

International Association of Counseling Hypnotherapists
Executive Meeting
January 31, 2007

MINUTES

Meeting called to order at 7:17 p.m. (Pacific Time)

Present: Sheldon Bilsker, Theresa Dupuis (by phone), Mahmud Nestman (by phone), Irene Brown (via videoconference), Gabrielle Lightfoot

Meeting audio-taped for those members not present (see resolution passed on June 25/05)??

1.0 INTRODUCTIONS/APPROVAL OF AGENDA

- Welcome and introductions to Irene Brown and Gabrielle Lightfoot (new interested Executive members).
- Agenda approved as circulated, with addition of several New Business items.

2.0 COMMITTEE REPORTS

2.1. Treasurer (Theresa)

Current bank account balance is \$5,692.43. Theresa will post the full report to the Web site for members to access.

2.2. Membership (Sheldon)

- There are 50 current members to date.
- Inquiries are continually being received through the Web.
- A school from Russia expressed interest and sent funds to secure membership; however, we have not heard from them since.

2.3. Standards (Mahmud)

- Currently processing one person and have one other person on hold.
- One individual could not be processed due to credentials.

2.4. Newsletter

Sheldon applauded Diane for the great job she has been doing on the newsletter. The e-mail sent to Executive members by Diane regarding the **April 1st newsletter** was briefly reviewed. Further discussion:

- Deadline for reports is March 15th. Report deadlines are strict and must always be adhered to – these cannot be altered.
- Members are encouraged to check in with Diane periodically – especially near deadline dates for newsletter production.
- Ideas are needed! Members are strongly encouraged to communicate any and all suggestions and ideas to Diane on an ongoing basis.
- Please be sure to cc: the Executive (via distribution group) on correspondence to Diane regarding the newsletter – to keep communications flowing.

3.0 NEW BUSINESS

3.1. **Knowledge of the Association**

The e-mailed agenda included a brief overview regarding expectations of the Executive. This was reviewed and discussed, and it was agreed that members of the Executive must:

- have a good working knowledge of the IACH, including all aspects of: membership, procedures, standards, certification requirements, code of ethics, etc.
- be aware of (and meet) deadlines related to submission of reports, articles and other materials for the newsletter. Such contributions are critical to producing a high-quality newsletter.
- have a general knowledge of the finances of the IACH. i.e. bank account and accounts payable information.
- be familiar with other roles within the Executive.

Suggestion: Update job descriptions for the Executive.

Actions:

- **(Theresa)** Develop re-drafted job descriptions for the Executive – to be distributed for review and further discussion at the next meeting.
- **(Sheldon)** Send current information regarding passwords, domain address, etc. to Executive members.
- **(All)** Browse the IACH site and become familiar with all aspects of the association (as outlined above). Ask questions of Sheldon or other Executive members as they arise in order to facilitate this process.

3.2. **Executive Function**

Sheldon communicated that the goal is to have the Executive function more cohesively, with increased communication between members vs. only between himself and members. Everyone on the Executive has access to contact information.

- *Decision:* Use e-mail to communicate for now. Executive members are strongly encouraged to create an Executive e-mail distribution group and to cc: the group on correspondence whenever it is appropriate. By communicating with the entire group, information exchange and flow increases.

Action: Sheldon to send the link to the FTP site to Irene (can't remember why??)

3.3. **Changes in the Executive**

- Elaine Hopkins is resigning as Vice President.
- Gabrielle expressed interest in membership on the Executive; however, she had some questions regarding the VP role and whether or not she would be willing to take on that role without further review.
- Nominations:
 - Sheldon nominated **Gabrielle Lightfoot** as an assistant to Mahmud until the VP role is reviewed and further clarified.
Seconded by Mahmud. *All in Favor* – motion carried.
 - Gabrielle nominated **Irene Brown** as Secretary.
Seconded by Theresa. *All in favor* – motion carried.
- The VP role is still available to be filled.

3.4. High Speed Internet Access for Gabrielle

Sheldon proposed that IACH cover half of Gabrielle's internet fees for a period of one year (approximately \$17/month). This would enable Gabrielle to fully participate as a new Executive member. **All present were in favor** and this motion was *carried*.

Action: Sheldon will facilitate the necessary arrangements with Theresa and Gabrielle.

3.5. Promotion of the Association

- Executive members need to let people know what IACH is and that it exists.
- *Suggested:* Send email invitations to the IACH site to practitioners you may come across or know.
- Membership Cards: All members have their membership cards.
- Please send any and all ideas around promoting and increasing membership to Sheldon. All are welcome!

3.6. Liability Insurance

- Sheldon is working with a local insurance broker to provide the association with access to liability insurance for members.
- Approximate costs would be \$350 – 400 per annum for \$2 Million coverage for members.
- Discussions are indicating that this insurance would be exclusive to IACH and the CHA only. This would mean practitioners requiring insurance would need to become members of the IACH. This has potential to be of great benefit to IACH membership.
- The benefit of liability insurance to practitioners is tremendous and will enable them to set up practice. There are currently a number of hypnotherapists without insurance or currently holding coverage with a US insurance company.
- Students currently fall under the liability of their instructor, and this will remain as such.

4.0 Next Meeting

It was unclear how many Executive meetings are required annually, but it was agreed the next meeting should be set now.

Next Meeting: Wednesday, April 18th, 7:00 p.m. (Pacific Time)

Action: Irene will check the bylaws and report back to Sheldon with the correct information regarding frequency of meetings.

MEETING ADJOURNED at 8:08 p.m. (Pacific Time)