

## BSCAH COUNCIL Minutes 17<sup>th</sup> October 2015

### THE WINDSOR CASTLE, PARK ROAD, LONDON

Attendees - David Kraft, Mike Capek, Les Brann, Ann Williamson, Jane Boissiere, Grahame Smith, Martin Wall, Jean Rogerson, Hilary Dwyer, Charlotte Davies.

1) Apologies for absence -

Cath Potter, Peter Naish, Cathryn Woodward, Zoita Mandila, David Houghton

2) Minutes of previous meeting. Approved as correct. Proposed Ann seconded Mike

3) Matters arising –

Academic & Accreditation subcommittee. CCG supports Les but cannot give any funding. Mike to remind Peter about the Research and Development group and to co-ordinate activity.

4) Chairman's remarks

5) Matters arising from Reports

Hon Secretary. Approval has been granted for the purchase of new phone and external hard drive and laptop as and when needed.

Hon Treasurer –

The Governance document to be reviewed every 3 years or if requested by Council. Ann Williamson proposed, Les Brann seconded – accepted.

Information Governance. There was discussion as to whether we needed encryption or document passwords on the BSCAH laptop. (Hilary) to discuss with Cathryn. Ann Williamson to check and confirm if the ICO subscription covers the branches. Les doesn't advise going down the encryption route. Newsletter to include a reminder to members re about protection of patient data. (Les Brann)

Membership subscription will not be raised this year. However, it was suggested that we look into providing full document registration (Athens number) for Medline for an extra £15 (Ann Williamson) to investigate and decision to be made at next Council meeting.

It was agreed that £10000 should be transferred from the current Treasurers account to ESH 2017 to cover deposits etc.

#### Academic and Accreditation Sub-Committee

Paul Berry has had a Diploma conversion. Antonio Sorrentino was successful in his application for Accreditation. His documents were reviewed and he was interviewed by Peter Naish & David Kraft. Subject to his Accreditation fee and membership application. David Kraft has asked that he join Mets & South. (Hilary) to action with Peter.

Communications Officer - Communications are going very well. Pain management one day workshop run by Jean Rogerson and Paul Slater was successful. Les, Martin & Ann have been asked to present at the SIG meeting for the Pain Society in the Lake District. Tweeting is going well. David & Charlotte were supported to go other RSM meetings eg. Psychology, radiology etc to network with other health professionals. An article needs to go in the newsletter to encourage younger members to be "Ambassadors for BSCAH". (Jane & Ann)

BSCAH will fund a stand at the Palliative Care conference 9-11<sup>th</sup> March 2016. Jean Rogerson has offered to help. Details to be put on the website and in the newsletter. Presently, we do not have a business account with Facebook, we will wait until the website has finished and then progress on this (Charlotte & Jane). LinkedIn will be started again from scratch. (Charlotte & Jane).

Development Officer – As of yet there has been no submissions for the essay competition. Whether to continue with the competition will be discussed at the next Council meeting.

Ethical report- Nothing to report in terms of ongoing business. Guidelines are revised by ESH & ISH. Ann to send the current ethical guidelines and complaints procedure to Grahame Smith for review.

ESH/ISH report –The 2017 ESH Conference was discussed. It was recognised that if we can engage with the French societies we believe we can attract many delegates from France. Communicating in French is important and Jean offered the services of Sian and Jane her husband if we need translation. Les Brann suggested that twinning BSCAH with a French Society might be beneficial.

ISH Martin Wall attended as BSCAH rep. Thanks was extended to Martin Wall from Les Brann and Council.

Website –

The website is in its final stages before going live. Various documents were reviewed and approved. We have been able to pay for the website from the Treasurers account. Hilary to find out which members have websites and ask them if we can link to their site and in return they can put a link on their website to ours. Branches need to look at their Branch pages and decide what text should be uploaded.

David Kraft mentioned that Google as the main search engine. A combination of SEO (Search engine optimisation) and ad words determine the website position in the ranking but the main contributing factor is the writing of new material on the website.

CH & IT

CH & IT has only been published twice a year for the last couple of years. The second issue for 2015 will be published soon.

Newsletter

A vote was held and unanimously carried that the newsletter should be sent to all members as a paper copy. It will be sent electronically to members and sister societies.

#### Branch reports

Midlands will be in a position to give us information about the Diploma in the New Year. It has been confirmed that if a student has completed the Foundation course BCU has confirmed that if the student writes a paper, that will credit them with 30 credits of APL (which equates to module 1 of the Diploma).

- 6) Future developments – Nothing to report
- 7) Annual Conference – It was suggested that we advertise that there are a limited number of places for student helpers (only those in full time education) for £150.
- 8) AOB
  - a) 'Relations with sister societies'

RSM specifically, Grahame and Martin will facilitate communication between RSM and National Office.

There is a possibility that Steven Hassan will be asked to present at BSMDH Scotland in March 2016. If so, Ann suggested that we join with RSM to invite him to present the Marcia Degun-Mather Seminar. Ann to contact Robert Shapiro if this occurs.

- b) David Kraft BSMDH Tapes from Selina Master. – SM had 152 tapes from BSMDH (1972-1980). Selina had given those tapes to Gill McCall. A collator has put it all together costing £500 for equipment and £2000 for labour. RSM has asked if BSCAH can contribute to the cost. If we give a donation we would want a copy of the digitised material. David Kraft/Jane Boissiere will contact Selina to confirm her intentions for the tapes. We need to know what is going to happen to the original tapes as they are the property of Mets & South. Council will make a decision once more information has been obtained.
    - c) Retired doctors wanting to remain licensed and needing revalidation.

We need (for the Society) a significant person for the appraisal of doctors who are no longer practicing but wish to remain licensed and work with hypnosis. Mike Capek is prepared to be BSCAH's appraiser. Individuals can get in touch directly with Mike once he has been approved.
    - d) It was decided that the newsletter editor should be a Council post.
    - e) Date of next meeting - 6<sup>th</sup> Feb 2016