



Irish Association of Humanistic
and Integrative Psychotherapy

AGM 2019

**Irish Association of Humanistic and
Integrative Psychotherapy**

THE IAHIP AGM WILL BE HELD ON
SATURDAY 2nd MARCH 2019 AT THE
MENLO PARK HOTEL GALWAY

IAHIP AGM 2019

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 of the above named Company will be held at the Menlo Park Hotel, Galway on Saturday 2nd March 2019 at 11.00am for the following purposes:

ORDINARY BUSINESS

1. To receive and adopt the minutes of the Annual General Meeting held on 21st April 2018.
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 2018.
4. **SPECIAL BUSINESS**
To consider and if thought fit to pass the Special Resolution set out in the accompanying Schedule of Resolutions.

The Special Resolution relates to the amendment of Articles 56, 57 and 58 to reflect the new position re changes to notification method of future IAHIP AGMs and EGMs, which resolution was passed at the 2018 AGM.
5. (a) To elect or re-elect the following officers of the Governing Body:
 - (i) Treasurer
 - (ii) Regional Development Officer
- (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.

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6. To receive the reports of the following committees:
 - (i) Ethics Committee
 - (ii) Accreditation Committee and other working groups.
7. To re-appoint Josephine Mitchell of OKC Business Service Limited as Auditors.
8. To conduct any other ordinary business of the Company.

Annual General Meeting - March 2nd 2019

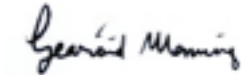
Menlo Park Hotel, Galway.

AGENDA

Registration from 10.15am for 11.00am start

Dated 6th February 2019

BY ORDER OF THE BOARD



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

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 2018 Matters Arising
11.40am to 12.00pm	Chair's Report Treasurer's Report
12.10pm to 12.20pm	Special Resolution
12.20pm to 12.30pm	Elections
12.30pm to 12.50pm	Bye Laws passed by Governing Body during 2018-2019
12.50pm to 1.00pm	Una Maguire Educational fund
1.00pm to 2.00pm	Lunch Break (Attendees to make own arrangements)
2.00pm to 2.15pm	Regional Development Officer's Report

Continued from page 3

2.15pm to 2.30pm	Newly Accredited Members Welcome Ceremony for Deceased Members
2.30pm to 4.00pm	Committee and Working Group Reports <ul style="list-style-type: none">• ICP Representatives• Ethics• Accreditation• Supervision and Supervisor Accreditation• Re-Accreditation• Training Standards Advisory• Complaints• <i>Inside Out</i>
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 2019 SCHEDULE OF RESOLUTIONS

Special Resolution (Proposed by Governing Body, IAHIP)

IT IS RESOLVED:

THAT, the Articles of Association of the Company be and are hereby amended by the deletion of Articles 56, 57 and 58 in their entirety and THAT the following new Articles 56 to 60 be and are hereby adopted in substitution therefor and THAT existing Article 59 by and is hereby re-numbered as Article 61:

NOTICES

56. Any notice to be given to or by any person pursuant to these Articles shall be in writing except that notice convening a meeting of the Board need not be in writing.
57. A notice or document to be given, served or delivered in pursuance of these Articles may be given, served on or delivered to any Member:
 - a. by handing it to him or to his authorised agent;
 - b. by leaving it at his registered address;
 - c. by sending it, by post in pre-paid cover addressed to him at his registered address; or
 - d. by sending it, with the consent of the Member, by means of electronic mail or other means of electronic communication approved by the Board, to the address of the Member notified to the Company by the Member for that purpose (or if not so notified, then the address of the Member last known to the Company).

Chair's Report AGM 2019

58. Where a notice or document is given, served or delivered in accordance with paragraph (a) or (b) of Article 57, the giving, service or delivery of it shall be deemed to have been effected at the time the same was handed to the Member or his authorised agent, or left at his registered address as the case may be.
59. Where a notice or document is given, served or delivered in accordance with paragraph (c) of Article 57, the giving, service or delivery of it shall be deemed to have been effected at the expiration of twenty-four (24) hours after the cover containing it was posted. In proving service or delivery, it shall be sufficient to prove that such cover was properly addressed, stamped and posted.
60. Where a notice or document is given, served or delivered in accordance with paragraph (d) of Article 57, the giving, service or delivery of it shall be deemed to have been effected at the expiration of twelve (12) hours after despatch.

Dear Members, Honorary Members, Certified Associate Members, Pre-Accredited Associate Members, and Student Associate Members.

This has been a year of managing organisational issues, putting in place working systems, both in the office and with the committees and attempting to develop a vision for the future of Humanistic and Integrative Psychotherapy (and IAHIP) in the light of State registration of Psychotherapy. There has also been the management of our finances, working to ensure that we are GDPR compliant, and dealing with the regular unforeseen issues that demand immediate attention.

None of the above could have been undertaken without the consistent, generous and competent support of those members who serve on the Governing Body and on all the Committees and working groups. Most of the work is done quietly and unpretentiously by people who are committed to the present and future of the Association. I never cease to be impressed by the willingness of so many members to give of their time and expertise in the service of IAHIP.

Governing Body

CORU and State regulation, our relationship with ICP, the reciprocal arrangement regarding supervision with IACP, GDPR, meeting with the Ethics Committee and the Complaints Committee, the IAHIP budget and finances, the workings of the IAHIP office, responding to correspondence and planning the survey to be sent to members, have all been part of the work of the Governing Body during the past twelve months. Our deliberations have been lively and efficient and we have generally managed to complete the agenda in the time allotted. I wish to thank all the members of the Governing Body for their support and in particular Derek McNamara as Vice Chair and Kay Noonan as Membership Secretary.

As was the case last year, Kay Noonan has been the main driving force in organising and arranging the AGM and I want to thank her personally for that.

Since July 2018 the Governing Body has been able to avail of the expertise of our Manager, Emma Jane Nulty. Her presence and contributions have made the work of the Governing Body considerably more manageable. It makes a big difference to know that there is someone with her competence, experience and open communication working with us and with the membership.

I wish to thank Matthew Henson for stepping in as Treasurer in October last year. We were without a Treasurer for six months. It is vital that we elect a Treasurer at the AGM. Both Emma Jane and the Finance Working Group are available to support the Treasurer in the work.

I wish to thank Mary Hamill for volunteering to take minutes at Governing Body meetings. This allows all the GB members to participate fully in deliberations and decision making.

Special thanks to those who are stepping down from the Governing Body at this time.

IAHIP office

We have experienced a lot of difficulty with the IT system in the office. Work is still being carried out to ensure the safety of all data held on the system, including the membership database and email correspondence. There has been considerable frustration experienced by members of various committees and by the office staff in relation to this ongoing work. I wish to apologise to anyone who has been adversely affected by this. I hope that the coming year will be marked by a smooth running and safe IT system.

Office staffing remains an issue. Rachel continues to answer phone and emails from outside the office with her usual efficiency. While Tatiana has been hard-working and extremely efficient in taking care of the database, membership fees and Garda vetting, we need another person part time in the office to deal with the phone and emails and we hope to recruit someone this year.

Special thanks to Fionnuala Darcy, Catherine Slattery and Carol Duffy who gave many hours to putting some shape on the filing system in the office

Committees

IAHIP would cease to function were it not for the work carried out by the members of the various committees and working groups. It is impossible to quantify the hours put in by these volunteers and I wish to acknowledge our indebtedness to them. It is always dangerous to single out individuals because others who are not mentioned are likely to feel overlooked. Nevertheless it would be remiss of me not to mention the hours put in by Susan Dowling, Ann Ruth and the Accreditation Committee in clearing the backlog of Accreditation applications, the creative and supportive work of the Ethics Committee and the hidden but vital work of the Complaints Committee. Who does not gain insight and learning from Inside Out? We can be proud of this publication and the high standard of articles maintained by the Editorial Committee.

Special thanks to those who are stepping down from any of the committees for the work they have put in.

Survey and PR

We now have Violina Antcheva-Sierevogel working six hours a week in the office, whose job it is to help make IAHIP known to the public. Her first task has been to put together the survey which you received early in February. The results of the survey will form the basis of a strategic plan for IAHIP as we look to the future.

Communication

Communication from the GB to the committees and to the members is always an area of difficulty. Where there are GB reps on the Committees we have a flow of communication, but there are some committees who are left to fend for themselves. This is not ideal and it is something we need to work on in the coming year. We failed to organise the annual gathering of committee members with the Governing Body last year. By the time we remembered, it was too late to organise it. We will ensure to plan it well in advance this year.

Despite our best intentions, we have failed to send out bulletins to the members as often as we would have wanted, keeping you informed of what is happening. Often enough it is just that there is nothing much to report except the ongoing work. However, I know that many people appreciate even a few sentences keeping them informed and we will try to do better in this regard.

Thanks

For a long time, the Chairs and Governing Bodies of IAHIP have been overburdened and there has been a constant call for a person to be identified and hired who can relieve some of that burden. In Emma Jane we have that person and already, after a few months she has managed to come to grips with the complexity of IAHIP (a task she likens to onion-peeling) and is beginning to set in place procedures that will serve us well into the future. I wish to thank her for her patience and perseverance with the task.

Kind regards

Gearoid Manning

Honorary Treasurer's Report AGM 2019

You will forgive me I'm sure if I start with the issue that feels most immediate from the standpoint of Honorary Treasurer. IAHIP needs an Honorary Treasurer. In his 2018 report to the AGM the previous Treasurer, John Connolly, recommended that "anyone who considers stepping forward as treasurer has either accountancy experience or is someone with accountancy experience on the FWG (finance Working Group)". In the absence of anyone with substantial accountancy experience stepping forward and after several months in which all other avenues were exhausted, I took on the role temporarily so that IAHIP wasn't left vulnerable in terms of its constitution. I am stepping out of the role and off the Governing Body today. IAHIP needs an Honorary Treasurer.

Very fortunately for all of us, John remained on the FWG alongside Finbarr O'Donoghue and the two of them have continued to do the work of a team which ideally would have at least four members. Equally if not more fortuitously, Emma Jane Nulty has hit the ground running as our new Office Manager and brings tremendous business acumen into the role. My appreciation for the efforts of Emma Jane, John and Finbarr over the past months extends beyond mere platitudes. Together they have ensured our organisations ongoing financial integrity. What has been missing is a consistent link between the office and the FWG. I flatter myself that I have gone some way to fulfilling this function, but a business brain in the role of Treasurer would offer distinct advantages in terms of supporting both the office and the FWG in their endeavours. Folks, we need an Honorary Treasurer.

The good news is that from a financial standpoint, the ship is relatively steady. At the time of writing this report the final accounts have still to be signed off, but I understand that for the first time in several years we have not made a loss. Our accommodation at Northumberland Avenue is secure and I am not aware of any immediate threats that we need be concerned about. The increase in membership fee from €300 to €330 has helped considerably, principally with staffing and IT costs.

In terms of financial planning for our future, much will depend upon how IAHIP positions itself in relation to state regulation and how we see our role post-regulation. The recent member survey will form the beginnings of a guide in that process.

I hope you will also forgive me if I end with a personal footnote that brings us 'full gestalt' back to the Honorary Treasurer vacancy. In my quiet moments I wonder about such an important role being left vacant for so long. I wonder what that says, is it general

apathy and/or does it communicate a gap or discord between our membership and our Governing Body? In my opinion, the membership survey was a long time overdue. It is the beginning of a process aimed at mandating the Governing Body to act in accordance with what our membership actually wants, rather than the Governing Body's best guesses about what that might be. Although I am stepping down today, I hope that the process will start to reduce whatever barriers might exist and that Honorary Treasurer, and all of the other important roles will be filled by volunteers with energy and enthusiasm for the task at hand. Change is upon us and important decisions are being made by politicians, civil servants and CORU about our professional futures. The responsibility for ensuring IAHIP is healthy, functioning and representing our professional interests rests with us all.

Thank you for reading.

Matthew Henson
Honorary Treasurer

Membership Secretary's Report AGM 2019

What a year 2018 has been! I took on the role of Membership Secretary of IAHIP at the AGM in 2018. This felt like a task that I could take on, in the absence of anyone else stepping up to take on this role. It has been a learning curve and I am still learning. I have enjoyed the interaction with our membership and look forward to the coming year which will be my second and last as Membership Secretary.

My main work has been around member's queries in relation to joining IAHIP or Non Practising members wishing to return as full members of IAHIP. I also took on the role of ECP (European Certificate of Psychotherapy) liaison person and have had a number of successful applications processed through EAP in Europe.

The ECP application form sounds difficult to complete but if you are organised and have a record of personal therapy, supervision and clinical hours worked it is very doable. I would encourage those of you who are interested in obtaining the ECP to have a look at: www.europsyche.org to see the requirements for applying for this Certificate. If you would like any help when completing this form please do not hesitate to contact me at: admin@iahip.org

My work would not have been possible without the support of Emma Jane Nulty, IAHIP Manager, Tatiana Petrea, Rachel O'Flaherty, Catherine Morgan and Violina Antcheva-Sierevogel I also take this opportunity to thank members of the organisation who have an in-depth knowledge of IAHIP and who were more than happy to guide me and to share their information and knowledge. Thanks to Brian Howlett, Eileen Prendiville, Gearoid Manning, Martina Vaughan, David Murphy and Martina Breen to mention a few mentors in my role as Membership Secretary.

It has been an honour to serve the IAHIP membership in my current role and I look forward to continuing this for the rest of 2019 and up to AGM in 2020.

I have learned a lot more about my accrediting body, which I am very proud to belong to and I would ask each one of our members to think about giving something back to the organisation which can be through joining a committee or helping out at critical times like AGM or busy periods in the office. This is our organisation and needs the support and commitment of each one of us in order to keep going.

Yours sincerely,
Kay Noonan

Regional Development Officer's Report AGM 2019

Dear Members,

Since the last AGM, our membership in IAHIP continues to grow with the addition of students, pre-accredited and accredited members. I hope members will avail of the wonderful opportunities that arise from the regional meetings as set out below:

A Reminder of Why the Regional Meetings were set up:

- A place to share issues concerning members
- To raise awareness
- Making contact and networking with other members
- A place where new and existing members can meet and learn
- To raise important issues and listen to 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 Continuous Professional Development (CPD).

The Regional Contact Persons around the country continue to be of great service to IAHIP members by organising and providing a venue for members to meet. I would like to thank them wholeheartedly.

Mid-West:

Meetings are held in Limerick City, taking in Limerick, Clare and South Tipperary.
Regional Contact Person: Malcolm Green.

Dublin Centre:

Taking in Dublin, North Dublin and Louth. Meetings are held in Dublin Centre.
Regional Contact Persons: Thomas Larkin and Sandra Mullen.

Dublin South:

Meetings are held in Bray, taking in the part of Dublin, North Wicklow and Kildare.
Regional Contact Persons: Hester Storm and Anne Burke.

South-East:

Meetings are held in New Ross, taking in Wexford, Waterford, Kilkenny, Carlow and South Wicklow.
Regional Contact Persons: Liz Hutton and Finbarr O'Donoghue.

South Connacht:

Meetings are held in Kilcornan, Clarinbridge, Co. Galway, taking in Galway, Roscommon.
Regional Contact Persons: Maura Cullen and Stephanie Burke. (Welcome Maura and Stephanie as new volunteers).

North Connacht:

Meetings are held in Castlebar, Co. Mayo, taking in Mayo, Sligo and Leitrim.
Regional Contact Person: Maeve Daly. (Welcome Maeve as a new volunteer). Sincere thanks to Heidi Murphy and Anne Nevin who have stepped down.

Midlands:

Meetings are held in Mullingar, taking in Longford, Meath, Westmeath, Offaly, Laois and North Tipperary.
Regional Contact Person: We have no Regional Contact Person for this area of the country at present. If anyone would like to volunteer for the position, please contact the IAHIP office. Sincere thanks to Justine Connell and Mairead O'Flaherty who have stepped down.

South:

Meetings are held in Cork City, taking in Cork and Kerry.
Regional Contact Person: We have no Regional Contact Person for this area at present. If anyone would like to apply for the position, please contact the IAHIP office.

Ulster:

Which covers Tyrone, Armagh, Antrim, Down, Derry, Donegal, Fermanagh, Cavan, and Monaghan,
We have no regional contact person for this area. These regions also need volunteer/s. If you are interested please make contact with the IAHIP office

All members are welcome to attend any of the Regional Meetings throughout the country.

Announcement:

I would like to take this opportunity to announce that I will be stepping down from duties as a Regional Development Support Officer this year. It has been a pleasure working behind the scenes in supporting colleagues who have volunteered their services in the interest of members of IAHIP.

I would especially like to thank Emma Jane Nulty, Rachel O'Flaherty, Tatiana Petrea and Kay Noonan who work tirelessly in the IAHIP office in support of the regional structure.

Warm wishes.

Karen Shorten

Accreditation Committee Report AGM 2019

Members of the Accreditation Committee: Ann Ruth, Susan Dowling, Carmel Byrne, Noelle Neylon Walshe, Helena Cuffe, Caroline Phelan, Susan Duffy, Martin Breen, Ann Irwin, Anne Burke.

The Accreditation Committee met 8 times this year to help meet the significant increase in demand for accreditation with IAHIP. This meant having an extra 5 meetings in place. For the coming year, 5 meetings will be advertised. We are grateful to the committee for giving their time so freely to provide these extra dates throughout the year.

The Committee would like to express our gratitude to Emma Jane and the Admin staff Rachel and Tatiana for all the help and support they have given us throughout the year. To date 147 queries have been sent and responded to by Accreditation and this is all done via the admin staff.

We would also like to thank the GB for their support and clarity throughout the year. We would also like to thank Carmel Byrne and Kay Noonan for raising issues with them on our behalf.

The Bye Law 11 Application Form and its subsequent forms are available to download from the Website. This form outlines throughout the relevant byelaw sections to help with its completion. This took tremendous work from all concerned.

The Accreditation Committee wish to express their concern about the quality of the applications being received this year. This generates a huge amount of extra work in writing to each individual which leads to delays for themselves and others. The committee would like to remind applicants and their supervisors of the requirement to view a supervisee's completed application before it is submitted. This requirement of Supervisors is vital to the speed in which the applications are processed. Delays have been experienced by applicants throughout the year and the committee wishes to put forward that delays were often down to the lack of attention to the criteria outlined in the byelaws.

Susan Dowling
Chair, Accreditation Committee

Ethics Committee Report AGM 2019

Members of the Ethics Committee: Caroline Smith (Chair), Carol Duffy (Minutes Secretary), Rachel Murphy (Members Queries), Veronica Brady, Sandra Mullen, Ann Grey, Derek McNamara (Governing Body Representative) and Mary J Egan (Secretary)

The Ethics committee held 8 meetings from April 2019 to February 2019

Work undertaken:

- 1) Response to IAHIP Members and Members of the Public re ethical concerns regarding the practice of psychotherapy (ongoing)
- 2) IAHIP Complaints Policy reviewed and redrafted
- 3) Organisation of Children First Legal Consultation Workshop for IAHIP Governing Body and Committees. This Workshop took place on September 8th 2018.
- 4) Review of IAHIP Children First Policy (ongoing)
- 5) Ongoing liaison with IAHIP Complaints Committee.
- 6) Consideration of IAHIP Governance and communication
- 7) IAHIP Internal Grievance Procedure drafted
- 8) Review of EAP Core Competencies Document

A component of the work of the Ethics Committee during the past year has included an in depth review of ongoing work to ensure progression through each stage.

The Ethics Committee thank Emma Jane Nulty (IAHIP Manager), the Administrative Team and Governing Body for all their support to the Ethics Committee during the year.

Developments/ achievements:

- 1) IAHIP Complaints Policy Review and Redraft (completed)
- 2) Children First Legal Consultation Workshop (September 8th 2018)
- 3) Formal Board Process (in final stage of completion)

- 4) Timely responses to members' queries and queries from the public. Operational procedure currently being devised as to how queries are responded to.
- 5) Recommendation to Governing Body re IAHIP Governance and communication.
- 6) IAHIP Internal Grievance Procedure endorsed by Governing Body.

Emerging issues:

- (1) Organisational review of the role of IAHIP going forward in the light of statutory regulation of Psychotherapists and vis-a-vis the role of CORU in the regulation of the practice of Psychotherapy in Ireland. It is critical to ensure that all IAHIP structures are up to date with legislative and regulatory requirements.
- (2) Development of an IAHIP Children First Training Programme.
- (3) Implementation of the 3 Chairs structure (Governing Body, Complaints and Ethics)
- (4) Implementation of IAHIP Complaints Policy (Redraft 2018).
- (5) Review by IAHIP of its governance and communication structures including inter-committee communication, communication with membership, appeals processes within IAHIP and review of all BYELAWS.
- (6) Development within IAHIP of Induction Training for all members new to committee work and an ongoing training programme for all committee members.
- (7) To ensure that all Committees have their optimum and required membership (as required by IAHIP Byelaw).
- (8) Implementation of IAHIP Internal Grievance Policy

Mary Egan
On Behalf of the Ethics Committee

Re-Accreditation Committee Report AGM 2019

Members of the Re-Accreditation Committee: Frances Collins (Secretary), Catherine O'Dea, Emer Neligan, Liz Hutton (GB rep)

Re-accreditation meetings are typically held bi-monthly. Six ordinary meetings were held in 2018 to process applications for re-accreditation. An additional meeting was scheduled to address issues which were appearing regularly in applications but due to the volume of work were not being attended to during the normal meetings.

This year was a challenging one for the committee due to the departure of a vital member of the IAHIP admin staff. The gap in knowledge and procedures highlighted by Jane Clancy's departure disrupted the normal work of the committee and was the primary reason the additional meeting previously referred to was held. On behalf of the committee I would like to acknowledge the work that Martina Breen undertook to bring some order to the chaos. The appointment of Emma Jane to the managerial role has allowed the committee to once again focus on the task of assessing applications. We welcome Emma Jane to the role and wish her success.

Lack of sufficient and/or appropriate supervision continues to be the main reason that an application for re-accreditation will not be accepted. The vast majority of members recognise both the necessity for supervision to protect the welfare of the clients and the value of supervision in providing support to therapists. However, a small minority of members continue to push the boundaries on the criteria for supervision established by IAHIP as a basic requirement. The basic requirements have developed over years of monitoring the needs of members and are a means of ensuring that a high standard of care is provided to clients while ensuring that IAHIP members are fully supported in their work. It is critical to maintaining the ethos and the standards of IAHIP that members view supervision as a core aspect of their work and not as a rule that needs to be complied with.

Frances Collins, Secretary
Re-Accreditation Committee

Supervision and Supervisor's Accreditation Committee Report AGM 2019

The members of our committee are Mary Sheill, Chairperson, Catherine Slattery (Correspondence Secretary) David Wyse (Minutes Secretary) Karen Shorten, Paul Mc Cann, Frances Kenny Denny.

Since the last AGM we met 11 times and have addressed a full agenda pertaining to Supervision and Accreditation of Supervisors for the Association. We put forward 42 names for accreditation, and 14 names for re-accreditation as IAHIP supervisors.

To address the multiple roles of our committee, 6 additional meetings were convened in addition to the 6 set aside for processing applications. This incurred additional expense for the association and cost to the volunteers on the committee. But the work has been productive in that we are about to launch more user-friendly application forms for first time applicants and re-accreditation. We have collaborated with the Training Standards Committee to look at matters pertaining to Supervision Training.

We have also revisited Bye Laws governing Supervision Practice in light of issues raised by members and committees. We are concluding re-drafts of the suites of bye laws for Supervision and Accreditation due in May 2019, which we hope will assist members in their practice, clarifying matters pertaining to Supervision training, equivalence and supervision practices.

Meanwhile, we are seeking volunteers from interested members to join the work of our committee. We have a busy work plan for 2019 including drafting of Bye Law 5e which will address Online Supervision Practices.

Mary Sheill
Chairperson

Training Standards Advisory Committee (TSAC) Report AGM 2019

Members of the TSAC Committee: Brian Howlett (Trainer Member), Eileen Prendiville (Trainer Member), Martina Vaughan (Trainer Member), David Murphy (Non-Trainer Member)

The TSAC Committee held 8 meetings during the year.

Our work consists of maintaining an overview of training standards considering:

- IAHIP members' knowledge and experience as a core resource.
- ongoing development of theory, training & practice of humanistic & integrative psychotherapy.
- training standards in ICP (and its sections), EAP and other professional bodies.
- statutory registration of psychotherapy in Ireland.
- decisions and debates of the members of IAHIP.

Corresponding and meeting with Accreditation, Supervision Accreditation, Psychotherapy Training Course Recognition Committee and other committees as training standards issues arise.

Taking direction from, and advising the Governing Body (GB) in relation to training standards.

Preparing amendments to Bye Laws for proposal to GB.

Detailed recommendation made to GB to end applications for accreditation under Bye Law 10, with rationale and draft text specifying specific consequent Bye Law amendments. This recommendation sets out TSAC's view of practice and training standards policy pending the implementation of statutory registration, and anticipates further developments when the workings of statutory registration are finalised.

Ongoing preparation for specific standard changes in relation to blended and flipped learning, rooted in teaching and learning research, and in consultation with Psychotherapy Training Course Recognition Committee.

Ongoing preparation for development of criteria for recognition of supervisor training.

Training Standards Advisory Committee

Complaints Committee Report AGM 2019

The former chairman Gerry O'Farrell and committee member Colm McCarthy stepped down from the committee in 2018. The current committee consists of five members, who meet monthly or more often when necessary. Since Oct 2017 the committee has met on eighteen occasions. The meetings can last from two to three hours.

The committee investigates complaints made by members of the public and from other psychotherapists or supervisors. The meetings involve reviewing all current complaints, including new and existing ones, assigning Facilitators where required and providing updates on the status of existing complaints.

The work of the committee is challenging and time consuming. Along with the Ethics Committee, the Complaints Committee is charged with upholding standards of practice for Humanistic and Integrative Psychotherapy.

The Complaints Committee have investigated ten complaints since May 2017. Three of the complaints investigated were resolved. One complaint was upheld and another was not upheld. A further three complaints had insufficient information and one complaint was referred to another organisation. One complaint is ongoing.

Connie Ryan
Secretary, Complaints Committee

Catherine O'Dea, Chair

ICP Report AGM 2019

During these financially strapped times it is important to know that we are getting value for money. With this in mind I am listing out 15 points below (courtesy of ICP) in response to the following question.

What do I get for my payment of €100 per annum to ICP?

Answer:

1. You are on the national register of accredited psychotherapists. This register is held by ICP as the national gatekeeper of standards for the Sections.
2. ICP represents the interests of registrants with the state regulation body CORU in preparation for statutory registration.
3. ICP also represents the registrants and the interests of Psychotherapy at both national and European level. .
4. At European level, ICP represents your interests by playing a pivotal role in both developing best practice guidelines and ensuring that these guidelines underpin all ICP member organisations' work.
5. ICP is the national awarding organisation for the European Certificate for Psychotherapy which is available exclusively to ICP registrants. The award is offered to ICP registrants on completion of certain criteria.
6. ICP is recognised by Ministers, civil servants, State agencies and other stakeholders as the unified 'voice' of psychotherapy and as the negotiating body for psychotherapy in Ireland.
7. ICP works to promote Psychotherapy as described in the Strasbourg Declaration with a view to developing a respect for the profession among other professionals and the general public.
8. ICP works to co-ordinate and magnify effort amongst the Sections, through sharing of information and resources, through joint advocacy and through shared expertise.

9. ICP works to inform potential purchasers of psychotherapy of the value of psychotherapy, of the costs incurred and the requirement to pay practitioners adequately in accordance with their status as advanced practitioners.
10. ICP offers bespoke organisational training to the Sections as a way of managing risk and increasing expertise
11. ICP strives to provide a proactive communications function in order to promote psychotherapy.
12. ICP co-ordinates advocacy around key issues which affect psychotherapists, for example, tax, VAT, employment opportunities and so on.
13. ICP provides a Garda vetting service for its registrants
14. ICP promotes cross Section collaboration through its Board and Management Committee as well as seminars, workshops, day-long registrant's day and working groups.
15. ICP represents your interests and the interests of psychotherapy on other relevant advocacy or professional organisations

Current ICP projects and achievements in 2018

Direct supports to IAHIP

Strategic planning

Jean Managhan met with the Governing body of IAHIP to assist with our strategic planning, among the issues identified was the need to recruit a professional manager for IAHIP. Upon completion of a successful selection and appointment process, Emma Jane Nulty was appointed in July 2018.

GDPR

With GDPR looming on 25th May 2018 ICP and IAHIP were very active in preparing for this. A GDPR GAP analysis in both ICP and IAHIP, which was funded by ICP, was undertaken by Typetec. Procedures were then put in place to ensure both organisations were GDPR compliant.

Workshop on the future development of ICP

The ICP Board and the Management Committee attended a workshop in March 2018 and delivered a number of areas for follow up, including the development of a **Hub**, which would house the organisational members of ICP (either virtually or physically). This was communicated and further developed with the registrants at the May Registrants Day. The CEO and the ICP management committee continue to develop the concept and costings of the HUB as a service to the sections and registrants.

CORU Update

State registration is not anticipated till 2022 at the earliest as CORU is still actively focused on the registers for Social Care Workers, Psychologist and Podiatrists. Many of the critical decisions concerning state registration will be delegated by CORU to the Registration Board for counsellors and psychotherapists which, at the time of writing this report, is yet to be formed. These will include elements of the **grandparenting** scheme such as "approved legacy qualifications" and the Board will have to review how to assess education requirements for applicants for registration under this category. Several members of ICP have applied to the State Boards appointments commission seeking appointment to the registration board.

Position Paper and Presentation to the Joint Committee of the Oireachtas

The presentation of the ICP Position Paper, The Role of Psychotherapy in a Healthy Ireland, held in the Senate on 22/03/2018 went well with a number of politicians and invited guests in attendance. The main outcome is that the Paper has been accepted by the Joint Committee on the Future of Mental Health and ICP was invited to participate in an Oireachtas committee hearing on 27th June 2018 on the future of Mental Health Care.

The paper is available on the ICP website:

<http://www.psychotherapycouncil.ie/wp-content/uploads/2018/03/The-Role-of-Psychotherapy-in-a-Healthy-Ireland-Paper.pdf>

The video of these presentations is available at:

<http://www.psychotherapycouncil.ie/type/image/>

VAT

ICP met with the Junior Minister for Finance, Michael Darcy, to discuss the VAT issue in relation to Psychotherapy and to put forward the case for VAT exemption for Psychotherapists. The argument for this exemption has been strengthened since the designation of Psychotherapy for statutory regulation. However, due to historical reasons to do with EEC membership back in the early 70's, Psychology was exempted but not

Psychotherapy. ICP only came into existence in 1990 while the PSI was founded in 1970. The Minister has asked that information in relation to how VAT is treated for Psychotherapists in other EU countries be sent to him.

Registrants' Day – 12th May, 2018

A very successful Registrants Day was held in the Ashling Hotel with over 120 people in attendance. The first part of the day concerned the development of a Hub, with presentations from Jean Manahan, CEO and Gerry Myers, IAHIP. These valuable presentations looked at how the development of a Hub could make the best use of our resources, staff and time going forward, across the five modalities of ICP. While it was felt that a virtual hub is already in place the benefits of a physical hub were widely accepted by the members present. More on this over the coming months.

The second part of the day consisted of a presentation on GDPR from Tynetec. This generated a lot of questions from the members around their own responsibilities in relation to GDPR.

Psychotherapy FAQ's

Fiona Calderon, ICP communications officer has prepared a list of Frequently Asked Questions which were circulated at the Registrants Day. If you want printed copies of these FAQ's to hand in to your GP or local Medical Centres please contact ICP at: hello@psychotherapy.ie

For more FAQ's please see the following link:

<http://www.psychotherapycouncil.ie/frequently-asked-questions/>

ICP conference - 12th Oct. 2018

ICP again secured funding from Nessa Childers MEP for its conference in 2018. Entitled **Borders, Boundaries & Mental Health** and held in the Radison Blu Hotel it featured an array of informative presentations given by some 12 speakers including:

- Patricia Hunt, Vice Chair of the UK Council for Psychotherapy, Nessa Childers, MEP and Barbara Fitzgerald on the impact of **Brexit and Mental Health**.
- A compelling series of talks on **Sexual Boundaries** by Julie Browne, psychotherapist from One in Four, by author and psychotherapist Trish Murphy and Dermot Moore Psychotherapist and Psychosexual Trainer.
- **Economic and Social Boundaries** were explored in presentations by Dr Rory Hearne, Cllr Gary Gannon, Social Democrat and Gerry Myers, psychotherapist and lecturer.

- The conference was rounded off looking at **Boundaries within Social Media**, or the lack thereof, by Joanna Fortune, Psychotherapist and Sunday Times Columnist, Mary McGill, Researcher, Writer and Lecturer and Anne McCormack, Psychotherapist and Author.

Europe reports

ICP continues its important work in Europe through the European Association for Psychotherapy. You will find two recent reports here, one from ICP Chair Anne Colgan and one from ICP Head of Standards & Compliance José Castilho.

<http://www.psychotherapycouncil.ie/wp-content/uploads/2018/12/EAP-Report-Belgrade-2018-from-Anne-Colgan.pdf>

<http://www.psychotherapycouncil.ie/wp-content/uploads/2018/12/EAP-Belgrade-Report-2018-from-Jos%C3%A9-Castilho.pdf>

Emerging Issues

The key challenge for IAHIP and ICP is to re-imagine both organisations in a post statutory regulation world. As CORU will be taking over regulation and fitness to practice it is time for IAHIP to go back to its roots and re-imagine itself for the 21st Century. The challenge is for IAHIP and ICP to develop a **service mentality** offering relevant support and resources to psychotherapists and to the public at large.

IAHIP's Representation within ICP

IAHIP is represented on the board of ICP by a nominated member of the GB and by a nominee on ICP's management committee. These nominees seek to promote the interests of our members and the common interests of all psychotherapist.

Representatives; Paul Flannery (Current Board Rep), Kay Noonan (Prev. Board Rep up to June 2018), Gerry Myers (Current Rep on Management Committee).

Inside Out Report AGM 2019

We are very pleased with the ongoing development of *Inside Out* since the last AGM and we appreciate the high quality and stimulating variety of contributions from authors. The Spring 2019 edition showcases the diverse and interesting aspects of psychotherapy in Ireland today, made possible by contributions from both familiar and first-time authors, across a wide range of modalities. We also value the increasing number of images authors are submitting with their written material, enhancing the presentation and engagement for the reader.

Receipt of three editions of *Inside Out* every year is one of the benefits of membership of IAHIP and, while largely funded through annual membership fees, some of its costs are offset by the journal's advertisement revenue. However, we have had some informal feedback regarding recent discussions about the cost and value of *Inside Out*, with some wishing to end its publication in printed form and publish online only. Our print journal has a long and valued history as a forum for sharing knowledge and experience within IAHIP. The additional online publication of our *Inside Out* articles has enabled a wider, international reach for our authors' contributions – to other disciplines and to all interested in our field of work. Our recent survey of our membership regarding *Inside Out* clearly indicated a large majority (70%) were in favour of the print journal (see *Inside Out*, 86, Autumn 2018), with only 16% preferring the online copy (the rest having no preference). While survey respondents represented just under one-quarter of our IAHIP membership ($N=207$, 22% response rate), this evidenced a strong and current endorsement of our print journal, with all members having been given the opportunity to take part in the survey. However, we welcome all opinions on this issue and if there remain significant cost/value concerns regarding *Inside Out* within a section of the membership, we would value open and informed debate within the full membership if a change is being considered.

Normally material in our *Inside Out* print journal is uploaded on our IAHIP webpage at a one-issue delay. However, we would like to apologise for the fact that material has not been updated on our webpage since Spring 2017. This has been beyond the control of the editorial board and related to the updating of the IAHIP website and changes within the administrative structures. We believe that the office is in the process of redressing this currently and hopefully the update will be underway by the time the AGM arrives.

We are happy to continue working for the IAHIP membership to publish a high-quality

professional journal from a voluntary platform. We are currently interested in hearing from people who might have an interest in joining the editorial board, working with us to produce what is an energetic and engaging publication, a public voice and record for humanistic and integrative psychotherapy in Ireland.

Margaret Brady, Maeve Dooley, Mary Hamill, Diane McDonald and Aisling McMabon

Inside Out Editorial Board, February 2019

New and Amended Bye Laws since AGM 2018

Recommended amendments for closing of accreditation applications under Bye Law 10 & consequent new Clause 8 for Bye Law 11.

Bye Law 10

One recommended clause change for Bye Law 10:

Remove current Clause 1.1 in its entirety:

1.1 These Interim Criteria apply only to those whose psychotherapy training had commenced before 1st April 2010. Different criteria, in line with standards agreed for all member bodies of the Irish Council for Psychotherapy and the European Association for Psychotherapy, apply to all applicants for IAHIP accreditation whose psychotherapy training commenced on or after 1st April 2010. However, those whose psychotherapy training had commenced before 1st April 2010 may, if they wish, have their applications for accreditation assessed according to those latter criteria (set out in Bye Law 11), rather than according to the criteria set out in this present bye law. (Such applications will be assessed on the criteria set out in either Bye Law 10 or Bye Law 11, but not on a combination of criteria drawn from both.)

Add New Clause 1.1

1.1 These Interim Criteria apply only to those whose psychotherapy training had commenced before 1st April 2010 and who submit their fully completed application for accreditation prior to January 2020. Different criteria, in line with standards agreed for all member bodies of the Irish Council for Psychotherapy and the European Association for Psychotherapy, apply to all applicants for IAHIP accreditation whose psychotherapy training commenced on or after 1st April 2010. However, those whose psychotherapy training had commenced before 1st April 2010 may, if they wish, have their applications for accreditation assessed according to those latter criteria (set out in Bye Law 11), rather than according to the criteria set out in this present bye law. (Such applications will be assessed on the criteria set out in either Bye Law 10 or Bye Law 11, but not on a combination of criteria drawn from both.)

Bye Law 11

Three recommended changes to Bye Law 11:

Change 1

Remove Clause 1.1 in full. It refers to Bye Law 10 and will no longer be relevant if a closing date is added to BL 10 and recommended changes to BL 11 become operational.

1.1 These Criteria apply to all applicants whose qualifying psychotherapy training began on or after 1st April 2010. Applicants for IAHIP accreditation whose qualifying psychotherapy training commenced before 1st April 2010 may also choose to have their applications assessed on the basis of meeting the criteria set out in this bye law. Alternatively, they may choose to have them assessed on the basis of meeting the interim criteria that were in force before that date. (Those Interim Criteria are set out in Bye Law 10.) (Such applications will be assessed on the criteria set out in either Bye Law 10 or Bye Law 11, but not on a combination of criteria drawn from both.)

Change 2

Add a new clause to BL 11 to deal with 'Exceptional Circumstances' for those whose training began prior to April 2010 and whose meeting of Bye Law 11 (and EAP) standards may have been achieved through a combination of core training and continuing professional development.

Clause 8 – Exceptional Circumstances

8. Exceptional Circumstances.

Where applicants are mature practitioners whose qualifying psychotherapy training began prior to April 2010, equivalence to the required standards may have been achieved through a combination of core training and continuing professional development. Such practitioners must specify that they wish their application to be considered with reference to this clause. Applicants are required to demonstrate to the satisfaction of IAHIP that, between their core training and continuing professional development, they:

- meet or exceed the following European Association for Psychotherapy requirements:
 - psychotherapy training (minimum 500 hours)
 - psychotherapeutic experience (minimum 250 hours)
 - clinical practice experience (minimum 500 hours), and
 - supervision (minimum 150 hours).

- have a level of skill equal to or greater than that expected for IAHIP accreditation;
- have maintained a psychotherapy practice for a period appropriate to justify accreditation despite the passage of time since completion of core training;
- have completed at least 100 hours of supervised clinical practice within the 12 months preceding application for accreditation.

Change 3

Re-Organise clause numbering in BL 11 accordingly.

Bye Law 11 – Clause 6 Supervised Clinical Practice

Delete Clause 6

6. Supervised Clinical Practice

As specified in sub-clause 3.4 above, during the overall psychotherapy training comprising both Phase 1 (training course work) and Phase 2 (post course practicum) combined, the person applying for accreditation and membership of the Association must have completed a minimum of 500 hours of supervised clinical practice.

Add amended Clause 6

6. Supervised Clinical Practice

As specified in sub-clause 3.4 above, during the overall psychotherapy training comprising both Phase 1 (training course work) and Phase 2 (post course practicum) combined, the person applying for accreditation and membership of the Association must have completed a minimum of 500 hours of supervised clinical practice. Please note that supervision of clinical practice whether Phase 1 or Phase 2 must be face-to-face to be eligible to be counted towards Accreditation i.e. no Skype, Phone, Facetime etc. Should exceptional circumstances arise with your supervisor, where face-to-face is not possible for a short period, these circumstances must be clearly documented and included in the application for consideration.

MINUTES OF AGM 2018

MINUTES OF THE IAHIP AGM 2018 HELD AT THE ASHLING HOTEL, PARKGATE STREET, DUBLIN 8 ON SATURDAY 21st APRIL 2018 BETWEEN 11.00AM AND 5.00PM

Present:

Yvonne Barnewall	Jennifer Goodwill	Carmel McGowan
Marie Blythe Duggan	Malcolm Green	Rosaleen McHugh
Eamonn Brady	Geraldine Grindley	Derek McNamara
Veronica Brady	Eileen Hanaphy	Patricia Newham
Martina Breen	Monica Haughey	Noelle Neylon-Walsh
Olive Bourke	Bernadine Hayes	Catriona NI Murchu Mc-Cormack
Joan Browne	Matthew Henson	Bernadette McCartan
Ursula Browne	Barry Herridge	Kay Noonan
Niall Bulfin	Elizabeth Hutton	Tricia Norris
Carmel Byrne	Robert Irving	Anne O'Connor
John Byrne	Trish Johnson	Finbarr O'Donoghue
Anne Carroll	Sarah Kay	Maura O'Dowd
Lorraine Clarke	Sarah Kearney	Theresa O'Farrell
Anne Colgan	Francesc Kenny-Denneny	Ann O'Neill
Deirdre Collins	Sheila Killoran	Maggie O'Neill
Frances Collins	Sobhan Lavin	Suzanna O Reilly
Catherine Conneely Heneghan	Breda Lilburn	Sylvester O' Toole
John Connolly	Victoria Lloyd	Mary Peyton
Kay Conroy	Paul MacCann	Catherine Power
Katherine Crampton	Deirdre Madden	Ann Prendergast
Maeve Daly	Mary Mangan	Eileen Prendiville
Mary De Courcy	Gearoid Manning	Caroline Rowan
Fiona Devlin	Elizabeth Meagher	Ann Ruth

Maeve Dooley
Emma Dowd
Mary Jane Egan
Anita Ennis
Deirdre Evans
Marcella Finnerty
Mairead Flaherty
Paul Flannery
Christina Flood
Linda Fulton
Emma Gannon
Patricia Gibbons
Linda Fulton
Emma Gannon
Patricia Gibbons

Derry Mohally
Heather Moore
Mary Moran
Coleen Morris
Ruth Murnane
David Murphy
Rachel Murphy
Claire Murray
Catherine Murtagh
Siobhan McCabe
Bernadette McCartan
Rachel Murphy
Claire Murray
Catherine Murtagh
Siobhan McCabe
Bernadette McCartan

Mary Sheill
Catherine Sheehan
Karen Shorten
Caroline Smith
Fiona Smith
Gráinne Stone
Jane Sutton
Steve Thomas
Ray Tonge
Frances Walsh
David Wyse
Jane Sutton
Steve Thomas
Ray Tonge
Frances Walsh
David Wyse

Mary Cafferkey
Paula Carthy
Paula Casey
Nuala Clarke
Martina Coen
Michael Collender
Justine Connell
Geraldine Connolly
Mary Corby
Helena Cuffe
Nora Daly
Fionnuala Darcy
Maura Davis
Mary Deegan
Ursula Devaney
Bernadette Divilly
Anne-Marie Dixon
Marguerite Dooley
Susan Dowling
Breda Dunne
Patricia Dunne
Olive Fanning
David Farrell
Kay Ferriter
Josephine Fitzgibbon
Anne Flanagan
Pearl Flemming
Dermot Foley
Martina Gibbons

Mary Keane
Colm Keating
Belinda Kelly
Dawn Kelly
Geraldine Kennedy
Brigid Kenny
Aeveen Kerrisk
Donal Kiernan
Aideen Kilgallen
Marian Kirby Ryan
Nora Kirrane
Ann Kirwan
Trish Klinkenbergh
Adrianna Karolina Kursze-
wska-Szemis
Pauline Little
Barbara Lynch
Eileen Lynch
Isobel Mahon
Paula Martin
Elizabeth Mernagh
Lindsay Mitchell
Louise Madden
Marie Merton
Dermod Moore
Anne Moran
Maria Moran
Marion Moran
Elizabeth Muller
Kathleen Mulligan

Clotilde O'Keeffe Lyons
Eve O'Kelly
Breda O'Neill
Gerard O'Neill
Julia O'Neill
Nessa O'Reilly
Ann Parfrey
Mary Quigley
William Quirke
Mark Redmond
Aisling Reidy
Antonella Riciniello
Dermot Ronaldson
Kay Russell
Michael Ryan
Veronica Ryan
Janet E. Sahafi
Eileen Sheehan-O'Brien
Ursula Shields-Huemer
Ursula Somerville
Dr. Mary Stefanazzi
Eugene Stephens
Hester Storm
Sharon Travers
Darina Van Den Bergh
Martina Vaughan
Shirley Ward
Catherine Whyte

Apologies

Emille Boland
Edel Bose
Anne Brennan
Marie Brennan
Frances Brick
Evelyn Burke
Alan Butler
Joan Byrne
Rob Byrne
Ruth Byrne
Ann Cadogan

Ines Hasenfuss
Dermot Heslin
Mary Hilliard
Paul Hogan
Markus Hohmann
Brian Howlett
Alison Hunter
Áine Hutchinson
Tara Hynes
Helen Jones
Colette Keane

Trisha McHale
Ita McSwiney
Elizabeth Neville
Margaret Nyhan
Michele O'Brien
Imogen O'Connor
Colm O'Doherty
Eilis O'Donoghue
Helen O'Dwyer
Bernadette O'Kane
Seamus O'Kane

Welcome

Kay Noonan welcomed members in attendance. She noted that the original booklet for the AGM of the 3rd March 2018 (cancelled due to the inclement weather conditions) would now be used for AGM 21st April 2018. Amendments to the booklet were included in the attendees AGM packs.

Kay further advised that the IAHIP AGM 2019 would be held in the Menlo Park Hotel Galway as they agreed to keep the deposit on hold which was paid for the 2018 AGM.

1. Minutes of the AGM 2018

The Minutes were proposed for adoption by Ann Ruth and seconded by Derek McNamara. All in favour

2. Matters Arising from the Minutes

There were no matters arising.

3. Apologies as read

4. Chair's welcome

Finbarr O'Donoghue put forward a proposal to the membership for an open forum to be held in the afternoon which would replace the reading of committee reports. It was noted that there would be time for questions on any of the reports presented in the AGM Booklet before the open forum.

A show of hands found an overwhelming preference in favour of an open forum.

5. Chair's Report

Finbarr spoke to his report as printed in the AGM Booklet 2018

In his opening address he welcomed the members in attendance and thanked them particularly in view of the fact that the original AGM had to be cancelled and this one was arranged at short notice.

Finbarr spoke of Jane Clancy who left during the year and thanked her for her years of service to the organisation.

He also offered thanks to the following people:

- Debbie Hegarty who stepped down as Chair during the year. Finbarr thanked Debbie for all for her work with the organisation.
- The members of the AGM committee who put so much work into today's AGM: Kay Noonan, Martina Breen, Tatiana Petrea, Siobhan Lavin and John Connolly AGM Minute takers : Mary Hamill and Martina Breen
- Members of the Governing Body: John Connolly, Hon. Treasurer; Gearoid Manning, Vice-Chair; Karen Shorten, Regional Officer; Carmel Byrne; Matthew Henson; Liz Hutton; Derek McNamara; Kay Noonan; Mary Sheill were thanked for all their work during the year.
- All the members of IAHIP Committees and volunteers who have put in so much work during the year.
- The Finance Working Group was acknowledged and thanks given as this area was not attended to in previous years.
- Martina Breen and Kay Noonan for their work in administration throughout the year.
- Tatiana Petrea and Rachel O'Flaherty, administrative staff.

He encouraged more members to become involved in the work of the organisation.

Finbarr stated that being in regular attendance at the offices of IAHIP revealed a number of abusive phone calls from members of IAHIP to staff. The Chair recommended a recording of phone calls to help deal with this matter. He stated that it was brought to his attention that this form of bullying has also occurred with other volunteering members of IAHIP committees.

The Chair addressed the matter of his relationship as husband to the Chair of ICP and how this fact was always transparent and clear. When Debbie Hegarty stood down Finbarr took up the position of chair. He referred to his own experiences of opposition to his post despite adhering to policies and regulations and his own experience of misinformation and "nameless" members opposing and/or objecting to his position. As a result, Finbarr decided not to go forward for the position of Chair this year but despite his own experiences would encourage all members of IAHIP to get involved in their association.

A response from the floor acknowledged disappointment and sadness at these events and acknowledged the history of destructive behaviour within our organisation that is often traumatic. Kay Conroy called for transparency and written objections to matters where ethical concerns are involved however having a wife in ICP did, in her opinion, create an ethical concern.

Training has been undertaken by the current GB and this training is ongoing in the relevant areas such as Governance and GDPR.

A lot of work has been undertaken in relation to IAHIP being in compliance with the upcoming GDPR deadline of May 25th 2018. We have new hardware and software installed in the office and GB member, Derek McNamara has been appointed as Data Control Member. An audit of our procedures has been completed by outside auditors. A member of the external consultancy will attend the upcoming ICP registrants' day on May 12th. How members manage their information processing will be discussed.

The Chair's Report was proposed for adoption by Ann O'Neill and seconded by Kay Noonan.

An interruption to proceedings occurred when a member of the public entered and began to comment negatively on members of the board. A ten minute recess was called. Tricia Norris undertook to deal with this matter. The meeting resumed at 11.25am.

Later in the day, Tricia Norris spoke to the meeting about the interruption. In order to respond to general enquiries she had received. Tricia stated that she had no information about the background to this event or about the person.

6. Honorary Treasurer's Report

John Connolly spoke to his Treasurers Report and Audited Accounts that were presented in the AGM Booklet 2018. (A handout was given to attendees with an amended up to date version of accounts as laid out in the booklet on page 11¹).

John stated that he was stepping down as a member of the GB but was continuing to work in the newly established Finance Working Group (FWG) which offers support to the important work of the treasurer.

- The FWG have introduced new systems and procedures to administration, including a Procurement Policy to support the managing of the company budget. He noted that some committees may see this policy as extra work but this policy alone has saved the organisation over €4,000 in paid invoices over the year.
- The introduction of GDPR has meant a lot of extra expense for IAHIP on new hardware and software for the office, and GDPR training for staff and board members.
- There have been extra employment costs in the past year in order to keep the office going which has been a challenge.
- There is a 40% increase in our rent from renewal of contract later this year. While this is significant, it was noted that our rent was agreed in 2012 and we are now reaching a peak in the rental market.
- The auditors have commented on the fact that at the end of 2016, there were over €4,000 in expenses that were not claimed and therefore went into the 2017 budget. He requested that all expenses to be claimed in a timely manner so the budget can be managed accurately.
- He added that up to this year, most payments were made by cheque and this made the accounts more difficult to track. From now on all payments will be made online.
- Any credit cards that were in use have been cancelled with the Bank and there is now a single Debit Card used by administration.
- 6 months ago, we introduced the policy that only correspondence that cannot be emailed will be posted
- *Ann Prendergast* queried the increase in Legal expenses?
- The response was that IAHIP changed its legal advisors and we were billed by the old legal advisor for the previous year.
- *Eileen Prendiville* enquired about the consultancy fees?
- The response was that consultant fees were in relation to GDPR, HR and Admin. There were extra costs this year in creating a new vision going forward but with a new Manager in place shortly, we will go back to a more regular admin costings.
- *Kay Conroy* spoke about the amount of money that goes to ICP at a time when the

¹ Appendix 1 - Amendment to printed budget

organisation needed to increase fees in order to cover our costs. She spoke of the loss of Jane Clancy from the organisation and that this was due to the executive that was in place at that time. She enquired from Ann Colgan, Chair of ICP as to where the money we pay ICP goes.

- **Ann Colgan** responded that ICP are committed to working with IAHIP to look at finance and how the money is spent. Jean Managhan is involved in the up skilling and training of boards of all the sections and IAHIP has availed of this training.

The Treasurer's Report and Audited Accounts were proposed for adoption by Carmel Byrne and seconded by Tricia Norris.

All were in favour.

Special Resolutions

7. *Company's Articles of Association: Changes to original text:*

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.

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.

Gearoid Manning spoke to this resolution to separate the roles of Membership Secretary and Company Secretary, reverting to original articles.

Proposed by Gearoid Manning. Seconded by: Derek McNamara

Vote: Carried by excess of 75% show of hands

7.1 Special Resolution (proposed by Governing Body, IAHIP)

It is resolved that notification of future IAHIP AGMs and EGMs be sent via E-mail to those members who have so agreed. For IAHIP members who do not wish to receive such notifications via e-mail, they will receive the normal hard copy version in the post as is currently the practice.

Rationale:

This would have an annual minimum saving of €1,000 for IAHIP. It would also mean a huge reduction in time and effort for IAHIP staff and volunteers.

Proposed by Kay Noonan. Seconded by Gearoid Manning and Mary Sheill

The vote was carried with a show of hands of more than 75% of attendees

7.2 Ordinary Motion to IAHIP AGM

David Murphy spoke and proposed the set-up of a members' group of experts to advise and support the GB. A more collaborative relationship between ICP & IAHIP would also be welcomed.

Tricia Norris commented about the duplication of costs between IAHIP and ICP and suggested that we look at what services and administration support ICP could provide IAHIP. Speaking with her experience of being a past member of the GB, she felt a separate group would be a very helpful support to the GB.

Caroline Smith proposed an amendment to David's motion, to seek a paid, professional administrative structure for IAHIP as the lack of administrative manpower is a significant problem. Finbarr advised that the sought person for IAHIP, will be much more than an office manager with a skill set just short of a CEO.

Eileen Prendiville also supported the idea of a professional manager who would take some of the burden off the GB. She also spoke of the need to take the future of IAHIP seriously

Matthew Henson also supported David's motion and the idea of support from ordinary members as he experienced a gap between the GB and the general members.

Sheila Killoran suggested an amendment to the motion – that *from time to time*, a more occasional, less permanent group be considered.

Ann O'Neill asked that Tricia Norris's earlier point be referred to as IAHIP makes up the majority of ICP and find a way to combine resources between the sections while IAHIP keeps its autonomy.

David Murphy asked for Sheila's suggestion, 'from time to time' be taken into the motion. The word 'expert' was questioned but accepted.

Vote for Amendment to original Motion.... (Include 'working', Exclude 'urgently'), (Include 'from time to time').

Vote: Carried by excess of 75% show of hands

Ordinary Motion (amended)

It is proposed that an expert working group be appointed from time to time 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.

8. Elections

The process of elections was introduced by Gearoid Manning and he declared his own intention to go forward as Chair.

8.1 Election or Re-Election of Officers of the Governing Body

The vote for the Offices of GB were taken one by one. All nominations were received in advance of meeting.

Chair: Gearoid Manning – proposed by Derek McNamara and seconded by Carmel Byrne

Vice Chair: Derek McNamara – proposed by Gearoid Manning and seconded by Carmel Byrne

Membership Secretary: Kay Noonan – proposed by Gearoid Manning and seconded by Finbarr O'Donoghue

Treasurer: John Connolly stepped down as GB member and Treasurer. This position was not filled. The Governing Body will appoint someone to this position.

Regional Development Officer: Karen Shorten rolling over in her position as Regional Development Officer (Serving second year of two year term).

8.2 Election or Re-Election of Directors to the Governing Body

Governing Body Rolling-Over (Serving second year of two year term)

Matthew Henson

Liz Hutton

Members needing to go for re-election if wishing to serve

- **Carmel Byrne** – proposed by Karen Shorten and seconded by Kay Noonan
- **Mary Sheill** – proposed by John Connolly and seconded by Liz Hutton

New member elected to the Governing Body

Paul Flannery was nominated as a member of the governing Body

Proposed by Finbarr O'Donoghue and seconded by Cynthia Abraham

As there are still three vacancies on the Governing Body to be filled and there are no other nominations, the above named presenting for election to the GB are deemed elected.

8.3 Election or Re-Election of members to the Ethics Committee

Members Rolling-Over (Serving second year of two year term)

- **Veronica Brady**
- **Rachel Murphy**

Members needing to go for re-election if wishing to serve

- **Caroline Smith** – proposed by Veronica Brady and seconded by Carol Duffy
- **Mary Egan** – proposed by Carol Duffy and seconded by Veronica Brady

- **Carol Duffy** – proposed by Caroline Smith and seconded by Rachel Murphy

New member elected to Ethics committee

- **Sandra Mullen** was nominated as new member of Ethics Committee.

Proposed by Mary Egan and seconded by Caroline Smith

As there are still two vacancies on the Ethics Committee to be filled and there are no other nominations, the above named presenting for election to the Ethics Committee are deemed elected.

8.4 Election or Re-Election of members to the Accreditation Committee

Appreciation was expressed for Trish Klinkerberg who stepped down recently from this committee.

Members Rolling-Over (Serving second year of two year term)

- Susan Duffy
- Ann Ruth

Members needing to go for re-election if wishing to serve

- Carmel Byrne Proposed by Annie Samposon and seconded by John Harley
- Tadhg Ryan proposed by Annie Samposon and seconded by John Hartley
- Noelle Neylon-Walsh – proposed by Fiona Clothier and seconded by John Hartley

New member elected to Accreditation committee

- Martina Breen was proposed by John Connolly and seconded by Kay Noonan.
- Susan Dowling was proposed by Noelle Neylon-Walsh and seconded by Ann Ruth

As there are still three vacancies on the Accreditation Committee to be filled and there are no other nominations, the above named presenting for election to the Accreditation Committee are deemed elected.

9. NEW AND AMENDED BYE LAWS SINCE AGM 2017

9.1 BYE LAW 3

Amendments to Bye Law 3 (Code of Ethics and Practice for Psychotherapists)

Following complementary submissions from both the Child & Adolescent Working Group and the Ethics Committee, each with the support, where relevant, of the Accreditation and Supervision Committees, Bye Law 3 was strengthened and updated to reflect the following emerging needs under our Code of Ethics and Practice for Psychotherapists:

- By offering clearer guidance on our legal and other responsibilities when limiting the confidentiality, we can legally offer to clients (see amended clause 6 and new clause 8)
- By setting out our obligations where the protection of children and vulnerable adults is concerned (see new clause 7)
- By expanding the existing guidance on the active monitoring of the boundaries and limits to one's own psychotherapeutic competence (see new clause 9). In particular, in order to comply with the ICP standards for working therapeutically with children and adolescents in psychotherapy, specific guidance has been provided on the requirements expected of practitioners working, or intending to work, with children or adolescents (see sub-clause 9.2).

BYE LAW 3 (Amended)

CODE OF ETHICS AND PRACTICE FOR PSYCHOTHERAPISTS

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. Certified Associates, Pre-Accredited Associates, and Student Associates consent to be governed by this Code of Ethics and Practice of IAHIP.

1.2 Members (and other categories described in 1.1 above) accept a common code of reference within which to manage their responsibilities to clients, colleagues and the wider community. Whilst this Code cannot resolve all ethical and practical related issues, it aims to provide a framework for addressing ethical issues and to encourage optimum levels of practice. Psychotherapists will need

to judge which parts of this Code apply to particular situations. They may have to decide between conflicting responsibilities.

1.3 The term ‘client’ refers, but not exclusively, to recipients of individual, couple or group psychotherapy. The terms ‘therapy’ and ‘psychotherapy’ are interchangeable as are the terms ‘therapist’ and ‘psychotherapist’.

1.4 If requested by a client a psychotherapist will provide information about the Code of Ethics and Practice of IAHIP.

2. **The Nature of Humanistic and Integrative Psychotherapy**

2.1 Humanistic and Integrative Psychotherapy emphasises that persons are self-regulating, self-actualising and self-transcendent beings, responsible for themselves; and whilst recognising the tragic dimensions of human existence, it emphasises the ability of persons to go beyond themselves and realise their nature more fully.

2.2 Its focus, then, is on individuals as organisms seeking to attain integration in the wholeness of body, feelings, intellect, psyche and spirit, and in relation to other people.

2.3 Since Humanistic and Integrative Psychotherapy is based on a phenomenological view of reality its emphasis is on experience, and the nature of the therapeutic relationship is seen as meaningful contact between persons.

2.4 Humanistic and Integrative Psychotherapy acknowledges the validity of a variety of approaches to the individual. While accepting the contribution of many approaches, it is concerned with discovering and working with the essential elements of the functioning individual as these are understood and made sense of in a humanistic perspective.

It is open to the exploration of the inter-relationship and inter-connection of theory and method in two or more approaches and may employ these as is judged appropriate, or it may attempt to integrate these as one organised and coherent approach.

2.5 The overall aim of humanistic and integrative psychotherapy is to provide an opportunity for the client to work towards living in a more satisfying and resourceful way. The term psychotherapy includes work with individuals and groups of people and the objectives of the work will vary according to the

client’s needs. Psychotherapy may be concerned with developmental issues, developing personal insight and knowledge, working through feelings of inner conflict or improving relationships with others. The role of psychotherapy is to facilitate the client’s work in ways which respect the client’s values, personal resources and capacity for self-determination. The aim is to empower clients and encourage them to take control of their lives.

2.6 Only when both the therapist and the recipient explicitly agree to enter into a therapy relationship does it become ‘psychotherapy’.

2.7 Psychotherapy is a non-exploitative activity. Its basic values are integrity, impartiality and respect.

3. **Issues of Responsibility**

3.1 The terms on which psychotherapy is being offered should be made clear to clients before the work commences. It is the client’s choice whether or not to participate in psychotherapy. Reasonable steps should be taken in the course of the psychotherapy relationship to ensure the client is given the opportunity to review the terms and the process of psychotherapy.

3.2 Psychotherapists should be sensitive to clients’ rights where capacity to give valid consent may be restricted or impaired, as in the case of children, people with learning disability, people experiencing mental illness, those in institutional care or in a place of detention. As far as possible psychotherapists must ensure that clients are attending psychotherapy of their own volition.

In the case of consent being required from other parties (guardians etc.) the granting or withholding of such consent should be recorded by the psychotherapist.

If a psychotherapist wishes to obtain or issue a report relevant to the client, consent from client and other parties (guardians etc.) should also be sought and recorded. (See also Section 6.)

3.3 The psychotherapist-client relationship is the foremost ethical concern, but it does not exist in social isolation. For this reason psychotherapists’ responsibilities to the client, to themselves, to colleagues and to members of the wider community are implicit in the following sections. IAHIP may represent the social and political concerns of its members and the manner in which social issues may impact upon clients and wider culture.

- 3.4 Psychotherapists are responsible for working in ways which promote clients' control over their own lives and respect clients' ability to make decisions and change in the light of their own beliefs and values.
- 3.5 Psychotherapists are responsible for setting and monitoring boundaries of the psychotherapy relationship and making this explicit to the client. While their psychotherapy relationship exists, no other relationship is appropriate. Where contact with clients outside the therapy appointment is unavoidable, extreme care must be taken not to exploit the client in any way.
- 3.6 Psychotherapists must not exploit their clients either financially, sexually, emotionally or in any other way.
- 3.7 Clients should be offered privacy for psychotherapy sessions. Clients should not be observed or overheard by anyone other than their psychotherapists without having given informed consent. This also applies to audio/video taping of sessions.
- 3.8 Psychotherapists should take all reasonable steps to ensure that clients suffer neither physical nor psychological harm during psychotherapy.
- 3.9 After satisfactory closure of the psychotherapy contract, the psychotherapist would still enjoy a privileged position in any other relationship with a former client.

Psychotherapists should not enter into a significant relationship with a former client unless there is a lapse of a considerable period of time after the ending of the psychotherapy. It is further recommended that each party consult with independent advisors.

The integrity of the psychotherapist is central in maintaining and respecting professional standards in any relationship following the agreed closure of the psychotherapy contract.

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 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."

- 4.2 When announcing psychotherapy services, psychotherapists should limit the information to: name, relevant qualifications, address, telephone number, hours available and a description of the services offered. They should refrain from making exaggerated or unverifiable claims for the effectiveness of their methods and from advertising services in a way likely to encourage unrealistic expectations. All such announcements should be accurate in every particular.
- 4.3 Pre-accredited associates, student associates and affiliates may not represent themselves as accredited members of IAHIP, nor use the letters IAHIP as part of their advertising material or stationery.
- 4.4 Psychotherapists should not display an affiliation with an organisation in a manner which falsely implies the sponsorship or verification of that organisation.

5. **Contracting**

- 5.1 Clear contracting enhances and shows respect for the client's autonomy.
- 5.2 Psychotherapists are responsible for informing the prospective client of the approaches and methods offered.
- 5.3 Psychotherapists are responsible for communicating promptly the terms on which psychotherapy is being offered, including availability, their expectations of clients regarding fees, cancelled appointments and any other significant matters.
- 5.4 Where there appears to be a conflict of interest likely, psychotherapists are expected to make explicit to clients and/or an employing organisation, the nature of their position. An appropriate solution should be sought.
- 5.5 At the client's request, information should be given about records kept, access to these records, their availability to other people and the degree of security with which they are kept.
- 5.6 Where necessary therapists are responsible for the secure transit, storage, retrieval and disposal of records both written and electronic.
- 5.7 Psychotherapists have a responsibility to establish with clients whether they

are currently attending any other therapeutic, medical or helping professionals. Psychotherapists should gain the client's permission before conferring with other professional workers. This may involve a decision on the part of the therapist whether or not to engage in work with the client.

6. Confidentiality

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. and the client has freely given the therapist a valid informed consent that the requested report be supplied. (See also clause 8 below.)
- When, in the event of a video or audio tape being made, a signed consent has been given by the client specifying the agreed audience, e.g. public, trainees, other professionals etc., and when the tape will be erased.
- 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 any current legislation, or with national guidance aimed at the protection and welfare of children and vulnerable adults (see also clause 7 below) or of other clients.

6.3 It is the responsibility of the psychotherapist to ensure that where consent is sought to divulge confidential information given by a client, any such consent is valid and is freely given. Verbal or signed consent is valid when dialogue has occurred that helps clients understand the nature of the consent and their choices.

6.4 Special care is required when writing about specific psychotherapeutic situations for case studies, reports or publications. It is important that a clients' valid consent is obtained or that their identity is effectively disguised.

7. The protection of Children and Vulnerable Adults

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.

7.2 Where a psychotherapist is unclear whether their concern for a child or a 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.

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.

8. Legal and other responsibilities when breaking Confidentiality

8.1 A decision to break the confidentiality agreed between a psychotherapist and the client should be made, whenever possible, 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.

8.2 Agreements about confidentiality continue after the client's death, unless there are overriding legal or ethical reasons.

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.

8.4 Sometimes there is a legal duty to reveal client information. Such duty usually arises so as to comply with legislation or a court instruction.

8.5 Psychotherapists should seek legal advice and contact their insurance company if they are in any doubt about their legal rights and obligations, before acting in a manner which may conflict with the confidentiality due to any particular client.

9. **Competence and Recognition of its Boundaries and Limits**

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.

9.2 Working with children or adolescents requires particular knowledge, skills and competencies and a capacity to conceptualise, understand and respond to the familial and/or social context of the client.

- Therefore, psychotherapists working with child or adolescent clients are expected to demonstrate an in-depth knowledge of child and adolescent 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.
- Recognising that a child's stage of development impacts on their capacity to make use of verbal language, psychotherapists need also to be able to respond in a communication style that is appropriate to the particular client.
- Practitioners intending to undertake work with children or adolescents must first undergo relevant training and engage in appropriate supervision.

9.3 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.

9.4 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.

9.5 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.

9.6 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 including such further training as may be required, in relation to all areas of their practice.

9.7 Psychotherapists should ensure that the therapeutic environment and conditions provided are appropriate to the age, developmental stage and particular needs of each client. In particular, when working with child clients, this includes competence in the use of appropriate play and expressive arts materials so as to facilitate developmentally sensitive therapy and non-verbal communication as needed.

9.8 Psychotherapists should take all reasonable steps to ensure their own physical safety.

9.9 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.

9.10 Members of IAHIP are required to adhere to this Code of Ethics and Practice² and to all other IAHIP Codes of Ethics and Practice, where relevant. Where professional misconduct by a member is suspected, there is a responsibility to ensure that 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.

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.

11. Research

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.

11.2 Psychotherapists conducting research should use their data accurately and restrict their conclusions to those compatible with their methodology.

9.2 BYE LAW 4

Amendments to Bye Law 4 (Associate and other Affiliate Categories)

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 One.

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”.

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 or affiliation with the Company.

² As approved at 2018 AGM

2. The five categories shall be known as:

- a) Certified Associates
- b) Pre-Accredited Associates
- c) Student Associates
- d) Friends
- e) Affiliate Organisations

3. **Certified Associates**

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;
- (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;
- (iii) are practising as a humanistic and integrative psychotherapist under regular supervision and are covered by a policy of insurance for professional indemnity risks;
- (iv) consent to be governed by the IAHIP Codes of Ethics and Practice and to be subject to the Complaints Procedure;
- (v) provide recommendations from their current supervisor and from an accredited member of IAHIP.

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.

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.

3.4 Certified Associates shall be awarded the IAHIP Certificate of Professional Training in Humanistic & Integrative Psychotherapy and shall have the following rights:

- 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 *Inside Out* 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**

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;
- (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;
- (iii) are practising as a humanistic and integrative psychotherapist under regular supervision and are covered by a policy of insurance for professional indemnity risks;
- (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);

- (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:

- to attend AGMs and EGMs (without voting rights)
- to be on a selected mailing list
- to receive *Inside Out* 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.

5. Student Associates

5.1 Application for the category of Student Associate is open to students who have grounds to believe that they

- (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.)

- (ii) supply a letter of confirmation of student status from their training programme

- (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).

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.)

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.

5.4 Student Associates shall have the following rights:

- to attend AGMs and EGMs (without voting rights)
- to be on a selected mailing list
- to receive *Inside Out* 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.

- to 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.

6. Friends

- 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.
- 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.
- 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.
- 6.4 Friends shall have the following rights:
- They will be on a selected mailing list.
 - They will receive the *Inside Out* 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.

7. Affiliate Organisations

- 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.
- 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.
- 7.3 Affiliate organisations shall have the following rights:
- 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 *Inside Out* 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.

8. Fees

Fees for these categories shall be fixed from time to time by IAHIP and shall be payable on 1st January each year.

10. Proposal for Auditors OKC Business Services Limited to be appointed for 2018

Proposed by: Noelle Neylon Walsh and Seconded: David Wyse

13. Remembrance Ceremony for Deceased Members

The members who died during the past year were also acknowledged: A small reflection ceremony was hosted by Karen Shorten in remembrance of deceased members and students, remembering:

Mary Paula Walsh
Nicola Underwood
Maria Arnold
Helen Gillan

12. NEWLY ACCREDITED MEMBERS:

Carmel Byrne and Ann Ruth led the ceremony for new members 76 in total:

Cynthia Abraham	Marika Mikulak
Caroline Bale	Heike Murphy
Yvonne Barnewall	Sonya Murray
Frances Burns	Siobhan McCabe
Alan Butler	Monique McEvoy
John Byrne	Brenda McGrath
Robert Byrne	Deirdre McLaughlin
Anne Cadogan	Aine McLoughlin
Lisa Anne Campbell	Michelle Nagle
Paula Casey	Anne Nevin
Catherine Cawley-Walsh	Bernadette Nolan
Nuala Clarke	Eileen O'Brien
Martina Coen	Lauren O'Brien
Helen Culhane	Valerie O'Brien Quinn
Mary Deegan	Rebecca O'Callaghan
Deirdre Devlin	Claudine O'Dowd
Kerry Dineen	Ursula O'Gorman

Marguerite Dooley
David Farrell
Paul A Flannery
Martina Gibbons
Patricia Gibbons
Sarah Gilligan
Jennifer Goodwill
Nuala Harpur
Bernadine Hayes
Bevin Herbert
Aine Hutchinson
Trish Johnson
Alan Jordan
Adrianna Karolina Kurszewska-Szemis
Colette Keane
Monica Keane
Dawn Kelly
Brendan Keogh
Aeveen Kerrisk
Paula Martin
Brid Meighan

Clotilde O'Keefe Lyons
Eve O'Kelly
Ngozi Noelle Okonji
Nalalya Price
Olwen Price
William Quirke
Fiona Roche
Oonagh Roantree
Michael Ryan
Richard Sadlier
Lorena Sanchez Blanco
Denis Sherlock
Eugene Stephens

Grainne Stone
Jane Sutton
Ray Tonge
Steven Thomas
Darina Van Den Bergh
Frances Walsh
Mary Wilkins

12.1 Recognised and re-recognised Training Courses IAHIP

Re-Recognised Training Courses

Children's therapy Centre (CTC)

Course: Master of Arts in Creative Psychotherapy (Humanistic and Integrative Modality)

Dublin Counselling and Therapy Centre (DCTC)

Course: Diploma in Counselling and Psychotherapy

Gestalt Institute of Ireland (Irish Gestalt Centre)

Courses: Postgraduate Diploma in Gestalt Psychotherapy (awarded by the Institute of Technology, Carlow)

MA in Gestalt Psychotherapy (awarded by the Institute of Technology, Carlow)

Turning Point Institute (TPI)

Courses: Diploma in Integrative Clinical Psychotherapy

Graduate Diploma in Humanistic and Integrative Counselling and Psychotherapy (UCC)

MSc in Humanistic and Integrative Counselling and Psychotherapy (UCC)

12.2 Newly Recognised Psychotherapy Training Course

Dublin Business School (DBS)

Course: Master of Arts in Psychotherapy in combination with the Higher Diploma in Counselling and Psychotherapy.

Afternoon Session

The afternoon session was put aside for an open forum for any issues pertaining to the membership and the organisation.

- A presentation gift was presented to Tatiana Petrea and Martina Breen for their work in administration during the past year.

The Afternoon Open Forum was facilitated by Matthew Henson.

The membership were invited to put forward topics for discussion they felt relevant at this time.

Topics Offered:

- State regulation
- Psychotherapists in their daily practice.
- Data Protection concerns for working Psychotherapists
- Children First – Trish Norris
- Supervision standards for IAHIP – Ann Colgan
- Vision of the future of IAHIP in light of Statutory Regulation & the relationship between ICP & IAHIP with statutory registration pending.
- Governance across the organisation, as it is appearing here today and how much could have been avoided if better governance was in place. Governance and transparency – voiced by Kay Conroy. Her own experiences showed a lack of transparency when refused membership on to particular a committee
- Mary de Courcy – wanted to acknowledge the person who interrupted the beginning of proceedings of the AGM and acknowledged her contribution and her courage to come into a meeting like this and use her voice. She also wanted to acknowledge the subject of bullying that Finbarr had referred to in his Chairs' speech and the unwelcome possibility of the continuation of bullying in this organisation... that this need to be acknowledged and monitored. (Not a topic for discussion)
- Kay Conroy made reference to the fact that IAHIP members are members of ICP and in turn, ICP are members are EAP. IAHIP demand more than the requirement for EAP. She suggested that the accreditation committee should honour the hours that are required by EAP and not more than this.

- Member, Deirdre Madden addressed concerns about her application for accreditation. She acknowledged the changes within IAHIP that may have delayed processing her application but despite support from her college and supervisor she remains uncertain as to her current situation.
 - Finbarr suggested a meeting with accreditation members after today's AGM.
 - Ann Ruth responded with some insight into the process on how incomplete applications impact the process and that delays are inevitable. She apologised for the unavoidable delays.
 - Paul Flannery highlighted the lost opportunity for revenue due to lack of simplicity in applying for accreditation and lack of personnel to respond on this matter.
 - Tricia Norris also supported the need to simplify the application form. She made reference to the current application form for accreditation and made note that the qualitative section of the form should be separate from the quantitative to simplify the completion of same.
 - Frances Walsh responded and referred to the cumbersome task for applicants when completing the sections for courses already accredited by IAHIP
 - Finbarr advised that new on-line applications proposed in phase 2 of the website development will facilitate automatically vetting the personal, quantitative and qualitative elements of the application that currently can only be vetted one by one.
 - Deirdre Evans also supported revising the quantitative element of the application form.

GOVERNANCE & TRANSPARENCY

A member requested Governance to be discussed - across the organisation. All work is voluntary and a strong governance structure is needed. Kay Conroy proposed that Ann O'Connor to speak to this. It was suggested that a working group come together to work on governance. Finbarr stated that the process had started and the GB had already undertaken training in this this year. David Wyse highlighted the complexity of our bye-laws. Could we separate the operational from the clinical governance, for ourselves and the public.

He requested time be given to look at the nuts and bolts of how we run our business; to look at them in relation to 2 strands: 1. Operational instructions and 2. Clinical instructions, so we can be seen transparently on how we run our business.

Ann Prendergast, highlighted personal governance and our need to take ownership.

Francess Kenny-Denneny enquired about the difficulty of changing bye-laws. Tricia Norris agreed there is an accumulation of bye-laws that may need a clear-out.

CHILDREN FIRST

Tricia Norris suggested a need for discussion around the Tulsa reporting standards as an issue that is of concern to students and training. There is now mandatory reporting / retrospective reporting and our students and members need support with this. David Wyse stated that the new State Legislation impacts on every one of us licensed under IAHIP, and we as trained professionals need to own this as part of our profession. Legislation is now LAW - not just guidance in relation to children first. He pointed out that there is a wealth of guidance available through the Tusla hub and also from the HSE. The law has changed in theory (sic.) and it is challenging for students and training. We need to help the students through the legislation. He suggested that the Tusla guidelines be sent by IAHIP to all members. <https://www.tusla.ie/services/child-protection-welfare/publications-and-forms/>

Mary Egan requested that we review what is on the website; how does practice meet the guidelines? Children First is rapidly evolving and there are many struggles. In relation to member's ethical queries: "what are the issues that are challenging your practice?" As a member of the Ethics Committee, Mary sees the clash of practice and legislation on a daily basis. The Ethics Committee are organising a legal consultations day with a legal consultant in the coming months and members will be informed. Mandated reporting queries are supported by the ethics committee. She stated that in relation to mandatory reporting and mandated assistance, if members need ethical support on this, to contact the Ethics committee. Eileen Prendiville directed members to the revised bye law on page 30 of the AGM booklet which incorporates the new legislation. Significant support from the floor was shown on this issue.

DATA PROTECTION

Frances Collins spoke of the new GDPR and what it means for us in private practice. There was a request for IAHIP to provide training in GDPR for members. Derek McNamara is our Data Protection Member. IAHIP will look to provide member training as we go forward. It was stated that in the interim there are a lot of resources online to support us with GDPR. Derek made himself available to any members who may have concerns.

SUPERVISION

Reciprocity was up in 2017 and now needs review. Anne Colgan referred to page 10 of the AGM booklet which outlines that Supervisors need to be trained. Supervisors must have core training as a psychotherapist or equivalent. If Psychotherapy is required as a QQI Level 9, the supervision must meet these standards. In the current status, we cannot make someone in-eligible with their supervision if they are meeting the relevant accreditation by law. If IAHIP is not in keeping with ICP standards, then there is a need for IAHIP to change the bye laws. This is for Jose Castilho from ICP and the GB to review. ICP have notified IAHIP that they need to take action on this.

Eileen Prendiville highlighted that our bye-law is not in line with this definition from ICP resulting in a conflict of standards. She stated that we still have bye law 10 - and the word post-graduate only applies to Bye law 11. Ann informed that ICP has advised IAHIP of this discrepancy. CORU will require a standard as advised by ICP

Eileen reiterated that as it stands, things are as they are until a change is made in the bye law.

David Wyse asked the question that as a supervisor accredited with IAHIP, does IAHIP continue to have a reciprocal arrangement with IACP. Gearoid Manning replied that yes, it still is in place and IACP are keen to retain this arrangement. However, it is now up to IAHIP to decide how we go forward with IACP. But at the moment we have a reciprocal arrangement.

STATUTORY REGULATION

Maeve Dooley raised the need for a debate and discussion around all the consequences of statutory regulation. To date, we have not had that debate. What is the vision for IAHIP in light of regulation - how do we see the relationship between IAHIP and ICP develop in the light of statutory regulation? No discussion took place on this during the open forum. Matthew Henson expressed dismay that the members present at the AGM would rather discuss anything other than state regulation.

A.O.B.

Kay Conroy, enquired about a bursary fund for some members who do not have pensions and are in need of respite care from time to time. Perhaps some members would contribute to support our older members. Finbarr O'Donoghue requested Kay to send this suggestion into GB

There was a request from the floor that there is a need for a stronger representation of our organisation with CORU. It was felt that this topic was being talked about continuously

within committees and needed airing. Eileen Prendiville was asked to speak on this subject;

“Regulation is on the way, the minister has responded and agreed two separate professions – Counsellors and Psychotherapists each providing different treatment.

CORU will be looking after complaints and ethics along with fitness to practice. CPD (Continuing Professional Development) will also be another area which CORU will regulate. CORU will work with existing bodies in relation to grand-parenting and academic standards. Membership of professional bodies will most likely remain a necessary. Particular issues around supervision etc. will remain a professional body matter.”

As a response to a comment from the floor about there being no evidence of dangerous practice in the profession, Sheila Killoran highlighted the ten years of conversation that have occurred between ICP, IAHIP and Department of Health and Children. The purpose of these talks was to move to Statutory Regulation of the profession. This is in the interest of the public to ensure standards of training and practice. People with very little training can and indeed do set themselves up as counsellors and psychotherapists.

Maeve Dooley highlighted the difference between state structures and personal factors of the individual person as well as the possible conflict with members running training schools involved in pursuing Statutory Regulation.

Maeve brought back the agenda of how regulation will affect the practice of psychotherapists and how this particular aspect of regulation has not been discussed in the room.

David Wyse spoke about questions not being raised giving rise to a lack of energy at the meetings. He asked the question: what will it (Statutory Regulation) mean to us, as individuals, in our practice?

Matthew Henson expressed concern about whether any single system of governance could be fit for purpose when applied to such a complex and varied practice as psychotherapy.

Sheila Killoran spoke about how QQI have significantly moved in their understanding of psychotherapy and did not suspect that we will be restricted in our practice.

The general view that was highlighted was the need to address the many issues around regulation and to ensure it is not left until the last item on the agenda of a long day.

More discussion is required.

CLOSING

Gearoid Manning was asked to speak of his vision for the upcoming year and IAHIP. He spoke of his hopes to continue the conversation started today, as IAHIP cannot stay the same in the coming years. There is currently no clear vision and he encourages members to reflect on what they want for IAHIP as an organisation and to contribute in developing a vision for our professional body and how it can serve us. "Our professional body must speak for our profession and support each other in open discussion". His intention is to support this in any way he can.

Finbarr O'Donoghue thanked members for their attendance. He gave a special thanks to Kay Noonan for her amazing work on the AGM. He also gave thanks to Gearoid Manning whom he believes will make an excellent chair. He paid tribute to John Connolly who took the finances to task and has done excellent work and thanked him for his hard work.

Gearoid Manning, as incoming Chair paid a special thank you to Finbarr O'Donoghue as outgoing Chair.

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 2018*

Company Number 215493

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DIRECTORS AND OTHER INFORMATION

Directors	Gearoid Manning Derek McNamara Matthew Henson Kay Noonan Karen Shorten Carmel Byrne Elizabeth Hutton Mary Sheill Paul Flannery (Appointed 21 April 2018) Finbarr O'Donoghue (Resigned 21 April 2018) John Connolly (Resigned 21 April 2018)
Company Secretary	Jacinta Mordey
Company Number	215493
Registered Office and Business Address	40 Northumberland Avenue Dun Laoghaire Dublin, Ireland
Auditors	OKC Business Services Limited Chartered Accountants and Statutory Audit Firm 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 2018

The directors present their report and the audited financial statements for the year ended 31 December 2018.

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 2018.

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 €374,361 for the year ended 31 December 2017 to €407,391 for the year ended 31 December 2018. The directors report a surplus of €36,748 for 2018, (2017: €5,115). It is anticipated that income will be maintained at this level for 2019.

Financial Results

The surplus for the year after providing for depreciation and taxation amounted to €35,130 (2017 - €5,115).

At the end of the year, the company has assets of €201,730 (2017 - €158,598) and liabilities of €95,730 (2017 - €87,728). The net assets of the company have increased by €35,130.

Directors and Secretary

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

Gearoid Manning
Derek McNamara
Matthew Henson
Kay Noonan
Karen Shorten
Carmel Byrne
Elizabeth Hutton
Mary Sheill
Paul Flannery (Appointed 21 April 2018)
Finbarr O'Donoghue (Resigned 21 April 2018)
John Connolly (Resigned 21 April 2018)

The secretaries who served during the year was:

Jacinta Mordey

Future Developments

The company plans to continue its present level of activities.

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.

Small Companies Exemption

The company has availed of the Small Companies Exemption contained in the Companies Act 2014 with regard to the requirements for exclusion of certain information from the Director's Report.

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

Gearoid Manning Director	Matthew Henson Director
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18 February 2019	18 February 2019
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STATEMENT OF DIRECTORS' RESPONSIBILITIES

for the year ended 31 December 2018

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. 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 accounting 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 readily and properly 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

Gearoid Manning Director	Matthew Henson Director
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18 February 2019	18 February 2019
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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 2018 which comprise the Income and Expenditure Account, the Balance Sheet, the Reconciliation of Members' Funds 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 2018 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 for Auditors (Ireland) 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:

- in our opinion, 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 82, 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 2019

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 a going concern. 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 a going concern.
- 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 2018

	Notes	2018 €	2017 €
Income		407,391	374,361
Expenditure		(370,643)	(392,535)
Surplus/(deficit) before interest		36,748	(18,174)
Investment income	5	(2,158)	31,053
Surplus/(deficit) before tax		34,590	12,879
Tax on surplus/(deficit)		540	(7,764)
Surplus/(deficit) for the year		35,130	5,115
Total Comprehensive Income		35,130	5,115

Approved by the board on 18 February 2019 and signed on its behalf by:

Gearoid Manning
Director

Matthew Henson
Director

The notes on pages 86 to 93 form part of the financial statements

BALANCE SHEET

as at 31 December 2018

	Notes	2018 €	2017 €
Fixed Assets			
Tangible assets	7	5,292	5,869
Investments	8	120,229	122,387
		125,521	128,256
Current Assets			
Receivables	9	6,936	7,186
Cash and cash equivalents		69,273	23,156
		76,209	30,342
Payables: Amounts falling due within one year	10	(88,506)	(79,964)
Net Current Liabilities		(12,297)	(49,622)
Total Assets less Current Liabilities		113,224	78,634
Provisions for liabilities	11	(7,224)	(7,764)
Net Assets		106,000	70,870
Reserves			
Capital reserves and funds		6,274	6,274
Income and expenditure account		99,726	64,596
Members' Funds		106,000	70,870

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 2019 and signed on its behalf by:

Gearoid Manning
Director

Matthew Henson
Director

The notes on pages 86 to 93 form part of the financial statements

RECONCILIATION OF MEMBERS' FUNDS

as at 31 December 2018

	Retained Surplus €	Pre Incorp. Surplus €	Total €
At 1 January 2017	59,481	6,274	65,755
Surplus for the year	5,115	-	5,115
At 31 December 2017	64,596	6,274	70,870
Surplus for the year	35,130	-	35,130
At 31 December 2018	99,726	6,274	106,000

NOTES TO THE FINANCIAL STATEMENTS

for the year ended 31 December 2018

1. GENERAL INFORMATION

Irish Association of Humanistic and Integrative Psychotherapy Company Limited by Guarantee is a company limited by guarantee incorporated in the 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 2018 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.

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 & workshop income, book orders & advertising. Membership fees received in advance are held as deferred income in payables.

Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost or at valuation, less accumulated depreciation. The charge to depreciation is calculated to write off the original cost or valuation of tangible fixed assets, less their estimated residual value, over their expected useful lives as follows:

Fixtures fittings and equipment	- 20% Straight line
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The carrying values of tangible fixed assets are reviewed annually for impairment in periods if events or changes in circumstances indicate the carrying value may not be recoverable.

Leasing

Rentals payable under operating leases are dealt with in the Income and Expenditure Account as incurred over the period of the rental agreement.

Investments

Other financial assets include investments which are not investments in subsidiaries, associates or joint ventures. Investments are initially measured at fair value which usually equates to the transaction price and subsequently at fair value where investments are listed on an active market or where non listed investments can be reliably measured. Movements in fair value are measured in the Income & Expenditure Account.

Trade and other receivables

Trade and other receivables are initially recognised at fair value and thereafter stated at amortised cost using the effective interest method less impairment losses for bad and doubtful debts except where the effect of discounting would be immaterial. In such cases the receivables are stated at cost less impairment losses for bad and doubtful debts.

Cash and cash equivalents

Cash and cash equivalents comprise cash at bank and in hand, demand deposits with banks and other shortterm highly liquid investments with original maturities of three months or less and bank overdrafts. In the Balance Sheet bank overdrafts are shown within Payables.

Provisions

Provisions are recognised when the company has a present legal or constructive obligation arising as a result of a past event, it is probable that an outflow of economic benefits will be required to settle the obligation and a reliable estimate can be made. Provisions are 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 Income & Expenditure 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.

3. INCOME

The income for the year has been derived from

	2018	2017
	€	€
Accredited Members	307,795	280,964
Pre-Accredited Members	19,821	21,189
Accreditation Fees	12,423	12,450
Accreditation of Supervisors	2,109	1,500
Re-Accreditation of Supervisors	6,620	4,700
Re-Accreditation of Members	17,655	15,150
Student Subscriptions	7,183	8,185
Other	21,216	11,510
Garda Vetting	4,385	8,540
Advertising	8,184	10,173
	407,391	374,361

4. OPERATING SURPLUS/(DEFICIT)

	2018	2017
	€	€
Operating surplus/(deficit) is stated after charging:		
Depreciation of tangible fixed assets	2,051	2,669

5. INCOME FROM INVESTMENTS

	2018	2017
	€	€
Investment income	(2,158)	31,053

6. EMPLOYEES

The average monthly number of employees, including directors, during the year was 2, (2017 - 2)

7. TANGIBLE FIXED ASSETS

Fixtures fittings and equipment

	€
Cost	
At 1 January 2018	21,200
Additions	1,474
At 31 December 2018	22,674
Depreciation	
At 1 January 2018	15,331
Charge for the year	2,051
At 31 December 2018	17,382
Net book value	
At 31 December 2018	5,292
At 31 December 2017	5,869

8. INVESTMENTS

Other unlisted investments

	€
Investments	
Cost or Valuation	
At 1 January 2018	122,387
Revaluations	(2,158)
At 31 December 2018	120,229
Net book value	
At 31 December 2018	120,229
At 31 December 2017	122,387

In August 2012 the company invested €137,000 in Single Premium Investment Policies with Bank of Ireland Life. Two thirds of the amount invested, €91,333, was invested in “Secure Advantage 26 Policy” for a term of 4 years and 11 months. This policy provides capital security at the end of the investment term. To provide the capital security, Bank of Ireland Life holds deposits with Bank of Ireland. If for any reason Bank of Ireland Life is not repaid its deposit in part or in full on the investment termination date, the company may not receive back some or all of its investment. One third of the investment,

€45,667, was invested in a “4.5% Fixed Return Fund” for a term of 1 year and in August 2013 was rolled into the “Cash (Series 2) Fund” with Bank of Ireland Life. This policy was encashed in August 2014. The current valuation of the “Secure Advantage 26 Policy” as at 12th February 2019 net of current exit tax is €108,381.36 (28th August 2017: €109,654.80).

9. RECEIVABLES

	2018	2017
	€	€
Prepayments	6,936	7,186

10. PAYABLES

	2018	2017
	€	€
Amounts falling due within one year		
Amounts owed to credit institutions	21	21
Trade payables	7,928	-
Taxation	16,460	17,354
Other creditors	-	790
Accruals	3,170	12,642
Deferred Income	60,927	49,157
	88,506	79,964

Deferred income is made up of Members subscriptions received in advance of €60,927 (2017: €49,157).

11. PROVISIONS FOR LIABILITIES

The amounts provided for deferred taxation are analysed below:

	2018	2017
	€	€
At year start	7,764	-
Charged to income and expenditure	-	7,764
Released during the year	(540)	-
At year end	7,224	7,764

Provisions for liabilities represents the deferred tax arising on the unrealised gain on the unlisted investment (note 8).

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 €724 (2017 - €2,507).

13. RESERVES

As set out in the directors report, it was agreed during 2017 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 held as payables 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 forecast expenditure for a 3 month period as at 31st December 2017.

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	
	2018	2017
Due:	€	€
Within one year	30,000	22,000
Between one and five years	112,500	88,000
In over five years	-	3,667
	142,500	113,667

In March 2018 a rent review was concluded increasing the annual rent to €30,000 per annum.

15. CAPITAL COMMITMENTS

The company had no material capital commitments at the year-ended 31 December 2018.

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. RELATED PARTY TRANSACTIONS

During the year, a member of the company received payment for consultancy fees and related travel and accommodation expenses amounting to €20,627 (2017: €31,684).

19. POST-BALANCE SHEET EVENTS

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

20. APPROVAL OF FINANCIAL STATEMENTS

The financial statements were approved and authorised for issue by the board of directors on 18 February 2019.

SUPPLEMENTARY INFORMATION RELATING TO THE FINANCIAL STATEMENTS
DETAILED INCOME AND EXPENDITURE ACCOUNT
for the year ended 31 December 2018

	2018	2017
	€	€
Income	407,391	374,361
Expenditure		
Wages and salaries	55,529	55,748
Social welfare costs	6,258	5,748
Staff defined contribution pension costs	724	2,507
Secretarial Services	3,600	140
Operating lease rentals - land and buildings	28,817	22,002
Office rates & service charges	4,583	4,696
Insurance	3,079	3,959
Light and heat	1,972	1,676
Regional Meetings	948	1,956
Printing, postage and stationery	19,052	16,570
Training	984	850
Telephone	3,593	2,388
Website & PC Maintenance	9,245	5,136
Inside Out Publication	21,088	21,585
Newsletter	-	1,850
Course recognition expenses	-	6,058
AGM & EGM Expenses	7,791	9,490
Committee & GB Expenses	44,683	57,684
Garda Vetting	1,880	2,695
Legal and professional	11,216	18,245
Workshop & Conference expenses	3,258	3,000
Accountancy	8,061	9,734
Bank & Elavon charges	2,949	2,854
General expenses	1,384	1,575
Subscriptions	955	400
Consultancy	29,337	31,684
Irish Council for Psychotherapy (ICP) Levy	94,100	96,130
Auditor's remuneration	3,506	3,506
Depreciation	2,051	2,669
	370,643	392,535
Miscellaneous income		
Income from unlisted investments	(2,158)	31,053
Net surplus/(deficit)	34,590	12,879

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

**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 2018
NOT COVERED BY THE REPORT OF THE AUDITORS**

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



AGM 2019

**Irish Association of Humanistic and
Integrative Psychotherapy**

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