

**MINUTES OF THE NZAP COUNCIL MEETING
HELD AT NAUMI HOTEL, CUBA STREET, WELLINGTON
ON 1 APRIL 2023 9.00AM – 5.00PM
AND 2 APRIL 9.00AM – 12.30PM**

Present:

In person: Lynne Holdem (Past President), Gabriela Mercado, John O'Connor, Delia Crozier, Catriona Cairns, Claire Miranda, John Farnsworth, Paul Wilson, Victoria Smith, Marianna Ackerman, Luisa Maloni (Administrator).

Via Zoom: Seán Manning (President).

1. WELCOME

The meeting opened at 9am with a karakia from Lynne and check ins.

2. APOLOGIES

No apologies.

3. APPROVAL OF REPORTS

Lynne moved that all reports be approved as received.

–Carried

President's report – Further to the report, Seán acknowledged the loss of Hinewirangi Kohu Morgan, sharing thoughts and memories.

He discussed the possibility of a review of NZAP as a whole (e.g. constitution, structure), and having a review of progress with Rick Williment's presence, and asked if the remaining reviews (ACP, Public Issues, Participation, etc.) will be completed. Council discussed that the reviews were put on hold when Gabriela became president. Someone would need to take on that role of reviews, however, Council is at capacity for workload.

Action: Luisa to reinstate a place for Critical reviews on the agenda as a standing item.

Seán reported back on a number of Action points he had attended to since the last meeting as follows:

- 1. Action: Seán** to speak to Robert about the PDCC and bring the discussion to the next Council meeting.

Seán: Motion: That the PDCC be disbanded and that discussion about a conference planning committee be organised.

–Carried

Council discussed the need to fill that space with some kind of Conference planning committee, perhaps alongside a professional event organiser, perhaps with representation on Council, that ensures that events actually go ahead. A call could go out to membership each year to see who is interested in being a part of this group.

Council discussed the possibility of linking the AGM back in with the Conference to increase participation however the dates would need to fit in with the requirements of Incorporated Societies around reporting financial statements.

Action: Luisa to add the following agenda item to the June Council meeting agenda: Discuss ideas for new Conference planning committee

4. Action: Seán to talk to Linden Cooke about his position and open the debate about Registration and Supervision further.

Council continued an in-depth discussion about the role of the NZAP and its responsibilities. Do we want to uphold members as competent and ethical practitioners or do we want to be a home for psychotherapy and open up our membership (by possibly increasing categories of membership)?

Council acknowledged the need to be clear on our website e.g. this is what a registered person means; use of the term ‘psychotherapy practitioner’ for unregistered members; use of the description “in supervision”.

This affects our name which currently alludes to an exclusivity for ‘psychotherapists’. If we changed our name to *The Association of Psychotherapy Aotearoa New Zealand* (APANZ) this would allow for membership of psychotherapists and psychotherapy practitioners.

It includes the word *Aotearoa* in the title upholding Te Tiriti principles, it aligns with PBANZ requirements, it demonstrates our ethos of wanting to be an open place for all psychotherapy-not just psychotherapists, it addresses recommendations in Rick Williment’s review, and it is an acronym that has not been taken already.

Council discussed the fact that effectively, only registered psychotherapists are able to join the NZAP at the moment, apart from through the Student membership pathway, or the ACP pathway.

Action: Gabriela and John O to set up a meeting with unregistered members to discuss our thoughts about how non-registered members might be represented on the website.

Action: Gabriela to write to Linden to let him know our direction on this.

Action: Gabriela to research decisions made at Council about the inclusion or exclusion of non-registered members to membership.

Action: Claire to go through the website to find instances of the inappropriate use of the word ‘Psychotherapist’.

Procedural Motion: To add an agenda item regarding the acceptance or non-acceptance of registered members at the next Council meeting including a proposal about a necessary name change for the Association.

John F/Catriona

–Carried

Action: Gabriela and Delia to draft the proposal that combines the wording around ‘psychotherapist/ psychotherapy practitioner’, the change of name, the concept of the ‘house for psychotherapy’, and possible categories of membership.

Motion: that a paper on the name change, written by Gabriela and Delia, is shared with members and indicates the following name change: *The Association of Psychotherapy Aotearoa New Zealand (APANZ)* as a motion for a special general meeting later in 2023.

Gabriela/Lynne

–Carried

Action: Gabriela to write to members through an Inform message before May and then contribute a Newsletter article outlining the thinking of Council regarding this name change.

Council thanked Seán for bringing this to their attention.

12. Action: John O and Seán to put together a suggestion paper for the next Council meeting about what the TTBC could look like.

This report was not done, however Seán talked about the possibility of an online discussion focussing on the 2 remits on the table, discussing with membership- what should the TTBC look like?

Honorary Secretary Report – Further to the report Catriona discussed the new Incorporated Societies Act (2022). Changes will be required by societies from October 2023-2026. The main change required is around clarifying the complaints section in our constitution, complaints made to the NZAP in particular.

Ethics and Professional Standards Committee Report – Paul reported that Helen Packard and Helen Florence have both resigned. Calls to the complaints liaison have largely stopped.

Motion: That the role of Complaints Liaison be disestablished and that complaint enquiries be directed to the Chair of Ethics, President or Administrator.

Paul/Catriona

–Carried

Council discussed a question from the membership about the need to suddenly stop/reduce practice due to illness or death, and what resources/advice/guidance is available on this topic.

Action: New Chair of Ethics to develop a resource for members who have to suddenly reduce or stop their practice, e.g. due to illness.

ACP Committee Report – Helen Florence and Emma Green have joined the committee. Further to the report, John O discussed the PBANZ Accreditation process.

Diane Zwimpfer is drafting a document demonstrating all the necessary requirements. We will need to address some areas e.g. cultural supervision resources for trainees, and the development of a robust complaints process.

Action: John O to discuss with the ACP committee if he can share the guiding documents from PBANZ around accreditation, and the submission made by the ACP, with Council.

Council discussed the pros and cons of the 5 year cap for the ACP process as well as the burden on ACP supervisors to provide resources for their supervisees. John O shared education initiatives planned e.g. training days and building resources for supervisors. The National Supervisors Group is now mandatory whereas regional groups are not, but are encouraged.

There is concern that supervisors will not be able to share as openly in a big group as compared to a smaller group.

Action: John O to take this discussion back to the committee.

Action: Luisa to attend ACP meetings and **John O/Delia** to consider how this will affect the ACP budget.

He Ara Māori Report – (None this meeting). Lynne noted she has not received a report at Council or AGM in the past 2 years from the HAMACP committee.

Public Issues Report – Further to the report, Victoria shared that she will be stepping down from her role as ACC representative in June.

Council discussed the need for greater visibility from psychotherapists, and that they may need Media Training to gain confidence in getting their voice heard. This training could start at Council/Committee level and then perhaps be offered in the Academy.

Action: John F to provide Media training to Council and the MHAA Committee.

Council discussed a possible event for Psychotherapy Day (September 25) which could include a speaker e.g. an interview with Kim Hill or Jim Mora interviewing someone like Jonathan Shedler.

Academy Report – Further to the report, John F discussed the meeting with the new web manager who made some recommendations that he will take back to the committee. These include the recommendation to keep the Academy under a sub domain of the NZAP website and ways to optimise the pages. They are considering a launch date on Psychotherapy Day and could include an interview with the NZAP president with the Academy team to showcase what is on offer.

Action: Claire to reserve the domain name with the possible new name of the Association (APANZ) to secure it for the website.

Lynne thanked John F and the committee for their hard work on the development of the Academy.

ATA report – Further to the report, John O shared the deadline of mid-May for submissions for the next issue and will put out another call for submissions. Council discussed the possibility of asking for shorter articles to encourage more submissions.

Newsletter Report – Council discussed the issue of the amount of time the editor spends on dealing with advertising requirements.

Action: Luisa to take over this role and liaise with advertisers directly.

Website/Communications Strategy Report — Further to the report, Claire discussed the meeting with the new Web manager Iona who will work with Stu in a handover process. She has proposed to move to a membership software program like ‘MembershipWorks’, as Wild Apricot is very expensive. Iona suggests using Mailchimp for Inform emails and for the

Newsletter. Claire suggested it may be a good idea to organise a workshop with the Academy team to lay out a plan of work and get everyone involved.

Action: Luisa to share a list of what we need or would like in a new membership management platform with Iona.

Action: Claire to organise training with Marianna and Iona around using Mailchimp for the Newsletter.

Action: Delia to help Claire with this process.

PDCC Report – Council received this report in light of the recent decision to disband this committee.

Action: Seán to write to Robert to let him know of the decision and to thank him for his work on the committee.

Administrator Report – Further to the report, Council discussed the questions asked in the Equal Opportunities Form sent to new members and how to capture those people who have not answered them e.g. at renewal time, through a targeted email, with the migration onto the new platform.

Seán noted that records detailing election of officers and ordinary members onto Council, don't give enough detail about what position they held and for how long.

Action: Luisa to update records around elections of officers with relevant information.

4. TREASURER'S REPORT

Further to the written report, the following was discussed:

The auditors have issued a discussion document prior to their final report which identified a few recommendations and points:

- that all conflicts of interest are clearly stated at the start of the meeting and recorded in the minutes
- that the changes to the Incorporated Societies Act are reviewed
- that we ran at a loss for 4 out of 5 years reviewed- therefore we don't need to pay tax
- that we apply for tax exemption. We are no longer a 'friendly' society but we could apply to become a registered charity, or apply to tax department based on being a not-for-profit organisation.

Action: Catriona to find an example of a conflict of interest form.

Action: John F to discuss the process of becoming a registered charity with the Dominican sisters who have recently done this.

Action: Delia to check if we should complete an application for tax exemption, before filing the annual return.

Council thanked Delia for her work and research regarding the audit.

Delia acknowledged the bequest from Garry Shields which has been put into the Education Fund. The Education Fund Committee received 5 applications last November: 4 applications were accepted however 2 people declined- saying it wasn't enough to support them. The committee will meet and review the criteria and communication around this- people may not realise that the \$5000 is spread across all applicants and that there is an element of reciprocity required e.g. an expectation that they present at conference or event, or write an article etc.

The following was noted about last year's budget:

- We over-budgeted on membership subs
- More money from advertising came in than we thought
- Many committees underspent or didn't spend at all
- Bookkeeping costs were significantly higher because of the audit
- The Ata journal has a carry over budget of around \$7000 as they officially only released one issue last year
- The Newsletter expenses are considerably lower since going online
- Total expenses are under by about \$20,000

The following was noted about this year's budget:

- We anticipate more interest this year
- The PDC budget can now be removed
- Can we join Public Issues and MHAA budget together? \$2650 total budget is OK for both
- The Ata budget: There are a few less people getting the journal in hard copy format (about 55) but costs for printing, designer, and postage have increased e.g. for the last issue, printing and postage cost \$7500, plus \$3000 for design, plus editing and translation costs. The plan is to do 3 issues this year to catch up and in this case we will be well over the \$15,000 budget. This year we will need around \$30,000.
- Luisa's hours can now be tracked under the Ata and Academy committee budgets

In summary of the proposed budget- it is similar to that of last year, the interest will go up and expenditure will be down.

6. RATIFICATION OF MEMBERS

The following memberships were ratified:

- i) **Motion:** That the following applicants be re-ratified as continuing Student Members of NZAP, having completed all requirements:
 - HELEN FRANCIS, Whanganui**
 - SHIRLEY THORBY, Foxton**
 - JULIET PERANO, Dunedin**
 - LEA GODFREY, Tasman**
 - JOANNA KLAR, Christchurch**
 - CEIT ROBINSON, Paraparaumu**
 - EMMA GREENLEES, Masterton**
 - TWANÉ CHÉZE-GOWER, Nelson**
 - EMMA SANDERSON, Waikanae**
 - JONATHAN KOPRUCH, Waikanae**
 - CAROLYN CRAWFORD, New Plymouth**

NICKEE KELLY, Palmerston North
LEE HOOPER, Christchurch
SARAH WATANABE, Auckland
MARY CUNNINGHAM, Dunedin
MATTHEW BIRD, Dunedin
JEN HOLMES BEAMER, Nelson
EMMA SENANYAKE, Auckland
TANYA PHILIPS, Dunedin
SALLY CROZIER, Wellington
MELISSA DE LAMBERT, Auckland
LUCIE BELTON, Wellington
MYLES REILLY, Dunedin
CATHERINE SLOAN, Whanganui

- ii) **Motion:** That the following applicant be ratified as a Student Member of NZAP, having completed all requirements:
EVELIINA SALONPÄÄ, Auckland
SUSANNA JARAY, Wellington
DIANE DOEHRING, New Plymouth
EMILY CATHRO, Christchurch
- iii) **Motion:** That the following applicant who has interim Psychotherapist registration, be ratified as a Provisional Member of NZAP, having completed all requirements:
TERESSA HOON, Auckland
ANNA RILEY, Auckland
CHARRI (CHARRIERE) RUSSELL, Auckland
- iv) **Motion:** That the following Provisional Member of NZAP, who has completed the ACP, be ratified as a Full member of the NZAP:
SHARMAN ROBINSON, Wellington

Resigned:

Marie Ann Robertson, Dunedin

Passed Away:

Hinewirangi Kohu Morgan, Hamilton

NZAP Council Meeting

Recently ratified by email

7 February- 10 February 2023

- i) **Motion:** That the following be ratified as Student Members of NZAP, having completed all requirements:
JEN HOLMES-BEAMER, Nelson
EMMA SENANAYAKE, Dunedin
- ii) **Motion:** That the following be ratified as a Provisional Member of NZAP, intending ACP, having completed all requirements:
ROBERT SHAW, New Plymouth

- iii) **Motion:** That the following be ratified as a Provisional Member of NZAP, who has Interim registration, having completed all requirements:
INGRID GUNBY, Rangiora (Moving from student membership to provisional)
- iv) **Motion:** That the following applicant who has full Psychotherapist registration, be ratified as a Full Member of NZAP, having completed all requirements:
MAGGIE BROWN, Auckland

Passed away:

Margaret (Margy) Pearl, Murchison

February Email Round Ratified by: John O'Connor, John Farnsworth, Catriona Cairns, Claire Miranda, Anna Fleming, Lynne Holdem, Delia Crozier, Paul Wilson, Marianna Ackerman, Verity Armstrong, Seán Manning, Victoria Smith

–Carried

7. MEMBERS TO THANK AND RECOGNISE

Council would like to thank Helen Florence and Helen Packard for their many years of work as Complaints Convenor and Liaison.

Action: **Catriona** to send them cards.

8. CORRESPONDENCE

Lynne tabled the following items of correspondence:

- *Letter from Burke Hunter*

This discussion was put on hold until Waka Oranga have a chance to consider it.

9. WAKA ORANGA RELATIONSHIP

Council acknowledging the loss of Hinewirangi Kohu Morgan and the need for time and space to grieve.

Council had an in-depth discussion about Seáns report as President and the extra notes in red were read out.

Council discussed ways we can uphold and enhance our Tiriti obligations both independently and alongside Waka Oranga.

Ideas discussed:

- Funding for at least 2 Council members to attend the Waka Oranga runanga, Poutama and AGM in person and all could attend online AGM.
- NZAP offering scholarships to Māori students, perhaps in Hinewirangi's name?
- Inviting Māori voices from outside the Association to speak to membership with an invitation to Waka Oranga also?
- Shoulder tapping Māori members for Council positions

The meeting closed at 5pm with a karakia from Victoria, and resumed 9am on Sunday at 9am with check ins.

PRACTICE/PROTECTION

10. ACTION LIST REVIEW(see action list for details)

Completed and ongoing action items were noted. The following items were commented on:

- 4. Action: Seán** to talk to Linden Cooke about his position and open the debate about Registration and Supervision further. Done: See discussion under ‘Presidents Report.’
- 7. Action: Seán** to write a position paper on the change of name for the Association. Not done. See discussion under ‘Presidents Report.’
- 10. Action: Lynne** to discuss a possible joint submission with the NZAC to EAP providers regarding pay increases and to respond to Lynn Charlton. Not done- ongoing.
- 11. Action: Luisa** to remove PBANZ, National Library, NMIT, MIT and Waka Oranga from the Inform email list. Done except National Library- who needs to receive copies of the Newsletter.
- 12. Action: John O and Seán** to put together a suggestion paper for the next Council meeting about what the TTBC could look like. Not done- would rather wait and hear from the membership.
- 16. Action: Seán and Victoria** to look at a set of questions for members around which focus groups could gather. Not done- decided not to pursue this approach.
- 18. Action: John O and Anna** to think creatively about council business within the context of a climate crisis environment and put ideas into a discussion paper. See discussion under ‘Other Business- Meetings and the Climate Crisis’
- 20. Action: Delia** to organise an account for the Academy. Don’t have a separate account set up but have a budget line.
- 22. Action: John O** to look for other potential names for Governance training- e.g. Dianne Jones, Psychodramatist. Not done- ongoing.
- 23. Action: John O and Verity** to continue their conversation about the Supervision Handbook including cultural supervision. Not done- ongoing.
- 24. Action: Anna** to check which Waka Oranga members are NZAP members and already get copies of Ata. Anna to send a list to Luisa. Not done- ongoing.

PEOPLE/PARTNERSHIP

11. DSA, TE TOHU O TE PIHI and LIFE MEMBERSHIP AWARDS

Congratulations to Victoria Smith who has been nominated for a DSA.

Council discussed how well deserved it is and how to celebrate. Victoria is happy for this to be awarded and announced at the 2024 conference.

Helen Packard has also been nominated for a DSA and just needs approval from the Auckland branch. This will need to be ratified by email before the next meeting.

There are no Te Tohu o Te Pahi or Life member nominations.

Council wondered if Haare gets invited to council meetings? It was confirmed that he gets invited to conference.

Lynne alerted Council to Haare's receipt of a New Year's Honour earlier this year, Knights Companion of the New Zealand Order of Merit – to be mentioned at our AGM at the time of announcement of awards.

12. 2023 AGM/ELECTIONS

Seán noticed an anomaly with the way members are elected to Council. When a person is co-opted/appointed at the end of a vacant term, rather than waiting till the term ends, we elect them as soon as possible. This means they come up for election too soon and it is leading to too many elections required at a single AGM. You can appoint someone for a term- they don't have to be elected straight away.

What positions will need to be elected?

- President Elect
- Chair of Ethics
- John O Connor needs to be re-elected to ACP
- Delia needs to be re-elected as Treasurer
- Catriona needs to be re-elected as Honorary Secretary
- Claire needs to be re-elected as an Ordinary member
- Mariana is due for election next year

Victoria- June to June is her final year.

Council discussed suitable candidates to approach about the unfilled positions.

John O thanked Paul for his great work as Chair of Ethics.

Nominations need to be invited 28 days before the AGM (i.e. before 24 May).

AGM agenda items: 3 remits – Retired members remit, TTBCAC remit (2 versions), Students in their first year of training remit

Action: Gabriela to approach a potential candidate for Chair of Ethics.

Action: Delia and Catriona to talk about the wording for the Retired members remit.

Action: John O and Seán to talk about the 2 versions of the TTBCAC remit and finalise the agenda item before 26 April.

Action: Luisa to put up the draft minutes of the AGM on the website soon after they have been checked by Council rather than waiting until a month before the next AGM, and to change this procedure in the office manual.

PROMOTION/PARTICIPATION

13. OTHER BUSINESS

2024 conference

The venue has nearly been finalised. The committee will visit the Novotel in Rotorua in May to confirm. This venue seems better suited for the needs of the layout i.e. in a large circle.

The dates will be 10-12 May 2024.

Council discussed whether they should have a council meeting just before the conference.

Action: Luisa to add an agenda item for the next meeting around whether to hold the council meeting with the conference.

Meetings and the Climate Crisis

Claire and John shared some ideas that may reduce the need for air travel to and from NZAP meetings:

- 1.5 hour meetings each month via zoom- with a face to face meeting once a year. This could give a rhythm and continuity to meetings.
- meet face-to-face in our regional groups to discuss meeting items further e.g. at Floriditas in order to continue to build connections and relationships.
- contribute to Air New Zealand programme to offset emissions.
- possible meetings in Taupo that Wellington and Auckland members could bus to.

Council discussed their concerns about the number of meetings they already attend regularly and the need they have to feel connected through face-to-face meetings.

Claire agreed that meeting remotely is not ideal or comfortable for us but maybe not as significant as what has already been lost due to the climate crisis.

Action: Luisa to add the Climate Crisis to the agenda as a standing item for further discussion on this issue.

Signal Group

Claire reminded Council that Signal is suitable for informal chats and smaller issues, and bigger, more difficult discussions would be better face-to-face or through a phone call. For example an 'In-Committee' discussion should probably not be done through Signal.

Student List to Keith Woodlock

From now on, students can produce a NZAP member's certificate to Keith so that he knows they are members. It is a breach of their privacy if Luisa sends a list of student members to him without their consent/knowledge as they are not on our public register.

Correspondents

Action: Luisa to add Correspondents to the Noticeboard email group if they wish.

14. DATES OF NEXT MEETING/ EMAIL RATIFICATIONS

Seán will hand back the presidency to Gabriela and co-chair with Gabriela at the June meeting. This process would be more difficult if online.

Council agreed to meet face-to-face in Wellington for the June meeting and Aucklanders will carpool together to Wellington in an EV car- keeping in mind the previous discussion about the Climate Crisis.

17-18 June, 2023- Council Meeting- Kanohi ki te kanohi in Wellington

21 June, 2023- AGM online 7pm

Email round: August 21-25

28-28 October, 2023- Council Meeting- Online

Email Round: Late January 2024?

Council members to forward agenda items to the Administrator. **Action: All**

15. SPACE FOR OPEN DIALOGUE

Final Thoughts

Council concluded the meeting sharing their thoughts and priorities in-committee.

The meeting closed with a karakia from Lynne and a waiata led by Gabriela- E hara at 12:30pm.

Signed: Seán Manning, President

Date: