



International Federation of Aromatherapists

Council Meeting 09th December 2022 (Meeting held via zoom)

MINUTES

PRESENT:

Trustees:

Martyn Yates (MY) Chair
Josie Donaldson (JD) Vice-Chair
Alison Savage (AS)
Catherine Jacobs (CJ)
Anne Andenaes (AA)
Trevor Dwyer (TD)
Michelle Kriell (MK)

BY INVITATION:

Lauren Allen (LA)
Alison Lydon (AL) Company Secretary

1. APOLOGIES FOR ABSENCE

Apologies were received from Pauline Allen and also from Sara Hawkins who was being proposed as a new member of the Board (see below).

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 – 21st October 2022

The draft minutes of the meetings held on 21st October 2022 were agreed and signed by the chairman.

4. MATTERS ARISING

No matters arising were noted.

5. GOVERNANCE

- 5.1 It was proposed that Sara Hawkins rejoin the board. Following discussion, the appointment was unanimously approved.



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- 5.2 MY explained that AL had started the review of governance policies and procedures and that a date needed to be decided for the working group to meet.
- 5.3 The accounts to the end of October had been circulated. The forecasts to the end of year are slightly down. Research costs are a costly expenditure as per budget.

The budget for next year is currently being prepared and the inflation rate is an important consideration. A meeting is taking place in January with Quilters regarding investments with the market remaining volatile.

Following a question MK confirmed there are no real concerns at this stage, but a watchful eye needs to be kept on memberships and other streams of income also need to be investigated with inflation rates being a large consideration.

6. CHARITY PROJECTS

6.1 RESEARCH PROJECT

JD explained that she had an update with some issues regarding the questionnaires that had gone into the junk of many people's emails, but this had been mitigated. The results are now being collated.

The 8 weeks trial is coming to an end and results will start to come in from January. One issue with material for the second stage was considered and it was confirmed an alternative has been found.

6.2 CRISIS – complete

6.3 Aromacare projects - Funding of £2000 for a special school was approved.

7. OPERATIONAL ACTIVITIES

7.1 SYLLABUS REVIEW

Feedback had started to be collated and a review of current research underway. It is planned that the review take place in summer 2023.

7.2 EXAM PAPER FORMULA

The Education Committee are working on this with the hope of finalization in March 2023

7.3 ONLINE EXAMS

LA explained that it is hoped to bring this in house from next year.

7.4 WEBSITE REVIEW

LA explained this is a huge undertaking with 450 pages in 6 languages. Prioritisation of school's profile is taking place.



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7.5 MASSAGE MANUAL

This is complete and now with the graphic designer to layout.

8. PROFESSIONAL ISSUES

8.1 INTEGRATED HEALTHCARE COLLABORATIVE (IHC)

IHC meeting had taken place.

JD joined the meeting at this time.

AS explained IHC cost of living survey results have come in and will be circulated when available. There was a fairly even split between those seeing a slump and those with an increase in customers. Part of this is regional.

ASA work is ongoing.

9. ANY OTHER BUSINESS

None.

NEXT MEETING

3rd February 2023 @ 9.00

Meeting closed 10.15