



# *International Federation of Aromatherapists*

**Council Meeting, Wednesday 10<sup>th</sup> February 2021  
(meeting held via zoom)**

## **MINUTES**

### **PRESENT:**

#### **Trustees:**

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

#### **CEO:**

Pauline Allen (PA)

#### **Secretary:**

George Zacharias (GZ)

### **1. APOLOGIES FOR ABSENCE**

Nana Mensah (NM)

### **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 – 02nd December 2020**

The draft minutes of the meetings held on 02nd December 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 II gave details of the Company's current financial position and forecast to the board. The final figures for the month of December as well as the full year results were not available at the time of the meeting. II undertook to circulate the full year figures to the Council Members once they had been finalized. II noted



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however that a loss was anticipated for December, and for the full year, a small profit or a break-even position was forecast, which given the difficult year, would be very satisfactory.

- 5.2 It was agreed that once the full year financials had been finalized, PA and II would review the various budget scenarios previously presented to the Board and finalize the recommended budget for the year ended December 2021, which would be circulated to Council members for approval at the next meeting.
- 5.3 II reported that investment proposals had been received and the proposals together with a summary prepared by II, had been circulated to the Board prior to the meeting. In addition, all trustees had been invited to attend proposal presentations 9 February 2021, which had been attended by MY, II, SH, NM, and PA. The directors who attended the presentations provided feedback and a detailed discussion was undertaken regarding options. It was agreed that II would circulate the ethical screening form to Board members for consideration of those ethical criteria which the IFA would require and for II to thereafter finalise the form for submission.
- 5.4 MY reported that II had indicated that he would be stepping down as a director at the AGM and that GZ would be resigning as company secretary. The board were encouraged to propose people for appointment to the board and particularly those with financial, IT or educational skills and experience as well as someone for the company secretary position.
- 5.5 Risk Assessment register updated.

## **6. CHARITY PROJECTS**

PA reported that the COVID crisis continued to delay the charity's Aromacare projects but would be resumed as soon as permitted.

## **7. OPERATIONAL ACTIVITIES**

### **7.1 IT SYSTEMS - DATABASE AND ONLINE EXAMS**

PA reported that the updating of the database had been completed. The online exam system was being developed.

### **7.2 EXAMS IN LIGHT OF THE CORONA VIRUS**

PA gave a report on the current status of the conducting of exams in Hong Kong, Japan, and an update on the proposed conducting of exams in China.

### **7.3 SEMINARS/WEBINARS/VIDEOS**

PA reported that webinars were continuing and were generally well attended with positive feedback being received.



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## **7.5 MASSAGE ROUTINE HANDBOOK**

AS reported that she was reformatting the massage routine handbook, in respect of both the narrative as well as the photographs used in the handbook. It was anticipated that the handbook would be completed by July.

## **7.6 PR PLAN**

SH noted that the PR committee were hoping to finalise the PR plan as well as a PR resources plan for the next 2 to 3 years, before June 2021.

## **7.7 NEWSLETTER**

PA reported that the newsletter had been sent out in January and work would commence in February for the next newsletter.

## **7.8 SURVEY OF MEMBERS**

It was agreed that the PR committee would finalise the new draft survey whereafter MY, SH and PA would give consideration to the circulation and progressing of the survey in July.

## **7.9 MEMBERSHIP SUPPORT**

It was agreed that the Membership Committee would draft a membership support plan, aimed at retired and retiring members, for review by the board.

## **8. PROFESSIONAL ISSUES**

### **8.1 INTEGRATED HEALTHCARE COLLABORATIVE (IHC)**

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

### **8.2 PROFESSIONAL STANDARDS AUTHORITY (PSA)**

Further to PA's report at the previous meeting of the Board, it was noted that PA continued to review the PSA membership when considering the costs of membership versus the benefits of membership. PA reported that the £10500 annual fee had however been paid.

## **9. ANY OTHER BUSINESS**

None.

The next meeting will be held on 14<sup>th</sup> April 2021 via zoom.