

**MINUTES OF THE NZAP COUNCIL MEETING
HELD AT NAUMI HOTEL, CUBA STREET, WELLINGTON
ON 17 JUNE 2023 9.00AM – 5.00PM
AND 18 JUNE 9.00AM – 12.30PM**

Present:

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

Via Zoom: Faye Gorman joined us via zoom from 2pm -2:30pm on Saturday

1. WELCOME

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

2. APOLOGIES

No apologies.

3. RATIFICATION OF APRIL MEETING MINUTES

Motion: That the minutes from the April 2023 Council meeting be ratified with the following amendment.

On page 6, under the Treasurer’s report, the following phrase be removed: *“with a net surplus of around \$52,000.”*

So that it reads:

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

Seán

— carried

Matters Arising from minutes

- Conflict of interest frequency

Action: **Catriona** will check on the frequency needed for Council members to declare any conflict of interest.

- PBANZ Accreditation Application Document- John O sent this to Council in April. A time was set on Sunday to go through the document together.
- Ratification of minutes. After discussion, Council decided to remain with the procedure of ratifying the minutes soon after the meeting, via email.

4. APPROVAL OF REPORTS

Gabriela moved that all reports be approved as received.
–carried

President's report – Nothing further to report.

Honorary Secretary Report – Nothing further to report.

Ethics and Professional Standards Committee Report – Further to the report, Paul confirmed that the sole active complaint is now complete.

Gabriela thanked Paul for his efforts in meeting with a potential new Chair of Ethics.

ACP Committee Report – Further to the report, John O reiterated that Accreditation applications to PBANZ are open from 1 July 2023 to the end of February 2024. Diane Zwimpfer has started on a draft application and the plan is to submit the application by October 2023. After the accreditation process, ACP candidates will no longer be able to get Interim registration with PBANZ, in line with other training providers. This will only affect new candidates who join after the accreditation process has been finalised.

Council discussed the need to consider what accreditation will mean for NZAP. See this discussion on Sunday under *PBANZ Accreditation*.

He Ara Māori Report – Gabriela approached this committee who were not in a position to provide a report at this time.

Public Issues Report – Further to the report, Council discussed NGOs and smaller organisations as potentially welcoming places for psychotherapists, but also that working in the public sector can be exhausting in terms of levels of work and lack of control over the work environment.

Council thanked Victoria for all her work representing NZAP at ACC and stepping up to Chair the Public Issues portfolio.

Academy Report – Further to the report, the current focus for the website development is setting up membership and after that the focus can be on the Academy site. The team is aiming for a launch in the second half of this year.

John F will work with Margot Solomon on registration forms that will be used on the site.

The Academy will run as a marketing site so people will pay the provider directly. NZAP will take a 10 or 15% administration fee. Council discussed the nature of this income and how it could be taxed.

Action: Delia to seek advice around tax requirements for potential Academy income.

ATA report –All Forums are now available on the Tuwhera website. Further to the report, we have received 5 submissions for the next issue of the Ata journal and are going through the peer-review process.

Newsletter Report – Council discussed ways that te reo Māori can be checked in the editing process. John O can recommend people who could do that and Seán is also happy to do that.

Marianna said goodbye to the IT person Iain Graham, who helped format and send out the Newsletter. If no training is available for the new software Mailchimp, the new web manager Iona can take over the role.

Action: Claire to check if there is training available for Mailchimp.

Gabriela thanked Marianna for her work as Editor.

Website/Communications Strategy Report —

The development of the new website is in process now. Iona Elwood-Smith at *Grow My Business* is the new web manager replacing Stu Sontier from *Antipodes*, and is approachable and has good ideas.

MembershipWorks is the new software, replacing Wild Apricot. The migration of data to the new software has been partially completed but Luisa and Claire will need to manually input data that has not made it across through the migration, for all members. The new website was planned to go quietly live on 23 June but this date has been pushed out as the site is further refined. Members will need to enter new passwords. There will be some time to iron things out before the Wild Apricot subscription ends on July 7. The Membership area has a business card layout and a map function at this stage.

NZAP email inboxes- Stu used to run the admin, accounts and editor email addresses. We are moving to Google workspace to host the emails. Geeks on Wheels have been appointed to transition those email accounts over.

Email groups e.g. Connect, Council, Noticeboard, will be replaced by Gaggle and so the email addresses will slightly change. Gaggle has some extra functions and is free.

A Mailchimp account has been set up for the Newsletter and integrates with Wordpress. Iona can produce the newsletter if needed.

Council discussed that it would be useful for a Website report to be submitted to Council meetings to keep a history of this mahi, and acknowledged the complexity of the portfolio, done in isolation, without an official team.

Motion: for NZAP to create a digital communications committee

Victoria/Catriona

—carried

Motion: that Claire Miranda becomes Chair of the Digital Communications committee

Catriona/Victoria

—carried

Action: Claire to produce a report so Council can have a record of the work that has gone into the website.

Claire acknowledged John F for his help and research. Council thanked Claire for all of her work and research.

Administrator Report – Further to the report, Council discussed how to honour longstanding members of 10, 20, 30, 40 years. We could create a section in the Newsletter and send out a card. Council discussed the number of responses used in gathering statistical data.

Action: Luisa to send Catriona and Marianna a list of long standing members of 20, 25 and 30 year anniversaries. **Catriona** to send cards.

Action: Luisa to send out an inform message encouraging members to add extra info in their profile when the new website is launched.

5. TREASURER'S REPORT

Further to the written report, the following was discussed:

- The Audit is complete.
- Taxation issue: Making a voluntary disclosure meant we needed to present tax returns from the last 5 years. We ran at a loss overall. This year we didn't need to pay any tax as it balanced out. Although we had a surplus of \$52,000, our taxable income was much smaller as subscriptions don't get taxed- only income from advertising or workshops.
- We haven't looked further into becoming a charitable organisation- there are different requirements around reporting and information about council members required. Income streams like the Academy and advertising may counter us being a charitable organisation.
- The Conference deposit has been made for the venue- Novotel Rotorua.
- Bank Accounts: Delia has forms to remove names e.g. Lynne, Seán, Claire and Genevieve. Paul has been added to the Conference account as conference treasurer.
- Subscriptions: There have been a few more requests for reductions and waivers this year. This is a sign of the times, illnesses, death of partners and with an older population in our membership- this could be on the increase. There has been an increase in negotiating with people about their subscriptions. Catriona is happy to help with this decision making.

Council shared their appreciation of Delia's flexibility and thanked her for her excellent work.

2023-2024 Budget

After discussion, Council agreed to include the potential \$5000 application fee for PBANZ accreditation and the increase to the Education Grant fund.

Motion: that Council approve the 2023-2024 budget

Gabriela
—carried

PRACTICE/PROTECTION

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

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

3. 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.

Feedback was mostly positive and the meeting was straight-forward.

4. Action: Gabriela to write to Linden Cooke to let him know our direction in response to his letter. Linden replied and thanked Gabriela for the update and for taking his concerns seriously.

5. Action: Gabriela to research decisions made at Council about the inclusion or exclusion of non-registered members to membership. Gabriela contacted past presidents Eileen Birch and Ros Broadmore. They said there was no intention to leave anyone out but if someone was an overseas psychotherapist, they had to go through the ACP to ensure they met unique bicultural requirements in New Zealand.

Council further discussed a potential point of entry for overseas practitioners. Is there a way we can assess their qualifications? We had agreed that we could do that at a cost of \$7000 (it costs about \$6000 to have their qualifications checked by PBANZ.)

Action: John O to take this question, about a potential entry point to membership for overseas psychotherapists, back to ACP committee.

Council further discussed the implication this would have on our role as an Association and what membership with us represents to the public.

Action: Lynne and Delia to write a position statement about this to present to the next Council meeting.

10. 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. Luisa to contact the new Chair of ethics about this.

12. Action: John O to take this discussion around National versus regional supervision groups back to the ACP committee. The ACP have discussed inviting current ACP supervisors to form smaller peer groups at their first National meeting.

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

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

John F has began training on developing press releases with the MHAA committee. As John is looking to reduce workload, Claire suggested the SAVVY media training group.

Action: Victoria to look into the media training given to AHANZ.

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

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

22. Action: Catriona to find an example of a conflict of interest form. Catriona circulated an example of a Conflict of interest form from Internal Affairs.

Action: Catriona to adapt this form for NZAP and email Council a copy.

32. Action: Luisa to add correspondents to the Noticeboard email group if they wish. Will do once the new website is established.

34. Action: Delia to organise an account for the Academy. Will do once tax requirements for the Academy are confirmed.

35. Action: John O to look for other potential names for Governance training- e.g. Dianne Jones, Psychodramatist. Ongoing- to do.

36. Action: John O and Verity to continue their conversation about the Supervision Handbook including cultural supervision. Ongoing- to do.

7. COUNCIL ELECTIONS

At 2pm Faye Gorman joined the meeting.

Seán welcomed Faye with a mihi and Council members introduced themselves. Faye shared her background, experience and interest in the NZAP Council, particularly in the Chair of Ethics role.

Seán thanked Faye for joining the meeting and for her interest in the Chair of Ethics role.

Faye left the meeting at 2:30pm.

Council received:

- One nomination for Faye Gorman for Chair of Ethics
- One nomination for John O'Connor for President Elect and Chair of ACP

Motion: to accept the nomination of Fay Gorman for the position of Chair of Ethics and Professional Standards.

Seán

—carried

Seán will let Faye know of her successful nomination.

Motion: to accept the nomination of John O'Connor for President Elect.

Seán

—carried

Motion: to accept the nomination of John O'Connor for Chair of ACP.

Seán

—carried

8. 2023 AGM ELECTIONS

The Honorary Secretary, Honorary Treasurer and 2 Ordinary members are up for election at the 2023 AGM.

Seán clarified that a term of office for a vacant position on Council starts at the AGM at which the position becomes vacant and runs for two years. Regardless of when the position is filled by Council, the position will need to be re-elected at the second AGM following the one at which it became vacant.

Other matters:

- Gabriela to chair AGM with support from Council
- Votes will be done through a Polling system via zoom
- Proxy votes will be recorded through the chat function

TTBAC Discussion Document

Seán submitted a synthesis of the three histories of NZAP relating to the TTBAC and its origins. The relationship between TTBAC and Council is different from the relationship with other committees. It has always chosen its own members and is more independent from Council. Generally, membership of committees should be ratified by Council.

The TTBAC Review recommended 2 people from each branch to make up the committee (up to a total of 10). The committee would elect leadership, not Council. However, Donny and Susan (previous co-convenors of the TTBAC) recommended a committee of 4 members which could be less unwieldy.

The remit put forward to the AGM is that the Chair of TTBAC should be elected by membership. Council discussed the option to disestablish an ordinary member position and replace it with the Chair of TTBAC or increase the Council to 13 and keep 4 Ordinary positions. After an in-depth discussion about the pros and cons of replacing or keeping an Ordinary member, Council agreed to support Seán's remit with the following amendment:

Removing the phrase "*replacing an ordinary member of council*" so that it reads:

That the TTBAC be constituted as an official committee of the NZAP, its chairperson being a member of Council. The TTBAC chairperson would be elected by the membership and would become an officer of the Association, and thus a member of the Executive Committee.

John O and Catriona will formally withdraw their motion at the AGM.

9. WAKA ORANGA RELATIONSHIP

In light of the TTBAC remit, Council discussed the relationship between Waka Oranga and the TTBAC, continuing the discussion about TTBAC having a place on Executive while

Waka Oranga would not have a place on the Executive, raising questions about the meaningfulness of being on Executive.

Council noticed they have been leaning on Waka Oranga and there is more we can do, to do the mahi e.g. around cultural safety, taking responsibility for ourselves, our own practice.

Action: Victoria to look into what ACC is doing around cultural safety to bring back to Council.

PROMOTION/PARTICIPATION

SPACE FOR OPEN DIALOGUE

Communication and Participation

How do we continue to engage members? Communication can often be top down, not from the membership.

Council discussed these ideas:

- Zoom meetings have been good.
- Mailchimp- more frequent newsletters.
- Blogging.
- Adding branch news to blog on website.
- Resource events that are sustainable for the long term- smaller and more frequent.
- New members can revitalise committees.
- Academy – Matt Bird, student member, to run a professional forum.
- Curators for small parts of the Academy site- e.g. for the resource bank. Not a heavy job but could be a way to bring someone new in to participate.
- Similar to IAARP Reading groups- could send out something to read and discuss in local reading groups.
- Sue Jones convenes a core group in Christchurch which may form the basis of a potential renewal of the branch there.
- The 2024 Conference may help rekindle engagement in the Association.
- Annual conferences with a conference organiser to help.
- Psychotherapy Day event.

The meeting ended at 5pm and resumed on Sunday at 9.05am with a karakia from Gabriela.

10. ACP ACCREDITATION DOCUMENT

John O shared the PBANZ Accreditation Application Document, talking through the process and what we need to demonstrate to PBANZ.

The ACP was planning to apply using a mostly written format with the option of supplementing this with any further information/requirements as needed. We need to demonstrate that we are meeting the standards. John O will construct a pre-ambule about NZAP's unique situation: our pre-requisites are high, we accept only high standard applicants which may help to explain any 'lighter' areas.

Main areas of focus:

- Complaints process: trainees complaining about aspect of training.

- Social cultural context: as the ACP does not deliver content, i.e. as a supervisory model, we need to show that people have access to cultural resources.
- Research: clinical theory that arises out of case studies can be used to demonstrate the research aspect and we could add something to the Work Practice Description in relation to research.
- Length of programme: reasonably flexible if people want to extend beyond 5 years.
- ‘Personal development’ personal therapy? We will have to require that people are in therapy during the course- however, we may be able to push for some flexibility case by case.
- Supervisors input: the national supervisors group is now mandatory, the advantage is that everyone hears the same message from ACP, but the disadvantage is that it lacks intimacy. The ACP committee is thinking about setting up break out groups and will make this decision with the supervisors group. Smaller peer groups will be encouraged.
- Resourcing supervisors: Aiming to strengthen a resource bank for candidates and supervisors- building a body of links/books. The Academy may have optional trainings for candidates/supervisors and training days for supervisors are planned.
- Assessment process: The ACP is thinking about the option of a mid-process formative assessment around the 3rd year, for the committee to mark and provide feedback towards the final assessment.

PBANZ has a review cycle of 7 years with most likely a similar cost (around \$5000) to the Association for renewal. If the ACP does not become accredited then it would not be a pathway to registration and could be less attractive to potential candidates.

Council was asked to consider the ongoing costs for the Association and costs for students (access issues for some) , whether the administration involved is sustainable for the ACP committee and the further handing over of control of our pathway to PBANZ.

Council discussed the potential growing of the ACP and use of scholarships to alleviate some access issues.

Motion: that Council support the ACP committee submitting an application on behalf of NZAP for accreditation of the ACP training pathway at a cost of \$5000 for this application.

Lynne/John F

—carried

Action: John O to check cost for resubmission of the Accreditation application.

Council acknowledged the large amount of work done by John O, Diane Zwimpfer and the ACP committee around this, and John O acknowledged the work done by previous members of the ACP committee to build a robust training pathway.

11. 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:
KAMAIA RENATA, Lower Hutt

RACHEL DAVIES, Wellington
STEVE BRENNAN, Lower Hutt
JANET MATEHE, Lower Hutt
ANDREW SUTHERLAND, Auckland
LEAH DE WIJZE, Wellington
ALANA HUMPHRIS, Auckland

- ii) **Motion:** That the following applicants be ratified as Student Members of NZAP, having completed all requirements:

ASHLEIGH REES, Tākaka
ROSS BROWNING, Havelock North
HIROMI KOMINAMI, Auckland
KRIS MALE, Auckland
AMANDA HARWARD, Lower Hutt
LYNNE FLETCHER, Upper Hutt
ELIE YOO, Auckland
REN LUNICKE, Whangārei
SHERYL GARDYNE, Ōtautahi Christchurch

- iii) **Motion:** That the following applicants who have full Psychotherapist registration, be ratified as Full Members of NZAP, having completed all requirements:

MINH TRUONG-GEORGE, Auckland
DEBBI LYONS, Auckland
HAYDEN ISAAC, Dunedin (Moving from Provisional to Full membership)
ANNA DICKSON, Ranfurly (Moving from Provisional to Full membership)
CARLYN ABELS, Auckland (Moving from Provisional to Full membership)

Passed Away:

Ian McDougall- Life member (since 1972), Wellington

Retired:

Barbara Smith, Auckland
 Teresa Woodham, Auckland (reinstated)
 Elisabeth Stubbs, Wellington
 Liz Farrands, Auckland
 Gael Rowntree, Auckland (reinstated)
 Jenny Packard, Wellington
 Nancy Morrow-Hogg, Tauranga

Resigned:

Malcolm Idoine, Auckland
 Johnny Dow, Auckland
 Paula Partington, Christchurch
 Vanda McKerchar, Christchurch
 Ginny Hickman, Wellington
 Dana Chue, Auckland
 Barbelle Boaz, West Coast
 Jerri Bassi, Wellington

Anita Wacker, Auckland
 Anne Speirs, Dunedin
 Jenni van der Schoot, Auckland
 Sally Cousins, Auckland
 Selina Reid, Kihikihi
 Craig Whisker, Kihikihi
 Hope Pugh, Christchurch
 Anna Dineen, Auckland

—carried

12. NAME CHANGE REMIT

There will be a Special General Meeting held later in the year to vote on a name change for the Association.

Lynne will speak to the AGM about the reasons behind the proposal.

The requirement to call a special meeting is that 6 members of the Council need to request the special meeting in writing and give a 28 day notice period to membership. The name change remit will be tabled at the AGM and the special general meeting will be announced.

Council discussed the need to check legal requirements around a name change.

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

There is one more DSA nomination in addition to Victoria's, for Helen Packard.

Motion: that Council accept the nomination from Stephanie Forde, endorsed by the Northern branch, for Helen Packard for a Distinguished Services Award.

Catriona/Lynne

—carried

12. NZAP AND THE CLIMATE CRISIS

Claire shared recent news regarding the climate crisis.

Claire went to the NZAC climate meeting and spoke at that. NZAC is developing core competencies that reflect the climate crisis.

Council discussed how to communicate to membership about this and it was suggested to use the perspective of 'Climate distress' to give it a mental health lens. Don't panic- organise! Council discussed offering training about climate distress through the Academy and drawing on ideas from other organisations e.g. NZAC.

11. CRITICAL REVIEWS

The reviews are on hold for now as there are other things to focus on. Keeping the agenda item can help us to revisit this. The name change remit came out of Rick Williment's review.

20. 2024 CONFERENCE

Council decided to wait until we have met with the new council to make decisions about meetings and whether we meet just prior to the conference 2024.

Action: Delia to check on AGM date requirements with regards to filing financial statements

19. NEW CONFERENCE PLANNING COMMITTEE

Gabriela shared her plans for Psychotherapy Day. It would be a free event and people could meet together in the regions for a shared Zoom event across the country.

It could be a talk from a Psychotherapist and perhaps sex therapist to warm up to the Conference. Lynne is happy to help.

21. OTHER BUSINESS

ACC Registration for provisional members

ACC's confusion as to the status of provisional members/interim registered members has been cleared up, and those in this situation are able to register to be ACC providers.

22. DATES OF NEXT MEETING/ EMAIL RATIFICATIONS

21 June, 2023- AGM online 7pm

Email round: August 21-25

28-29 October, 2023- Council Meeting- Online

Email Round: Late January 2024?

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

PEOPLE/PARTNERSHIP

23. HAND OVER OF PRESIDENCY

Seán handed over the presidency to Gabriela and thanked Luisa and Gabriela with a gift.

Motion: that Gabriela take over the NZAP presidency from the Acting president- Seán Manning

Catriona/Victoria

— **carried**

Council thanked Seán for all that he offered to Council sharing their personal appreciations.

Lynne welcomed Gabriela to the presidency with some kind words and baking.

14. MEMBERS TO THANK AND RECOGNISE

Council discussed members to thank and recognise at the AGM including:

- Diane Zwimpfer

- Haare Williams in acknowledgement of his knighthood.
- Seán Manning
- Retiring members and Resigned members: Council discussed the contributions of these members. They have all received cards from Catriona.

Final Thoughts

Council spent time acknowledging outgoing members Lynne, John F, Seán and Paul, sharing personal memories, reflections and appreciations.

Gabriela gave cards and gifts to all outgoing members.

The meeting closed with a waiata, Te aroha, at 12:15.