

**MINUTES OF THE NZAP COUNCIL MEETING
HELD AT NAUMI HOTEL, CUBA STREET, WELLINGTON
ON 4 NOVEMBER 2023 9.00AM – 5.00PM
AND 5 NOVEMBER 2023 9.00AM – 12.30PM**

Present: Gabriela Mercado (President), John O'Connor (President Elect), Delia Crozier (Honorary Treasurer), Catriona Cairns (Honorary Secretary), Claire Miranda (Web and Communications Committee), Victoria Smith (Public Issues Chair, ACC Rep), Marianna Ackerman (Newsletter Editor), Faye Gorman (Ethics Committee Chair), Mihili Alexander, Susan Horne, Luisa Maloni (Administrator).

1. WELCOME

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

2. APOLOGIES

Kua tamō te rōpū Waka Oranga.

PRACTICE/PROTECTION

3. CORRESPONDENCE

Council had an in-committee discussion about correspondence received. Legal advice is being sought.

4. SOGICE REPORT

Council had a discussion about the received final SOGICE report and began to formulate responses to the recommendations. John drafted a cover letter which was reviewed and approved by Council to send out to membership along with the report in the following week.

5. NAME CHANGE

Council had a discussion about the remit for a change to the name of the Association.

Following mixed feedback from the initial proposal of the name change, Council discussed the importance of canvassing different views within the membership, and better sharing the background of this idea for the name change with membership. After this discussion, Council will have a better idea of what gets taken to the next AGM.

Action: John to talk to his lawyer friend regarding any legal need to change the name.

6. RATIFICATION OF PREVIOUS MEETING MINUTES

Motion: That the minutes from the June 2023 Council meeting be ratified.

Gabriela
—carried

Motion: That the minutes from the October 2023 Council meeting be ratified with the following amendments:

- That the sentence which reads “*new website*” be amended to read “*new membership database*”
- Remove the English translation from the apologies section.

Gabriela
—carried

7. APPROVAL OF REPORTS

Gabriela moved that all reports be approved as received.
—Carried

President’s report – The AUT students responded well to Gabriela’s visit and it was a good opportunity to explain what NZAP can offer. Council congratulated Gabriela on the success of Psychotherapy day. Gabriela has an idea for next year, and will work on that. Possible ideas for creating a virtual branch could be to call a hui inviting interested parties.

Honorary Secretary Report – Catriona circulated the Conflict of Interest register draft to Council and stated that this would not need to be filled in annually, rather if/when a conflict of interest comes up. The process is to name the conflict of interest and the date, and outline what the council member is doing to address it. Council might then decide upon a relevant action point. We just keep the register in a central place e.g. the Council Google drive, and update it at each meeting when necessary.

Action: Luisa to add ‘Conflicts of Interest’ to the Council meeting agenda as standing item.

Gabriela thanked Catriona for taking on the work arising from the new Incorporated Societies Act 2022

Ethics and Professional Standards Committee Report – Faye met with the committee which now includes John Savage and new member Penny Kennett from Wellington. The committee will most likely continue to meet on Monday afternoon each month. Faye asked what Council would like her to focus on, e.g. a legacy resource, ethics roadshow, and would also like to clarify their role with membership. Catriona noted that the change in the Incorporated Societies Act may involve some work for the Ethics committee.

Gabriela shared her thanks to Faye for being so available to discuss all of the recent letters to Council.

Faye thanked John and Gabriela for their support through her first months as Ethics Chair.

ACP Committee Report – The PBANZ application is progressing slower than hoped, however John will meet the committee on 18/19 November with a draft. The submission will most likely be ready in December. A recent training event with the supervisors was really

helpful. Two ACP candidates completed the pathway last month, and there was also a marking round.

Gabriela thanked John for graciously and warmly holding the candidates and panel.

Public Issues Report – Victoria has set up the meeting with Martin Chadwick. Clare Greensmith and Andrew Jones will come as well with the goal of increasing his awareness of psychotherapy and psychotherapists and what we can offer. Victoria will come back to Council with ideas about approaching journalists and will write something for the newsletter about the ACC changes. This may entice psychotherapists back to ACC as there have been big changes. The new group planning the new contract is really focussed on the needs of clients.

Council thanked Victoria- we are lucky to have you.

Academy Report – John Farnsworth met with Brockdin, the new web designer, and started the process of designing the website. The Academy team are excited again and thinking about gathering beautiful images for the site.

Gabriela congratulated Claire and John Farnsworth.

Website/Communications Strategy Report — Claire received a quote from Brockdin for the members area blog, as a place to publish Inform messages, Newsletters, and possibly Ata. Claire will look at the quote.

ATA report – There has been slow progress on this issue due to the workload of editors. We have four good articles but could do with more. If anyone knows of any appropriate articles, please submit these. John and Wiremu are looking at getting a new editor next year to increase the team to three editors.

Gabriela thanked John for doing so much for the Association.

Newsletter Report – Submissions are due November 24 and the publication date will be December 15. Marianna requested support if she receives a submission she is unsure about. Catriona is happy to support her with this.

Gabriela thanked Marianna and shared her excitement for the blog.

Administrator Report – Luisa is still entering data on the new membership database and this should be complete for the next in-person meeting.

Gabriela thanked Luisa for her flexibility.

Meeting ended at 5pm and recommenced at 9am on Sunday with a karakia and introductions.

8. TREASURER'S REPORT

Further to the written report, the following was discussed:

- Income from subscriptions is down from last year and down from our estimated budget. This could be due to a large number of people retiring, more students, and more waivers and reductions approved this year.
- Income from website advertising is higher this year so far.
- Overall, we have the same amount of funds as last year but the Operating account is a bit lower than this time last year, indicating that we are spending more. We had a surplus last year so this should cover our expenses but the Council budget is over with the extra in-person meeting and conference payments reimbursements.
- Interest rates are going up so we are earning more interest.
- We have a large amount in our Paypal account and need to get that transferred.
- We have increased the academy budget for the new web designer and the ACP budget for the Accreditation application.
- There have been some increased expenses for the website with the changeover in web host.

Council discussed the question of whether we undergo a review, an audit, or a compilation engagement this year. Historically, we engage in an audit or review every 4 years. Reviews are less intensive and if we use the same people who audited the 2021 financial year, Kendons, they will know us and have our information.

Motion: that Council approve that we undergo a review of this year's financial statement.

Catriona/Delia

—Carried

Gabriela thanked Delia for her hard work.

9. TTBAC

The TTBAC has been in recess since 2017 while undergoing a review. Susan has been co-opted to oversee a reinvigoration of the committee. Her recommendations are to start a new committee from scratch with a representative on Council, which may go some way to alleviate the issues experienced by past TTBAC members in communicating with Council. Council discussed possible members who may be interested in joining this group and the idea of putting a call out to members. Ideally there would be a balance of Māori and Taiwi, North and South Island members, and the Chair would have a depth of understanding and knowledge of Te Tiriti. Council members will think of potential candidates.

Action: Susan to draft a letter for Inform and get some feedback from Council.

Catriona thanked Susan for her contribution and Faye acknowledged her work in the past for the Association.

PROMOTION/PARTICIPATION

10. CONFERENCE 2024

Luisa shared Gavin's report. There will be time allocated at Conference for Council to have a conversation with membership. Inform messages will go out to remind people of the early bird rate closing and to pay through bank transfer as our preference.

Council expressed appreciation to the Conference Organising Committee for all their hard work.

Action: Luisa to pass Council's thanks on to the conference committee.

11. DISPUTES

The new Incorporated Societies Act requires us to have a disputes resolution process for members (relating to disputes with other members). Catriona recently spoke with Keith Woodlock and also met with Faye about this and have discussed a draft process which may include:

1. A complaint goes to the Chair of Ethics first
2. The complaint may be referred to an 'investigator/facilitator' who can deal with minor complaints, looking into both sides. They may wish to include a mediator in this process.
3. If there has been no resolution, we could use the free hour with Wotton and Kearney as professional mediators if required.

The 'investigator' or facilitator should not be on the ethics committee but would have skills in mediation e.g. Imago training, and would ideally be people with seniority and from different regions.

Action: Council to think of potential 'investigators/facilitators' and pass on any recommendations to Catriona.

PEOPLE/PARTNERSHIP

12. RATIFICATION OF MEMBERS

The following memberships were ratified:

- i) **Motion:** That the following applicants be ratified as Student Members of NZAP, having completed all requirements:
TALI MAULGUE, Wellington (Hakomi)
CRYSAL OLDS, Upper Moutere (Hakomi)
- ii) **Motion:** That the following Provisional Members, who have completed the ACP, be ratified as Full Members of NZAP:
JACINDA DOOGUE, Wellington
MAY SAHAR, Wellington
- iii) **Motion:** That the following applicant who has full Psychotherapist registration

be ratified as a Full Member of NZAP, having completed all requirements:
EINSTEIN HALE, Wellington

Resigned:

None for this period

Retired:

None for this period

—carried

13. MEMBERS TO THANK AND RECOGNISE

None for this period.

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

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

17/18 June Action List

1. **Action: Catriona** will check on the frequency needed for Council members to declare any conflict of interest. Done- there is no set frequency, just as they occur.
4. **Action: Claire** to produce a report so Council can have a record of the work that has gone into the website. Not done- will provide for the next meeting.
5. **Action: Luisa** to send Catriona and Marianna a list of long standing members of 20, 25 and 30 year anniversaries. **Catriona** to send cards. This will be done in time for the first Newsletter to go out next year.
7. **Action: John O** to take this question, about a potential entry point to membership for overseas psychotherapists, back to ACP committee. Will take this to the next ACP meeting in late November.
9. **Action: Victoria** to look into the media training given to AHANZ. Not done- will do.
12. **Action: John O** to check cost for resubmission of the Accreditation application. Not done- will do.
17. **Action: John O** to look for other potential names for Governance training- e.g. Dianne Jones, Psychodramatist. Not done- will do.
18. **Action: John O and Verity** to continue their conversation about the Supervision Handbook including cultural supervision. Not done- will do.

16 October Action List

2. **Action: Catriona and Luisa** to work on the Annual Membership Certificates to bring to the next Council meeting. This agenda item was postponed to the next meeting of Council.
3. **Action: Luisa** to look into adding Administrator access for Victoria to the NZAP LinkedIn page. Not done- will do.
4. **Action: Claire** to talk with Gabriela about the labels for members on the website. Done. Claire to liaise with Luisa about how to do this.

15. CONNECT EMAIL GORUP

A member of NZAP has raised the issue of membership on Connect and whether students should be included in this email group. Council will consider this further at the next meeting.

16. DATES OF MEETINGS FOR NEXT YEAR

Council discussed future meetings and decided to cancel the November 20 and December 18 online meetings and meet on December 11 instead.

At this meeting we will finalise the in-person meeting dates for next year. These could potentially be in April and October. The AGM was set for Wednesday 19 June at 7pm. Susan can attend the Waka Oranga AGM and could use TTBC funds for that.

December 11- 2023 Online (1.5 hour meeting)

January: holidays

February 19- 2024 Online (1.5 hour meeting)

March 18- 2024 Online (1.5 hour meeting)

April 15- 2024 Online (1.5 hour meeting)

May 20- 2024 Online (1.5 hour meeting)

June 17- 2024 Online (1.5 hour meeting)

June 19 2024 AGM Online

Gabriela finished the meeting with a karakia at 12:20pm.