

Minutes PCE Board Meeting – Bielefeld, Germany. 10-11.04.2015

Day 1 – Friday 10th April 2015

Those present: Annie T., Clair H., Daniela R., Simone A., Sylvia R-O.

Apologies: Angelique T.

The Board decided on a Chair and a Minute taker for the day's meeting

Chair: *No nominated Chair*

Minutes: *Annie*

10:20 - A discussion ensued around Angelique's non-presence and the Board members feelings about it.

Personal introductions

Those present took turns to talk about their reasons for being on the PCE Board, as well as their lives, loves and worries.

12:00 - LUNCH

Functioning of PCE Europe Board

- **Skype meetings**

A discussion around the efficiency of the Skype meetings highlighted certain things that could help them run more smoothly and therefore be of more benefit. Some members found some of the current practices frustrating.

Action: All - Where possible Agenda and reading materials to be sent to the Board a week before the meeting

Action: All - Include a small amount of time for each of us to check-in at the start of the meeting

Action: All - board members who are not talking to turn the mic off

Suggestion: Power Encounter of a couple of hours on Skype just for 'being with each other' every 3/4 months

- **Roles within the Board**

It was decided that working in pairs on specific tasks before the Skype meetings, as is done with PCE Finance, would help with preparation and save time in the meeting. For example: New Member Applications could be read and understood by two people and a synopsis of any problems then presented to the Board at the following Skype meeting. This would enable timely further actions to be set and, if appropriate, quicker decisions to be made. Consequently, it needs to be clearer who does what. It would be useful for each allocated role to have a 2nd person to turn to, this would safeguard the organisation without the presence of an informal hierarchy and also help with

Kommentiert [AT1]: Which practices were so frustrating?

organisational cohesion and relationship building; as well as help the Board to make timely decisions.

Treasurers:	Clair and Simone
Minutes:	Annie
EAC	Sylvia <i>and Simone</i>
EAP:	Sylvia <i>and Angelique</i>
PCE Certificate:	Sylvia <i>and Magda</i> (non-board member)
EAC Training Standards	Regina (non-board member) <i>and Simone</i>
Website:	Daniela
New Member Applications:	Angelique
Symposium 2016:	Simone – PCE Europe Link person

Kommentiert [AT2]: What about the tasks with only one board member?

Action: All – where appropriate to work in pairs in a fluid/by request way. The lead (person named in non-italics above) to request someone to work with them at a Skype meeting.

Treasury

- **Organisational Membership Fees**

The PCE Europe Treasurer's have had trouble getting the number of individual members from some of the Organisational Members – this makes it impossible to determine how much their PCE Europe membership should be. If the information is not forthcoming through the latest request, rather than allow them to choose, we may need to set a price without knowing the individual membership number. If this becomes necessary it will be an item on the agenda of the next GA.

- **PCE Europe's voting rights in EAC**

We are in discussion with EAC about the voting rights of PCE Europe, EAC statutes demand that it's members have 25 individual members of EAC, this is impossible for PCE Europe given that it has *organisational not individual* members. This discussion is on-going and until it is resolved the 2015 membership fee will not be paid.

Kommentiert [AT3]: I think that a different proposal has been made by Sylvia about this? To pay the amount of the 2014 fee.

- **PCE Europe Bank**

Banking in Pound Stirling is a problem as Euro's are the currency of most of our member organisations. The Board is confident that Di could manage a European banking system. However, as PCE Europe does not have a business address it seems that we have to stick with Pound Stirling. In this event we would need to advertise PCE Certificate fee and Membership fees in Pound Stirling. The idea came up that it might be possible to find a UK based international acting bank (i.e. HSBC) which could run a EUR-account within the UK.

Action: Simone – to search for a bank that offers EUR account (deadline: Sept skype meeting)

Action: Sylvia - to explore if/how PCE Europe can be registered as a European Organisation

- **New Contact Membership List**

Simone requested that the new contact list include the **Date/Year** when the membership organisation joined PCE Europe and a column for their **Annual Fee**.

Action: Simone to add the columns and disseminate to the Board for added information

- **Joining Fee Document**

We have been lax in checking when and how the Admission Fee of 150 Euro's is paid – the process seems to be unclear to the Member Organisations.

Suggestion 1 – change the name of the fee to Application Fee

Suggestion 2 – Move the request up in the document

Both of these suggestions were agreed to by the Board.

Action: Clair - to make the amendments to the document

- **EAPs European Certificate for Psychotherapists (ECP) Certificate Ratification and Paying Process**

The fee that PCE Europe gets for this has not always been claimed. The process for claiming the fee was unclear. There are two ways to claim:

1. The national organisation for all psychotherapists (NAO) checks if they meet EAP standards and asks PCE Europe for clarification that the applicant is person-centred. PCE Europe checks this information with the national person-centred organisation and then confirms the status and modality and relay it to EAP. PCE Europe then asks the national organisation of all psychotherapists (NAO) to transfer 15% of the total fee of 200 Euros, which is 30 Euros to the PCE Europe bank
2. For the grand parenting scheme PCE Europe ratifies the individuals status and modality and relays it to EAP – the fee for this service is 20% of the total fee of 200 Euros, which is 40 Euros

It was decided that PCE Europe needs an official invoicing process for these payments, so that there is a reliable financial trail.

Action: Sylvia to get headed paper from Di and start using a more formal process

- **Certificate Payments**

This process is still unclear; two payment options are currently used: Bank Transfer and PayPal. People seem to pay easily enough and Di receives the information, but there isn't a system in place to notify the PCE Europe Treasury.

Action: Clair - to talk to Di about frequency of bank transfers and when and how she works

Action: Daniela - to make explicit on the website that, where applicable, the payments for the Certificate is easily identified

Kommentiert [AT4]: How will this happen? And what system will be adopted?

- **Board Expenses**

It was questioned if the 500 Euro lump sum is now out-dated and a disadvantage to PCE Europe and the Board members – it was noted that some working trips cost less and some a little more.

Proposal: Call it 'up to' 500 Euro rather than a 'lump sum' 500. A Board member is not required to get whole Board approval or submit proof of expenses if the sum being claimed is less than 500 Euros. However, whole Board approval in advance and, if approved, a detailed breakdown and proof of expenses is required if the cost goes over the sum of 500 Euros.

Proposer: Simone

Seconder: Clair

The Proposal was agreed by the Board

- **General Treasury Business**

In general; the Treasurer's estimate for 2014 and the actual figures match. PCE Europe's finances are even, but there is no reserve for emergency or money to spend on further face-to-face meetings.

The increase in membership fees was briefly discussed and put on hold at the moment.

Kommentiert [AT5]: Why not get more financial reserves as the 2014 GA agreed on a rise in fees?

- **Named Treasurer for PCE Europe**

Action: Clair and Simone - to start the process of changing the named PCE Europe person officially with the bank from Clair to Simone

Certificate Committee

Due to the falling number of certificate applicants, Annie has come off of the certificate committee and will now concentrate on being the Minutes Secretary. The certificate committee is now Sylvia and Magda.

Kommentiert [AT6]: Is this not vulnerable with Sylvia stepping down next term?

Action: Sylvia - to contact Magda and distribute Annie's countries of responsibility

Website

Daniela asked one big question:

Do we need to change the website or does it fulfil PCE Europe's aims and needs, is the website an information port for members or is it a 'shop front'?

As attempts to involve members with the website have been consistently unsuccessful, it was decided that the website was predominately a shop-front. It was also noted that the website was old-fashioned and needed a make-over. Furthermore, the hosting and website administration are provided by different people, we also have the same situation with a separate Symposium website.

Suggestion 1 - To change the hosting servers of both websites and bring them together under the responsibility of one person. Daniela has approached a person trusted-person and he has given a

fair price of 200 Euros per year for both websites, which would make the website maintenance easier. After discussion the Board agreed to go ahead with this.

Action: Daniela - to move forward with changing the server

- **New Website**

Daniela has also been given a quote of 400 Euros to build a new website.

Proposal: To develop a new website for PCE Europe

Proposer: Annie

Secunder: Simone

Proposal agreed unanimously

Suggestion 2 - To allow students of the University of Vienna (person-centred website builders) to help design the website

The Board decided that they needed more information about this suggestion before they were able to make a decision.

Action: Daniela - to get more information and report back to the Board – after which Daniela and Annie to work together on design (possibly commencing in May)

5:45 – the meeting closed with all present saying briefly how they had experienced the day and how they felt because of it.

Day 2 – Saturday 11th April 2015

Those present: *Annie T., Clair H., Daniela R., Simone A., Sylvia R-O.*

Apologies: *Angelique T.*

The Board decided on a Chair and a Minute taker for the day's meeting

Chair: *No nominated Chair*

Minutes: *Annie*

Community Check-in - All Board members shared how they were this morning.

2016 Symposium – Switzerland

The presentation of the venue options was viewed and discussed. Option 1 looked most favourable initially. However, it was felt that further information was needed.

Action: Simone - to liaise with the Symposium Organisation Committee to clarify if:

- PCE Europe Board members are to be invited free of charge
- Both the Saturday Dinner/Social Evening as well as the Friday Standing Dinner is included in the price of Option 1
- Both Options offer different prices in line with World Bank Categories (WBC)?
- The organisers of the 2016 Symposium are planning to give some of the profits of the symposium to PCA Europe

Action: Simone - to Contact Jean-Marc and ask to join their pending April Skype meeting (Deadline: 17th April)

Action: Simone - to ask the Symposium committee to contact the University of Lausanne to gain information about local low cost/private accommodation (Deadline: 17th April)

Action: Daniela - to forward the Prague breakdown of attendees (Nationally and WBC) to the Board

PCE Strategy (Vision/Aims)

A thought shower ensued:

Ideas such as being a ‘hub’ for European person-centred organisations and our responsibility to the World Association and, that a clear Vision statement with Aims referring to PCE Europe, not the membership organisations, may help to keep the focus.

Also **questions** such as: Could we spend the PCE Europe money more wisely, for example, on an annual ‘fund’ to help membership organisations to work together to take on a project / workshop / other, for example to help young people in Europe interested in PCA? Should we try to be more present in the national member organisations? Does communication by email work – is there a better way to be connected? Is there any/enough interest/motivation in the national organisations for PCE Europe to have a European-wide collaboration? Should we reach out to broader Humanistic organisations? How strong is the membership feeling to stay a member of EAP?

Action: Simone and Clair - to update options paper of the upsides and downsides of staying a member of EAP/EAP (Deadline: end of 2015)

Action: Simone - to write a proposal for the Board about her ‘fund’ idea (Deadline: Nov Skype meeting)

Action: Annie - to look at wording on website about the Vision and Aims of PCE Europe

New Board Members

As 2016 brings the possibility of some current Board members leaving, we anticipate a substantial change in Board members. Clair offered to be a support-person to new Board members, a point-of-

contact should they need one. We discussed ways of calling for new Board members and to be transparent we could call to the whole membership, but also highlight that diversity (gender, nationality) of representation would be desirable. This will be done nearer the time of the 2016 GA and put out along with the general information about the GA.

European definitions of Counselling & Psychotherapy

It was felt that PCE Europe needed to re-engage with the initiative to collate the membership organisations definitions of the terms Counselling and Psychotherapy.

Kommentiert [AT7]: What do you mean by this?

Action: Daniela and Simone - to connect up and think about how best to do this

European Association for Counsellors (EAC)

As we haven't had an answer to our questions, it was suggested that we re-send the letter to Jesmond Friggieri. If we don't get a response then it will be impossible for PCE Europe to pay the membership fees as we don't agree with the terms of membership. I.e. that PCE Europe has no voting rights.

If it is decided that PCE Europe has voting rights then Regina Juergens, who will go to the Serbia meeting as a representative for the German NAO anyway, will vote by Proxy for PCE Europe

European Association for Psychotherapists (EAP)

A lot of EAP Governing Board members seem to feel that there is a lack of transparency and that this is affecting EAPs credibility. PCE Europe would vote against using EAP funds to purchase a property for a new office. The Board would ask Ken Evans (Metanoia, UK) to vote by Proxy for PCE Europe.

Action: Sylvia - to contact Ken Evans

Sylvia was asked by EAP to write a proposal about a new voting/fee structure. It was suggested that we start a discussion between PCE Europe and the other European Wide Accrediting Organisations (EWAO's) about ways to form a fairer voting/fee structure and present the outcomes to EAP. It was felt that as we didn't know the structure of the other European organisations it is difficult to begin an intelligent collaborative discussion.

Action: Sylvia to find out the number and structure of the other EWAO's and report back to the Board for support with creating a proposal/fee structure

Proposal: That Sylvia attends both the EAC (Verona) 3-4 Sept and EAP (Naples) 2-3 Oct meetings in the autumn (2015) both in Italy.

Proposal agreed by the Board – Sylvia will attend both meetings

12:50 – Closing community

The formal Meeting closed at: **13:10** and was followed by a community lunch

Date of next Skype meeting:

11th May 20:00 (EU) 7pm (GB)

Date of following 2015 Skype meetings:

8th June 18:00 (EU) 5pm (GB)

6th July 20:00 (EU) 7pm (GB)

3rd Aug 18:00 (EU) 5pm (GB)

14th Sept 20:00 (EU) 7pm (GB)

12th Oct 18:00 (EU) 5pm (GB)

9th Nov 20:00 (EU) 7pm (GB)

7th Dec 18:00 (EU) 5pm (GB)