee application received from a person who she had taught as a student. It was agreed MW would be removed from the meeting when the application was discussed.

3. ACCEPTANCE OF MEETING MINUTES – 14th February 2020

The draft minutes of the meetings held on 14th February 2020 were agreed.

4. MATTERS ARISING

The actions agreed at 14th February 2020 meeting were reviewed and it was noted that all actions had been completed.

5. GOVERNANCE

- 5.1 PA circulated the audited accounts for the previous financial year which showed a healthy profit figure and also a budget for the current year which forecast a loss due to the Covid-19 pandemic which had seriously affected income from exam and membership fees.



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5.2 It was agreed that exam candidates' student membership be carried forward for a year, because of the cancellation of exams this year.

5.3 Risk Assessment register updated due to Coronavirus outbreak.

5.4 **AGM by Skype – 6 June 2020**

Although the Conference had to be postponed, it was necessary to continue to hold the AGM on the planned date of 6 June. However, due to Covid-19, this would now be held online. PA to investigate which platform would be the most appropriate for this meeting and facilitate.

5.5 **Appointment of Trustees**

Trustee Applications had been received from Jacqui Cotterill, Ian Icton, Alison Savage, Sara Hawkins, Nana Mensah. References had been obtained and other relevant checks conducted. MW left the meeting during the discussion and vote on Alison Savage in view of the conflict of interest. Each application was discussed individually and subsequently approved. MW to contact each applicant informing them their application had been successful. PA to forward a Trustee Induction pack to each new Trustee.

5.6 PA reported that a new Treasurer, Ian Icton, had been appointed and would commence his duties following his retirement from his job in July.

5.7 **New Specialist Advisors for Committees**

PA reported that several new committee members had been recruited including two nurses, a solicitor and business development advisor. MW to provide induction to Committee groups.

6. CHARITY PROJECTS

Due to the Covid-19 outbreak PA suggested that face masks be sent to all Chinese, Hong Kong and UK members with the next edition of Aromatherapy Times. This was agreed.

Support packs, including facemasks, inhalers and other appropriate items donated for the conference (with permission of the donator), would be distributed to local hospitals and care homes. So far, we have distributed packs to Ealing Hospital, Hillingdon Hospital, and Northwick Park Hospital.

7. OPERATIONAL ACTIVITIES

7.1 **Staff**

Office would be run on a rota basis during lock down.

7.2 **HR Support**

Due to Covid-19, it was agreed that the appointment of an agency be postponed until a more appropriate time.



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7.3 Japan Seminar

Japanese Seminar had been cancelled due to Covid-19. All attendees have had their moneys refunded. Flight refunds from British Airways were still awaited, but these may come in the form of vouchers rather than funds. Unfortunately, the cost of the venue at £1,500 was unrecoverable.

7.4 China – Exams and CIAIE – Coronavirus

PA confirmed that all exams had been cancelled for 2020 in light of the Covid-19 pandemic. The CIAIE conference had also been postponed until August. However, it was felt that due to the rapidness of the spread of Covid-19, it would be too soon for international travel so the IFA would not attend. PA had been able to secure a full refund of costs.

7.5 Recruitment of Examiners

It was agreed that, after the Coronavirus lockdown is over, PA will meet shortlisted candidates and conduct situational tests, before confirming suitability and scheduling examination shadowing.

7.6 Examiners' Meeting

It was agreed that due to Covid-19 and the cancellation of all exams for 2020, this meeting should be postponed until a more appropriate time.

7.7 Aromatherapy Awareness Week

AAW is due to take place in the second week of June and PA explained that it would be appropriate to focus attention on the antiviral properties of essential oils during the Covid-19 outbreak.

7.8 UK Conference.

The UK Conference scheduled for June to be postponed until October 2020.

8. PROFESSIONAL ISSUES

8.1 PSA Update

PA reported that the IFA has now been accredited by the Professional Standards Authority (PSA) a UK body accountable to parliament. This news was very welcome and everyone involved in the process over the previous year leading up to its successful completion were thanked.

PA reported that press releases had been sent to all media organisations previously supplied in the PR Plan by Tracee Cossey.

PA reported that all members be informed of the limitations of the use of logo and that it can categorically not be used by any member practicing outside of the UK. Terms of use of logo to be updated to include remit of use of PSA logo and translated for our overseas members.

PA to consult with overseas schools to ensure understanding as part of other quality assurance monitoring activities.



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PA reported the IFA has been invited to join the PSA Collaborative Group, which comprise of all the heads of each PSA accredited register to share best practices.

9. ANY OTHER BUSINESS

PA reported that a request had been made by schools in Japan to hold their Diploma exams as planned in September. PA had engaged Japanese Representatives, but that they were unwilling to stay in the building whilst exams were being carried out due to the risk of infection. MW suggested that the Representatives deliver and collect the theory exam papers, without entering the building and that a Skype link be maintained to the office at all times during the exams for quality assurance purposes. It would be necessary for the Examiner to show the exam papers being opened in front of the camera and re-sealing them again straight after the exam, after which the Representative could collect them immediately and post back to the office. PA to arrange.

The next meeting will take place after the AGM at which a new Council will be elected. The date will be fixed by consultation between PA, TC, KL and MY. A date in early August was suggested.