

ACC Board Meeting Wednesday 6 December 2017

Venue: Skype

(Meeting commenced at 9.30am)

In attendance: Sue Monckton-Rickett, Tony Ruddle, Phil Weare, Kathy Spooner, David Sinclair, Richard Johnston, Peter Barraclough, Chris Williams

Apologies: Marlene Forsythe-Gidharry, Angie Petrie.

	Title	Action
1.	The meeting opened with thoughts by TR based around the Film 'Stronger' with themes of resilience in trauma, and hope out of PTSD linking to the strength shown in the passion by Christ and shared so freely with us. Prayer. Followed.	
2.	Minutes of the previous meeting and matters arising not covered on the agenda version on Livedrive. The minutes of the previous meeting in September were agreed.	
3.	Standing items Conflict of Interest no new declared. RAP not met since last meeting. Risk matrix to be considered at next meeting prior to annual renewal.	TR, KS
4.	Finance and budget part 1 All of income streams are below budget in October, £15k down for the year on budget. By the end of the year we may be £20k down on budget. Expenditure is under control, with most areas below budget. Travel expenditure is one exception as above budget due to promotional activity. Numbers of registrants has increased, particularly over the past month through efforts from the office team with support from the Exec and Board. At the end of the year, we expect a £11k deficit but after conference taken into account a surplus of £23k. Surplus may end up being around £20k. As at the end of October, ACC's cashflow is at £72,345, which is above the £48k contingency. ACC has broken even for the last three years. Response to PSA, who have an obligation to become self-supporting by 2020. Proposals by SMR were noted and agreed by the Board. TR thanked SMR for presenting an alternative that PSA had not previously been considering.	
5.	Developing the Strategic Plan report The strategic plan was discussed: Reaching wider through creating new members, denominations, geographic regions and expanding membership offering, eg spiritual directors, biblical counselling, mediators. Going deeper including looking at providing training, awareness raising on the interface of counselling.	

	<p>The Board agreed the strategy and priorities for 2018 onwards towards 2020. Vision and Values document accepted in final form at this point in the meeting, having been accepted in draft at a previous Board meeting.</p>	
6.	<p>Board only</p> <p>Agreed to proposed increases in:</p> <ul style="list-style-type: none"> • Staff salaries (3%) • Exec fees (3%) • Membership fees (SMR to prepare, TR to inform Image Plus) • UK Affiliates: one fee agreed at £129. • Overseas affiliates: for simplicity sake, Board allowed SMR to look at making this one fee as above for UK Affiliates. • Joint membership fee for organisations that have both a pastoral care and counselling arm – to discuss later in this Board meeting, particularly governance. 	
7.	<p>Finance part 2: Business Plan</p> <p>In future, KPIs will report against growth. Aim is to grow counsellor membership by 200 and PCUK members by 30. Both are increases of about 30%. In 2018, plan is for a £265 surplus on a similar cost base to 2017.</p> <p>In 2019, a conference year, forecast £37k profit, of which £25k is related to the conference. This means a £12k increase on ACC's ordinary membership. The budget allows for the costs of moving premises.</p> <p>In 2020, ACC's net surplus could be around £25k.</p> <p>We are assuming that the Mindfulness will be profitable and repeatable with other conferences of a similar kind in following years.</p> <p>Until well into 2018, ACC will not have the predictability in its finances to increase the number of management roles, such as a chief executive. The February Board meeting to look at structure in more depth. The advice of FS to be sought.</p> <p>The Financial Business Plan for the next three years was approved unanimously.</p> <p>The document outlines the direction of travel, and will evolve – there are feasibility steps included.</p>	
8.	<p>Operations and Communications</p> <p>Register campaign: PW thanked Board members for their support in phoning counselling members who have not yet joined the ACC accredited register. He also thanked members of the head office team, notably Eileen, for phoning so many individuals. She has also phoned all of the counselling affiliate organisations about the discounted offer for their counsellors to join ACC membership. That leaves just short of 100 members who have yet to be phoned. In support of this, TR asked Board</p>	ALL

	<p>members who are willing to make just 10 phone calls by Friday 15th December. EA to email round the members and their contact details for them to come back to her by the above date. This will allow head office to send a physical letter through the post to those members whom we haven't been able to contact.</p> <p>Preparations for marketing campaign: In order to gain information on how ACC is perceived, Board members agreed to complete a SWOT analysis by Monday 15 January, and to return this to PW. This would be reported back to the next Board meeting.</p>	ALL
9.	<p>MOU Update</p> <p>Soft launch completed of MOU. Lindsay Moon of BPS has been appointed as the new chair, CJW has been asked and accepted to take on the chair of Training and Curriculum Group. TR congratulated CJW on this appointment and welcomed our deeper involvement in developing training on this important area.</p>	
10	<p>Pastoral Care</p> <p>Decision on dual affiliation for organisations that conduct both counselling and caring or training activities. DS invited to produce a definite proposal for a future meeting.</p> <p>DS and KS to look at mapping out membership for combined training and counselling organisations.</p>	DS DS/KS
11	<p>Counselling</p> <p>Agreed on the following letters to follow the name of an ACC member: ACC Registered Counsellor ACC Registered Psychotherapist ACC Registered Accredited Counsellor There was a question about accredited practitioners and this was referred for further consultation on whether it was appropriate to upgrade them to Accredited Registered Counsellor.</p> <p>Counsellors pay: general consent to create a framework within which ACC can campaign. Needs to recognise that there are agencies that provide different ways of providing extra benefits for volunteers.</p> <p>Office cover between Christmas and New Year – PW to discuss with HB and DawnS the possibility of them covering the office, only one person per day. They would be offered two days holiday during 2018 for each day they covered over the holiday. Potentially, an automatic message may need to be put into the register application system about the register, and Image Plus would be required to help with this. A note on the website may also be helpful.</p>	PW Potentially TR
12	<p>Executive Chair</p> <p>Student register fee to be set to zero. All agreed.</p> <p>Data protection: SMR to report to the next Exec meeting.</p>	SMR

	KS offered to draft guidelines on working with faith and spirituality in counselling.	KS
13	AOB None.	
14	Date of next meetings: 21 st February at Momus Boulevard. 18 April – Skype 20 June – Momus Boulevard 12 September – Momus Boulevard 12 November – Skype 23 January 2019 – Momus Boulevard	