



# *International Federation of Aromatherapists*

**Council Meeting, Wednesday 02<sup>nd</sup> December 2020**  
**(meeting held via zoom)**

## **MINUTES**

### **PRESENT:**

#### **Trustees:**

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

#### **CEO:**

Pauline Allen (PA)

#### **Secretary:**

George Zacharias (GZ)

**1. APOLOGIES FOR ABSENCE**  
Jacqueline Cotterill (JC)

**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 – 07<sup>th</sup> October 2020**  
The draft minutes of the meetings held on 07<sup>th</sup> October 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 MY noted that the appointment of a Vice Chair was required. He had discussed the position with SH, who had indicated a willingness to accept any nomination for the position. MY therefore nominated SH for the position as Vice Chair. There being no other nomination, SH was requested to leave



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the meeting. In the absence of SH, it was agreed that in view of SH's considerable experience in holding positions of this nature she be appointed as Vice Chair.

- 5.2 At the previous meeting it had been agreed that II, MY and PA investigate ways of supporting current and retired members and submit any proposals to the Council to consider. This was ongoing.
- 5.3 II provided an overview of the IFA's current financial position and full year forecast to the board. II had circulated a proposed budget with the agenda including best to worst case scenarios, which was discussed. It was recommended and agreed that the middle case scenario be adopted as the budget for the year ended December 2021, with the budget versus actual financial performance being monitored by the Council at each meeting.
- 5.4 It had been agreed that II would consult with potential fund managers and prepare an investment proposal for consideration by the Board. II reported that he had requested proposals from two ethical and well-respected fund managers. He had received one proposal but was waiting for the second proposal. It was agreed that once both proposals had been received II would circulate a summary of the proposed investment proposals including the investment strategy and risk profile, for review at the next meeting of the Council.
- 5.5 Risk Assessment register updated.

## **6. CHARITY PROJECTS**

PA reported that the COVID crisis had delayed most charity and aromacare projects. These would be re-instated as and when circumstances permitted. Potential projects included:

- Milton Keynes – Centre for Homeless People
- Porchlight – Kent
- Military Veterans (AS)
- Royal British Legion Village – Kent (GZ)

PA reported that current funding on Charity work was low being approximately £3000 and recommended that this level of funding be significantly increased during the 2021 financial year, with utilizing 10% of all profits as a target for charity work funding.

## **7. OPERATIONAL ACTIVITIES**

### **7.1 Examinations**

PA reported that some exams had started to proceed in Japan.

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## **7.2 Seminars/Webinars**

PA reported that the webinars appeared to have gone well with positive feedback being received and gave details of various webinars which were available as well as those planned. More webinars were being scheduled for early in the new year as it was important to focus on having new content available for members continual professional development.

## **7.3 PR Plan**

SH gave feedback from the various PR committee meetings held since the last meeting and that the committee were developing the PR strategy for implementation over the next year. She presented a proposed framework for the plan, which was discussed. It was agreed that the newsletter would be send out mid-month each month.

## **7.4 Member Survey**

JC reported that the membership Committee had compiled a survey for registrants on the Codes, provisions by the IFA and questions relating to therapist's place of work and how they practice. This was actioned and circulated. It was agreed it would be added to the members area feedback survey available all-year round. Feedback received would be monitored and culminated in a report for when the Codes are revised. It was suggested members be given 3 months to complete.

## **7.5 Electricity Refund**

MY thanked PA for securing a refund of approximately £9000 from an energy supplier after a lengthy period of trying to secure the refund.

## **8. PROFESSIONAL ISSUES**

### **8.1 Syllabus**

AS gave details of the Harvard Referencing process. It was agreed that AS send details to PA.

### **8.2 Integrated Healthcare Collaborative (IHC)**

TC provided details of a recent IHC meeting and distributed the IHC meeting minutes, which were discussed.

### **8.3 Professional Standards Authority (PSA)**

PA provided feedback from her meeting with PSA held on 12 October. She reported that the PSA's financial situation does not seem to be stable with management indicating that they would need to change things to stay viable. PA noted that she had requested a copy of their financial accounts. She noted that the PSA subscriptions were £13500 for each member with renewals due in March. A further meeting would be held with them and some other organisations about



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their financial situation as we need to know if they are going to increase the fee and need to understand their financial situation.

## **9. ANY OTHER BUSINESS**

None.

The next meeting will be held on 10<sup>th</sup> February 2021 via zoom.