



## Business Meeting: Minutes

Time	11:30 - 13:00, 12 <sup>th</sup> May 2017
Attendees	Ros Law, Lorraine Manley (in place of Marie Wardle), Bob Pritchard, Yvonne Hemmings, Mike Day, Zee Cassam, Philip McGarry, Liz Robinson, Sam Fitzpatrick, Annie Waring
Apologies	Paul Wilkinson, Debbie Whight, Marie Wardle, Matthias Schwannauer, Julia Fox-Clinch, Deniz Roach
Chair	Roslyn Law
Minuting	Billie Delaney

### 1. Welcome new Executive Committee

Introductions.

### 2. [Presentations/feedback from Executive Committee](#)

#### (a) [Training Committee \(LD\)](#)

LD plans to send an email round to membership with issues/problems to provide a good review. Production of terms of reference proposed. This may have been previously done, and LD was prompted to check how far Susan Howard had got with this previously, if at all. LD proposed producing detailed standards and guidelines for IPT UK, with the intention of helping to better inform the membership, and formalise policy documents and processes. BP and LD to join for a communication review to assess how people use the website. LD also proposed to create a form for members wanting to put a request for extension to the TC that captures information surrounding the request more effectively and succinctly.

RL discussed need for a timeline, i.e. what will leads do by the time of the next national meeting, and make public on website.

#### **ACTION:**

- LD to produce guidance for reviewing extension requests, as well as guidance for conduct around issues of supervisors and trainers - to be reviewed in the next TC meeting.

(b) IAPT (RL)

**ACTION:**

- BD to help RL set up IAPT section of website

Feedback from group: IAPT section will be very helpful. Some seconded, expressing that the IAPT website could be difficult to navigate through resources.

(c) Treasurer (LR)

LR reviewed accounts, and discussed income possibilities other than membership fees.

LR stated that she would be happy to start the annual conference in the North East if

membership were keen on idea of annual conference rather than biannual London meetings.

Should this idea be of interest to members, it was discussed that these events should be every other year rather than yearly holding the biennial ISIPT conference in mind.

(d) Research (MS)

MS not in attendance – deferred to next meeting.

(e) Deputy Chair (YH)

YH reviewed roles and responsibilities of current Chair and highlighted importance of everyone in new Executive Committee posts being clear about their area of responsibility. Improving communication with membership and professionalising IPT UK featured in YH's objectives as Deputy Chair.

(f) Communications (BP)

BP proposed a variety of channels to research and improve IPT UK communications strategy; this included work around social media, forums, Google ads and analytics.

**ACTIONS:**

- BD to speak to Website Manager at Anna Freud National Centre for Children and Families regarding costs for Google Analytics costs

**ACTIONS:**

- Executive Committee to send BD timescale for their respective 6-month objectives
- BD to add presentations to website, alongside individual timescales
- BP to review communications with other members of Executive Committee as appropriate

**3. Review of resources submitted by regional groups**

Norfolk & Suffolk, North East and London provided resources. These are to be edited and made available to the membership on the [website](#).

**ACTIONS:**

- Ireland, Scotland, West Midlands, South-West, North-West, South-East, Yorkshire/Humber were actively invited to produce and submit resources for the Member's Area of the IPTUK website in coming months.

#### **4. Maternal Mental Health Alliance: member organisation (RL)**

Deferred to next meeting due to limited time.

#### **5. IPT UK Network Meeting survey results (BD)**

There was minimal response to survey (14%), so it was agreed that this was not a representative sample to inform change to current meeting structure. However, it raised themes for discussion, and will inform future attempts to capture membership's views on meeting structure and attendance.

##### **ACTION:**

- BD to add survey results to [website](#)
- YH and RL to review survey responses in more detail and consider putting together a follow up questionnaire to be disseminated via regional leads to see if this improves uptake

#### **6. IPT UK Membership Overview (BD)**

BD presented a summary of the membership since the new membership system launched in July 2016.

##### **ACTION:**

- BD to add overview to [website](#)

#### **7. Regional reports**

To be made available on the [website](#).

#### **8. AOB**

Not applicable.

It was agreed to repeat the same sequence of regions providing the education sessions over the next two years:

November '17 – Surrey

May '18 – South-West

November '18 – Norfolk & Suffolk

May '19 – West Midlands

November '19 - North East

May '20 – Scotland

November '20 - Leicester

May '21 – North West

November '21 – Northern Ireland

It has been noted that regional reps should remember that it is the responsibility of the area who pulls out from presenting to find a replacement, and not that of the chair. This was agreed in [2015](#).

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