

BRITISH ASSOCIATION OF PLAY THERAPISTS

ANNUAL GENERAL MEETING

Saturday 24th June 2023

Minutes

Present

Board of Directors (9)

Donna Benson (DB)	Chair
Sarah Hickson (SH)	Vice Chair
Andrew O'Mahony (AOM)	Lay Director
Sandra Boyle (SB)	Board Member
Maggie Fearn (MF)	Co-opted member (Full Member voting rights)
Jo Hill (JH)	Board Member
Audrey Lee (AL)	Board Member
Sonia Murray (SM)	Board Member
Esther Schencks (ES)	Board Member

Full Members attending (49)

Jo Thomas	Claire Brown	Jane Horn
Shirley Fenwick	Natalie Rees	Leah Jones
Sara Heaverman	Susan Williams	Jackie Horne
Sally Hanson	Nicole Blackburn	Alice Naine
Shani Wardle	Debbie Lewis	Lauren Shaw
Julia Lodge	Laura Jones	Andrea Carey
Rachel Grigg	Simon Kerr-Edwards	Judit Kecskemeti
Francesca Lynch	Sara Gawdat	Sarah Zehetmayr-McCall
Suzanne Marrone	Caz Whetlaw	Renate Ruddock
Siobhan Baker	Hilary Dumbrill	Jennifer Holland
Rosie Dymond	Gillian Catling	Jennifer Harrison
Julie McCann	Kelly McCarthy	Helen Forrester
Mihaela Novac	Karen Jesnick	Naomi Johnson
Pete Ayling	Bernadette Letchford	Judith James
Clare McKenzie	Harriet Armstrong	Carol Platteuw
Mike Brimacombe	Vanessa Lowth	Veron Thomas
Mary Thornton	Linda St Louis	

Students and Associates (10)

Katie Parnell
Sarah Challacombe
Anghard Rees
Tracy Kwok

Maria Jaworek
Danielle Le Pelley
Louise Akerman

Hannah Perry
Lillian Snowden
Melissa Alway

1. Welcome and Apologies

DB thanked SM for the training session prior to the AGM. DB confirmed that some apologies had been received from Board members but that there are 9 in attendance and she will ask each of them to introduce themselves personally. DB introduced herself and thanked the members for joining the AGM. DB said that the last year has flown by and it was lovely to see so many faces and looks forward to seeing everyone at the Conference.

The Board members attending then introduced themselves;

Sarah Hickson – vice chair and a member of BAPT for many years

Sonia Murray – rejoined the Board last year. Has a general role on the Board but has taken on the Conference and is a member of the Finance Committee. SM has also been looking at the Business Plan.

Linda St Louis – whilst not being a Board Member she is Chair of Professional Conduct and liaises with the Board on a regular basis and attends Board meetings with Professional Conduct/complaints updates. LSL will be stepping down in December. DB asked members to think about the role and if anyone was interested in taking on this very important role then please speak to the Board.

Audrey Lee – has overseen membership for many years and took a short break before rejoining the Board last year. Membership will be very much a team effort with Alex Machon taking over as secretary. DB advised that Audrey is also the Registrar for BAPT.

Esther Schencks – Chair for Communications & PR. Social Media Team post regularly on all the social media platforms. ES is currently involved in updating the website. DB said that ES has been amazing and thanked her for all of her hard work and support.

Maggie Fearn – International representative for BAPT and is delighted to be involved in the newly formed International Consortium. MH is looking forward to growing the International Consortium and BAPT is very key to this. SH is also helping and both attend regular meetings.

Sandra Boyle – is a Board Member and a member of the Training & Education Committee. SB confirmed that lots has been done in the past year and looking forward to helping out in the coming year.

Andrew O'Mahoney – has been a Lay Member for 9 years and has previously been described as “a tool of objectivity”.

Jo Hill – has been a general Board member since 2014/15 and picks up random roles as and when needed.

DB thanked all the Board members for their introductions. DB then introduced Tracey Trevorrow (TT) who took over as BAPT's office administrator from Janet in November.

2. Approval of Minutes of AGM - July 2022

DB advised that the Minutes were posted on the website and no queries have been raised so the minutes were accepted without amendment.

3. **Matters Arising**

No matters have been raised so DB asked SM to give an overview of the draft Business Plan – before giving the overview DB thanked SM for all of her hard work and help in putting this together.

The Business Plan is due for a review and update and is the strategic plan for BAPT's future. There are areas of natural evolution and commitments to our members. All of the Board are volunteers, apart from TT, who mostly work full time so this has to be done in the evenings and weekends. The website needs updating, we hold a conference every year, the PSA registration is very important. Whilst we would love a protected title, in the past we did everything we could to obtain one but this was not to be the case so the PSA is the nearest to it. Opportunities include employing a Business Manager to oversee the organisation whilst working with the Board.

We are looking at developing a new website with a CRM to make it more streamlined and to keep in contact with the members. We recently moved to Constant Contact as whilst all the hard work Susan did with Mailchimp was great and really appreciated, Constant Contact allows us to be in touch with the members easier and more regularly. The Board are also moving to a better email system. The strategic plan needs to ensure we are in line with statutory regulations and follow the requirements of Charity Commission and Companies House. We also need to set a budget for the coming years; we still need to appoint a Treasurer so if anyone is interested then please come forward if you can help. You will be part of a team and it is much easier now as we use Quickbooks. We will also be reviewing all of the Policies and Procedures and to ensure they are up to date, and we need to set up a Whistleblowing Policy. We also need to look at the transition of when someone leaves the Board to pass on their role to the next person to make things easier. We also want to include a remote system/database to include online membership and CPD to make it easier for members to join and renew their memberships as well as log their CPD. ES has been working really hard to update our website. Thanks to Lynn for originally starting the work, but we have to keep up with changes and social media platforms. We also need to look at and update the Marketing Strategy.

A proposal today is that the Business Manager will be an employee but we need to seek advice from an HR specialist to support us with things like PAYE as it is a vital aspect to keep going. We nearly lost BAPT last year due to the Board not being quorate so we need a Business Manager to run and overlook day to day things – 2 to 3 days per week. We will also review the Administration as well.

We need to find a way of increasing BAPT membership to promote the accredited courses for students, the Portfolio Route and Associates. We also need to look into why members have not renewed their membership – what could we have done to ensure that they stayed with us.

We are also looking at the development of an international route. They will be different in that they will not be full members as UK laws are different to those overseas, so full members have to be working and living in the UK. We are looking to encourage play therapists who are living abroad who have BAPT criteria but who do not live here. There are many play therapists who want to be part of BAPT and we want them to join us.

We are producing e-newsletters but need people to write articles, so if you want to include a piece that will be of interest to your fellow members then please do get in touch with any of the Board.

We are in the process of reviewing the leaflets and publications as they need updating. The Board have been reviewing them and we have an illustrator who has offered her services for free to update the pictures. Printed copies will be available.

The Journal also needs articles. We used to produce this twice a year but due to the lack of articles this has moved to once a year. It is a very highly respected publication so please contact the Board if you wish to include an article in next year's publication.

The Conference has been selling really well with Dr Dee Ray and Sue Bratton joining us this year. There are about 22 places left.

With CPD we have BAPTs qualifying courses, but we also want to provide CPD courses as well both online and face to face.

With Linda St Louis stepping down, there will be a transition period for a new Professional Conduct/Complaints lead person. This role is vital to PSA accreditation. There are procedures in place and training will be given in this essential area.

DB commented that if we don't have someone in this role then we will lose the PSA registration.

SM confirmed that the Business Plan is still evolving and if any members have any suggestions for the business plan, please could they message her. The Business Plan will be sent out to members once it has been finalised.

DB said that it is important as members that you see what has been going on and the plans for BAPTs future.

MH said that membership is very important and that the Board need to consider key roles like the Professional Conduct and Membership being considered on a consultancy paid basis.

Carol Platteuw advised that she did the Professional Conduct role before Linda and would encourage people to take it on. She said that it has a positive impact on your own training and role. Carol also thanked Linda very much as she has done an amazing job.

4. Report from the Finance Team – (See Financial Overview)

DB advised that the Finance Team is currently made up of herself, SH, AOM, SM and TT. TT is in the process of updating the Bank Mandate and Online Banking access to reflect the new Finance Team. She reiterated that we need a Treasurer to join the team to be the face of the committee. It is not a stand-alone role as all committee members approve financials and work together.

The accounts up to September 2021 are on the website for everyone to read. The Finance Team recommended to the Board that fees would not be going up this year – the Board agreed unanimously to this proposal. TT is also carrying out spot checks on DBSs and fees so please pay on time as it saves a lot of time having to chase for payments and this time could be better spent elsewhere.

Proposal 1:

A vote to approve the annual accounts and report was passed with the following:

There were no objections received so the vote was passed.

Proposal 2:

A vote to give the Board permission to appoint auditors following a tender process.

There were no objections received so the vote was passed.

DB did ask members that if they have any recommendations of an accountant to please let TT know by emailing info@bapt.uk.com – they do need to have experience of working with a charity.

5. Report from Chair – Donna Benson

The Chair's Report was made available online prior to the AGM. DB highlighted that the PSA full accreditation is due by December 2023 and this will include Standards 2-8. Standard 1 was submitted earlier this year and we are still waiting on whether this is OK or not – we should receive any recommendations by July.

Janet Steel, administrator, and Judith James, Company Secretary, stepped down in December last year and whilst thanks were passed on from the Board at the time, as Judith has joined the AGM today DB passed on her thanks for all of her help, support and all that she has done which was really appreciated.

Judith James said that she still thinks about BAPT and it is really exciting with what the Board are working towards now. Judith said that if anyone can give even only a couple of hours a week then please do, it is for everyone's benefit.

DB confirmed that PSA and PTUK relationships are key and that she and SH went to the PTUK conference to continue to forge the relationship.

DB then advised that the Subcommittee Reports had been made available online prior to the AGM and asked the Chair of each committee present at the AGM if they had anything they would like to raise.

6. Report from Subcommittee Chairs**▪ Communications and Public Relations – Esther Schencks**

Important that members know that she has been working hard to implement the new website. There were issues that needed to be resolved and is working on it being more user friendly, removing old content and tidying it up.

DB thanked ES again for all that she has done so far and that we are now moving forward.

- **Membership – Audrey Lee**

Nothing else to add but advised that the renewal process last Autumn was very difficult. Please renew on time and enter all the fields required, please also submit a copy of your DBS certificate and Insurance Policy – it is not rocket science but we do need your assistance to make this a smooth process.

Alex and Audrey will do the renewals again and the more complex ones will be passed to Tracey.

SM advised that next year, or sooner if possible, memberships will be online so it will make it easier for everyone. It may not be ready for this year but please remember to send everything that is required.

Gillian Catling commented on chat that she had a problem with docs online with PTUK as DBS was renewed on update service so hard to show this on renewal forms. TT advised that she was currently looking at the renewal application forms and will include details if your DBS is on the update service.

Judith James said that if you register on the update service then your DBS is just there and available. She also stated that you will need to update your Enhanced DBS if it is not on the update service but as soon as you receive your new DBS sign up for the update service. Fee is annual and beware if you change any payment details such as your debit or credit card as they will charge your original card. Do sign up quickly as there is a time limit on doing so.

- **Professional Conduct– Linda St Louis**

It is a time of change and transition as Linda confirmed she will be stepping down in December. She has reviewed the Professional Conduct protocols compared to BACP – protocols for vexatious complaints will be replied to but not given the time of day. Looking at a system where you can click online to submit a complaint as currently some come via the phone which Linda then has to write up so it can be time consuming, whereas a more streamlined process will save time. A review of the legal side is carried out by Barbara Mitchel where greater clarification is needed. Training for the Panel members will also be taking place this year – if anyone is interested in further information about joining the Panel then please contact Linda as one person is stepping down. Areas that are being looked at are Professional Conduct, Whistleblowing Policy and if a complaint is made against BAPT as an organisation.

A complaint arising involved 1 or 2 people who had not renewed their membership but still documented online that they are. This is illegal. One has taken down her site as requested by BAPT. It is misleading to the public and they need to know that BAPT will take action. We do need to be more robust. PSA is hot on challenging disciplines. You are either a member or not – excuses will not be accepted. Please check your websites and if you are not a members update your membership or your website.

Simon Kerr-Edwards said that members should be diligent and come forward.

Linda confirmed that if you notice anything then please bring it to BAPT's attention immediately.

Judith James advised that misleading the public needs to be part of the whistle blowing policy.

DB advised that someone had shown interest in the Professional Conduct role on chat. SM confirmed that the member was Shirley Fenwick and asked her to make contact with Donna and Linda.

▪ **International Team – Maggie Fearn**

Maggie advised that the International Consortium were welcoming individual associate memberships. They have different task forces of Play Therapy work. The benefits of joining are that you can join a task force – there is a difference between Play Therapy and Therapeutic Play – crisis intervention guidance for crisis response. Offer support for non-profit organisations. There are two networking groups per year and the first will be held in December. Maggie will be at the Conference and will give out more information then.

SH said that Maggie does an amazing job and gives an outstanding contribution.

• **BARC – BAPT Anti Racist Collective – Clare McKenzie and Sara Gawdat**

BAPT Anti Racist Collective (BARC) – the issue of language was contested so it took a long time to come up with the name.

An area raised in a previous AGM gave rise to spending time carefully thinking about this as we need equality.

Clare gave an overview of the team and the purpose. They meet monthly as they found quarterly was not enough, it is an open group for anyone to join. Clare gave an overview of her background/journey. Clare also advised that BARC have also linked with Embrace - a group to support those therapists racialised as a minority ethnic group member. They are providing a great safe space.

BARCs contact email is baptantiracistcollective@gmail.com

Clare and Sara will be at the conference so please come and talk to us.

Sara then said that everyone's experiences are important and relevant – empowering the client and yourself. She gave a talk in Wales and all attendees had an emotional story to share – all are valid.

Clare said that they will have flyers at the conference and that they are very approachable so please talk to them.

DB thanked Clare and Sara and said she looks forward to seeing them at the conference.

Comments from members on chat:

SM asked Clare if she could please possibly send her an outline of the work and plan for future work so that it can be added to the business plan.

Treasurer Role comment on chat:

DB raised a comment Clare McKenzie raised on zoom chat asking if we can find someone professional to take on the Treasurer role. DB advised that we did have a Lay Member who was co-opted onto the Board but he had to step down so that is why we are looking again. DB asked if anyone knew of anyone then please pass on their details.

Clare said how about the members ask all of their accountants.

DB agreed that that would be a great idea and thanked Clare for her suggestion.

9. Directors Retirement – Election of Officers (Re-election and Election of Co-opted Directors)

Re-Election of Directors

For 1 year

Sarah Hickson (Vice Chair) Proposed: Esther Schencks Seconded: Audrey Lee

For: 47 Against: 0 Abstain: 0

Jo Hill Proposed: Donna Benson Seconded: Sonia Murray

For: 49 Against: 0 Abstain: 0

Andrew O’Mahony Proposed: Donna Benson Seconded: Jo Hill

For: 48 Against: 0 Abstain: 0

For 3 Years

Donna Benson (Chair) Proposed: Jo Hill Seconded: Tracy Lanigan

For: 48 Against: 0 Abstain: 0

Tracy Lanigan Proposed: Tracie Faa Thompson Seconded: Sonia Murray

For: 48 Against: 0 Abstain: 0

Ann Greenwood Proposed: Jo Hill Seconded: Audrey Lee

For: 49 Against: 0 Abstain: 0

The following Board members are required to be elected to the Board.

For 3 Years

Maggie Fearn and Paul Kilgallon (Lay Member) were co-opted to the Board in 2023.

Maggie Fearn Proposed: Audrey Lee Seconded: Sonia Murray
For: 49 Against: 0 Abstain: 0

Paul Kilgallon Proposed: Andrew O'Mahony Seconded: Audrey Lee
For: 49 Against: 0 Abstain: 0

There were no nominations for Election.

DB confirmed again that the following vacancies were available and encouraged all members to consider applying for them:

Finance – Treasurer

Professional Conduct/Complaints – Sub-committee Lead

10. Proposals Raised

International Membership – the Board proposes to its members' the approval of a new membership for qualified International Play Therapists who live and work outside of the UK.

SM advised that there have been a lot of discussions over the years about how we can have a membership for play therapists living and working abroad. They cannot have the same benefits as Full Members due to their legal standing and they won't be PSA registered. They will also not have any voting rights.

This membership would be for those who have completed a BAPT course, apply via the Portfolio Route or a member of another organisation. They cannot be on the register and cannot state that they are full members. The proposal is that they will be entitled to a reduced conference fee, a copy of the journal, access to courses and training.

The benefits for BAPT are increase in revenue, diversity to our membership, increase in communication with the wider Play Therapy community.

Simon Kerr-Edwards reiterated the importance of this and that international colleagues see the standards that BAPT sets for training as a gold standard with quality trainees. It will open BAPT up to the wider community.

Carol Platteuw - Eileen Prendavilles Irish trainees would love to have this route.

Maggie Hearn - I think it is a very useful expansion from BAPT perspective, particularly regarding the work of the IC-PTA

SM confirmed that Associates can only be called Associates and not members. International are members but not on the register. Judith James advised that she thinks there may be an issue about the member part of the name with the Articles and this needs to be clarified. SM said that it would be wise to seek confirmation from BAPT's lawyer but wanted to bring this proposal to the members.

Simon Kerr-Edwards looked at APT and they offer "International Professional" – member is not showing. SM agreed that BAPT can call it that as well but can seek guidance as well.

DB said that this was work in progress but want members to vote for International Professional category. SM agreed stating that it will give the Board agreement to pursue this category and will finalise the exact contract.

AL asked when it would be finalised and if it had to wait until the next AGM for final approval. SM said that it doesn't need to be brought back to the AGM. Judith James said that Rule 50 is the Board's prerogative to make changes that are of interest to BAPT so it doesn't have to go to the members and as it is part of the Business Plan it give the Board authority to approve it.

SM said that it can be included in the newsletter to ensure members are kept up to date.

International Membership Proposed: Donna Benson Seconded: Sonia Murray

For: 45 Against: 0 Abstain: 1

11. Date of Next AGM

DM said that it would be better if the next AGM was face to face and that it may not be at the same time as the conference due to timings of when the AGM has to be held. DB also said that she thought it was good to include a workshop of some sort again.

A date has not been set but it will be a similar time of year and members will be advised of the date as soon as possible.

There being no other business the AGM finished at 12.15pm

Signed: Ratified at the AGM

Chair: Donna Benson

Date: 18/05/2024