



International Federation of Aromatherapists

**Council Meeting, Friday 14th February 2020
IFA Offices, 146 South Ealing Road, Ealing, W5 4QJ**

MINUTES

PRESENT:

Trustees:

Tracee Cossey (TC)
Pavan Hunjan (PH)
Kim Lahiri (KL)
Marie Wayte (MW) (Chair)
Martyn Yates (MY)

CEO:

Pauline Allen (PA)

Secretary:

Graham Hedley (GMH)

1. APOLOGIES FOR ABSENCE

Gareth Hughes (GH)
Kim Wooldridge (KW)

2. DECLARATION OF INTERESTS

MW 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 December 2019

The draft minutes of the meetings held on 06th December 2019 were agreed.

4. MATTERS ARISING

The actions agreed at 06th December 2019 meeting were reviewed and it was noted that all actions had been completed.

5. GOVERNANCE

- 5.1 Conflict of Interest register for IFA Approved Centre's had been updated.
- 5.2 Risk Assessment register updated due to Coronavirus outbreak.
- 5.3 The following trustees will step down at the Annual General Meeting in June: Gareth Hughes, Pavan Hunjan, Marie Wayte, Kim Wooldridge. It is necessary to recruit at least four more, and preferably six, new trustees. Application open on website.



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- 5.4 A new Treasurer had been sort listed, and a meeting has been arranged between PA, the bookkeeper and the treasurer.

6. CHARITY PROJECTS

Review of Charity Applications

Broxtowe Womens' Project - a date for this event is still awaited.

Potential new charity applications were suggested as follows:

Douglas MacMillan Hospice (Dougie Mac), Stoke

Henry Spink Association

BLESMA

Look Good Feel Good.

NHS Charity App

It was noted that this App had been launched by the NHS.

7. OPERATIONAL ACTIVITIES

7.1 Amended Pregnancy Guidelines

The amended Aromatherapy in Pregnancy Guidelines, as presented to the meeting, were approved for the website.

7.2 Proposal to Outsource HR Requirements

Two quotations had been received: details were presented for consideration.

It was agreed that PA will contact Clover to establish if they are in a position to support the electronic time tracing system independently while the CEO is overseas. It was agreed that if Clover were able to provide the above support, they would be engaged through their Silver package and be invited to the Trustees next meeting.

7.3 Japan Seminar

PA reported that this event, due to be held on 9th and 10th May, may have to be cancelled due to the outbreak of the Covid-19 virus. A decision will be made by the beginning of April.

7.4 China – Exams and CIAIE – Coronavirus

PA reported that the Hong Kong exams due to take place in March had been cancelled due to the coronavirus – all schools (with the exception of one) have requested to transfer their payments to the next convened date. Refunds on flights were awaited. It also looked likely that the CIAIE Exhibition would also be cancelled. So far, the workshops have been cancelled by the local government and the office has refunded delegate fees.

7.5 Recruitment of Examiners

The advertisement deadline for examiners was now closed. Candidates to be shortlisted and interviews scheduled.



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7.6 Examiners' Meeting

It was agreed to hold an Examiners meeting before mid-August, prior to the main exam sessions in Japan and China. MW will write to all current examiners, requesting them to the meeting, together with any newly appointed Examiners.

7.7 Syllabus Appendix

Appendix on CO₂ oils has been completed.

7.8 Review of VTCT Levels 3 and 4 – Upgrade Options

At present, VTCT graduates in Level 3 or 4 Aromatherapy were able to join the IFA as Associate members. MW proposed that Level 4 graduates subsequently be permitted to train on an IFA upgrade course in order to become Full members if they wished. It was noted, however, that the differences between the Level 3 VTCT Aromatherapy syllabus and the IFA syllabus were too great to allow for an upgrade course to be considered in this case. Trustees agreed to allow VTCT Level 4 graduates the opportunity of an Upgrade course.

8. PROFESSIONAL ISSUES

8.1 PSA Update

The PSA panel were due to review the IFA's application on 26 February, at which point, we would be notified of the outcome.

The IFA was informed by a number of registrants that the IFPA had taken an advertisement in Aromatopia, (a Japanese magazine), where they had used the PSA logo, which they were not entitled to do so as not a PSA accredited register. The IFA informed PSA of this misuse of logo.

9. ANY OTHER BUSINESS

AGM reports actioned and distributed amongst Trustees. The AGM will be followed by a brief meeting of the new Council in order to appoint a new Chair and fix dates for meetings in the following year.

The next meeting will be held on Tuesday 21st April 2020 at IFA offices.