



International Federation of Aromatherapists

Council Meeting, Wednesday 07th October 2020
(meeting held via zoom)

MINUTES

PRESENT:

Trustees:

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

CEO:

Pauline Allen (PA)

Secretary:

George Zacharias (GZ)

1. APOLOGIES FOR ABSENCE

Tracee Cossey (TC),

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 – 12th August 2020

The draft minutes of the meetings held on 12th August 2020 were agreed and signed by the chairman.

4. MATTERS ARISING

All matters arising would be dealt with under their respective meeting topics, during the meeting.

5. GOVERNANCE

- 5.1 George Zacharias had been appointed as company secretary as welcomed by the Board.



International Federation of Aromatherapists

- 5.2 II provided an overview of the IFA's current financial position and full year forecast to the board. PA suggested a portion of funds be moved into an investment account. II offered and it was agreed that he prepare an investment proposal for circulation to the board prior to the next meeting.
- 5.3 II enquired whether the organization had a benevolence fund to support members who had retired. PA responded that there was no benevolence fund in place at present. Following discussion, it was agreed that the formation of a benevolence fund be considered at a future date. It was agreed that II, MY and PA investigate ways of supporting current and retired members and submit any proposals to the Council to consider.
- 5.4 Risk Assessment register updated.

6. CHARITY PROJECTS

6.1 Fundraising

PA reported that current funding on charity projects was low being approximately £3000 and recommended that this level of funding be significantly increased during the next financial year. It was agreed that this be reviewed periodically depending on viability.

6.2 Funding Charity Project Crisis

PA reported that she had just received an email noting that due to the COVID crisis the massage program would be cancelled but the department had requested that the wipes, oils, bolsters still be sent so that they can be included in packs to be given to homeless members of the community. It was agreed that the IFA support of the project should continue on this basis.

6.3 Possible Future Projects

II gave details of a project in Milton Keynes a Centre for homeless people. PA noted that she would ascertain and inform II if there were practitioners in the area which were interested in forming a core group to assist with this project.

Another suggestion was Porchlight which is Kent's largest charity for the homeless and vulnerable persons. MY and JC to discuss proposals for potential involvement with Porchlight.

It was suggested that a connection be made with the military veterans, which might be a suitable as an Aromacare project. AS to research and provide details to PA.



International Federation of Aromatherapists

7. OPERATIONAL ACTIVITIES

7.1 Examinations

PA reported that the conducting of practical and theory exams was complex in the current environment particularly due to the multitude of cities in China and the geographical distribution of the 52 schools. Currently exams were generally only available for practical exams with the conducting of theory exams being on hold. The first exams for schools in Taiwan, had been successfully completed using zoom for practical and an IFA representative for theory, schools were happy with the process. Further exams would be held via zoom from October for schools in Hong Kong.

PA reported that creating the online exams platform would take several months and quotes received so far varied from £20,000 to £50,000. More investigative work was needed and are awaiting more details from companies sourced to match our bespoke requirements.

7.2 Seminars/Webinars

PA reported that webinars had been scheduled and were focused around the week of 20 October, which was the IFA's birthday, including JC's video on the COVID cleaning protocols.

7.3 Covid Guidance

JC had drafted detailed guidance on cleaning protocols for practitioners during the COVID pandemic, which was agreed. This would be placed in the members area and circulated to members.

8. PROFESSIONAL ISSUES

8.1 PSA

PA reported that several associate members had joined the IFA since receiving PSA accreditation and that she would be having a meeting with the PSA on 12 October. During the meeting she intends to mention that the PSA did not appear to be promoting IFA/aromatherapy with government and ask for how this could be improved.

8.2 Integrated Healthcare Collaborative (IHC)

PA stated that the IHC appeared to be making progress in lobbying government from correspondence received. It was agreed that TC would attend the meetings and if she was unavailable, then it was agreed that PA would be the representative.

9. ANY OTHER BUSINESS

None.

The next meeting will be held on 02nd December 2020 via zoom.