



International Federation of Aromatherapists

Council Meeting, Tuesday 12th August 2020 (meeting held via zoom)

MINUTES

PRESENT:

Trustees:

Kim Lahiri (KL)
Jacqueline Cotterill (JC)
Martyn Yates (MY)
Alison Savage (AS)
Ian Icton (II)
Nana Mensah (NM)
Tracee Cossey (TC)
Sara Hawkins (SH)

CEO:

Pauline Allen (PA)

Secretary:

Sara Hawkins (SH) taking minutes.

1. APOLOGIES FOR ABSENCE

No apologies

2. DECLARATION OF INTERESTS

MY invited members present at the meeting to declare any interests in relation to any item on the agenda. No interests were declared.

3. ACCEPTANCE OF MEETING MINUTES – 06th June 2020

The draft minutes of the meetings held on 06th June 2020 were agreed.

4. MATTERS ARISING

No actions were required at the first introductory meeting of the new board only that trustees familiarise themselves with the Charity Commission essential trustee and the Trustee Terms of Reference and Committee Terms of Reference which had been completed prior to appointment.

5. GOVERNANCE

- 5.1 MY opened the meeting by stating the Company Secretary Graham Headley had stepped down. The position had been advertised and another applicant George Zacharias had applied with an impressive CV. PA to make first



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contact subject to interview by MY.

5.2 Accounts were circulated to all trustees prior to the meeting. II stated he had liaised with the IFA's bookkeeper Jitender Kumar to review the accounts to familiarize himself with the set up. Presently the accounts are showing better than anticipated and budgets/forecasts and targets were being met but due to the exam situation it may be subject to change and will be continuously monitored.

5.3 Risk Assessment register updated due to Coronavirus outbreak.

6. CHARITY PROJECTS

6.1 Fundraising – e.g. Just Giving

Some trustees were familiar with this site, it was agreed this platform is something we could use when we have a new charity project in place.

6.2 Funding Charity Project Crisis

PA stated the IFA had received a list of equipment needed for Crisis Project (a charity for the homeless) which the IFA have donated to for the last 8 years. Equipment approximates to £1700.00 for towels, antibacterial hand gel, wipes, oils, bolsters etc and van hire to deliver to the Crisis depot in Dagenham. It was agreed that the IFA would once again provide the equipment to support the charity.

6.3 COVID-19 Charity Packages for Front Line NHS Key Workers

£300 was spent on Aromatherapy pamper packs for the nurses and key workers stationed at Hillingdon Hospital palliative care dept. £500 had been budgeted to support local fund raisers and hospices with aroma gifts, vouchers, hampers etc. The IFA receive an annual deduction from the Council in our rates due to our input in the local community and we feel is important to give back whilst also raising awareness of aromatherapy.

7. OPERATIONAL ACTIVITIES

7.1 Review of Policies and Procedures

Annual review of policies and procedures undertaken by each committee had been completed in July. As the IFA had recently been accredited by PSA, which had meant a detailed undertaking and review of its policies and practices in the later part of 2019 and early 2020 there were minimal changes. COVID guidance was to be provided separately to registrants which was to be drafted by JC. Recommendations provided by PSA would be reviewed the same time as feedback submissions received by registrants from the previous changes. It was suggested given the current pandemic and volume of correspondence circulating surrounding the pandemic registrants be allowed more time to provide feedback. After which point we will address collectively. Registrants however can feedback at any time through the consultation form in the



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members area. It was acknowledged that all feedback received so far related to specific covid working conditions.

7.2 Examinations

PA stated examinations were to be conducted by Zoom for the practical and for theory in different countries invigilated by an IFA representative. Organising exams was difficult due to an increase of Covid cases in certain cities meant restricted movement and limitations of gathering numbers. This was mitigated by deferring examination dates.

7.3 Seminars/Webinars/Videos

Ideas were put forward of potential speakers to provide seminar/webinars via zoom as our conference had been cancelled and to allow members to continually professionally develop whilst restrictions are in place. PA to action.

7.4 Olympia Beauty

This event which the IFA attend each year to raise awareness was deferred due to Covid-19.

8. PROFESSIONAL ISSUES

8.1 PSA Collaborative

PA attended a meeting of the PSA collaborative which was productive and insightful and provided an overview to the board of what was discussed and a copy of the minutes.

8.2 Lobbying

Due to the current issues surrounding practitioners being able to work and how they are classified which has been underlined during covid, PA contacted Caroline Noakes the parliamentary MP for our industry asking when Statutory regulations would be addressed again. She stated it may be reviewed after Covid and suggested lobbying through a collaborative group (the IHC).

8.3 Integrated Healthcare Collaborative (IHC)

The IFA applied and was accepted as a core member of the Integrated Healthcare Collaborative (IHC) and we would start attending regular meeting via zoom.

8.4 Association of Physical & Natural Therapists (APNT)

APNT have started a new trade union, which aromatherapist are allowed to join, but there were concerns as it was noted that they have only 6 schools under their umbrella none of which relate to aromatherapy. Their website also stated outdated qualifications acceptable for Level 3 (NOS) National Occupational Standards e.g BTEC which was phased out at least 8 years ago. PA contacted them regarding this and they have agreed to remove.

8.5 Complementary & Natural Healthcare Council (CNHC)

The CNHC provide a route to verify applicants themselves (when previously the applicant had to come through an awarding body who specializes in that field



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like the IFA to verify the applicant). It has been noted that this has caused a few problems, as some applicants which the IFA deemed as not meeting the standards and rejected have been able to join the CNHC through this route. We have highlighted this to the CNHC to ensure standards are consistent across the field and are currently consulting with them.

9. ANY OTHER BUSINESS

Software to facilitate online theory exams to be investigated like the UK university system. PA to obtain quotes.

The next meeting will be held on 07th October 2020 via zoom.