



Irish Association of Humanistic
and Integrative Psychotherapy

AGM 2018

Irish Association of Humanistic and
Integrative Psychotherapy

THE IAHIP AGM WILL BE HELD ON
SATURDAY 3rd MARCH 2018 AT THE
MENLO PARK HOTEL GALWAY

IAHIP AGM 2018

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COMPANIES ACT 2014

NOTICE OF AN ANNUAL GENERAL MEETING

IRISH ASSOCIATION OF HUMANISTIC AND INTEGRATIVE PSYCHOTHERAPY LIMITED A COMPANY LIMITED BY GUARANTEE

NOTICE is given that the Annual General Meeting of the above named Company will be held at the Menlo Park Hotel, Galway on Saturday 3rd March 2018 at 11.00am for the following purposes:

ORDINARY BUSINESS

1. To receive and adopt the minutes of the Annual General Meeting held on 4th March 2017.
2. To receive the Chairperson's report.
3. To receive the Treasurer's report and to receive and adopt the audited accounts for the year ended 31st December 2017.
4. (a) To elect or re-elect the following officers of the Governing Body:
 - (i) Chair
 - (ii) Vice-Chair
 - (iii) Honorary Treasurer
 - (iv) Membership Secretary
- (b) To elect or re-elect Directors to the Governing Body
- (c) To elect or re-elect Members of the following Committees
 - (i) Ethics Committee
 - (ii) Accreditation Committee.
5. To receive the reports of the following committees:
 - (i) Ethics Committee
 - (ii) Accreditation Committee
and other working groups.

6. To re-appoint Josephine Mitchell of OKC Business Service Limited as Auditor.

SPECIAL BUSINESS

7. To consider and if thought fit to pass the Special Resolution set out in the accompanying Schedule of Resolutions.

This resolution relates to the separation of the two offices of Membership Secretary and Company Secretary which positions were combined at the 2016 IAHIP EGM.

8. To conduct any other ordinary business of the Company.

Dated the 31st day of January 2018

BY ORDER OF THE BOARD



Finbarr O'Donoghue
Chair

Please note that a member entitled to attend and vote at the above meeting is entitled to appoint another person as his/her Proxy to attend and vote in his/her stead. The Proxy must be a member of the Company.

The instrument appointing a proxy must be deposited with the Secretary of the Governing Body or at the premises of the Company at 40 Northumberland Avenue, Dun Laoghaire, Co Dublin not less than 48 hours before the time for holding the meeting or adjourned meeting at which the person named in the instrument proposes to vote, or in the case of a poll, not less than 48 hours before the time appointed for the taking of the poll and in default the instrument of proxy shall not be treated as valid.

PRESENTED

The Governing Body
IAHIP Ltd
40 Northumberland Avenue
Dun Laoghaire
Co Dublin

Annual General Meeting - March 3rd 2018

Menlo Park Hotel, Galway.

AGENDA

Registration from 10.15am for 11.00am start

10.15am to 11.00am	Registration/Tea/Coffee and Biscuits
11.00am to 11.10am	Chair's Welcome
11.10am to 11.40am	Apologies Minutes AGM 2017 Matters Arising
11.40am to 12.00pm	Chair's Report Treasurer's Report
12.10pm to 12.30pm	Special Resolution Ordinary Motion to IAHIP AGM
12.30pm to 12.50pm	Elections
12.50pm to 1.00pm	Bye Laws passed by Governing Body during 2017-2018
1.00pm to 2.00pm	Lunch Break (Attendees to make own arrangements)
2.00pm to 2.30pm	Newly Accredited Members Welcome Newly Recognised Trainings Welcome

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2.30pm to 4.00pm	Committee and Working Group Reports
	<ul style="list-style-type: none">• ICP Representative• Ethics• Accreditation• Supervision and Supervisor Accreditation• Re-Accreditation• Psychotherapy Training Course Recognition• Complaints• Inside Out
4.00pm to 4.15pm	Coffee Break
4.15pm to 5.00pm	AOB

5.00pm Close

COMPANIES ACT 2014

NOTICE OF AN ANNUAL GENERAL MEETING

IRISH ASSOCIATION OF HUMANISTIC AND INTEGRATIVE PSYCHOTHERAPY LIMITED A COMPANY LIMITED BY GUARANTEE

AGM March 2018 SCHEDULE OF RESOLUTIONS

Special Resolution (Proposed by Governing Body, IAHIP)

IT IS RESOLVED:

To separate the two offices of Membership Secretary and Company Secretary which positions were combined at the 2016 IAHIP EGM.

THAT, pursuant to Section 1187 of the Companies Act, 2014, the Company's Articles of Association as contained in its Constitution be and they are hereby amended by Special Resolution as follows:

- i. By deletion of the third sentence in Article 32 in its entirety and the substitution therefor of the following:

“The membership of the Governing Body shall include a Chairperson, Vice-Chairperson, Membership Secretary, Treasurer (or Joint Treasurers), and Regional Officer, plus such additional officers as the members of the Association shall decide upon.”

- ii. By deletion of the first sentence in Article 33.D in its entirety and the substitution therefor of the following:

“Where there are vacancies to be filled in any of the special offices of the Governing Body separate votes shall be held for each office, in the following order: Chairperson, Vice-Chairperson, Membership Secretary, Treasurer, and Regional Officer.”

- iii. By the deletion of Article 50 in its entirety and the substitution therefor of the following:

Continued from page 5

“The Company Secretary shall be appointed by the Governing Body for such term and at such remuneration and upon such conditions as it may think fit, and any Company Secretary so appointed may be removed by the said Governing Body.”

RATIONALE:

Since the person who was holding the offices of Company Secretary and Membership Secretary has left our employment, it is necessary to separate those two offices again, so that the Company Secretary does not have to be also the Membership Secretary, as is the case at present.

CHANGES TO ORIGINAL TEXT:

Amendment (i) – The only change to Article 32 is the addition of Membership Secretary in the list of officers included in the membership of the Governing Body.

Amendment (ii) – The only change in Article 33.D is the addition of Membership Secretary in the list of the special offices of the Governing Body.

Amendment (iii) – The only change to Article 50 is the deletion of the entire second sentence, which linked the role of Membership Secretary to that of the Company Secretary.

ORDINARY MOTION to IAHIP 2018 AGM (Proposed by David Murphy)

PROPOSAL:

It is proposed that an expert group be urgently appointed by the Governing Body of IAHIP to offer them independent and authoritative advice and guidance on how to develop and finance paid leadership, managerial and administrative roles within IAHIP. The expert grouping should have some significant GB experience in IAHIP, and also independent expertise in the management and administration of such an organisation.

RATIONALE:

- Successive GBs of IAHIP over at least two decades have struggled with and suffered from the burden of over-reliance on voluntary service, and the current administration situation appears untenable.
- Much wisdom exists within and beyond IAHIP in relation to what needs to be done; little if anything totally innovative is needed.
- Once IAHIP has developed sustainable form and function, well bedded-in, then - in relationship with the Irish Council for Psychotherapy and all its other sections - IAHIP can focus more on providing visionary, rational, integrated and good-value services to Psychotherapy in Ireland.

Chair's Report for AGM 2018

Dear Members, Certified, Student and other Associate Members.

This is a very exciting and challenging time for our profession. The Minister for Health has acknowledged the long years of training and professional requirements which are required to work as a Psychotherapist. This awareness of the Minister was brought about through all of our hard work in defining the difference between Psychotherapy and Counselling and in lobbying the Minister. I wish to thank all of you for your support in this, many of you sent in individual submissions in addition to the collaborative one sent in by ICP on behalf of the sections.

Many members have volunteered extra time above and beyond their existing commitments to the GB and committees. Thank you. GB and Committee work seems to be increasing at an exponential rate and we hope to encourage you to join us in ensuring that IAHIP is the best it can be.

1. Governing Body

I would like to thank the Governing Body for all of their help and commitment in this ever changing world of Psychotherapy. There have been many and constant challenges and changes in the last few years. This entailed more and more work and you have supported the organisation in all of this. The following is the ongoing work:

2. Officers

The Officers meet regularly between the GB Meetings. This is normally done at night-time using Zoom because of the different geographical locations of each person around the country. These meetings take between 2 and 3 hours. In addition to this there are numerous emails and phone calls on a daily basis. There is also regular communication between the Officers and the Governing Body. I would like to thank the Officers for their hard work and continuous support in their roles in the organisation.

3. Finance Working Group

This committee was set up by John Connolly, Geraldine Kennedy, Martina Breen and myself to support the current and future Treasurers of the organisation. The first task of

this committee was to look at existing systems in order to see if they were effective and to recommend any improvements which needed to be made.

4. Current Roles and Responsibilities

We are committed to the process of continuous improvement and this entails looking at our current systems and processes to see where we can improve. This is a long and arduous task and it is vital that we commit the time and resources in order to accomplish this. I would like to encourage and invite you to become involved in the efficient running of the organisation. As part of this process the Governing Body has undertaken a series of trainings around governance within the organisation. In addition to this, training for working groups and committees will be rolled out in the coming year. Work has commenced on the strategic planning for the organisation.

As part of my role as Vice-Chair and now as Acting Chair of IAHIP I have been working with Jean Manahan, CEO of ICP, and the Chairs of the modalities. The Chairs' Forum is very much part of ICP and is going from strength to strength in consolidating what we have achieved so far and looking at how we can promote Psychotherapy in the future. The work of CORU has resulted in the separate modalities working together as never before, forming a strengthened and renewed Psychotherapeutic body in ICP, bringing Psychotherapy and IAHIP into a new era! A Concept Paper has been circulated by Jean Manahan to the modalities for discussion in this regard.

5. Data Protection Act

In addressing imminent legislation we have set up a General Data Protection Regulation (GDPR) working group to address Data Protection issues. Much research and training has been done so far and is ongoing. Derek McNamara from the GB has been appointed Data Protection Lead to ensure that we are in line with legislation at all times. The GDPR working group will support Derek in his role. We are also working very closely with the ICP on adhering to this new legislation and are sharing resources, skills and information.

We continue to work with Typetec in undertaking assessments to look at our existing policies and procedures in relation to GDPR. This is a substantial piece of work and will take some time to complete. It will be necessary to have the input of all of the committees and we will be in touch with you when this needs to be addressed.

GDPR not only affects IAHIP as an organisation but also all members, accredited, qualified and students. As part of this process ICP have put this item on the agenda

for Registrants' Day on the 12th May 2018' (Registrants please note change of date, originally 24th March). It will address how it affects all of us as Psychotherapists, the way in which we store and protect the data we keep in relation to our clients. I would encourage members to attend this meeting.

6. Supervision

ICP Registrants are required to have Supervision with a Supervisor who has the Core Training and Qualification Standards as set out in the ICP Position Paper of 2015. This can be an ICP Supervisor, or a Supervisor with equivalent training and qualifications as per ICP Standards.

It is imperative that Supervisors meet the standards which have been submitted to the Government going forward, for regulation with Coru.

7. Acknowledgements

I wish to acknowledge that IAHIP is made up of individuals and that each of us needs to bring our experiences and information to enable IAHIP to meet its ultimate potential in a collaborate way. It is a great honour for me to be Acting Chair of IAHIP and to be working with such enthusiastic and dedicated people. I would like to thank the members of the Governing Body; our Administration Staff: Penny Dunne, Tatiana Petrea and Rachel O'Flaherty and all of the Committees and Working Groups. I would also like to thank Martina Breen for her support over the past 9 months. I also wish to thank the volunteers who give so freely of their time, experience and wisdom for the good of the organisation. I would like specially to thank the people who have given so generously of their time and effort and are who now stepping down from the committees and working groups which they had been involved in for a number of years. I wish them well for the future and happy and healthy lives. One of the reasons IAHIP has been such an excellent organisation over the years is due to the volunteers and the extra work they have done in the various committees and working groups.

Regards

Finbarr O'Donoghue
Acting Chair IAHIP

Honorary Treasurer's Report AGM 2018

This is the end of my second year as treasurer and I will be stepping down from the post today.

I have thoroughly enjoyed the valuable experience of working with such a dedicated team on the GB and of course the treasurer could not function without the full support of the members of the administration Martina, Tatiana, Penny and Rachel. I am especially grateful to the members of the Finance Working Group (FWG) Geraldine Kennedy, Martina Breen and Finbarr O Donoghue who were a solid and continuous support.

From my experience over the last two years I would recommend that anyone who considers stepping forward as treasurer has either accountancy experience or has someone with accountancy experience on the FWG.

I will be pleased to remain a member of the FWG to support the incoming treasurer.

Over the last year with the backing of the GB the FWG has introduced:

- Procurement procedures in May 2017 to aid in our management of expenditure.
- Reinforced procedures which had lapsed regarding the claiming and payment of expenses. Again, this has improved management of cash flow. These changes have been recognised and responded to most helpfully by the majority of committee members and I thank everyone for their cooperation on these matters. There have been some delays in paying expenses while banking details were being set up online and I apologise to any affected volunteers during that time.
- Almost 100% of our expenses and invoices are now paid online. This makes all financial transactions much clearer and simpler to track. It also means payments can be made without the treasurer having to be physically present in the office to sign a cheque.
- Closed a credit card account, again for clarity of tracking all expenditure.
- Introduced an “only post what cannot be emailed” policy resulting in a saving of €4,677 over the last six months

- The use of one single debit card which shows every spend directly on the IAHIP bank account.
- The overseeing of ongoing contracts such as supply of telephones and internet, electricity and gas suppliers, photo copier and printing suppliers to ensure best value to our members.
- In the past year IAHIP has experienced several financial challenges:
- GDPR is a challenge to every company within Ireland today and due to the type of work IAHIP carries out and data it holds there is a lot of work to be done to ensure IAHIP becomes GDPR compliant. As a result of FWG negotiations, ICP have agreed to cover much of the initial costs involved in GDPR compliance work. I would like to thank ICP for this support.
- We have had to invest and update both hardware and software in the office to ensure we have the systems which can keep data secure now and in the future.
- The costs involved in employing new members of administration.
- The lease on 40 Northumberland Avenue is presently undergoing a rent review and IAHIP must decide whether we can afford the new rent on the premises. The rent bill almost doubled between 2012 and 2013 and is probably going to increase by a further 40% in 2018 if we stay at our present premises. This means the rent is almost three times what we were paying just six years ago. This is a huge drain on IAHIP resources and the future FWG will have to look seriously at options to manage this large overhead.

OKC Chartered Accountants completed the recent audit on our 2017 accounts. This did not just oversee the financial accounts but also audited and advised on present financial procedures which are in place within IAHIP. As a result of feedback from OKC, I would ask all committee members and volunteers to help IAHIP achieve better financial standards by ensuring they follow the procedures which are in place regarding the claiming of expenses and the ordering of goods and services on behalf of IAHIP. The auditor has advised that these are areas which could fail if the financial procedures are not adhered to.

Finally, I would again like to thank all members, especially all volunteers and Committee members who have provided me with so much support in my term as treasurer.

John Connolly
Honorary Treasurer

Accreditation Committee Report AGM 2018

Accreditation Committee Members going forward for election:

John Hartley – re-election. Proposed by Jane Gilmore, Seconded by Carmel Byrne.

Carmel Byrne proposed by Jane Gilmore, Seconded by John Hartley.

Noelle Neylon-Walsh – re-election. Proposed by John Hartley, seconded by Ann Ruth.

Rolling over: Anne Ruth, Susan Duffy, Tadhg Ryan to confirm.

Leaving: Jane Gilmore

The committee is a busy committee. We met five times this year: 3 meetings as advertised on web site and two extra meetings to clear volume of applications.

We meet on the Fridays prior to Saturday meetings so it involves a commitment from committee members. We are looking for new members to join for coming year so hopefully there will be volunteers from the floor of the AGM.

Unfortunately, our Secretary Tara Hynes had to resign towards end of year and we thank her for her dedicated work and commitment to the committee during her time as secretary.

We would also like to thank Jane Gilmore for her work and commitment to the Accreditation Committee.

Some Statistics:

Number of meetings held during the year – 5

Newly accredited members from March 2017 to February 2018: 73

Dates for 2018/2019 Accreditation Committee meetings:

28/04/18, advertised meeting

(30/06/18, extra meeting if required)

15/09/18, advertised meeting

(17/11/18 extra meeting if required)

26/01/19 advertised meeting

John Hartley, Chair
Accreditation Committee

Ethics Committee Report For AGM 2018

The Ethics Committee membership for 2017/2018 is Caroline Smith (Chair), Carol Duffy (Minutes Secretary), Patricia Klinkenbergh (Complaints Committee Representative) resigned November 2017, Rachel Murphy (Members Queries), Veronica Brady (nominated May 2017) and Mary J Egan (Secretary). Between AGM 2017 and AGM 2018 the Committee will have met on 8 occasions.

The Programme of Work for the Ethics Committee for the year 2017/2018 has included:

Policy Review and Formulation:

Review of the IAHIP Complaints Policy: This work has been ongoing for 2017/18. It is hoped that a final determination re the status of the work will be made in coming weeks.

Review of BYELAW 3 – Code of Ethics and Practice for Psychotherapists: It is hoped to bring this work to a conclusion in coming weeks.

IAHIP Grievance Procedure: This work is ongoing and it is hoped to have a draft document for consideration in coming months.

National Garda Vetting Requirement: The Ethics Committee recommended to Governing Body consideration of the implementation of a system for Garda Vetting within IAHIP.

Complaints Committee: The Ethics Committee was represented on the Complaints Committee until November 2017. With the resignation of Patricia Klinkenbergh in November 2017, there is no current representation from Ethics to the Complaints Committee. The Ethics Committee thank Patricia for her work in linking the work of both committees. **Formal Board Process:** The Ethics Committee completed one such process within 2017/18.

Members Queries: Over the past year there has been a steady stream of queries to the Ethics Committee from IAHIP Accredited and Pre-accredited Members. These queries include 1) the making available of client notes within legal processes including for Court, An Garda Síochána Investigations and Insurance Claims 2) complex child protection concerns including retrospective allegations 3) alleged breach of therapist boundary and breaching of confidentiality 4) alleged breaching of Supervision boundary, 5) the requirement to keep records and notes.

The Ethics Committee acknowledge that ethical issues re child protection and vulnerable adults can be complex, frightening and confusing. The committee encourages members to update themselves consistently on Child Protection and Vulnerable Persons Legislations, Regulatory Frameworks and National Guidance/Guidelines. This is particularly so with the full enactment and implementation of Children First 2017 and with the requirements for Mandatory Reporting, Mandated Assistance and Child Safeguarding Statements. Psychotherapists and Counsellors are Mandated Reporters.

The Ethics Committee (via members' queries) remain committed to the provision of advice and guidance to our members and we suggest also that members consult the IAHIP Website. The Ethics Committee cannot provide legal advice and there are many issues where it is advisable that the IAHIP Member consult their legal advisor.

Legal Briefing Workshop: The Ethics Committee are currently in the process of organising a Legal Briefing Workshop for IAHIP Committees and Governing Body. This Workshop will consider a number of legal issues, legislations and regulations including Children First (Mandatory Reporting, Mandated Assistance and Child Safeguarding Statements), GDPR, the Criminal Law Sexual Offences Act 2017 and the Criminal Justice (Withholding of Information on offences against children and vulnerable persons) Act 2012.

The Ethics Committee wish to express their concern at the ongoing difficulties being experienced in recruiting members to the Committee, in the filling of essential positions e.g. we have functioned without a Governing Body Representative for 3 years and in meeting our BYELAW obligation for 8 Ethics Committee Members.

Therefore the Ethics Committee very much welcome expressions of interest to join the committee. We meet on one Sunday per month (10AM to 12.30PM) and advise that members attend face to face rather than by SKYPE. Details of expenses are available from the IAHIP Offices. We recommend consideration of this committee particularly for the opportunities it affords to learn about and consider the often hard and complex ethical issues that Psychotherapists face in their day to day work. It provides also a wonderful opportunity to contribute to the ongoing work of our professional organisation.

The Ethics Committee would like in particular to thank Martina Breen for her assistance and support to the Committee and to acknowledge also the support of Governing Body.

Mary J Egan

Ethics Committee Secretary for and on behalf of the Ethics Committee

Regional Development Officer's Report

Dear Members,

The regional meetings were set up to help students, pre-accredited and accredited members of IAHIP to feel connected and create a forum for learning, and networking etc.

The additional reasons the regional meetings were set up are:

- A place to share what is concerning members
- To raise awareness
- Making contact and networking with other members
- A place where new and older members can meet and learn
- To raise important issues and hear what each other has to say
- Putting names to faces
- Diversity
- To create a sense of belonging and inclusion
- To link in with, and feel connected with IAHIP
- For Continued Professional Development

The feedback from regions in some areas of the country, is that the attendance has filtered off. We would like to encourage feedback on how we can progress and move forward and help you, the members, avail of a wonderful opportunity to meet, learn and also gain CPD Points.

IAHIP members have often volunteered to teach in their area of expertise at regional meetings, which we very much welcome. Regional contact persons have also availed of valued topics of interest from experts in their field who are not members of IAHIP.

Can I personally thank, and on behalf of IAHIP: Gerard Staunton, from South region taking in (Cork and Kerry), Josephine O Halloran, taking in South Connacht (Galway and Roscommon), and Brian Gillen taking in Dublin (Centre and North) for their contribution and amazing work in organising regional meetings with their colleagues,

The best of luck in your future ventures, you will be missed.

I would also like to thank personally and on behalf of IAHIP, the following regional

contact persons who are creating a space for members to meet and avail of some of the opportunities listed above.

Regional Contact persons are:

- Malcolm Green, Mid-West: meetings are held in Limerick city, taking in (Limerick, Clare & South Tipperary)
- Heiki Murphy and Anne Nevin, North Connacht: meetings are held in Mayo, taking in (Mayo, Sligo & Leitrim)
- Mairead O'Flaherty and Justine Connell, Midlands: meetings are held in Mullingar, taking in (Longford, Meath, Westmeath, Offaly, Laois & North Tipperary)
- Liz Hutton and Finbar O'Donoghue, South East: meetings are held in New Ross, taking in (Wexford, Waterford, Kilkenny, Carlow & South Wicklow).
- Thomas Larkin and Sandra Mullen, Dublin Centre: taking in (Dublin and North Dublin)
- Hester Storm and Anne Burke, Dublin South: taking in (Greater Dublin area, North Wicklow & Kildare).

As some of our Regional Contact people are stepping down IAHIP invites you to consider taking on this role. It would be great if two or three people could work together in each region to organise the meetings and I will be available to give you any help and support you may need.

I look forward to meeting all of our Regional contact people at the AGM in Galway.

Please also note that all members are welcome to attend any regional groups around the country, not just in your specific area.

I would also like to thank Martina Breen, Tatianna Petrea, Penny Dunne and Rachel O'Flaherty for the work conducted in the office, behind the scenes, in support of the regional structure.

Warm wishes

Karen Shorten

Re-Accreditation Report IAHIP AGM 2018

The Re-accreditation Committee meet on average 6 times per year. This frequency allows us to cater for all applications submitted by our members. The members of the committee are passionate about the ethos of IAHIP and work hard to uphold the high standards of IAHIP in approving members for re-accreditation.

Supervision continues to be an issue on applications. Both the frequency and the quality of member's supervision can be a cause for concern. Supervision is necessary for the welfare of both therapist and client. For members of IAHIP to retain accreditation it is necessary that the supervision they receive is anchored in Humanistic and Integrative principles.

This year has seen an increase in the numbers of therapists wishing to return to full membership and practice. This is a welcome development and we endeavour to support members in making the transition back to full practice.

We would like to acknowledge the hard work and commitment of Josephine O'Halloran who has decided to retire for personal reasons. Josephine was a valued member of the committee and we will miss her company and her input.

We would also like to extend a warm welcome to Liz Hutton, who joins us as the GB rep.

Frances Collins (Secretary)

Liz Hutton (GB rep)

Catherine O'Dea

Emer Neligan

Psychotherapy Training Course Recognition Committee Report 2018 AGM

The following is an update on the ongoing work of the Psychotherapy Training Course Recognition Committee (PTCRC).

One course received first time recognition this year and 3 others, which were up for renewal, were successfully re-recognised. There is currently one course recognition application being processed and one re-recognition application is expected to arrive for processing in the coming months.

We also have expressions of interest from some other courses.

IAHIP Recognised courses, in alphabetical order, are:

- Castlebar Counselling and Therapy Centre: Diploma in Counselling and Psychotherapy
- Children's Therapy Centre: Master of Arts in Creative Psychotherapy (Humanistic & Integrative Modality) (previously entitled Master of Arts in Humanistic and Integrative Psychotherapy and Play Therapy)
- Dublin Business School: Master of Arts in Psychotherapy in combination with the Higher Diploma in Arts in Counselling and Psychotherapy
- Dublin Counselling and Therapy Centre: Diploma in Counselling and Psychotherapy
- Flatstone Institute: Diploma in Humanistic and Integrative Psychotherapy
- Irish Gestalt Centre: Postgraduate Diploma in Gestalt Psychotherapy; Master of Arts in Gestalt Psychotherapy.
- Turning Point Training Institute (TPTI): Diploma in Integrative Clinical Psychotherapy; Graduate Diploma in Humanistic and Integrative Counselling and Psychotherapy (UCC); MSc in Humanistic and Integrative Counselling and Psychotherapy (UCC)

We are delighted that so many of our recognized courses now have academic validation as well as professional recognition.

PTCRC Committee

Complaints Committee Report AGM 2018

The year 2017/18 has been a difficult year for the Complaint's Committee due to low member numbers and the administrative vacuum in the IAHIP Office. We welcomed two new members to the committee in October, Connie Ryan and Sheelagh Hickey and we thank them for volunteering. The committee could not have survived without the stalwart service of our long serving members, Catherine O'Dea, Emer Neligan, Colm McCarthy and Anne Marie Dixon.

We wish to thank our former secretary Mary Corby who worked tirelessly in this vital role. Mary dedicated her time and person to the post of secretary and we miss her calm and steady manner. We also wish to thank Martina Breen for stepping into the administrative vacuum to help the functioning of the committee.

The Complaints Committee dealt with 6 complaints from members of the public over the year. Two have been completed and four more are ongoing at different stages of the process.

The Complaints Committee

ICP Report AGM 2018

Statutory Regulation

Some positive news for psychotherapy during 2017!

Following consultation with the Health and Social Care Professionals Council (CORU) Simon Harris, Minister for Health designated the professions of counselling and psychotherapy as separate, each with its own register, under one registration board.

The next stage in this process will be the establishment of a registration board and appointment of the 13 members required to sit on this board.

ICP CEO, Chair and Registration advisor met with Ginny Hanrahan CEO of CORU, and Gillian Ryan CORU's communication person in January 2018.

Ginny gave an overview of where CORU is in terms of regulating the professions which are due for regulation over the next two years including social care workers and psychologists. From her overview it was clear that the relationship with the professional bodies of the different professions is central to the work CORU undertakes and the approach is collaborative.

She reiterated the point she has made at prior meetings that CORU's role is to set the 'floor' or the minimum standards required for registration. It is for the professional bodies to raise the bar and encourage CORU to do so over the following years after registration has begun. Consultation with the professions is central to preparing for setting up a Board and opening a register.

Timeframe for statutory registration: Ginny advised that "given the psychologists won't be through until end 2019 or even 2020, it is unlikely that we will be much before 2022 at the earliest".

Ginny made the point that the provision of a professional community is a key role of professional bodies since many practitioners practise alone. Involvement in CPD, research, development of the profession etc. is central to the professional bodies and not CORU. Fitness to practice is as much about personal development as it is about honing

skills through CPD. So CPD should actually impact the person in a transformative way that will improve both the life of the practitioner and that of the client as a result.

Registrants Day 2017

A very informative day was held in the Red Cow Moran Hotel in June. Josef Knobel Freud spoke in the morning on **‘The challenge of diagnostic labels in Psychotherapy’**.

An Open Forum Discussion took place in the afternoon during which issues in relation to the availability and accessibility of psychotherapy throughout Ireland were discussed by ICP Registrants.

ICP Position Paper

ICP is currently working on a Position Paper for presentation to the Government in 2018. The aim of the paper is to show that fully incorporating psychotherapy within the health system would not only benefit the service users and the clinicians but would also ease the burden on the health service from an economic and human resource viewpoint. In-puts from both the ICP Registrants Day and ICP Conference, 2017 will be included in this paper.

ICP survey

ICP completed an online survey of people working in the Health Service Executive (HSE) who applied / were applying for the position of psychotherapist within the HSE or HSE funded organisations such as CIPC. This was in preparation for a meeting with Mr. Paddy Duggan, HSE National lead person for Workforce Planning and Informatics. His role is that of deciding on Grades and levels of competencies required for all positions across the HSE and HSE funded organisations.

Meeting with the HSE

The ICP Chair, CEO and treasurer met with Mr. Duggan in October, 2017 to discuss the recruitment criteria for psychotherapists in the HSE. This meeting was arranged on foot of a number of complaints received by ICP from Registrants who were applying for posts as psychotherapists within the HSE, and the difficulties they encountered in the process.

A follow-up meeting was held with Mr. Duggan and Gerard O’Neill of HSE in January, 2018. Both meetings were very constructive and formed the beginnings of a positive relationship between the HSE and ICP, one which we both agreed to cultivate going forward.

ICP Conference, October 2017

ICP Conference took place on the 18th October 2017 in the Radisson Blu Royal Hotel, Golden Lane, Dublin 8. The title of the conference was: ‘The role of psychotherapy in a healthy Ireland’. The conference co-hosted by Nessa Childers was very successful. 139 people attended the conference and the feedback was very positive. Click on the link for

Conference Papers: <http://www.psychotherapycouncil.ie/conference-2017/>

ICP videos

Three new videos have been put on ICP's website which are well worth a look at if you haven't already seen them. <http://www.psychotherapycouncil.ie/>

- (1) Psychotherapy Explained. ICP Registrants, Barbara Fitzgerald and Gerry Myers are co-presenters.
- (2) Our Mental and Emotional Health is important – Jean Manahan, CEO ICP
- (3) What is Psychotherapy? ICP Registrant, Trish Murphy

Future of ICP

A number of workshops have taken place between the ICP Board and the Management Committee of ICP with the purpose of looking to the future and how we can best serve our Registrants. One of the outcomes of the workshop is a proposal to examine the merit of creating a 'hub' or shared space in such a way as to enhance collaboration, creativity and optimum use of resources. More about this as ideas develop and progress takes place.

Data Protection Legislation

In May 2018 the General Data Protection Regulation (GDPR) legislation will come into force across Europe. This will require organisations and individual contractors to be compliant with the new regulations. ICP and the member organisations are currently participating in GDPR workshops in order to become compliant and learn about the implications of this new legislation for ICP modalities and individual members. This will be an issue that will affect all of us and ICP will keep you informed as to what action you may need to take

ICP Registrants Day – March 24th 2018

A date for your diary! ICP will be hosting a Registrants Day in the Ashling Hotel, Park Gate Street, Dublin on Saturday 24th March. We will be discussing our roles and responsibilities as individual psychotherapists, with regard to GDPR.

ICP Conference 2019

Plans are afoot for our 2019 ICP conference. This conference will again be co-hosted by Nessa Childers, MEP. More information to follow.

Kay Noonan
IAHIP Rep to ICP

Inside Out Report AGM 2018

The editorial board of *Inside Out* have just finalised publication of the Spring 2018 issue, which we expect will have arrived with members by the time they are reading this and certainly in advance of the AGM. The journal attracts material for publication from members and non-members on a broad range of issues, topics and expressions of humanistic and integrative focus. The editorial board continues to invite and encourage submissions, be they along the familiar spectrum of existing published material or a suggestion of a new or different initiative. We are the supportive container for *Inside Out*, its expression and potential to express is a reflection of the efforts and energies of all who contribute. You can contact us through our collective email at insideoutjournal@iahip.org or if you prefer, you may contact any individual member of the board and please feel to do that. *Inside Out* is a respected publication for psychotherapy in Ireland, proudly held and supported by the members of the IAHIP.

The editorial board has recently increased in size to eight members, as we welcomed Belinda Kelly and Diane McDonald. Belinda and Diane expressed interest in working with *Inside Out* following a recent IAHIP promotional event. The production and publication of the journal requires a lot of time, effort and attention to detail, which to date, has not afforded us the focus and energy we would like to give to its onward development. Now with eight members and the additional skills and ability the new members bring, we hope to do this. To begin this process, we will shortly be sending out a brief survey to members and we ask that you take a few minutes to complete it, as it will help us to shape the journal in line with the broader thinking and needs of the membership.

We are aware that somewhat unsettling times lie ahead for the profession of psychotherapy as the bell seems to be tolling for statutory registration. This may have implications for the future shape and identity of the IAHIP and thus the journal also. In an Irish context we are familiar with the sound of a tolling bell, which previously was a call to prayer, but in a rapidly changing society it has become a call to take time, to stand back, reflect, be with. In this context we would like members to think about the value of the journal and its scope – a publication with an ethos based on promoting and inspiring the ongoing development of humanistic and integrative psychotherapy in Ireland. We

need to keep alive a safe space for collectively sharing insights and experience of method, process, reflection and research. Such emerging material is often not only challenging to ourselves but also to the larger status quo, where psychotherapy will it seems, soon be subject to definition and boundary. As we potentially move from governance by reflective colleagues and professionals within the IAHIP and ICP, to a state regulation body, it may be that a public, independent voice for humanistic and integrative psychotherapy - such as this journal publication - might become a crucial safeguard for our work. An ongoing protected space holding a focus on the ethos of psychotherapy, where we can continue to collectively share our developing exploration, questioning, understanding and acceptance of what it is to be human.

Finally, we would like to express our sincerest thank you to all of the authors and advertisers who have contributed to the journal throughout the year.

The editorial board

Amendments to Bye Laws

Bye Law 3	Bye Law 3 with ratified changes
1. Introduction	1. Introduction
1.1 The purpose of this Code is to establish and maintain standards for psychotherapists who are accredited members of the Irish Association of Humanistic and Integrative Psychotherapy Limited (IAHIP), and to inform and protect members of the public seeking and using their services. Pre-accredited associates consent to be governed by this Code of Ethics and Practice of IAHIP. Student Associates and Affiliates agree to abide by this Code.	1.1 The purpose of this Code is to establish and maintain standards for psychotherapists who are accredited members of the Irish Association of Humanistic and Integrative Psychotherapy Limited (IAHIP), and to inform and protect members of the public seeking and using their services. Certified Associates, Pre-Accredited Associates, and Student Associates consent to be governed by this Code of Ethics and Practice of IAHIP.
4. Advertising Psychotherapy	4. Advertising Psychotherapy
4.1 Any publicity material and all written and oral information should reflect accurately the nature of the service on offer, and the training, qualifications and relevant experience of the psychotherapist.	4.1 Any publicity material and all written and oral information should reflect accurately the nature of the service on offer, and the training, qualifications and relevant experience of the psychotherapist with regard to the client, or client group/s with whom the psychotherapist proposes to practise, having special regard to a psychotherapist’s obligations under clause 9 (Competence and Recognition of its Boundaries and Limits) of this Bye Law.”
6. Confidentiality	6. Confidentiality
6.1 Psychotherapists are responsible for indicating clearly the limitations on confidentiality offered.	6.1 Psychotherapists are responsible for outlining clearly the limitations on confidentiality at the commencement of therapy and during the process of therapy as required.

6.2 As a general principle, confidential information given to a psychotherapist by a client is the property of the client and should not be divulged to others except in the following circumstances:

- When working in a multi-discipline team where information is shared.
- In supervision, consultation, or for teaching purposes where the client's identity is protected. Care must be taken to ensure that personally identifiable information is not transmitted through any overlapping networks of confidential relationship. For this reason, it is good practice to avoid identifying specific clients during psychotherapy supervision or consultative support and other consultations, unless there are sound reasons for doing so.
- In transfers and referrals, mutually agreed with the client, information may be shared, with the client's permission.
- When a report is requested by others e.g. doctors, probation officers, courts, etc. a mutual agreement is sought with the client and a signed consent is obtained. (See also Section 7.)
- When a video or audio tape is made, a signed consent is obtained from the client specifying the agreed audience, e.g. public, trainees, other professionals etc. and when the tape will be erased.

6.2 As a general principle, confidential information given to a psychotherapist by a client is the property of the client and should not be divulged to others except in the following circumstances:

- When working in a multi-discipline team where information is shared.
- In supervision, consultation, or for teaching purposes where the client's identity is protected. Care must be taken to ensure that personally identifiable information is not transmitted through any overlapping networks of confidential relationship. For this reason, it is good practice to avoid identifying specific clients during psychotherapy supervision or consultative support and other consultations, unless there are sound reasons for doing so.
- In transfers and referrals, mutually agreed with the client, information may be shared, with the client's permission.
- When a report is requested by others e.g. doctors, probation officers, courts, etc. and the client has freely given the therapist a valid informed consent that the requested report be supplied. (See also clauses 7 and 8 below.)
- In the event of a video or audio tape being made, a signed consent is has been given by the client specifying the agreed audience, e.g. public, trainees, other professionals etc., and when the tape will be erased.

<ul style="list-style-type: none"> Where clear evidence that serious harm to the client or others is likely, and there is a belief that this can be averted by such action. Prior consent should be obtained from clients unless there is good reason for believing they are no longer able to take responsibility for their own actions. 	<ul style="list-style-type: none"> Where clear evidence that serious harm to the client or others is likely, and there is a belief that this can be averted by such action. Prior consent should be obtained from clients unless there is good reason for believing they are no longer able to take responsibility for their own actions. When required to comply with current legislation, or with national guidance aimed at the protection and welfare of others (see also clauses 7 and 8 below).
<p>6.3 It is the responsibility of the psychotherapist to ensure that where consent is sought, it is valid and freely given. Verbal or signed consent is valid when dialogue has occurred that helps clients understand the nature of the consent and their choices.</p>	<p>6.3 It is the responsibility of the psychotherapist to ensure that where consent is sought, it is valid and freely given. Verbal or signed consent is valid when dialogue has occurred that helps clients understand the nature of the consent and their choices.</p>
<p>6.4 Special care is required when writing about specific psychotherapeutic situations for case studies, reports or publications. It is important that clients' valid consent is obtained or that their identity is effectively disguised.</p>	<p>6.4 Special care is required when writing about specific psychotherapeutic situations for case studies, reports or publications. It is important that clients' valid consent is obtained or that their identity is effectively disguised.</p>

<p>6.5 Every possible care should be taken to protect the rights of children in situations where a psychotherapist has knowledge or suspicion that a child is being abused or is at risk of abuse.</p> <p>Where a client reports sexual abuse as presently occurring, then the safety of the child must take priority and the steps outlined in the current Child Abuse Guidelines, as issued by the Department of Health, should be followed.</p> <p>In circumstances where a therapist questions the appropriateness of reporting current abuse of a child, legal advice should be sought and the outcome recorded.</p> <p>Psychotherapists have a responsibility to inform themselves of current statutory obligations (and any changes therein) in child protection legislation. Attention is drawn to: The Children Act, 1908; the Child Abuse Guidelines issued by the Department of Health (Revised Edition, July 1987); The Childcare Act, 1991.</p>	
<p>6.6 Whenever possible, the decision to break the confidentiality agreed between a psychotherapist and the client should be made only after consultation with a psychotherapy supervisor or an experienced psychotherapist. Therapists have an obligation to keep up to date on legal and social issues.</p>	
<p>6.7 Agreements about confidentiality continue after the client's death, unless there are overriding legal or ethical reasons.</p>	

<p>6.8 Where it is deemed desirable to break confidentiality, the minimum necessary information should be revealed, and to as few people as possible. The aim is to enable clients to resume taking responsibility for their actions.</p>	
<p>7. Confidentiality and the Legal Process</p>	<p>7. The protection of Children and Vulnerable Adults</p>
<p>7.1 Sometimes there is a legal duty to reveal client information. (Such duty usually arises out of an instruction by a court.)</p>	<p>7.1 Psychotherapists are mandated persons under Schedule 2 of the Children First Act 2015. Mandated persons have a legal responsibility to make a report to the Child and Family Agency (TUSLA) in relation to any knowledge, belief, or reasonable suspicion that a child has been, is being or is at risk of abuse. TUSLA is responsible for assessing child protection concerns. An Garda Síochána is responsible for the investigation, prevention and detection of crime.</p>
<p>7.2 Psychotherapists should seek legal advice and contact IAHIP if they are in any doubt about legal rights and obligations, before acting in ways which conflict with their agreement with clients who are directly affected.</p>	<p>7.2 Where a psychotherapist is unclear if their concern for a child or vulnerable adult reaches the legal threshold for a mandated report, the concern may be discussed with the duty social worker in the designated area and the outcome recorded. Legal advice may also be sought.</p>
	<p>7.3 Psychotherapists have a responsibility to inform themselves of current statutory obligations and national guidance (and any changes therein), in particular legislation and guidance for the protection of children and vulnerable adults.</p>

8. Competence	8. Legal and other responsibilities when breaking Confidentiality
<p>8.1 Psychotherapists should actively monitor the limits of their own competence through therapy supervision and/or consultative support.</p>	<p>8.1 Whenever possible, the decision to break the confidentiality agreed between a psychotherapist and the client should be made only after consultation with a psychotherapy supervisor or an experienced psychotherapist. Therapists have an obligation to keep up to date on legal and social issues.</p>
<p>8.2 Psychotherapists should not practise when their professional judgement is impaired by excessive stress caused by factors such as drugs, alcohol, illness. Where they become aware of personal problems that may affect their competence they shall seek appropriate professional assistance to determine whether they should limit, suspend or terminate their professional activity.</p>	<p>8.2 Agreements about confidentiality continue after the client's death, unless there are overriding legal or ethical reasons.</p>
<p>8.3 It is an indication of the competence of psychotherapists that they recognise their lack of training or experience to work with a client and make appropriate referrals.</p>	<p>8.3 Where it is deemed desirable to break confidentiality, the minimum necessary information should be revealed, and to as few people as possible. The aim is to enable clients to resume taking responsibility for their actions.</p>
<p>8.4 Psychotherapists shall have regard for clients' moral and cultural values and shall not allow their services to clients to be affected by any bias regarding gender, sexual orientation, race, age, nationality, politics, social status or class. Where therapists believe their impartiality is compromised by such factors, they shall refer their client to another competent colleague.</p>	<p>8.4 Sometimes there is a legal duty to reveal client information. (Such duty usually arises out of compliance with legislation or an instruction by a court.)</p>

<p>8.5 Psychotherapists should have received adequate basic training before commencing to practise psychotherapy and should maintain ongoing professional development.</p>	<p>8.5 Psychotherapists should seek legal advice and contact their insurance company if they are in any doubt about legal rights and obligations, before acting in ways which conflict with their agreement with clients who are directly affected.</p>
<p>8.6 Psychotherapists should take all reasonable steps to ensure their own physical safety.</p>	
<p>8.7 Members of IAHIP (and the other categories described in 1.1. above) should not conduct themselves in their psychotherapy activities in ways which undermine public confidence in either their role as psychotherapist or in the work of other members.</p>	
<p>8.8 Members of IAHIP are required to adhere to this Code of Ethics 1and to all other IAHIP Codes of Ethics, where relevant. Where professional misconduct by a member is suspected, there is a responsibility to ensure necessary steps are taken to resolve the matter. This may involve implementing the Complaints Procedure. For the other categories in 1.1 please see Bye-Law 4.</p>	
<p>9. Psychotherapy Supervision/ Consultative Support</p>	<p>9. Competence and Recognition of its Boundaries and Limits</p>
<p>9.1 Psychotherapy supervision/ consultative support refers to a formal arrangement which enables psychotherapists to discuss their work regularly with one or more practitioners who are competent to provide this service. It is a confidential relationship.</p>	<p>9.1 Psychotherapists should actively monitor the boundaries and limits of their own competence through therapy supervision and/or consultative support. They should provide only those services and use only those techniques for which they are qualified by training and experience or refer onwards as appropriate.</p>

- Psychotherapists working with child or adolescent clients are expected to demonstrate an in-depth knowledge of child development that informs and facilitates developmentally appropriate practice. The ability to form a therapeutic working relationship with children and their families is a key skill and needs to be complemented by the psychotherapist's ability in developing a comprehensive and collaborative understanding of the client's therapeutic needs.
- Psychotherapists should only provide professional services with client groups in areas within the limits of their competency level; based on their training, practice experience, accreditation, and supervisory experience. Working with children requires particular knowledge, skills and competencies and a capacity to conceptualise, understand and respond to the familial and/or social context of the client. Psychotherapists should also respond in a communication style that is appropriate to the client and recognise that children's stage of development impacts on their capacity to make use of verbal language.
- Practitioners intending to undertake work with children or adolescents must first undergo relevant training and engage in appropriate supervision.

<p>9.2 It is unethical for psychotherapists to practice without regular supervision/consultative support.</p>	<p>9.2 Psychotherapists should not practise when their professional judgement is impaired by excessive stress caused by factors such as drugs, alcohol, illness. Where they become aware of personal problems that may affect their competence they shall seek appropriate professional assistance to determine whether they should limit, suspend or terminate their professional activity.</p>
<p>9.3 The volume of supervision should be in proportion to the volume of psychotherapy work undertaken.</p>	<p>9.3 It is an indication of the competence of psychotherapists that they recognise their lack of training or experience to work with a particular client or client group (e.g. children) and make appropriate onward referrals.</p>
<p>9.4 Whenever possible, discussion within the supervision/consultative support framework should take place without revealing the personal identity of the client.</p>	<p>9.4 Psychotherapists shall have regard for clients' moral and cultural values and shall not allow their services to clients to be affected by any bias regarding gender, sexual orientation, race, age, nationality, politics, social status or class. Where therapists believe their impartiality is compromised by such factors, they shall refer their client to another competent colleague.</p>
	<p>9.5 Psychotherapists should have received adequate basic training before commencing to practise psychotherapy, including psychotherapy training that is assessed by the training provider as appropriate to targeted client groups (e.g. children and/or adults) with whom they propose to practise, and should maintain ongoing professional development in relation to all areas of their practice.</p>

	<p>9.6 Psychotherapists should ensure that the therapeutic environment and conditions provided are appropriate to the client's age, developmental stage and particular needs. When working with child clients, this includes competence in the use of appropriate play and expressive arts materials to facilitate developmentally sensitive therapy and non-verbal communication as appropriate.</p>
	<p>9.7 Psychotherapists should take all reasonable steps to ensure their own physical safety.</p>
	<p>9.8 Members of IAHIP (and the other categories described in 1.1. above) should not conduct themselves in their psychotherapy activities in ways which undermine public confidence in either their role as psychotherapist or in the work of other members.</p>
	<p>9.9 Members of IAHIP are required to adhere to this Code of Ethics and to all other IAHIP Codes of Ethics, where relevant. Where professional misconduct by a member is suspected, there is a responsibility to ensure necessary steps are taken to resolve the matter. This may involve implementing the Complaints Procedure. For the other categories in 1.1 please see Bye-Law 4.</p>

	10. Psychotherapy Supervision/ Consultative Support
	10.1 Psychotherapy supervision/ consultative support refers to a formal arrangement which enables psychotherapists to discuss their work regularly with one or more practitioners who are competent to provide this service. It is a confidential relationship.
	10.2 It is unethical for psychotherapists to practise without regular supervision/ consultative support.
	10.3 The volume of supervision should be in proportion to the volume of psychotherapy work undertaken.
	10.4 Whenever possible, discussion within the supervision/consultative support framework should take place without revealing the personal identity of the client.
10. Research	11. Research
10.1 The use of personally identifiable material gained from clients or by observation of psychotherapy should be used only after the client has given consent, usually in writing, and care has been taken to ensure that consent was given freely.	11.1 The use of personally identifiable material gained from clients or by observation of psychotherapy should be used only after the client has given consent, usually in writing, and care has been taken to ensure that consent was given freely.
10.2 Psychotherapists conducting research should use their data accurately and restrict their conclusions to those compatible with their methodology.	11.2 Psychotherapists conducting research should use their data accurately and restrict their conclusions to those compatible with their methodology.

Rationale for revising Bye Law 4 so as to strengthen the associateship with IAHIP open to graduates of psychotherapy courses that are formally recognised by the Association.

It is very much in the interests of the Association that the Phase 1 professional training demanded under Bye Law 11 for people aspiring to become IAHIP members has been provided to them by a psychotherapy course which, under the terms of Bye Law 6, has earned formal recognition by the Association.

The responsibility of the Accreditation Committee to assess the professionalism of an applicant's training within Phase 1 and its compliance with the requirements of Bye Law 11 is greatly facilitated when the applicant is a graduate of an IAHIP-recognised course.

Furthermore, graduation from an IAHIP-recognised course gives the Association grounds for greater assurance that during the post-course practicum pre-accreditation period (Phase 2 of training under our bye laws) such an aspirant for IAHIP accreditation will be carrying into their developing clinical practice the benefit of validated professional training during Phase 1.

At present, when application is made under Bye Law 4 to become a Pre-Accredited Associate, no distinction is made between graduates of IAHIP-recognised courses and graduates of other training courses who have not been validated by us. The GB now believes that, for the reasons set out above, a distinction deserves to be made which gives some explicit recognition of the professionalism of their training in the form of associateship we offer to graduates of IAHIP-recognised courses.

On advice from the Training Standards Advisory Committee and with the support of the Accreditation Committee, the GB has now approved a new category of associateship – Certified Associates – within Bye Law 4 open only to graduates of IAHIP-recognised courses. Certified Associates will receive the “IAHIP Certificate of Professional Training in Humanistic & Integrative Psychotherapy”.

Bye Law 4	Bye Law 4 with ratified changes
ASSOCIATE¹ AND OTHER AFFILIATE CATEGORIES	ASSOCIATE¹ AND OTHER AFFILIATE CATEGORIES
1. Pursuant to Article 5(h) of the Company's Memorandum & Articles of Association, the Governing Body has established with effect from 1st January 1999 the following four categories of association ² or affiliation with the Company.	1. Pursuant to Article 5(h) of the Company's Memorandum & Articles of Association, the Governing Body has established the following five categories of association ² or affiliation with the Company.
2. The four categories shall be known as: a) Pre-Accredited Associates b) Student Associates c) Friend ³ d) Affiliate Organisations	2. The five categories shall be known as: a) Certified Associates b) Pre-Accredited Associates c) Student Associates d) Friends ³ e) Affiliate Organisations
3. Pre-Accredited Associates	3. Certified Associates
3.1 Application for acceptance as a pre-accredited associate is open to those who provide evidence to the Association that they (i) have graduated from a psychotherapy training course which meets all the requirements of Phase 1 of psychotherapy training specified by Bye Law 11 as necessary for eventual accreditation and membership of the Association. (In the case of applicants whose psychotherapy training course began before 1st April 2010 the required elements and hours of the course are those that are specified in Bye Law 10.);	3.1 Application for acceptance as a Certified Associate is open to those who provide evidence to the Association that they (i) have, normally within the previous five years, graduated from a psychotherapy training course which has been formally recognised by the Association as meeting all the training standards set out in Bye Law 6;

¹AGM 2016

²AGM 2016

³AGM 2016 Amended from Affiliate to Friend

<p>(ii) have the intention of becoming accredited members of IAHIP and of meeting the requirements set out in Bye Law 11 (or, as relevant, Bye Law 10) for those completing the post-course practicum (i.e. pre-accreditation) period provided for in those respective Bye Laws of the Association;</p>	<p>(ii) have the intention of becoming an accredited member of the Association on meeting the post-course practicum requirements set out in Bye Law 11;</p>
<p>(iii) are practising as humanistic and integrative psychotherapist under regular supervision and are covered by a policy of insurance for professional indemnity risks;</p>	<p>(iii) are practising as a humanistic and integrative psychotherapist under regular supervision and are covered by a policy of insurance for professional indemnity risks;</p>
<p>(iv) consent to be governed by the IAHIP Code of Ethics and Practice and to be subject to the Complaints Procedure as if they were accredited members; (However, as they are not accredited members whose training and practice has been assessed and approved by the Association, nothing shall oblige the Association to respond to or deal with any complaint against a pre-accredited associate;</p>	<p>(iv) consent to be governed by the IAHIP Codes of Ethics and Practice and to be subject to the Complaints Procedure;</p>
<p>(v) provide recommendations from their current supervisor and from an accredited member of IAHIP.</p>	<p>(v) provide recommendations from their current supervisor and from an accredited member of IAHIP.</p>

<p>3.2 Acceptance of a person as a pre-accredited associate shall not be construed in any way as pre-empting the eventual decision of the Association regarding their suitability for accreditation. Pre-accredited associates may NOT represent themselves as accredited members of the Association nor use the letters IAHIP as part of their advertising material or stationery. (Any breach of this prohibition shall provide grounds for withdrawal of pre-accredited associate status and for refusal of accreditation and membership of the Association if and when a pre-accredited associate applies for accreditation.)</p>	<p>3.2 Acceptance of a person as a Certified Associate shall not be construed in any way as pre-empting the eventual decision of the Association regarding their suitability for accreditation.</p>
<p>3.3 If the pre-accredited associate does not apply for accreditation within five years of their completion of their training, associate status will lapse.</p>	<p>3.3 If the Certified Associate does not apply for accreditation within five years of their completion of their training, their associate status will lapse.</p>
<p>3.4 Pre-accredited associates shall have the following rights:</p> <ul style="list-style-type: none"> • to attend AGMs and EGMs (without voting rights) • to be on a selected mailing list • to receive <i>Inside Out</i> Journal • to receive the IAHIP newsletter • to be notified of selected events, seminars, workshops, lectures, etc. being organised by IAHIP • to receive discount on fees for attendance at such events. 	<p>3.4 Certified Associates shall be awarded the IAHIP Certificate of Professional Training in Humanistic & Integrative Psychotherapy and shall have the following rights:</p> <ul style="list-style-type: none"> • to represent themselves as Certified Associates of the Association • to attend AGMs and EGMs (without voting rights) • to be on a selected mailing list • to receive <i>Inside Out</i> Journal • to receive the IAHIP newsletter • to be notified of selected events, seminars, workshops, lectures, etc. being organised by IAHIP • to receive discount on fees for attendance at such events.

	4. Pre-Accredited Associates
	<p>4.1 Application for acceptance as a Pre-accredited Associate is open to those who (i) have grounds to believe that they have graduated, normally within the previous five years, from a psychotherapy training course which meets all the requirements of Phase 1 of psychotherapy training specified by Bye Law 11 (or, where relevant, by Bye Law 10) as necessary for eventual accreditation and membership of the Association;</p>
	<p>(ii) have the intention of becoming accredited members of IAHIP and of meeting the requirements set out in Bye Law 11 (or, where relevant, Bye Law 10) for those completing the post-course practicum period provided for in those respective Bye Laws of the Association;</p>
	<p>(iii) are practising as a humanistic and integrative psychotherapist under regular supervision and are covered by a policy of insurance for professional indemnity risks;</p>
	<p>(iv) consent to be governed by the IAHIP Codes of Ethics and Practice and to be subject to the Complaints Procedure as if they were accredited members. (However, as they are not accredited members whose training and practice has been assessed and approved by the Association, nothing shall oblige the Association to respond to or deal with any complaint against a Pre-accredited Associate);</p>

	(v) provide recommendations from their current supervisor and from an accredited member of IAHIP.
	4.2 Acceptance of a person as a Pre-accredited Associate shall not be construed in any way as pre-empting the eventual decision of the Association regarding their suitability for accreditation. Pre-accredited Associates may NOT represent themselves as accredited members of the Association nor use the letters IAHIP as part of their advertising material or stationery. (Any breach of this prohibition shall provide grounds for withdrawal of pre-accredited associate status and for refusal of accreditation and membership of the Association if and when a Pre-accredited Associate applies for accreditation.)
	4.3 If the Pre-accredited Associate does not apply for accreditation within five years of their completion of their training, associate status will lapse.
	4.4 Pre-accredited Associates shall have the following rights: <ul style="list-style-type: none"> • to attend AGMs and EGMs (without voting rights) • to be on a selected mailing list • to receive <i>Inside Out</i> Journal • to receive the IAHIP newsletter • to be notified of selected events, seminars, workshops, lectures, etc. being organised by IAHIP • to receive discount on fees for attendance at such events.

4. Student Associates	5. Student Associates
<p>4.1 Application for the category of student associate is open to students who</p> <p>(i) are pursuing a training course in psychotherapy that meets all the requirements of Phase 1 of psychotherapy training specified by Bye Law 11 as necessary for eventual accreditation and membership of the Association. (In the case of applicants whose psychotherapy training course began before 1st April 2010 the required elements and hours of the course are those that are specified in Bye Law 10.) (If the psychotherapy training course that an applicant is pursuing is not one that has achieved IAHIP recognition, an applicant may be asked to provide evidence to the Membership Secretary that the course he/she has completed meets this condition.)</p>	<p>5.1 Application for the category of Student Associate is open to students who have grounds to believe that they</p> <p>(i) are pursuing a training course in psychotherapy that meets all the requirements of Phase 1 of psychotherapy training specified by Bye Law 11 as necessary for eventual accreditation and membership of the Association. (If the psychotherapy training course that an applicant is pursuing is not one that has achieved IAHIP recognition, an applicant may be asked to provide evidence to the Membership Secretary that the course he/she has completed meets this condition.)</p>
<p>(ii) supply a letter of confirmation of student status from their training programme</p>	<p>(ii) supply a letter of confirmation of student status from their training programme</p>
<p>(iii) agree to conduct their client practice as student psychotherapists in accordance with the IAHIP Code of Ethics and Practice for Psychotherapists; (However, as the Association disclaims any responsibility for either the client practice of students in psychotherapy training or the supervision thereof, nothing shall oblige the Association to respond to or deal with any complaint made against a student associate.)</p>	<p>(iii) agree to conduct their client practice as a student psychotherapist in accordance with the IAHIP Codes of Ethics and Practice for Psychotherapists. (However, as the Association disclaims any responsibility for either the client practice of students in psychotherapy training or the supervision thereof, nothing shall oblige the Association to respond to or deal with any complaint made against a Student Associate).</p>

<p>4.2 Acceptance of a person as a student associate shall not be construed in any way as pre-empting the eventual decision of the Association regarding their suitability for accreditation. Student associates may NOT represent themselves as accredited members of the Association nor use the letters IAHIP as part of their advertising material or stationery. (Any breach of this prohibition shall provide grounds for withdrawal of student associate status and for refusal of membership of the Association if and when that person applies in due course for accreditation.)</p>	<p>5.2 Acceptance of a person as a Student Associate shall not be construed in any way as pre-empting the eventual decision of the Association regarding their suitability for accreditation. Student Associates may NOT represent themselves as accredited members of the Association nor use the letters IAHIP as part of their advertising material or stationery. (Any breach of this prohibition shall provide grounds for withdrawal of student associate status and for refusal of membership of the Association if and when that person applies in due course for accreditation.)</p>
<p>4.3 Student associate status shall cease when the student is no longer, for whatever reason, pursuing a training course in psychotherapy such as described in clause 4.1(i) above.</p>	<p>5.3 Student associate status shall cease when the student is no longer, for whatever reason, pursuing a training course in psychotherapy such as described in clause 5.1(i) above.</p>

<p>4.4 Student associates shall have the following rights:</p> <ul style="list-style-type: none"> • to attend AGMs and EGMs (without voting rights) • to be on a selected mailing list • to receive <i>Inside Out</i> Journal • to receive the IAHIP newsletter • to be notified of selected events, seminars, workshops, lectures, etc. being organised by IAHIP • to receive discount on fees for attendance at such events. • ⁴to place on the IAHIP website one classified advertisement <i>free of charge</i> related to research projects they may be engaged in as part of their psychotherapy training, subject to such conditions as may be set down by the Governing Body and subject also to agreeing to list IAHIP in the acknowledgements on completion of such projects and to supply IAHIP with an abstract of the completed project. Without any obligation to do so, IAHIP may be willing to publish submitted abstracts in a special section of its website. 	<p>5.4 Student Associates shall have the following rights:</p> <ul style="list-style-type: none"> • to attend AGMs and EGMs (without voting rights) • to be on a selected mailing list • to receive <i>Inside Out</i> Journal • to receive the IAHIP newsletter • to be notified of selected events, seminars, workshops, lectures, etc. being organised by IAHIP • to receive discount on fees for attendance at such events. • ⁴to place on the IAHIP website one classified advertisement free of charge related to research projects they may be engaged in as part of their psychotherapy training, subject to such conditions as may be set down by the Governing Body and subject also to agreeing to list IAHIP in the acknowledgements on completion of such projects and to supply IAHIP with an abstract of the completed project. Without any obligation to do so, IAHIP may be willing to publish submitted abstracts in a special section of its website.
<p>5. Friends⁵</p> <p>5.1 Application for the category Friend is intended for those persons who are interested in the field of psychotherapy and who are working in a related field, or for practising psychotherapists who are members of another association. In addition they must be recommended for this category by one accredited member of IAHIP.</p>	<p>6. Friends⁵</p> <p>6.1 Application for the category Friend is intended for those persons who are interested in the field of psychotherapy and who are working in a related field, or for practising psychotherapists who are members of another association. In addition they must be recommended for this category by one accredited member of IAHIP.</p>

⁴Amended 19th October 2014 Governing Body Meeting

⁵Section 6 amended AGM 2016 re Friend category

<p>5.2 Acceptance of a person as a Friend shall not be construed in any way as pre-empting any eventual decision of the Governing Body regarding their suitability for accreditation.</p>	<p>6.2 Acceptance of a person as a Friend shall not be construed in any way as pre-empting any eventual decision of the Governing Body regarding their suitability for accreditation.</p>
<p>5.3 Friends may NOT represent themselves as Accredited Members of IAHIP nor use the letters IAHIP as part of their advertising material or stationery.</p>	<p>6.3 Friends may NOT represent themselves as Accredited Members of IAHIP nor use the letters IAHIP as part of their advertising material or stationery.</p>
<p>5.4 Friends shall have the following rights:</p> <ul style="list-style-type: none"> • They will be on a selected mailing list. • They will receive the <i>Inside Out</i> Journal. • They will receive the IAHIP Newsletter. • They will be notified of selected events, seminars, workshops, lectures, etc. being organised by IAHIP. • They will receive discount on fees for attendance at such events. 	<p>6.4 Friends shall have the following rights:</p> <ul style="list-style-type: none"> • They will be on a selected mailing list. • They will receive the <i>Inside Out</i> Journal. • They will receive the IAHIP Newsletter. • They will be notified of selected events, seminars, workshops, lectures, etc. being organised by IAHIP. • They will receive discount on fees for attendance at such events.
<p>6. Affiliate Organisations</p>	<p>7. Affiliate Organisations</p>
<p>6.1 Application for the category of affiliate organisation is open to appropriate Associations, Agencies, Training Organisations, Psychotherapy centres and Professional Bodies in related fields, both statutory and voluntary. Such Organisations are required to endorse the aspirations contained within the Code of Ethics and Practice of IAHIP.</p>	<p>7.1 Application for the category of affiliate organisation is open to appropriate Associations, Agencies, Training Organisations, Psychotherapy centres and Professional Bodies in related fields, both statutory and voluntary. Such Organisations are required to endorse the aspirations contained within the Code of Ethics and Practice of IAHIP.</p>
<p>6.2 Individual members of an affiliate organisation may NOT represent themselves as accredited members of IAHIP nor use the letters IAHIP as part of their advertising material or stationery.</p>	<p>7.2 Individual members of an affiliate organisation may NOT represent themselves as accredited members of IAHIP nor use the letters IAHIP as part of their advertising material or stationery.</p>

<p>6.3 Affiliate organisations shall have the following rights:</p> <ul style="list-style-type: none"> • One representative of an affiliate organisation subscriber may attend AGMs and EGMs without voting rights. • Affiliate Organisation subscribers will be on a selected mailing list. • They will receive the <i>Inside Out</i> Journal. • They will receive the IAHIP Newsletter. • They will be notified of selected events, seminars, workshops, lectures, etc. being organised by IAHIP. • They will receive discount on fees for attendance at such events. 	<p>7.3 Affiliate organisations shall have the following rights:</p> <ul style="list-style-type: none"> • One representative of an affiliate organisation subscriber may attend AGMs and EGMs without voting rights. • Affiliate Organisation subscribers will be on a selected mailing list. • They will receive the <i>Inside Out</i> Journal. • They will receive the IAHIP Newsletter. • They will be notified of selected events, seminars, workshops, lectures, etc. being organised by IAHIP. • They will receive discount on fees for attendance at such events.
<p>7. Fees</p>	<p>8. Fees</p>
<p>Fees for these categories shall be fixed from time to time by IAHIP and shall be payable on 1st January each year.</p>	<p>Fees for these categories shall be fixed from time to time by IAHIP and shall be payable on 1st January each year.</p>

Summary of Amendments to Bye Law 4, January 2018 so as to introduce the new category of Certified Associate

Clause

1. The number of categories increased from 4 to 5.
2. Certified Associate (CA) listed as 'category a' with other categories re-listed.
3. New clause defining the new CA category and setting out its rights and requirements.
4. Substantially the previous clause 3 (Pre-Accredited Associates) with a few updating or clarifying adjustments made to the original text.
5. Only minor clarifying changes made to what was previously clause 4 (Student Associates).
6. Previously clause 5 (unamended)
7. Previously clause 6 (unamended)
8. Previously clause 7 (unamended)

MINUTES OF AGM 2017

**MINUTES OF THE IAHIP AGM 2017 HELD AT THE DAVENPORT HOTEL,
OFF MERRION SQUARE, DUBLIN 2
ON SATURDAY 4TH MARCH 2017 BETWEEN 11.00 AM AND 5.00 PM**

Present:

Pauline Abraham	Karen Gaynor	Rachel Murphy
Cynthia Abraham	Catherine Gilligan	Heike Murphy
Mary Arthurs	Jane Gilmore	Catherine Murtagh
Brenda Banks	Malcolm Green	Gerry Myers
John Beakey	Carmel Hamill	Huub Nagtegal
Teresa Beirne	Mary Hamill	Mary Naylor
Breege Boland	Freda Hanley	Anne Nevin
Olive Bourke	Joanne Hanrahan	Patricia Newham
Eamonn Brady	Brid Harris	Noelle Neylon Walsh
Veronica Brady	Laura Harris	Mairin Ni Bhrian
Martina Breen	John Hartley	Roisin Ni Bhrian
Anne Brennan	Leonard Hayes	Kay Noonan
NC Britton	Sarah Heduan	Margaret O'Connor
Jac Broder	Debbie Hegarty	Finbarr O'Donoghue
Annemarie Brophy	Matthew Henson	Gerald O'Donovan
Margaret TM Brophy	Barry Herridge	Josephine O'Halloran
Ursula Browne	Dermot Heslin	Ann O'Neill
Niall Bulfin	Muriel Hogan	Breda O'Neill
Anne Burke	Paul Hogan	Nessa O'Reilly
Peter Burke	Brian Howlett	Eve O'Kelly
Alison Burnard	Liz Hutton	Maggie O'Neill
Alan Butler	Tara Hynes	Suzanna O'Reilly
Carmel Byrne	Robert Irving	Suzanne O'Reilly
Robert Byrne	Julien Joly	Teresa Pengelly
Mary Canavan	Sarah Kay	Mary Peyton
Tom Casey	Belinda Kelly	Anne Phelan
Jane Clancy	Geraldine Kennedy	John Phillips
Lorraine Clarke	Francess Kenny Deneny	Kaye Plunkett
Fiona Clothier	Sheila Killoran Gannon	Catherine Power

Anne Colgan	Alison Kinsella	Dolores Quinlan
Frances Collins	Margaret Kinsella	Marian Rackard
Pat Comerford	Patricia Klinkenbergh	Mark Redmond
John Connolly	Kathleen Laffan	Antonella Riciniello
Joanne Corley	Thomas Larkin	Monica Roche
Elizabeth Cullen	Siobhan Lavin	Sarah Ruane
Fidelma Curley	Elizebeth Lennon	Ann M. Ruth
Nora Daly	Baird Lewis	Lynda Ryder
Mary de Courcy	Deirdre Madden	Janet Sahafi
Helen Derham	Gearoid Manning	Annie Sampson
Ursula Devaney	Liz Mc Evoy	Joyce Scully
Sarah Devilly	Donna McCabe	Shane Sheehy
Lorraine Doherty	Maureen McCabe	Mary Sheill
Maeve Dooley	Colm McCarthy	Carol Sheridan
Mary Dowd	Dan McCarthy	Karen Shorten
Susan Dowling	Kate McGee	Eleanor Shortt
Angela Driscoll	Carmel McGowan	Catherine Slattery
Carol Duffy	Paula McHugh	Caroline Smith
Susan Duffy	Grainne McKeown	Elaine Smith
Patricia Dunne	Derek McNamara	Fiona Smith
Mary Jane Egan	Lil Meagher	Margaret Smith
Deirdre Evans	Breda Moore	Ursula Somerville
Olive Fanning	Dermod Moore	Gerard Staunton
Kay Ferriter	Johnny Moran	Sharon Travers
Mairead Flaherty	Marian Moran	Martina Vaughan
Anna Flanagan	Mary Moran	Marina Viggiano
Mary Flanagan	Sandra Mullen	Karen Wallace
Paul A Flannery	Kathleen Mulligan	Iseult White
Emma Gannon	David Murphy	David Wyse

Apologies:

Mary Allen	Therese Gaynor	Meabh Ni Uallachain
Patricia Allen Garret	Patricia Gibbons	Patrick Nolan
Mike Barry	Margaret Gill	Dr Anne O'Connor
Maire Brennan	Brian Gillen	Colm O'Doherty
Ruth Byrne	Helen Gilmartin	Jim O'Donoghue
Greta Carroll	Marie Herlihy	Paul O'Donoghue
Jim Coakley	Annette Hickey	Maura O'Dowd
Kay Conroy	Mary Hilliard	Helen O'Dwyer
Claire Colreavey Donnelly	Markus Hohmann	Gerry O'Farrell
Brid Commins	Osa Holmstrom	Magda O'Farrell
Michelle Conway	Alison Hunter	Seamas O'Kane
Katherine Crampton	Phil Huston	Marie O'Kelly
Eilis Cullen	Helen Jones	Julia O'Neill
Mary de Courcy	Michael Joyce	Donna O'Shea
Annie Dibble	Ann Kelliher	John O'Sullivan
Anne Marie Dixon	Eliz Langford	Ann Parfrey
Helen Doherty	Marie Lawlor	Irene Rintoul
Brigid Doolan	Pauline Little	Kay Russell
Breda Dunne	Mary Lynch	Jacinta Ryan
Barbara Egan	Kathleen A Meagher	Veronica Ryan
Helen Fagan	Lindsay Mitchell	Ursula Shields-Huemer
Orla Farrell	Breda Moore	Mary Stefanazzi
Josephine Fitzgibbon	Marion Moran	Angelina Veiga
Dermot Foley	Anne Mullin	Mary Paula Walsh
Linda Fulton	Aine McCarthy	Patricia Walsh
Paul Gaerty	Margaret Nevin	Shirley Ward
Luci Gately	Peter Nevin	Catherine Whyte

The Chair welcomed the members to the meeting. Theme of diversity and inclusion especially regarding the background of what is happening around the world, nationally and globally.

Apologies as read.

1. **Minutes of the AGM 2016**

Proposed by Eileen Prendiville and Seconded David Murphy. All in favour

Matters Arising – There were none.

2. **Minutes of the EGM 2016**

Proposed by John Hartley and Seconded by Ann Ruth. All in Favour

Matters Arising – There were none.

3. **Chair's Report**

Proposed by Dermot Moore and Seconded by Ursula Somerville. All in Favour

4. **Secretary's Report**

Proposed by Martina Breen and Seconded by Carol Duffy. All in Favour

5. **Treasurer's Report**

I have put in a general report into the booklet but please ask any questions. In the last 8 years there was consistency in our costs. Last year most companies put up their costs which in turn increased our running costs. For the first three months in the post I felt lost and it was difficult to keep abreast of everything. There was also a lot of work on the GB which made it difficult to keep up, but now a finance group has been set up and this is helping and it is working much better as a result. We have set up a system that is really robust which will take at least the next twelve months for this to settle in.

What type of changes?

Looking at the services we are using, getting in competitive quotes, not letting them run, and when the small pieces are addressed the bigger pieces might look after themselves.

Treasurers Report and Financial Statements.

Proposed by Gerry Myers and Seconded by Anne Colgan. All in Favour

6. Appointment of the services of OKC Business Services as our Auditors. Proposed by John Connolly and Seconded by Kay Noonan.

7. Elections

7.1 Gearoid provided a very clear introduction to the election process.

IAHIP Governing Body

Debbie Hegarty, Chair – rolling over

Finbarr O'Donoghue elected as Vice Chair

Karen Shorten elected as Regional Development Officer

John Connolly, Honorary Treasurer – rolling over

Carmel Byrne – rolling over

Kay Noonan – rolling over

Gearoid Manning – rolling over

Mary Sheill – rolling over

Martina Breen nominated in the office and deemed elected

Gerry Myers Gerry's contribution to the Governing Body was marked and applause given.

Then the above were asked to speak to their experience.

Support, friendship & learning are all the valuable experiences. Positive feedback was given on the support from colleagues which is seen as a huge resource. GB Members also spoke of the difficulties and the lack of resources, e.g. time and the pressure of volunteering in the Association and the great deal of work involved.

Ann Ruth wished to thank the GB for all the Trojan work that has been put in on our behalf.

Gerry Myers addressed the meeting regarding his stepping down. He spoke on the following issues: Role of volunteerism and all of the work the committees put in is crucial to the organisation. It is time for more people to step up the plate. There is a roller-coaster of learning ahead of someone stepping up. The learning journey shoots up massively. CPD must be given for all of this as it is astronomical learning. Sometimes it is a matter of hanging in with really difficult stuff. You recognise the humanistic values around the table, but a lot of it is tolerable because of the humour, be it black humour at times. If you haven't done your period of service please consider this as the learning is huge.

Olive Fanning – if you get CPD this is really encouraging to get people to come on board.

Eileen Prendiville confirmed that the learning is huge.

Ann O'Neill wondered about the learning CPD being recognised for just the sitting at meetings

Three members for the Governing Body confirmed that the learning is so big it must be recognised.

Election of new members to the Governing Body

Matthew Henson

Proposed by NC Britton and Seconded by Sarah Kay.

“Ten years post-accreditation experience in UKCP – fitness to practice member with BACP. I believe I have quite a few transferable skills. I have strong feelings against registration and would bring that voice to meetings”.

Liz Hutton

Proposed by Kay Noonan and Seconded by Karen Shorten.

I don't know what skills I can bring exactly but have experience of sitting and chairing committees in other parts of my life. Involved in the South East group and have been involved since that started. Had not arrived thinking that I would join Governing Body today but thank you for the honour.

Derek McNamara

Proposed by Martina Vaughan and Seconded by Gerry Myers

Almost ended up on committee two years ago but withdrew and regretted that so I'm glad to be here today.

Matthew Henson, Liz Hutton and Derek McNamara declared as elected to GB

Ethics Committee

Carol Duffy spoke about the Ethics Committee. A great committee to work on, very cohesive, a lot of liaison in between meetings. Very informative for private practice where business hat and psychotherapy hat is interchangeable.

Election of new members to the Ethics Committee

Patricia Klinkenbergh Proposed by Carol Duffy and Seconded Brian Howlett

Rachel Murphy Proposed by Martina Vaughan and Seconded by Olive Bourke

Ursula Somerville Proposed by Eileen Prendiville and Seconded by Lorraine Clarke

Fiona Clothier Proposed by David Murphy and Seconded by John Connolly

Veronica Brady Proposed by Ursula Devaney and Seconded by Olive Fanning

Emma Dowd Proposed by Caroline Smith and Seconded by Ann O'Neill

Caroline Smith spoke to the work of Ethics. Like to meet face to face, fluid and flexible in that way, it will be challenging but very rewarding.

Rachel Murphy introduced herself to the meeting. Wonderful learning curve, need to know how to be calm.

Patricia Klinkenbergh spoke of being great to have an election.

Ursula Somerville – Looking forward to being a worker and to getting a different slant on Ethics than from being on the GB

Veronica Brady – Always been interested in justice and I am coming across ethical dilemmas on a fairly regular basis. I have phoned IAHIP about ethical dilemmas and this has spiked my interest in joining.

Fiona Clothier and I have been thinking about being on Ethics since I was a pre-accredited member so deciding to stick my neck out, really interested in area of mandatory reporting. Best practice, supporting clients with their own growth and development

Emma Dowd, number of things I have come across that have concerned me and thus I am interested in Ethics.

Patricia Klinkenbergh and Rachel Murphy were deemed elected from the result of the voting.

Election of new members to the Accreditation Committee

Ann Ruth Proposed by Caroline Smith and Seconded by Ann O'Neill

Jane Gilmore Proposed by Anne Colgan and Seconded by Ann Ruth

Tara Hynes Proposed by Dermot Moore and Seconded by John Hartley

Susan Duffy Proposed by Derek McNamara and Seconded by Ursula Somerville.

Ann Ruth - Looking forward to the year ahead having cleared the work from last year and really being able to move forward

Jane Gilmore – great learning from having been on GB and really looking forward to seeing what Accreditation is like as an experience.

Tara Hynes – was with Governing Body and regional contact person in the past and now ready and willing to step onto Accreditation, believer in safety and integrity and would hold dear to those in all aspects of my life.

Susan Duffy - I am Susan Duffy; terrified now that my name is up there. Recently accredited myself; a long arduous process. I am aware of the time volunteers put in to make this a good process. I want to put time into that now I am out the other end.

Ann Ruth, Jane Gilmore, Susan Duffy and Tara Hynes declared elected from the result of the voting.

Ann O'Neill spoke about Accreditation Committee. Lots of files and paperwork and need for extra meetings. We meet ostensibly from 10.00am until 4.30 pm on a Saturday. We may meet from Friday evening in order to prepare the work and conduct interviews if necessary. The Chair and Secretary often undertake extra work between meetings. It is a big commitment but as time goes on and all the wrinkles will get ironed out with Bye Law 11 applications, the work will get easier. We did a lot of work preparing the new application form which will make the work of the committee easier. I would love to have some of the application on-line so feedback can be given more quickly. We hope to hold peoples' hands a bit with the new form and walk people through it.

8. **Bye Laws of the Company**

The Bye Laws were laid before the members. The Chair asked for comments.

9. **Newly Accredited Members**

The ceremony of welcomes to new members took place at this point

10. **Honorary Member**

Mary Paula Walsh long-standing member of IAHIP, was awarded the Honorary Member Award.

Citation was read out regarding Mary Paula Walsh by Carmel Byrne in her absence.

A certificate was presented and flowers given and accepted on Mary Paula's behalf by Gearoid Manning.

11. The Chair announced the resignation of Jane Clancy to the members.

12. **Deceased Members**

The following members died during the previous year:

David Binchy, Carol Phelan, Hank O'Mahony, Renata Sistemich, Christine Linde. RIP

Dan McCarhty spoke about Hank: Hank touched a lot of lives. He had a way of reaching into your soul and making you feel really significant. He had a way of helping you get rid of your 'elephant shit' and we miss him terribly in the centre. Will miss his wisdom, sprit and pony-tail. He stood out in so many ways. He just missed our programme getting accredited to masters' level, as just two weeks ago we gained this through Carlow IT. We can say that the course was accredited the day before he died as that is when Tricia Norris got word.

Belinda Kelly: David was very precious to us, bore his illness lightly with no fuss, made everyone feel prized and special, such a contribution to therapy, and he was a very valued member of our community.

12. **Committee Reports**

12.1 **ICP**

Kay Noonan had presented a report in the booklet.

Eileen Prendiville asked if the new ICP Structures as registrants of ICP will we all receive a copy of the new ICP structures so that everyone is aware as a registrant how it has been reconfigured.

Anne Colgan stated that all that information will be made available on the ICP website.

Martina Vaughan asked how liaison happens within the sections with training matters between ICP and IAHIP.

Anne Colgan stated that Jose Castilho is the registration advisor focussing on Statutory Registration. ICP will be asking the sections what help is needed by them.

Martina Vaughan stated ICP has spent time developing new forms of structure and liaison and the onus is perhaps on ICP to create a new formality around the structure of training standards and so my question is how the expertise around training feeds into Jose or will it be a training standards committee in ICP. What structure has been put in place around training matters in ICP.

Anne Colgan replied we are actively working on this, first stage was the registration advisor and then a specific training committee will be put in place.

12.2 **Regional Development Officer's Report**

A small report in the booklet but I now wish to introduce you all to the regional contact persons. A fabulous community in the regions to support the members. We have decided to advertise all the regional meetings to each region so members can visit others regions holding things that might interest them.

Liz Hutton – South East

Liz Hutton and Finbarr O'Donoghue – SE regional group is thriving. If any of you feel you might like to come to SE next meeting is 27th May and you would be very welcome.

Malcolm Green – Mid-West

Karen came to Limerick and was so at home she turned up in her slippers! We value Karen's coming and the great deal of effort she made; it makes us feel connected! John Connolly on GB attends our meetings which makes us feel we are part of the scene in up here (in Dublin). Four meetings in the year. Our format is changing re getting guest speakers in - now we are drawing from among our own members. We ask them to speak on certain topics. The Mid-West are happy that GB allocates a fund for the year. We have put on a talk for the general public. Five of us formed a sub-committee to meet with the public and promote IAHIP as an organisation. We had posters and a media advertisement. The topic was 'Longing to Belong'. We also had a social Christmas outing which was a beginning. We have planned another date for 23rd May and the topic is 'Psychotherapy and Nature'.

Gerard Staunton – South Region

We began as the Southern Region for Cork and Kerry last year. We laid on experiential entertainment for the AGM. The Kerry people were wondering if we could accommodate the Kerry group better by changing venue. We are looking at a holding a Cork meeting and a Kerry meeting. We can now open up our meetings to people outside of IAHIP; this inclusivity is a good development.

Josephine O'Halloran – South Connacht

Salthill Galway, we have discovered it is easier to have a lunch than to have a dinner so we have organised a lunch during the Summer and another one at Christmas. 8th April is our next meeting and we welcome members to come along.

Heike Murphy – North Connacht

In this region, since beginning 2016 we have been thrown into the deep waters. We have had our third meeting in February which started with two people and then five, and now we have ten. We held a workshop on dreams. Our strategy of asking the people who come to speak about their expertise is paying off.

Mairead Flaherty – Midlands

Justine is the other regional contact person. To date we have had three meetings in the year when we have tried to facilitate the wishes of the members. It is not always easy to find the numbers or to find speakers to address the group. Our numbers are small but we keep on hoping that this will change over time and that our numbers will increase. Our region is very spread out. We cover a wide area and it can take about two hours for people to come to the meetings. The people who come always enjoy it and get something out of it. Topics so far: Attachment, Ethics, Self-Care, Working with Art in Psychotherapy, PTSD. I have recruited Martina Breen to give an input on 17th May. We will meet in Mullingar – venue to be announced.

Thomas Larkin – Dublin North Group

Myself and Brian Gillen, now meet in Oscailt three times a year in October, February and May. The next meeting is on May 12th. Jude Fay is coming to talk to us about marketing. The first meeting was on Psychosynthesis which was presented by Dermod Moore. The other meetings included presentations on Stress and Off-Loading, Marketing and Tax etc. Normally have about sixteen attendees. Please do come if you want to.

Hester Storm & Marie Merton – Dublin South

Not in attendance and need new regional contact persons as Marie stepping down and Hester going to in due course so someone is needed.

Induction Day for new members to be held in IAHIP offices on 16th September. CPD will be awarded.

12.3 Ethics

Caroline Smith thanked her committee for all the hard work. GB has asked Ethics to do a presentation of Ethics Bye Laws and they will agree to do this and we will also look at the Ethical implications of notes, how long to keep them etc. The Ethics Committee would also like to pay tribute to the Complaints Committee.

Brian Howlett wished to give clarity to the fact that the Complaints Committee are not a subsidiary to the Ethics Committee although there is relationship.

Eileen Prendiville asked about the piece in the report about the soft information and grievance procedure. The grievance procedure will provide a mechanism whereby a colleague can bring an issue about another member.

Caroline Smith stated that Ethics are looking at how this issue can be managed in the absence of anything currently in place. Ethics are looking at how we can move away from a tribunal and more towards: does the member still meet the requirements of the Association - fitness to practice.

Eileen Prendiville stated that fitness to practice is a statutory power. No voluntary or self-regulatory body can carry out a fitness to practice. The state would have this power under registration. All we can look at is breaches of the code.

Eileen Prendiville further stated that it is an internal process based on soft information is not governed by any law in the Association.

Caroline Smith responded that there would be an additional clause in the complaints procedure to look after soft information in the Association.

Some sort of grievance procedure would be important if registration goes ahead. Governance of the complaints procedure, how does the organisation check that this is done properly? I have not seen anything that states that this is done.

The new policy will be catering better for this.

Iseult White stated that at the moment the only way to see if the complaint is handled correctly is by way of FOI. The current process only allows 21 days to appeal and this is insufficient time for someone to put together the paperwork to show this. This is damaging to the Association.

Iseult White – “I can confirm that this absolutely has not worked”.

Anne Colgan stated that people have been punished cruelly in this organisation and we have to find a mechanism where we are not punished and speak up for ourselves. We work hard and we do get things wrong but we will work on it.

Eileen Prendiville spoke to the codes of ethics that if a member has a concern about another member, there is a mechanism through the current complaints procedure to bring that information. We have an ethical responsibility to do something if we do have a concern. Eileen wishes to clarify this to the above point as to who can access the complaints procedure.

Caroline Smith responded that we are trying to make it more user friendly and less incumbent, also to look after agencies, and the policy needs to be simple and needs to be explicit.

12.4 **Supervision**

Annie Sampson spoke about the Supervision forum. She stated that it was oversubscribed and that it went really well. The supervisors are the backbone of psychotherapy and they really need support. Work has grown, a lot of accreditations/re-accreditations to do and lots of questions from members. Thanks to all of the committee members. The committee is made up of three to five members, four of whom must have been accredited for at least five years and three of whom are accredited as supervisors.

Angela Driscoll stated that ‘it’s not just ticking boxes, issues that have arisen, tricky bits, checking on details, whether we can let this person through, if not why not, go back to the members with updates. Supervision is lynch pin of good practice. It needs a lot of attention, passion and commitment. Next year we really want to see the same standard of Accreditation and Ethics and we are pushing for that today. We are pushing Supervision to be held in the same regard and standing as Ethics and Accreditation on the day of AGM’

12.5 *Martina Breen* stated that “IAHIP needs marketing work. The last page of the hand-out is the one that will be going on the new website which is under development. It will be launched in the coming months. There will be a change in the directory

system and you will get a forewarning on that. We would really welcome volunteers who have a background in business development, marketing across all media and computer experience, to be part of it. There will be some media training provided by ICP. We will be looking at the branding across all platforms. We have a great guy from Avenir working on the development of the new website. The current website needs working on and changing. However we want to acknowledge the amount, and intricate level, of work that was done on our website by Dermot Moore. This created the potential for much more is credit to Dermot”.

12.6 **Accreditation**

Number of accredited members up from 56 to 83.

Ann O'Neill asked if there were any questions around the report? A question from the floor: Am I right in thinking that you are considering the introduction of a monthly payment system for membership fees? The Treasurer responded that we have been looking at this over the year. You would pay the full fee for 2018. Along with this you would make monthly payments which would go into a special account to protect these fees so they are not spent. If that works out they will need to pay a fee on 1st January and then pay fees monthly for the next year. This is all being teased out at the moment.

The report was taken as read.

12.7 **PTCRC**

Gerry Myers stated that he was delighted that the GB are emphatic that Academic Validation will come in in 2021 and the ordinary route for accreditation will come through recognised courses.

12.8 **TSAC**

Provide clarification to office and GB on bye laws, the intention of what is written, in order to respond to questions on those queries.

12.9 **Inside Out**

*Maeve Dooley spoke to the journal *Inside Out*. Responses are positive to the new format of the book. Please do give us feedback if you wish. There is great teamwork on the board. I joined two years ago and I knew it was a professional outfit but did not know just how professional! It is to do with how it was set up from the beginning. We are quite an expense to the Association, it costs about €20.00 of the membership fee to pay for the book. We need to push the readership, increase circulation, and advertising. We have had fantastic authors, and we really enjoy this work. *Inside Out* can be used to look for people re*

supervision/PR. Write for us and to us and talk about the journal. Malcolm wondered if *Inside Out* is outdated as a title, Maeve agreed to look at that.

12.10 **Child and Adolescent Working Group**

ICP set up a set of standards for working with children. Then at end of 2015 each section needed to say if they were compliant with the procedures. Governing Body reconvened the interim working group to look at the ICP standards and to look at our compliance with that. GB, Ethics, Accreditation, Supervision and Re-Accreditation worked throughout the year to look at the compliance in an ethical way. It was a competence document, not a training document, at the time the field was not ready for strict training requirements, so a competency framework was established and the recommendations are being accepted and enacted and changes to codes of ethics regarding competency in codes of ethics. A shift that ICP now determined that they are looking for a set training standard across modalities, but it had been within the modality to set down the training standard to ensure the competency. Different modalities might have had a different training standard. A bit of a shock that came very suddenly from left field over the past week and when the group reconvenes it will result in changes to each section but this will be some time off. This may develop in future to there being a specific register.

12.11 **ECP**

Brian Howlett stated that the ideal was that you can work in the EU in fact there are obstacles to this in some countries but not to say that it is not worth our while applying for the ECP. Not too arduous to fill in and the admin staff can be of help and I authorise the forms before they go off to ICP and Europe.

13. **AOB**

Let Admin know if you do not want your photo to go on the website.

Dermot Moore thanked the Chair for her comments.

Minutes of 2017 AGM - Proposed by Karen Shorten and Seconded by Mary Sheill

Signed: _____

Dated: _____

Chairperson

APPENDIX 1.

Audited Accounts:

Irish Association of Humanistic and Integrative Psychotherapy Company Limited by Guarantee

(A company limited by guarantee, without a share capital)

*DIRECTORS' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2017*

Company Number 215493

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DIRECTORS AND OTHER INFORMATION

Directors	Gerry Myers (Resigned 4 March 2017) Karen Shorten Carmel Byrne Debbie Hegarty (Resigned 6 November 2017) Martina Breen (Resigned 11 June 2017) Finbarr O'Donoghue John Connolly Kay Noonan Gearoid Manning Mary Sheill Elizabeth Hutton (Appointed 4 March 2017) Matthew Henson (Appointed 4 March 2017) Derek McNamara (Appointed 4 March 2017)
Company Secretary	Jacinta Mordey (Appointed 30 June 2017) Jane Clancy (Resigned 30 June 2017)
Company Number	215493
Registered Office and Business Address	40 Northumberland Avenue Dun Laoghaire Dublin, Ireland
Auditors	OKC Business Services Limited Chartered Accountants and Registered Auditors Holly Mews, 29A Dartry Road, Dublin 6, Ireland
Bankers	Bank of Ireland Dun Laoghaire, Dublin, Ireland Permanent TSB 11 Upper Georges Street, Dun Laoghaire Co Dublin, Ireland
Solicitors	William Fry 2 Grand Canal Square Dublin 2, Ireland

DIRECTORS' REPORT

for the year ended 31 December 2017

The directors present their report and the audited financial statements for the year ended 31 December 2017.

Principal Activity and Review of the Business

The principal activity of the company is acting as a Professional Body in Ireland for Humanistic and Integrative Psychotherapy and establishing and maintaining a high standard of psychotherapy, training and practice.

The Company is limited by guarantee not having a share capital.

There has been no significant change in these activities during the year ended 31 December 2017.

The Body sets and maintains the standards of relevant psychotherapy training and practice in Ireland and represent humanistic and integrative psychotherapy at a national and international level and maintains a register of all accredited practitioners and supervisors and promotes the provision of training and education in humanistic and integrative psychotherapy.

Income increased from €365,628 for the year ended 31 December 2016 to €374,361 for the year ended 31 December 2017. The directors report a surplus of €5,115 for 2017, (2016: deficit of €(1,253)). It is anticipated that income will be maintained at this level for 2018. The directors anticipate an increase in costs and to that end it was agreed during the year to increase the membership fee from €300 to €330, and increase the pre-accredited fee from €100 to €150. A rent review with the landlord is on-going, as allowed under the lease agreement, and although negotiations continue, the directors anticipate that the revised rent will increase from €22,000 to €30,000 per annum for the next 5 years.

Given the nature of the organisation and the volatility of income, the board instigated a review of its working capital and reserves requirements. As a result of this review, it was approved during the year that the company shall maintain going forward a reserve of €51,750 to enable it to meet, at any time if required:

- Contractual liabilities should the organisation have to close. This includes redundancy pay, amounts due to creditors and commitments under leases.

- Unexpected costs, staff cover including illness, maternity/parental leave and legal costs defending the company's interest.

Financial Results

The surplus / (deficit) for the year after providing for depreciation and taxation amounted to €5,115 (2016 - €(1,253)).

At the end of the year, the company has assets of €158,598 (2016 - €155,812) and liabilities of €87,728 (2016 - €90,057). The net assets of the company have increased by €5,115.

Directors and Secretary

The directors who served throughout the year, except as noted, were as follows:

Gerry Myers (Resigned 4 March 2017)
Karen Shorten
Carmel Byrne
Debbie Hegarty (Resigned 6 November 2017)
Martina Breen (Resigned 11 June 2017)
Finbarr O'Donoghue
John Connolly
Kay Noonan
Gearoid Manning
Mary Sheill
Elizabeth Hutton (Appointed 4 March 2017)
Matthew Henson (Appointed 4 March 2017)
Derek McNamara (Appointed 4 March 2017)

The secretaries who served during the year were:

Jacinta Mordey (Appointed 30 June 2017)
Jane Clancy (Resigned 30 June 2017)

Future Developments

The company plans to continue its present activities and current trading levels.

Post Balance Sheet Events

There have been no significant events affecting the company since the year-end.

Auditors

The auditors, OKC Business Services Limited, (Chartered Accountants) have indicated their willingness to continue in office in accordance with the provisions of section 383(2) of the Companies Act 2014.

Taxation Status

The company is exempt from tax on income from its mutual trading activities, however tax is liable on investment income.

Accounting Records

To ensure that adequate accounting records are kept in accordance with sections 281 to 285 of the Companies Act 2014, the directors have employed appropriately qualified accounting personnel and have maintained appropriate computerised accounting systems. The accounting records are located at the company's office at 40 Northumberland Avenue, Dun Laoghaire, Dublin.

Signed on behalf of the board

Finbarr O'Donoghue
Director

John Connolly
Director

18 February 2018

18 February 2018

STATEMENT OF DIRECTORS' RESPONSIBILITIES

for the year ended 31 December 2017

The directors are responsible for preparing the Directors' Report and the financial statements in accordance with applicable Irish law and regulations.

Irish company law requires the directors to prepare financial statements for each financial year. Under the law the directors have elected to prepare the financial statements in accordance with the Companies Act 2014 and FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland", applying Section 1A of that Standard, issued by the Financial Reporting Council and promulgated by Chartered Accountants Ireland. Under company law, the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the assets, liabilities and financial position of the company as at the financial year end date and of the surplus or deficit of the company for the financial year and otherwise comply with the Companies Act 2014.

In preparing these financial statements, the directors are required to:

- select suitable accounting policies for the company financial statements and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether the financial statements have been prepared in accordance with applicable accounting standards, identify those standards, and note the effect and the reasons for any material departure from those standards; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for ensuring that the company keeps or causes to be kept adequate accounting records which correctly explain and record the transactions of the company, enable at any time the assets, liabilities, financial position and surplus or deficit of the company to be determined with reasonable accuracy and enable them to ensure that the financial statements and Directors' Report comply with the Companies Act 2014 and enable the financial statements to be audited. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the directors are aware:

- there is no relevant audit information (information needed by the company's auditor in connection with preparing the auditor's report) of which the company's auditor is unaware, and
- the directors have taken all the steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the company's auditor is aware of that information.

Signed on behalf of the board

Finbarr O'Donoghue
Director

John Connolly
Director

18 February 2018 18 February 2018

INDEPENDENT AUDITOR'S REPORT

to the Members of Irish Association of Humanistic and Integrative Psychotherapy Company Limited by Guarantee

(A company limited by guarantee, without a share capital)

Report on the audit of the financial statements

Opinion

We have audited the financial statements of Irish Association of Humanistic and Integrative Psychotherapy Company Limited by Guarantee ('the company') for the year ended 31 December 2017 which comprise the Income and Expenditure Account, the Balance Sheet, the Statement of Changes in Equity and the related notes to the financial statements, including a summary of significant accounting policies set out in note 2. The financial reporting framework that has been applied in their preparation is Irish Law and FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland", applying Section 1A of that Standard.

In our opinion the financial statements:

- give a true and fair view of the assets, liabilities and financial position of the company as at 31 December 2017 and of its surplus for the year then ended;
- have been properly prepared in accordance with FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland", applying Section 1A of that Standard; and
- have been properly prepared in accordance with the requirements of the Companies Act 2014.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (Ireland) (ISAs (Ireland)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the company in accordance with ethical requirements that are relevant to our audit of financial statements in Ireland, including the Ethical Standard issued by the Irish Auditing and Accounting Supervisory Authority (IAASA), and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which ISAs (Ireland) require us to report to you where:

- the directors' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the directors have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other Information

The directors are responsible for the other information. The other information comprises the information included in the annual report other than the financial statements and our Auditor's Report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2014

Based solely on the work undertaken in the course of the audit, we report that:

- the information given in the Directors' Report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- in our opinion, the Directors' Report has been prepared in accordance with the Companies Act 2014.

We have obtained all the information and explanations which we consider necessary for the purposes of our audit.

In our opinion the accounting records of the company were sufficient to permit the financial statements to be readily and properly audited. The financial statements are in agreement with the accounting records.

Matters on which we are required to report by exception

Based on the knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified any material misstatements in the Directors' Report. The Companies Act 2014 requires us to report to you if, in our opinion, the disclosures of directors' remuneration and transactions required by sections

305 to 312 of the Act are not made. We have nothing to report in this regard.

Respective responsibilities

Responsibilities of directors for the financial statements

As explained more fully in the Directors' Responsibilities Statement, the directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as they determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the directors are responsible for assessing the company's ability to continue as a going concern, disclosing, as applicable, matters related to the going concern and using the going concern basis of accounting unless management either intends to liquidate the company or to cease operation, or has no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditor's Report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (Ireland) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is contained in the appendix to this report, located at page 9, which is to be read as an integral part of our report.

The purpose of our audit work and to whom we owe our responsibilities

Our report is made solely to the company's members, as a body, in accordance with section 391 of the Companies Act 2014. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an Auditor's Report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume any responsibility to anyone other than the company and the company's members, as a body, for our audit work, for this report, or for the opinions we have formed.

Eoghan McMorrow for and on behalf of

OKC BUSINESS SERVICES LIMITED

Chartered Accountants and Statutory Audit Firm
Holly Mews, 29A Dartry Road, Dublin 6, Ireland

18 February 2018

APPENDIX TO THE INDEPENDENT AUDITOR'S REPORT

Further information regarding the scope of our responsibilities as auditor

As part of an audit in accordance with ISAs (Ireland), we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the company's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the directors.
- Conclude on the appropriateness of the directors' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the company's ability to continue as going concerns. If we conclude that a material uncertainty exists, we are required to draw attention in our Auditor's Report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our Auditor's Report. However, future events or conditions may cause the company to cease to continue as going concerns.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

INCOME AND EXPENDITURE ACCOUNT

for the year ended 31 December 2017

	Notes	2017 €	2016 €
Income		374,361	365,628
Expenditure		(392,535)	(366,903)
Deficit before interest		(18,174)	(1,275)
Investment income	6	31,053	-
Surplus/(deficit) before tax		12,879	(1,275)
Tax on surplus/(deficit)		(7,764)	22
Surplus/(deficit) for the year		5,115	(1,253)
Total Comprehensive Income		5,115	(1,253)

Approved by the board on 18 February 2018 and signed on its behalf by:

Finbarr O'Donoghue
Director

John Connolly
Director

The notes on pages 80 to 87 form part of the financial statements

BALANCE SHEET

as at 31 December 2017

	Notes	2017 €	2016 €
Fixed Assets			
Tangible assets	8	5,869	1,905
Investments	9	122,387	91,333
		128,256	93,238
Current Assets			
Receivables	10	7,186	7,240
Cash and cash equivalents		23,156	55,334
		30,342	62,574
Payables: Amounts falling due within one year	11	(79,964)	(90,057)
Net Current Liabilities		(49,622)	(27,483)
Total Assets less Current Liabilities		78,634	65,755
Provisions for liabilities		(7,764)	-
Net Assets		70,870	65,755
Reserves			
Capital reserves and funds		6,274	6,274
Income and expenditure account		64,596	59,481
Members' Funds		70,870	65,755

The financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and in accordance with FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland", applying Section 1A of that Standard.

Approved by the board on 18 February 2018 and signed on its behalf by:

Finbarr O'Donoghue
Director

John Connolly
Director

The notes on pages 80 to 87 form part of the financial statements

STATEMENT OF CHANGES IN EQUITY

as at 31 December 2017

	Retained Surplus	Pre Incorp. Surplus	Total
	€	€	€
At 1 January 2016	60,734	6,274	67,008
Deficit for the year	(1,253)	-	(1,253)
At 31 December 2016	59,481	6,274	65,755
Surplus for the year	5,115	-	5,115
At 31 December 2017	64,596	6,274	70,870

NOTES TO THE FINANCIAL STATEMENTS

for the year ended 31 December 2017

1. GENERAL INFORMATION

Irish Association of Humanistic and Integrative Psychotherapy Company Limited by Guarantee is a company limited by guarantee incorporated in Republic of Ireland. The registered office is 40 Northumberland Avenue, Dun Laoghaire, Dublin, Ireland, which is also the principal place of business of the company. The nature of the company's operations and its principal activities are set out in the Directors' Report. The financial statements have been presented in Euro (€) which is also the functional currency of the company.

2. ACCOUNTING POLICIES

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the company's financial statements.

Statement of compliance

The financial statements of the company for the year ended 31 December 2017 have been prepared in accordance with the provisions of FRS 102 Section 1A (Small Entities) and the Companies Act 2014.

Basis of preparation

The financial statements have been prepared on the going concern basis and in accordance with the historical cost convention except for certain properties and financial instruments that are measured at revalued amounts or fair values, as explained in the accounting policies below. Historical cost is generally based on the fair value of the consideration given in exchange for assets. The financial reporting framework that has been applied in their preparation is the Companies Act 2014 and FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" Section 1A, issued by the Financial Reporting Council and promulgated by Chartered Accountants Ireland.. The company qualifies as a small company for the period, as defined by section 280A of the Act, in respect of the financial year, and has applied the rules of the 'Small Companies Regime' in accordance with section 280C of the Act and Section 1A of FRS 102.

Cash flow statement

The company has availed of the exemption in FRS 102 Section 1A from the requirement to prepare a Cash Flow Statement because it is classified as a small company.

Income

Income comprises of membership fees for the year, classified ads, newsletters, conference

measured at the present value of the expenditures expected to be required to settle the obligation using a pre-tax rate that reflects current market assessments of the same value of money and the risks specific to the obligation. The increase in the provision due to passage of time is recognised as interest expense.

Trade and other payables

Trade and other payables are initially recognised at fair value and thereafter stated at amortised cost using the effective interest rate method, unless the effect of discounting would be immaterial, in which case they are stated at cost.

Employee benefits

The company recognises the cost of all employee benefits to which its employees have become entitled as a result of the services rendered to the entity during the year as an expense to the profit and loss account.

Taxation and deferred taxation

There is no provision for taxation in respect of the mutual activity. Tax is provided for at a rate of 25% on investment income and at 41% on the gain on the encashment of financial assets. Current tax represents the amount expected to be paid or recovered in respect of taxable income for the year and is calculated using the tax rates and laws that have been enacted or substantially enacted at the Balance Sheet date.

Deferred tax is recognised in respect of all timing differences that have originated but not reversed at the balance sheet date where transactions or events have occurred at that date that will result in an obligation to pay more tax in the future, or a right to pay less tax in the future. Timing differences are temporary differences between the company's taxable income and its results as stated in the financial statements.

Deferred tax is measured on an undiscounted basis at the tax rates that are anticipated to apply in the periods in which the timing differences are expected to reverse, based on tax rates and laws that have been enacted or substantively enacted by the balance sheet date.

Pensions

The company operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the company. Annual contributions payable to the company's pension scheme are charged to the Income and Expenditure Account in the period to which they relate.

Research and development

Development expenditure is written off to the Income and Expenditure Account in the year in which it is incurred.

3. SIGNIFICANT ACCOUNTING JUDGEMENTS AND KEY SOURCES OF ESTIMATION UNCERTAINTY

Given the size and lack of complexity of the company, the directors consider that there are no significant accounting judgements or sources of estimation uncertainty.

4. INCOME

The income for the year has been derived from

	2017	2016
	€	€
Accredited Members	280,964	271,572
Pre-Accredited Members	21,189	17,625
Accreditation Fees	12,450	15,220
Accreditation of Supervisors	1,500	480
Re-Accreditation of Supervisors	4,700	8,100
Re-Accreditation of Members	15,150	12,775
Student Subscriptions	8,185	7,850
Other	11,510	25,211
Garda Vetting	8,540	-
Advertising	10,173	6,795
	374,361	365,628

5. OPERATING DEFICIT

	2017	2016
	€	€
Operating deficit is stated after charging:		
Depreciation of tangible fixed assets	2,669	1,344
- expenditure in current year	850	-
Operating lease rentals		
- Land and buildings	22,002	22,002

6. INCOME FROM INVESTMENTS

	2017	2016
	€	€
Investment income	31,053	-

7. EMPLOYEES

	2017	2016
	Number	Number
Administration	2	2

8. TANGIBLE FIXED ASSETS

Fixtures fittings and equipment €

Cost

At 1 January 2017	14,567
Additions	6,633
At 31 December 2017	21,200

Depreciation

At 1 January 2017	12,662
Charge for the year	2,669
At 31 December 2017	15,331

Net book value

At 31 December 2017	5,869
At 31 December 2016	1,905

9. INVESTMENTS

	Other unlisted investments
Investments	€
Cost or Valuation	
At 1 January 2017	91,333
Revaluations	31,054
At 31 December 2017	122,387
<hr/>	
Net book value	
At 31 December 2017	122,387
At 31 December 2016	91,333

10. RECEIVABLES

	2017	2016
	€	€
Prepayments	7,186	7,240

11. PAYABLES

	2017	2016
	€	€
Amounts falling due within one year		
Amounts owed to credit institutions	21	-
Taxation and social welfare	17,354	20,516
Other creditors	790	-
Accruals	12,642	12,876
Deferred Income	49,157	56,665
	79,964	90,057

Deferred income is made up of Members subscriptions received in advance of €49,157 (2016: €56,665).

12. PENSION COSTS - DEFINED CONTRIBUTION

The company operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. Pension costs amounted to €2,507 (2016 - €6,410).

13. RESERVES

As set out in the directors report, it was agreed during the year that the company shall maintain a reserve of €51,750 to enable it to meet, at any time if required:

- Contractual liabilities should the organisation have to close. This includes redundancy pay, amounts due to creditors and commitments under leases.
- Unexpected costs, staff cover including illness, maternity/parental leave and legal costs defending the company's interest.

The basis for calculating the reserve was 75% of forecasted expenditure for a 3 month period.

Pre Incorporation Surplus:

Irish Association of Humanistic and Integrative Psychotherapy Limited was incorporated on 31 March 1994 and took over the activities of the unincorporated body Irish Association of Humanistic and Integrative Psychotherapy

14. FINANCIAL COMMITMENTS

Total future minimum lease payments under non-cancellable operating leases are as follows:

	Land and buildings	
	2017	2016
Due:	€	€
Within one year	22,000	22,000
Between one and five years	88,000	88,000
In over five years	3,667	25,667
	113,667	113,667

Under the terms of the lease agreement, a rent review is provided for after 5 years, which falls on 13th March 2018. Although negotiations are on-going, the directors anticipate that rent will increase from €22,000 per annum to €30,000 for the remaining 5 years of the lease.

15. CAPITAL COMMITMENTS

The company had no material capital commitments at the year-ended 31 December 2017.

16. STATUS

The liability of the members is limited.

Every member of the company undertakes to contribute to the assets of the company in the event of its being wound up while they are members or within one year thereafter for the payment of the debts and liabilities of the company contracted before they ceased to be members and the costs, charges and expenses of winding up and for the adjustment of the rights of the contributors among themselves such amount as may be required, not exceeding €10.00.

17. DEPARTURE FROM COMPANIES ACT 2014 PRESENTATION

The directors have elected to present an Income and Expenditure Account instead of a Profit and Loss Account in these financial statements as this company is a not-for-profit entity.

18. POST-BALANCE SHEET EVENTS

There have been no significant events affecting the company since the year-end.

19. APPROVAL OF FINANCIAL STATEMENTS

The financial statements were approved and authorised for issue by the board of directors on 18 February 2018.

**IRISH ASSOCIATION OF HUMANISTIC AND INTEGRATIVE
PSYCHOTHERAPY COMPANY LIMITED
BY GUARANTEE
(A company limited by guarantee, without a share capital)**

**SUPPLEMENTARY INFORMATION
RELATING TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2017
NOT COVERED BY THE REPORT OF THE AUDITORS**

THE FOLLOWING PAGES DO NOT FORM PART OF THE AUDITED FINANCIAL STATEMENTS

SUPPLEMENTARY INFORMATION RELATING TO THE FINANCIAL STATEMENTS
DETAILED INCOME AND EXPENDITURE ACCOUNT

for the year ended 31 December 2017

	2017	2016
	€	€
Income	374,361	365,628
Expenditure		
Wages and salaries	55,748	62,111
Social welfare costs	5,748	6,351
Staff defined contribution pension costs	2,507	6,410
Secretarial Services	140	506
Operating lease rentals - land and buildings	22,002	22,002
Office rates & service charges	4,696	4,543
Insurance	3,959	3,228
Light and heat	1,676	1,609
Regional Meetings	1,956	2,358
Printing, postage and stationery	16,570	21,247
Telephone	2,388	2,425
Website & PC Maintenance	5,136	9,027
Inside Out Publication	21,585	19,802
Newsletter	1,850	2,070
Course recognition expenses	6,058	400
AGM & EGM Expenses	9,490	11,081
Committee & GB Expenses	57,684	64,734
Garda Vetting	2,695	-
Training	850	-
Legal and professional	18,245	3,309
Workshop & Conference expenses	3,000	19,387
Accountancy	9,734	4,639
Bank & Elavon charges	2,854	3,010
General expenses	1,575	1,936
Subscriptions	400	250
Consultancy	31,684	-
Irish Council for Psychotherapy (ICP) Levy	96,130	89,620
Auditor's remuneration	3,506	3,505
Depreciation	2,669	1,343
	392,535	366,903
Miscellaneous income		
Income from unlisted investments	31,053	-
Net surplus/(deficit)	12,879	(1,275)

The supplementary information does not form part of the audited financial statements



AGM 2018

Irish Association of Humanistic and
Integrative Psychotherapy

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