

ANNUAL GENERAL MEETING MINUTES

Saturday 31<sup>st</sup> May 2008, 1.35pm to 2.30pm  
Rokpa House, 7 Ashley Street, Glasgow G3 6DR

**CHAIR:** David Home

**DIRECTORS PRESENT:** Cliff Jenkinson, Catherine Scanlon, Elizabeth Davies, Tamsin Grainger (Vice Chair)

**MINUTES:** Samantha Haywood

**PRESENT:** 49 members

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**INTRODUCTIONS**

Everyone stated their name and Samantha Haywood took a register. It was confirmed that the meeting was quorate.

Elaine Liechti led a short introductory meditation to help everybody become centred and grounded with the aim of creating an atmosphere, where proceedings could move forward positively and amicably.

**(1) APOLOGIES**

Mick Duncan, Sarah Ashcroft, Cynthia Shuken, Mary Parr, Thea Bailey, Doris Block, Daniela Coronelli, Isobel Gordon, Margaret Burton, Carol Dean, Artemis Papert, Annie Dickson, Irene Schenk, Nina Jones, Ray Harris, Andrew Colclough, Paul McKay, Tim Mason.

**(2) MINUTES OF THE 2007 AGM**

David Home proposed that the minutes were accepted. There were no objections so the minutes were approved and signed as a true and accurate record of the meeting.

**(3) MATTERS ARISING FROM THE 2007 AGM**

There were no Matters Arising from the minutes.

**(4) THE ANNUAL REPORT OF THE DIRECTORS**

**(i) Written questions to the reports**

No written questions had been received.

**(ii) Verbal questions to the reports**

Chairs Report. (*TG took the Chair for these questions*). David Home gave Laura Davison clarification on the 5-year plan. David also explained to Anne Palmer that it was not his intention for the report to be read that we were implementing a 2-tier system, this is just a discussion proposal for the EGM at this stage.

Ethics report. Jean Robertson-Molloy asked Elizabeth Davies that any mentors or people willing to help members with counselling or abuse issues be paid to reflect their qualifications as if the Society wanted a list of members qualified in counselling etc then Jean felt that we shouldn't expect such skills for free as it is beyond the idea of mentoring.

Newsletter report. Anne Palmer asked who the new newsletter editors were. Samantha Haywood replied that Sarah Kibble had been allocated the summer issue and the other was still being decided. As there is more than one

applicant Mick Duncan is looking at having a pool of editors or ask them to join a sub committee so they all have an involvement. David Home gave thanks to the editors who had resigned – Hilary Totah and Kate Burford. Samantha also confirmed to Laura Davison that the newsletter production contract with Matrix has been renewed for a further 8 issues.

**(iii) Acceptance of the Directors reports**

The reports were accepted by all.

**(5) THE BOARD OF DIRECTORS PROPOSAL TO INCREASE THE MEMBERSHIP FEES**

*The Board of Directors proposed that:-*

*”There be no increase in membership fees for the financial year commencing 1<sup>st</sup> December 2008.”*

Cliff Jenkinson spoke to the proposal. No-one wished to speak against it.

For: 48  
Against: 0  
Abstentions: 1      The proposal was passed.

**(6) AUDIT SUB COMMITTEE PROPOSALS**

*Proposed by: Cliff Jenkinson, MRSS*  
*Seconded by: Carol Dean, MRSS(T)*

*”The Audit sub committee proposes that the remuneration for Directors for the financial year commencing 1<sup>st</sup> December 2008 remains the same as agreed at the AGM of 2007.”*

Cliff Jenkinson spoke to the proposal. No-one wished to speak against it.

For: 49  
Against: 0  
Abstentions: 0      The proposal was passed.

**(7) CHANGES TO THE RULES & REGULATIONS MADE BY THE BOARD DURING THE YEAR**

*Proposed by: Mick Duncan*  
*Seconded by: Catherine Scanlon, MRSS*

*Rules and Regulations Section 5)c)i)*  
*Add new number 8 – “ A Teacher, Teacher Trainer or Trainee Teacher should conduct themselves in a honourable manner in relation to other Teacher’s, Teacher Trainer’s and Trainee Teacher’s.”*

*These changes were made at the Board meeting on 12<sup>th</sup> March 2008.*

Cliff Jenkinson spoke to the proposal and confirmed to Anne Palmer that the codes stated this information already but not under the Teacher section so it was just a ‘tidying’ exercise. No-one wished to speak against it.

For: 49  
Against: 0  
Abstentions: 0      The proposal was passed.

**(8) ELECTION OF DIRECTORS**

No nominations had been received.

David Home reported that the Directors had to ask permission at the AGM to continue as a Director after their first three years. David should have done this at the last AGM but it was overlooked. Members had been informed after the AGM

and there were no objections but David was asking here again today to make it more formal. Catherine Scanlon and Elizabeth Davies were also asking permission to continue.

Each person left the room in turn and the members were asked for their permission to allow each of them to continue as a Director. There were no objections to any of them continuing.

## **(9) PROPOSALS**

### **(i) Proposal for Compulsory Continuing Professional Development**

Proposed by: Tamsin Grainger, MRSS(T)

Seconded by: Mick Duncan

*“The Shiatsu Society (UK) proposes to make continuing professional development (CPD) compulsory for all members of the Society who are on a publicly available list or Member of the Register of Professional practitioners of the Shiatsu Society (MRSS) as from 1 June 2008.*

*We propose to adopt the Shiatsu Regulatory Group CPD requirements.*

Rules and Regulation changes

3 c iii) 2

Add after ...requirements. “See Rules and Regulations section 14”.

iv) 3

Add after ....requirements. “See Rules and Regulations section 14”.

A new section 14 (which will make the existing sections 14-18 become sections 15-19)

**14) CONTINUING PROFESSIONAL DEVELOPMENT (CPD)**

*a) CPD is compulsory, from June 1st 2008, for all members of the Society who are on a publicly available list or Member of the Register of Professional Practitioners of the Shiatsu Society (MRSS).*

*b) The compulsory CPD requirements are available from the Shiatsu Society office or members’ area of the website.*

*Then CPD will have to be added to the Rules & Regulations index.”*

Tamsin Grainger spoke for the proposal and reminded members that the Board had been mandated at a previous AGM to make CPD compulsory. As the SRG have already done a scheme then it made sense to use theirs so if members wished to join the regulators’ register they would not need to follow two different schemes.

Amendment to the proposal:

Proposed by: Anne Palmer, MRSS(T)

Seconded by: Rosamunde Parke Jordan

*“That the compulsory CPD start from 01/01/09 not 01/06/08.”*

Tamsin Grainger accepted the amendment so a vote was taken on the proposal with the amendment.

For: 46

Against: 0

Abstentions: 3 The proposal with the amendment was passed.

## **(10) CHANGES TO THE RULES & REGULATIONS**

*(Tamsin Grainger took the Chair for (i)).*

### **(i) Change content of the Rules and Regulations 3)c)ii)(1)**

Proposed by: David Home, MRSS(T)

Seconded by: Elizabeth Davies

*“To change page two, number 3)c)ii)(1) from – ‘do not have a professional practice’ to ‘do not have a professional Shiatsu practice’”*

*Reason - Clarity because a person may have studied Shiatsu, want to be a member but has a professional practice in another discipline, so technically they can't be a member.*

David Home spoke for the proposal confirming this was just a ‘tidying’ of the Rules. No-one wished to speak against.

For: 49  
Against: 0  
Abstentions: 0      The proposal was passed.

**(ii) Change the terminology used in the New Route to MRSS documents**

Proposed by: Elaine Liechti MRSS(T)  
Seconded by: Laura Davison, MRSS(T)

Introduction

The Post Graduate Year calls for “supervision sessions” as part of the requirement for achieving MRSS status. The word “supervision” has certain very specific meanings in counselling and other therapies, which has caused some confusion. It is proposed to change the wording in all New Route documents (including the Rules and Regulations) and replace “supervisions” and “supervision sessions” with “Practice Development Activities”. We feel this more accurately describes the nature of the activities required during the PGY.

Facilitators of Practice Development Activities will be redefined as “trainers” or “Overseeing Supervisors”

Proposal A

“To change all reference to “supervision” or “supervision sessions” within the New Route documents and Rules & Regulations in regard to New Route to the words “Practice Development Activities” or “Practice Development Activity sessions”. The word “supervisor” in this context will be changed to “trainer”.

Amendment to Rules & Regulations to implement this proposal

Section 13)b)ii substitute the words “supervision”, “supervision sessions” and “supervisors” with the words “Practice Development Activities/Activity sessions” and “trainers” as relevant.

The new wording thus reads: Attend the equivalent of a minimum of 4 Practice Development Activity sessions \* with a suitably qualified trainer (not necessarily a Shiatsu practitioner). The School Principal or other MRSS(T) can give guidance as to the direction and focus of attention of these sessions. [\* Practice Development Activities in this context are intended to cover a wide range of possibilities, so that the Graduate is appropriately supported in their first year of professional practice. These Practice Development Activity sessions may include client – practitioner relationship (recommended 2 of the minimum 4 Practice Development Activity sessions), practice management..... The School Principal or other MRSS(T) will be able to recommend local and other trainers, and to suggest...

Section 14)e) (15) substitute the words “supervision sessions” with the words “Practice Development Activities”. Delete the words “last supervision”.

The new wording thus reads: ...and focus of attention of his/her Practice Development Activities and tutorials over the Post Graduate Year period. ....Graduate’s Application for MRSS form at the session at the end of the PGY period.”

Elaine Liechti spoke for the proposal. No-one wished to speak against.

For: 49  
Against: 0  
Abstentions: 0      The proposal was passed.

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Proposal B

“To define the School Principal or other MRSS(T) signing the Graduate on and off the Post Graduate Year as the “Overseeing Supervisor”.

Amendment to Rules & Regulations to implement this proposal

Section 13) b) ii insert the words “Overseeing Supervisor” and substitute the words “Overseeing Supervisor”.

The new wording thus reads: Attend the equivalent of a minimum of 4 Practice Development Activity sessions \* with a suitably qualified trainer (not necessarily a Shiatsu practitioner). The Overseeing Supervisor (usually the School Principal or other MRSS(T)) can give guidance as to the direction and focus of attention of these sessions. [\* Practice Development Activities in this context are intended to cover a wide range of possibilities, so that the Graduate is appropriately supported in their first year of professional practice. These Practice Development Activity sessions may include client – practitioner relationship (recommended 2 of the minimum 4 Practice Development Activity sessions), practice management..... The Overseeing Supervisor will be able to recommend local and other trainers, and to suggest...

Section 13) b) x substitute the words “School Principal” and “supervisor” with the words “Overseeing Supervisor” and “MRSS(T)” as relevant.

The new wording thus reads: (1) If, at the end of a Graduate’s Post Graduate Year, the Overseeing Supervisor checking the Graduate’s Application for MRSS form considered that the requirements.... (2) ....., another session with another MRSS(T) would be arranged. (3) If the second MRSS(T) appointed by the Shiatsu Society... (4) If the second MRSS(T)

disagreed with the decision of the first, then a further conversation with a third MRSS(T) appointed by the Shiatsu Society would take place. A final decision would be made by the Chair of Education, taking into account the views of the 3 involved MRSS(T).

Section 14) e) (15) after the words *Principal Teachers of Schools* insert the following wording or other MRSS(T) overseeing the Graduate's Post Graduate Year shall be known as *Overseeing Supervisors*. They shall give guidance...Substitute the words *Principal Teachers* with *Overseeing Supervisors* in the following two sentences."

For: 49  
Against: 0  
Abstentions: 0      The proposal was passed.

**(iii) To specify the need for 4 Practice Development Activities**

Proposed by: Elaine Liechti, MRSS(T)  
Seconded by: Laura Davison, MRSS(T)

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Introduction

Now that the New Route has been running for 2 years it has been found in practice that some Graduates do not need a long session at the start of their PGY as they are clear on what they wish to do during the year. To count their "signing on" session with their Overseeing Supervisor as one of the four required Practice Development Activity sessions is contrary to the spirit of the PGY as these sessions were intended to specifically develop the Graduate's practice. Likewise, the final "signing off" session does not need to take a great deal of time, and much of the checking of information (e.g. the 100 treatment notes) could be done by the Overseeing Supervisor without the Graduate in attendance.

Proposal

"To specify that the Graduate will attend four Practice Development Activity sessions in addition to the one "signing on" and one "signing off" session with their Overseeing Supervisor at the beginning and end of the PGY.

Amendments to Rules & Regulations to implement this proposal

Section 13) b) ii) at the end of the paragraph (before the wording in square brackets) insert the following wording: *These 4 Practice Development Activity sessions shall be different occasions from the 2 sessions with the Overseeing Supervisor in which the Graduate registers for the Post Graduate Year (at commencement) and has their Application for MRSS form signed off (at end of PGY). The Overseeing Supervisor may make a charge for these signing on and off sessions and the Shiatsu Society will set a recommended maximum level for this annually.*

Section 13) b) Delete the sentence *A fee may be payable, by the Graduate, to the School at the start of the PGY.*

Section 14) e) (15) Delete the sentence beginning *The School may make a charge....* Insert the following wording: *The Overseeing Supervisor may make a charge for these signing on and off sessions and the Shiatsu Society will set a recommended maximum level for this annually.*"

Elaine Liechti spoke for the proposal. No-one wished to speak against. A discussion took place.

For: 49  
Against: 0  
Abstentions: 0      The proposal was passed.

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**(iv) To allow for joint Verification Visits**

Proposed by: Elaine Liechti MRSS(T)  
Seconded by: Laura Davison, MRSS(T)

Proposal to allow for joint Verification Visits where a Ratified School has more than one branch.

Introduction

Several Schools operate with multiple branches and it is felt that the need to conduct individual Verification Visits to each branch is unnecessarily time and energy consuming for both Society Verifiers and the Schools. It is proposed that where Practical Assessment Procedures are the same and where all branches can be verified at one time and at a common venue, this should be done.

Proposal

"To allow a joint Verification Visit of all branches of a School, where Practical Assessment Procedures used are common to all branches. Students from the graduating classes of all the branches seeking Verification should be in attendance.

Amendment to Rules and Regulations to implement this proposal

Change from:

Section 14)e)1) (3) ....detailing their Practical Assessment Procedures. However, there will be an annual Verification Visit to all branches where there is a graduating class. Where the Practical ...

Should be changed to:

Section 14)e)1) (3) ...detailing their Practical Assessment Procedures. There may be a joint Verification Visit for such Schools providing that students from the graduating classes of all of the branches seeking Verification are in attendance. Visits shall be at frequencies detailed in (1) above. Where the Practical Assessment Procedures of Branch Schools are different, a separate portfolio and a separate Verification Visit will be required for each Branch of the School.”

Elaine Liechti spoke for the proposal. No-one wished to speak against. A discussion took place as there were concerns that branches needed to be inspected for ethical reasons. This is not a current requirement and many teachers present felt it was up to the schools to ensure they had adequate teaching venues.

For: 46  
Against: 0  
Abstentions: 3      The proposal was passed.

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(v) **To require Graduates on the Post Graduate Year to compile a portfolio**

Proposed by: Elaine Liechti MRSS(T)  
Seconded by: Laura Davison, MRSS(T)

Introduction

It has been noted that in Educational circles written evidence of attainment/achievement of requirements is the norm. It has been pointed out to us that without some form of written evidence to show that the Graduate has completed the requirements of the PGY, the scheme will not stand up to outside scrutiny (reference Government Regulation etc). The portfolio may take the form of certificates or letters of attendance, reflective writing upon what they have gained from the Activity, any marked work generated, etc.

Proposal

“To require that Graduates on the Post Graduate Year should compile a short portfolio detailing the Tutorials and Practice Development Activities they have engaged upon during the year.

Amendment to Rules and Regulations to implement this proposal

Section 13) b) v) insert new wording as follows and re-number current paragraphs v) - x) as vi) – xi) **Compile a short portfolio detailing the tutorials and Practice Development Activities they have engaged upon during the PGY. The portfolio may take the form of certificates or letters of attendance, reflective writing upon what they have gained from the Activity, any marked work generated, etc.”**

Amendment to Proposal (amendments in bold):

Proposed by: Elaine Liechti MRSS(T)  
Seconded by: Laura Davison, MRSS(T)

Proposal

“To require that **from 1<sup>st</sup> June 2009** Graduates on the Post Graduate Year should compile a short portfolio detailing the Tutorials and Practice Development Activities they have engaged upon during the year.

Amendment to Rules and Regulations to implement this proposal

Section 13) b) v) insert new wording as follows and re-number current paragraphs v) - x) as vi) – xi) **From 1<sup>st</sup> June 2009 Graduate Members on the PGY shall** compile a short portfolio detailing the tutorials and Practice Development Activities they have engaged upon during the PGY. The portfolio may take the form of certificates or letters of attendance, reflective writing upon what they have gained from the Activity, any marked work generated, etc.”

Elaine Liechti spoke for the proposal. No-one wished to speak against. Elaine confirmed to Tamsin Grainger that the overseeing supervisor would look at the portfolio.

For: 49  
Against: 0  
Abstentions: 0      The proposal with the amendment was passed.

**(11) ANY OTHER BUSINESS**

Eoin McIntyre asked why we needed to count 'for' votes. It would be quicker and easier to count the 'against' and 'abstentions'. Cliff Jenkinson replied that it matters when there are changes to the Rules & Regulations and 7/8ths vote is required as some members may not vote at all and this could affect the result because a non-vote is equivalent to voting against so all those present have to be accounted for.

Samantha Haywood thanked everyone for attending the AGM to ensure it was quorate and thanked the local school principals for encouraging their students and colleagues to attend. Tamsin Grainger also thanked everyone for coming.

Linda Henderson asked if there was a list of marketing available that the Society had carried out. Samantha Haywood confirmed this was on the website.

The meeting closed at 2.40pm.