Association of Hospice and Palliative Care Chaplains.

AGM Minutes, Tuesday 14th May 2013

Agenda

# Apologies

# Minutes of 2012 AGM

# Matters arising

# President’s report

# Treasurer’s report

# Membership report

# Website report

# Future admin support

# Reports from other reps

# Multi-faith group (MFGHC)

# European Network (ENHCC)

# European Association (EAPC)

# Northern Ireland (NIHCA)

# Scottish Assoc. (SACH)

# Constitutional changes

# Elections to the exec.

# Any other business

Apologies:

CarolineMcAfee

Minutes of AGM 2012

These were approved by the membership.

Proposed by Nick Fennemore

Seconded by Steve Barnes

Signed by Judy Davies as an accurate record.

Matters Arising

These will be addressed as they occur on the agenda.

President’s Report: Judy Davies

New members to conference were welcomed by the President.

A copy of Judy’s report, commended by past President Steve Barnes was available for members and is on the AHPCC website.

President’s Report

This has been a busy year for us as an organization, with plenty to celebrate and some challenges to meet as well.

At our AGM in May 2012 Steve Barnes stood down from the Presidency due to ill health.

I want to thank Steve for his encouraging and generous leadership during his time as President, and for his support since then.

The Executive has met three times during the past year, with day meetings at Hospice House in London and an overnight stay in Belfast. We are also planning to meet at The Hayes, Swanwick, before Conference begins. I’m grateful to the Executive for their hard work and enthusiasm throughout the year. I’d also want to stress that being on the Exec. can be fun, and would urge members to consider this when we come to elect new members at our AGM!

We have decided as an Executive to use the freedom given by our Constitution to appoint a Vice-President, both to deputise when necessary for the President at meetings, and also to be available to step in and provide continuity if the President has to stand down before the end of her/his term of office. I’m delighted that Markus Lange has agreed to take on this responsibility. (Please note that this is an appointment from within the Executive, and not a post requiring an election. There is no automatic assumption that a Vice-President will duly become President, though of course he/she is free, as is any member, to stand for President when the post becomes vacant).

These are some of the things the Executive has been doing in 2012-13:

#### Planning our annual Conference

As soon as one year’s Conference is over, we have to start thinking about the next one.

I want to express my gratitude to Ian Stirling, our past Conference organizer, for the time and energy he gave to planning Conference 2013. We’re also indebted to Dawn Allan and Tom Duncanson, who agreed to take on the role of organizers to continue the good work that Ian began. I’d encourage all members to remember that this is *your* Conference: so please offer us your ideas about future themes and speakers, so that we can make the experience beneficial for everyone.

#### Development of the AHPCC website

Mike Rattenbury has done a great job with our website; and an important initiative has been the launch of a Forum, so that members can post queries and share ideas. This is still in the early stages of development, but overall the website has become a primary means of communication for us, and members should log on regularly for news of training opportunities and job vacancies, as well as keeping up-to-date with broader issues affecting Chaplaincy.

#### AHPCC Guidelines and Standards

The AHPCC was a pioneer in producing written guidance and professional Standards for the benefit of chaplains and their employers. However, in a rapidly changing healthcare environment these can easily become out-of-date. This year, Mike Rattenbury has worked on amending the *Guidelines for Hospice and Palliative Care Chaplaincy,* and the 2013 draft edition is now on the website for your comments. We are also looking again at our Standards, particularly now that the United Kingdom Board for Healthcare Chaplaincy (UKBHC) has produced its own Chaplaincy Standards (2009). Rather than “reinvent the wheel” by doing a complete rewrite of our own Standards, one option for us would be to adopt the UKBHC Standards and produce a Specialist Palliative Care Supplement that would cover areas of particular relevance to our context, such as multi-disciplinary team working. I would be interested to hear members’ views on this, and will keep you informed of any developments in the coming year.

#### Changes in our relationship with Help the Hospices and the need for new administrative support

In recent years, Help the Hospices has held our membership lists and provided administrative support for our annual Conference. Last summer, we were informed by them that, as from April 2013, they would cease to provide this service for us and other organizations, as part of a shift in their strategic priorities. We are grateful to Help the Hospices for their support in the past and will continue to collaborate with them in the future. However, this has left us with decisions to make regarding our future administrative arrangements. We will have a thorough discussion about this at our forthcoming AGM, but the main options before us are:

coming to an agreement with Equinox, publisher of a new Chaplaincy Journal which is replacing the previously separate Journals produced by the College of Healthcare Chaplains (CHCC) and the Scottish Association of Chaplains in Healthcare (SACH). Equinox would be prepared to offer us a “package”, whereby members would receive the Journal and they would administer our membership. (Equinox has already agreed a similar arrangement with SACH).

finding another organisation or an individual who would be willing to provide us with administrative support.

There will financial implications for us whatever we decide, and I will write to you again about this after our AGM.

#### 5. UKBHC and progress towards professional registration

The UK Board has met regularly through the past year and held its AGM in Birmingham last September. The Board continues a conversation with the Professional Standards Authority (PSA) regarding the requirements that need to be met if Chaplaincy is to establish a voluntary register. Other UK Board initiatives include the development of an online induction course for new chaplains, soon to be launched via the UKBHC website.

I know that not all AHPCC members have registered with the UKBHC, and that there are a range of opinions about the merits or otherwise of professional registration. I hope that we will keep talking about this, and I will do my best to answer your questions and keep you informed of developments as they occur.

#### 6. Links with other Chaplaincy and external organizations

It is important to look beyond our own Association, and to build on links with others in the world of Chaplaincy and spiritual care. In the past year, we have continued our involvement with the following groups:

###### Multi-faith Group for Healthcare Chaplaincy (MFGHC)

Markus Lange has been our representative on this group. Last November I was one of the speakers at a special gathering sponsored by the MFGHC: “Celebrating Healthcare Chaplaincy in a multi-faith context”.

###### European Network of Health Care Chaplains (ENHCC)

Mike Rattenbury attended the biannual Conference of the ENHCC in June 2012, held in the Netherlands.

###### European Association of Palliative Care (EAPC) Spiritual Care Task Force

Ian Stirling has been our link on this group, and last year attended the EAPC Conference in Trondheim.

###### Liverpool Care Pathway Reference Group

I have represented Chaplaincy on the LCP Reference Group, which continues to audit and develop the LCP and monitor responses to it.

I realise that these organizations and groups may feel like little more than a list of names to some members. We hope to provide further information about them at this year’s Conference, and will follow this up from time-to-time with special features on our website.

Overall, this has been a year full of activity and change. Through it all, I am aware of the things that stay the same: not least the dependable and compassionate presence of chaplains in their places of work. Thank you for what you do, and for all that you contribute to the AHPCC.

Judy Davies

AHPCC President

May 2013

Treasurer’s Report: Caroline MacAfee

In the absence of Caroline through ill health the treasurer’s report was read to members. A copy of the accounts was shown and is appended to the minutes.

Proposed by Kathryn Jackson

Seconded by Jacki Thomas.

Membership Report: Sue Clarke

Membership currently stands at 133. The membership file and spreadsheet sent by Help the Hospices do not correlate. Some applications are still being processed. Since the last report, three have not renewed.

Members present at Conference especially new Chaplains were encouraged to maintain contact with the regional group most convenient for them to attend.

Website Report: Mike Rattenbury

Mike has been concentrating on keeping the website up to date, with the emphasis on regular and reliable information. He responded to a request for a published copy of Chaplaincy Standards, and informed members that at present it would be unwise to print as they cross- refer each other. It would be better to wait until all the standards are up to date and accurate before going to the expense of a published copy.

He has also been working on passwords to the members’ forum and had encountered problems with passwords.

There was confusion from the data supplied by Help the Hospices regarding the 0s and Os.

Those sent out already through the website had been blocked and possibly sent to the SPAM box. This will be addressed by a simpler password.

Discrepancies in the hard copy and spreadsheet versions of the membership were being addressed.

Mike encouraged the membership to use the website, and to contribute/post items of mutual interest. He flagged up the Facebook page and will be working on an on-line membership facility. He was thanked for his hard work on the website by Steve Barnes.

Future Administrative Support

Judy referred to her report on the current situation since we no longer enjoy the administrative support for our Membership or Conference. The options open to the association were explained and Judy asked for responses and comments on the way forward from the members present.

A number of members approved in principle of the idea of linking membership with a journal subscription.

Some AHPCC members are also members of CHCC and UKBHC and there was discussion on the cost implications of the journal should we decide to adopt that option.

A number of members had experienced problems when attempting to renew their UKBHC membership. Judy sits on the board and will feed those comments back.

Nick Fennemore felt that the overall experience of conference this year was good and we as an organization had more control if we administered it ourselves.

There were opportunities for members to comment on Equinox/journal/generic chaplaincy/CHCC/SACH

It was decided that the management of the Association is running smoothly at present giving time for the Executive to explore the options.

Membership fees for the AHPCC have remained at £30 for a number of years. It was proposed that the annual fee be raised to £35 with effect from January 2014.

Proposed: Mike Reeder.

Seconded: Karen Murphy

Unanimously agreed

Reports from other representatives including:

Markus had put up posters detailing the remit of the groups detailed below for members’ benefit, particularly those new to the AHPCC or first attendees at conference.

## Multi Faith Group for Health Care Chaplaincy. Markus Lange

Markus attends these meetings on our behalf as a Palliative Care ‘voice’. He gave a brief outline about the group which includes the nine major faiths and working with Government, CHCC, and UKBHC, on Standards, Professional recognition, CPD etc. It was noted that at present this organization was only recognized in England.

## European Network of Health Care Chaplaincy. Mike Rattenbury

Mike gave a brief commentary on the nature of the ENHCC, who meet every two years. The last such meeting was held in Mennorode. The next conference is due to be held in Salzburg in 2014.

The ENHCC has representatives from Faiths and Chaplaincy Associations. Its purpose is:

To enable participants, who serve in multi-disciplinary healthcare

To share and learn from one another

To develop professional guidelines

To promote high quality Health Care Chaplaincy in Europe

## European Association for Palliative Care. Spiritual Care Taskforce

Ian has previously been our link with this group, which has a multi-disciplinary approach and is engaged in research.

## NI Healthcare Chaplains Association (NICA) Marlene Taylor

There are 97 members in N.I. mostly, part time. Marlene gave a short report on activity.

## Scottish Association of Chaplains in Healthcare (SACH)

Mike Rattenbury gave a short update with emphasis on the new Journal and Equinox. Scottish chaplaincy has successfully operated generic chaplaincy for the last 10 years.

Constitution

Minor changes were made to reflect the use of the website instead of a Newsletter.

Changes in the make-up of the Executive committee were discussed, and accepted.

Proposed by Steve Barnes, Seconded by Nick Fennemore.

Elections to the Executive

Margery Collin Proposed by Dawn Allan, Seconded by Sue Clarke.

Kathryn Jackson Proposed by Jacki Thomas, Seconded by Judith Morgans.

These had agreed to serve on the Executive Committee and were duly elected.

Any Other Business

David Grace asked that Conference acknowledge the contributions of Ann Garley (Help the Hospices). She had been a good friend over many years and she was missed at conference this year. The Secretary would write a letter to Anne, thanking her.

Stig Graham (Myton Hospice) informed conference that Alison Hampton (previous exec member) and her husband were taking up an exciting new post in a deprived area of the Dominican Republic. There is a website if anyone wished to donate and Conference wished them and the family well in this new venture.

In response to requests, Tom Duncanson informed members that they would be receiving a current list of those attending conference with contact details. This had been omitted from packs this year until permission was sought.

Markus highlighted the Help the Hospices Conference this October and said the deadline for requests for posters had been extended should anyone wish to submit a piece of work.

Liverpool Care Pathway (LCP).

As Alison has moved on, there is a need for a representative for this reference group. Rabbi Julia Neuberger is holding a review following recent controversy. There has been little feedback from chaplains to the debate. Judy will represent the AHPCC at the meeting on 23 May 2013 and would value comments from anyone with experience of working with the LCP.

Date of next AGM:

At the Annual Conference, 12-14 May 2014. Further details to be circulated nearer the time.

Signed:

President AHPCC.

Date: