AHPCC Exec – Monday, May 14, 2018. The Hayes

##### Devotions – David.

###### Apologies: Karen Murphy, Gary Windon, Stuart Murdoch.

###### Minutes of the last meeting (8th February)

Accepted. Chris proposed, Sally seconded, all agreed.

###### Conference dates.

Noted a potential clash with Dying Matters week, but no alternative date is available.

Dates for future conferences set at: 13-15 May 2019; 11-13 May 2020; 17-19 May 2021.

###### PROM update.

Sub-group (Margery, Keith, Carol), with Austyn (Edinburgh) and Ewen (Cambridge).

Concerns over the initial questionnaire suggest it is more suited to day care patients.

To explore random controlled trials.

###### This Conference:

Practicalities and arrangements: AGM elections, website and GDPR.

###### Overnight Meeting

Cambridge, 3-4 October. Keith to report back on arrangements at the July 12 meeting.

###### AOB.

Margery raised concerns over delayed conference payments, suggests replacing the early bird scheme with a flat rate.

AHPCC Exec – July 12, 2018.

##### Minutes of the Last Meeting

Proposed by David and seconded by Margery.

###### Membership

Agreed to set 2019 Full Membership subscription at £40 and Associate Membership at £20.

Current membership is 117, with 18 new members and 4 associates.

###### Conference

Agreed to end the early-bird offer, with fees £250 for members and £280 for non-members.

Bursaries aren’t available.

Future Conference dates agreed – no change. (No ‘Dying Matters’ clash from 2021)

Conference follow-up and evaluation

Possible to include buzz groups and plenary?

Were Christian/non-Christian views addressed?

Plough Publishing – discuss for next year when planning conference

10% discount for members on bookstall possible

Suggestions included:

Lamentation – Soul midwives – Funerals – Use of time – working with volunteers…

Snapshots of Hospices were appreciated

###### Agenda for October 3-4 overnighter in Cambridge

2019 conference planning.

The future shape of chaplaincy.

Self-care, with more time for discussion

Multi-faith and children’s hospice topics.

###### Finances

Savings account: £9,028. Current Account: £19,354

Agreed to pay Judith £100 for evaluation survey.

Margery to pay website fee.

###### Conference Organisers

Sally would like to step down – Carol offered to step into this role.

###### PROMS update

Austyn now reviewing Chaplains’ interventions at beginning, after six weeks, and end.

Improved protocol with new classifications. Data stored on secure protected computer.

###### Website / Social Media

Gary is overloaded – how do we help?

Several people could help in different ways; but items would need to be checked?

Gary could act as Co-ordinating Editor, with others championing various aspects?

Karen to ask Mike how much it would cost for him to undertake this work?

New Exec members need to send short biographies and photos to Gary.

###### GDPR

As a membership organisation, we must store information as people have paid to join. Date, name, and contact details OK. Gary to let the committee have the information.

All the Exec accept personal data and number storage and content to share information.

###### ENHCC Conference

David and Margery reported a great conference, involving twenty-nine organisations.

Next conference in Crete in 2020.

###### Hospice UK Conference

27-28 November – enquiry about a stall there – see what we can do on the website.

###### Regional Groups

Regional Groups are encouraged to send information to Gary for the website.

###### Chaplaincy Forum for religious, pastoral and spiritual care.

David reported on the latest meeting.

###### Dates of future meetings

Thursday, February 7th 2019 at 10:30

Thursday, July 11th at 10:30.

AHPCC Exec – October 3-4, 2018. Cambridge

##### Present

All Members present, except the President who contributed by telephone.

###### Conference 2019

Speakers

Keith Munnings (Buddhist) Agreed to be Conference Chaplain

Jonathan Pye (Bristol Methodist Chair) Agreed by all as the first keynote speaker.

Sarah Sewell (CLF Chair) Invite to explore practical aspects of the work.

Conor Carville Invite to lead a creative writing workshop.

Austyn Snowden: To speak on final morning – and lead a workshop

Hermione Elliott (Living well Dying well) Possible key note speaker on ‘Soul Midwifery’.

?? Possible speaker on assisted suicide

Possible title:

‘The emerging shape of Palliative Care Chaplaincy - embracing the challenges

Programme

‘Snapshots’ scored well on feedback. Possible topics: family support team – Jo Sims?

Each morning to open at 9:15: Notices; snap-shot; speaker, with Q&A

Workshops to be from 11:30 – 12:30 Retain ‘New chaplains workshop’. Creative writing?

Day 2: Afternoon session to open with a snapshot, then a 15-minute break before AGM

Plenary on last morning to be included

Other possible topics

Assisted Dying Patient-family relations

Data protection Spiritual assessment

Secularisation Who needs a chaplain – What’s in a name?

###### Finances

For conference

2019 Conference fee to be £250 for members, £290 for non-members

£125 to stop overnight and £80 conference-only.

Conference finances:

£1,030 deposit paid for next year’s Conference

60-70 conference attendance each year (64 at conference in 2018)

General

Current account £25,000 – £15,984 plus deposit account £9,000

2019 Membership fee

Full membership £40

Associate members £20

124 members – Conference does need to make a profit

Membership is down and we are draining money we have

European conference – two attended

Income generation discussion to be had and explore Exec members’ expenses.

Reduce the size of the Executive?

Secretary to look at cheaper venues and possibly move meetings out of London.

###### Website

Mike will start to help again

Agreed no charges for adverts. Continue as before

Agreed never to share personal data. Suggest Gary gives all exec a link

Only retain active members’ data Do need a retention policy!

Minutes not always accessible. Continue minutes on website.

Members-only section: Contents? Password? Forum failed – try FB group?

Karen and Mike conversation. Agreed Mike will help on a consultancy fee basis

###### Other Issues

Chaplaincy Forum had tried to appoint an independent chair.

Two major applicants no overall decision – Sarah Sewell to continue.

Also a current and contentious debate on patient notes – debate on access

Some NHS funding, no future commitment.

PROM

Some data for annual conference. Further discussion after publication in 2020

Hospice UK conference

Karen had nothing back; trying again and so did Keith.

Informed post-meeting that costs will be high due to the present financial situation.

Regional Groups

A difficulty regarding a situation in Ireland

Volunteer non-members attend regional groups by invitation

Move to encourage benefit of membership

Leave day-to-day management of regional groups - volunteers coming often should join!

Other

Competences, etc, booklets – welcome project for conference.

Invitation letter from the President

July 2019 meeting to be Thursday 4th July so Doreen needn’t travel at a difficult time

###### Additional Conference Items at the end of the Meeting

Jonathan Pye: Theological aspects

Sarah Sewell: David to talk with Sarah, to have the last session

Austyn: Will have something to report back to Session 2

Hermione Elliott: Full session. Assisting the Dying – possible topic

Simon Evers: ENHCC president – possible speaker

Jo Simms: Spiritual Care with children

Snap-shot people (four?)

Patient and family support teams

Prison-based Palliative Care?

AHPCC Exec – Thursday, February 7, 2019. Salford

##### Welcome and Housekeeping

Apologies: Elizabeth Maitland, Gary Windon and Andrew Martin.

Present: all other members along with Mike Rattenbury who was invited to this meeting

Minutes of Meeting were taken as read and signed by David, pending Karen’s arrival

###### Conference 2019

Keith tabled the draft programme. Minor alterations only. Thanks given to Keith and Carol.

PROM: Agreed Austyn would speak after the AGM to help recruit other hospices.

Snapshots Include one on spiritual care with young people

‘New Chaplains’: Margery to arrange venue. After Soul Nourishment on Tuesday evening

Bookstall: Sarum happy to provide bookstall with discounts to go to AHPCC funds.

Late night film. Leon to organise for Tuesday night.

Increased charge: Margery made a strong case: the last increase was £230 to £240 in 2012,

Agreed £280 members’ rate, £320 non-members’. Proposed David, seconded Carol.

Overnight to be £150 and the Day rate £100

Advance party: Margery, Keith, David, Karen, Carol, Mike, Doreen and Chris.

###### Financial Report

General Account: £15328. Deposit Account: £9076

Expenses claims: Mileage at 45p; 20p for 100+ miles. Margery proposed; Karen seconded.

Margery presented the accounts. Proposed by Karen, seconded by Doreen, all agreed.

###### Membership Report

Now 84 members, with 11 associates

60 names from last year – 55 reminders to go out next week

Margery to write to people who haven’t rejoined.

###### PROM update

Process still emerging. The research champion contacts patients. Patients who agree to take part, complete a baseline questionnaire and consent form. Seven weeks later, they complete a second questionnaire to record any felt changes resulting from chaplaincy input.

###### Website

The site has a lot of old material that needs culling. Mike will archive items removed.

Encourage Regional groups to use it more often.

Gary and Mike to be identified as joint editors

Encourage use of AHPCC Facebook, including advertising the Conference.

Mike left while Karen led discussion on Mike’s working on a consultancy basis for an annual fee of £780. Review this October. Stuart proposed these matters seconded by Leon

###### AGM Elections

Margery, Carol and Keith’s terms end this May

###### Future Exec meetings

Monday 13th May, 09:30, at Conference and Thursday 4th July, 10:30, in Salford