



International Federation of Aromatherapists

Council Meeting 12th December 2023 (Meeting held via zoom)

MINUTES

PRESENT:

Trustees:

Josie Donaldson (JD) Chair
Anne Andenaes (AA)
Catherine Jacobs (CJ)
John Tay (JT)
Rui Parkson (RP)

ALSO PRESENT:

Pauline Allen (PA)

1. APOLOGIES FOR ABSENCE

Apologies were received from Kyoko Wood (KW), Trevor Dwyer (TD).

2. DECLARATION OF INTERESTS

JD 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

The draft minutes of the meetings held on 31st October 2023 were agreed and signed by the chairman.

4. MATTERS ARISING

No matters arising were noted.

5. GOVERNANCE

- 5.1 HSBC needed to verify all trustee information again as part of their safeguarding regulations. All trustees were asked to respond to requests for information in a prompt manner.
- 5.2 The IFA needs to appoint a new Treasurer and Company Secretary. The job descriptions, drafted by the Human Resources (HR) officer of the Finance and Resources Committee, was reviewed and approved unanimously.



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Action Point: PA to submit to recruitment sites.

- 5.3 The need for a separate EDI Risk Assessment (see point 8.2) was identified. This would be separate from the general risk register. This was discussed and it was felt that a person should be appointed specifically to support the Trustees and Committees in this area.

Action Point: PA to liaise with HR officer to create a job description.

- 5.4 The accounts to the end of October had been circulated. The forecasts were being prepared for the forthcoming year and annual budget.
- 5.5 The new administrator Joe Brookes has completed his three (3) month probation period and an appraisal is scheduled for January. PA updated that it was working well overall and he was considered a nice addition to the team.

Action point: HR officer and PA to undertake appraisal.

- 5.6 Risk Register – the risk register was updated in regard to our conference health and safety with trade stands and number of attendees.

6 CHARITY PROJECTS

6.1 RESEARCH PROJECT

Results of the IFA's second research project with Northumbria University are currently being collated – this may take up to 6 months – no update to report as of yet.

PA provided a talk on the results of the first research project results at regional meeting held in Japan and Hong Kong in September which was well received by members.

6.2 CRISIS

58 Wellness boxes were delivered to Crisis for Christmas, including handwash, bodywash and shampoo with a spending of £1,500.

6.3 AROMCARE PROJECTS

Bluebells Day Centre (a charity for the elderly with dementia). It was unanimously agreed to allocate £2.5K toward teaching aromacare to line managers to introduce it into their service of care in furtherance of our objects.

Mandeville – Aromacare training was delivered to staff earlier this year. The PR has been completed and PA is waiting for the proof to come back before publishing.



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Action Point: PA to follow up Mandeville.

7 OPERATIONAL ACTIVITIES

7.1 SYLLABUS REVIEW

The Anatomy & Physiology module review has been completed and unanimously agreed by the Education Committee. The trustees ratified their decision.

Action Point: Education Committee to move on to the next module (which is already underway). PA to inform graphic designer of Public Relations and Media Committee to commence laying out updated module.

7.2 EXAM PAPER FORMULA

The Education Committee had completed the exam paper formula. This was unanimously agreed by the Education Committee. The trustees ratified their decision and would be adopted moving forward into the new academic year.

7.3 WEBSITE

The website was being reviewed and updated to make it more user friendly and easier to navigate. EDI was to be considered in selecting graphics to represent the wide demographic we represent. The Operations Manager has collated feedback from both the public and registrants through its online surveys which were now closed for inclusion in the update.

It was agreed that the general feedback form would remain in place in the members area for registrants to provide feedback and would be under continual review throughout the year and suggestions adopted if appropriate.

This is an ongoing project and could take up to a year to complete. PA explained that this timescale was necessary as the website was translated in 5 additional languages to enable as many people as possible to access and understand our information.

JD asked trustees to ensure their respective Committee's respond to requests from the Operations Manager in regard to assistance with writing and reviewing aspects of the website pages in a timely manner.

7.4 EXHIBITIONS

The IFA attended Cosmoprof in Hong Kong and Diet and Beauty exhibition in Japan to raise awareness of aromatherapy, its registrants and research projects. These were well attended. PA informed the IFA had received more requests for attendance at exhibitions, which would be considered once more information provided.



8 OTHER PROFESSIONAL BODIES

8.1 INTEGRATED HEALTHCARE COLLABORATIVE (IHC)

Alison Savage attended the IHC meeting on behalf of the IFA (Alison is a previous council member)

Minutes were circulated plus a summary Alison had provided of an issue that was raised in regard to the APPG, who were making representations on behalf of various Complementary & Alternative Medicine (CAM) fields, including aromatherapy, without any specialist bodies input. There were also concerns about the accuracy of the statements they were making. Other professional bodies of the IHC had asked what the PSA is doing as they should be the ones to be making the case rather than the APPG and noted some confusion in regard to what their role was.

The board discussed this and decided that the IFA, as an accredited register of the PSA should ask the PSA for their input.

Action Point: PA to get the Operations Manager to write to PSA, when responding on behalf of the board in regard to other works currently being completed for PSA (see 8.2).

8.2 PROFESSIONAL STANDARDS AUTHORITY (PSA)

The PSA had sent a request to complete an assessment for a new Standard 9 and a new Standard 1.

PA informed the Operations Manager will be coordinating with the various committees to assist with this work.

The EDI risk assessment was discussed as per point 5.3.

A meeting of the PSA Collaborative Group was scheduled to take place in the new year, and we had submitted our preferential date for attendance. It was considered that due to the nature of business to be discussed PA would be the most suitable to attend.

8.3 COMPLEMENTARY & NATURAL HEALTHCARE COUNCIL (CNHC)

A verifying meeting was scheduled to take place in the new year. It was considered that due to the nature of business to be discussed the Operations Manager would be the most suitable to attend.

8.4 NATIONAL INSTITUTE FOR HEALTH AND CARE EXCELLENCE (NICE)

A consultation had been circulated, however as the topic was outside of our registrations scope of practice it was decided that the IFA would not provide input on this occasion. PA to revert back.



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9 **ANY OTHER BUSINESS**
None.

NEXT MEETING
2nd February 2024 @ 9.00

Meeting closed 11.30

IFA Chair: Josie Donaldson Dated: 02/02/2024

Signed: 