



Annual Report

2006 - 2007

Suffolk Association for Counselling
Sharward Services Ltd
Westerfield Business Centre,
Main Road,
Westerfield, Ipswich
Suffolk IP6 9AB

ANNUAL REPORT

For the year July 2006 - May 2007

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AIMS AND OBJECTIVES

- To facilitate the exchange of information and ideas about counselling
- To facilitate mutual support for members
- To provide a network of contacts in the counselling movement
- To organise events, conferences, meetings or training
- To promote good professional practice
- To raise public awareness of counselling

BACKGROUND

The Suffolk Association for Counselling was founded in 1990 as a voluntary organisation governed by a constitution.

The Association achieves its aims through:

- publication of a quarterly newsletter for members containing articles, comments, correspondence, reports from the committee, counselling news and information about training events;
- publication and distribution of a Directory which gives information about counsellors, supervisors and counselling agencies;
- facilitating workshops and talks;
- holding an AGM to report on SAC activities and discuss initiatives with the membership.

CHAIRMAN'S REPORT

During the period 2005-6 (as detailed in the enclosed Minutes of last years AGM), the SAC Committee made a determined effort to balance income and expenditure, with the major decision taken to begin the website afresh. During 2006-7, Terence Cooper has very kindly volunteered to become SAC's Webmaster (surely a Superhero title if ever I heard one!), and I would like to thank him for his wonderful work in this role. This move to the new website has saved the SAC a great deal of money not only this year, but for years to come. Our new site does not currently include a searchable data base, but this will be shortly becoming available for the 2007 Directory. The potential variation between what each member may wish printed or made available online led the Committee to proceed carefully on this point.

With finances of less concern this year, the Committee agreed to begin revitalising the previous SAC commitment to support and facilitate training and networking events. This is an area I very much hope will continue to expand and thrive, because I believe such events will encourage a more natural enthusiasm in SAC members to take part in the running of SAC business. I look forward to the day when more members want to stand for the Committee than will be needed; no longer to be begged, borrowed or press-ganged into service!

I would like to thank my colleagues on this years Committee: Katie for her support and encouragement in my role as Chair, and also for her production of the Newsletter; Lois and Rachel for their initiatives towards training/networking, and for their valuable, measured input at Committee meetings; Claire and Sue for their fantastic work in producing the new Directory, the most essential task of the SAC, supported also by Mandy and Gill; David for his excellent secretarial skills and buoyant sense of humour; and Vernon, who has done another year in the role a Treasurer should occupy, despite resigning from the post last year! Vernon has kindly agreed to continue supporting the new Committee in this way, unless another willing volunteer steps forward at the AGM.

David Scotford. SAC Chair 2006-7.

DIRECTORY REPORT 2007

1 Income from the Directory;

Entry fees: £2,627 (2006: £2,525)

2 Cost of producing the Directory (printing and artwork)

£2,215.80 (2006: £1,730.48)

3 600 directories were produced this year. Of these, 472 have been distributed to members, agencies and other interested organizations. There are 128 copies in stock.

4 Number of directory entries in each category;

	<u>2007</u>	<u>2006</u>	<u>2005</u>	<u>2004</u>	<u>2003</u>
Counsellors	98	105	108	105	100
Counselling Agencies	17	16	17	20	15
Agencies Using Counselling Skills	2	4	5	5	5
Supervisors	33	36	38	40	41
TOTAL	150	161	168	170	161

5 Previously troublesome issues around converting information from the Access database in preparation for printing the directory seem to have been stopped by using Word for the whole directory process.

Our thanks go to Sharward Services Ltd for their hard work and patience in administering the change-over so smoothly.

6 The livery colours remain, reversed again to make this year's edition distinct from last year's. The binding has changed this year, providing a smart finish and the capacity to enlarge the number of pages, if necessary in future.

7 We note with concern membership comments about a shortage of clients coming as a direct result of directory entries. So we have put extra effort into the continuing expansion of circulation. This includes CMHTs in Suffolk, training establishments, police and probation services. Any suggestions for further circulation are always welcome.

We are happy to provide you with up to 5 copies of the directory free of charge. For more than 5 copies, we need to charge you postage to cover our costs. Please contact Sharward Services Ltd directly if you are interested in this service.

- 8 There were some delays in processing, necessitating a late March publication date. Time constraints and illness in the Team, and the process of extending mailing and distribution were partly responsible.

The biggest extra workload was in pursuit of fairness and accuracy; at proofing stage we found the limit of 3 qualifications (stated on the Counsellor Entry form) was not being universally adhered to. While many members kept to three, sometimes deleting one qualification in order to enter a new one, a few were asking for up to 6 qualification items. Some of these members had been allowed 4 or more in the past. We could not establish why this had happened previously, but decided the only fair way forward was to stick rigidly to a limit for all, this year.

Responding to membership feedback, the Committee discussed options for changing the limit in the future. It was considered de-restricting qualifications could lead to increased costs as entries expanded in size, unpredictably. So it was decided to increase the limit to four qualifications for counsellor entries (there is no stated limit for Supervisors). Hopefully, this will enable experienced counsellors to advertise themselves to better advantage without additional costs. Changes will be made to the entry packs to remind members of the new limit.

- 9 We have changed the poster sent out with the directory. This now speaks more directly to prospective clients. Hopefully, it will further encourage recipients of the directory to display the poster where it will be seen.

It would aid SAC visibility if more members could display posters where they work, and encourage organizations to display posters/make the directory available more, especially in areas where we have influence.

- 10 We discovered some cases where members did not receive their entry packs. This highlighted a potential problem of members being automatically removed from the database because of non-payment of subs, without having had the opportunity of applying for renewal and paying. If you are in doubt about your membership status, please contact Sharward Services Ltd.

Also new members joining between directory pack cycles may not realize they are due to pay subs. again when the directory packs go out. If a directory entry is not wanted, they may ignore the pack and get taken off the membership list without knowing. This needs attention.

Recommendations

- 1 The Directory Team to alter the wording of the entry pack's covering letter, forms and slips to indicate changes in counsellor qualification limits. This letter is also to be changed to clarify the membership fee requirement and/or entry options.

- 2 The Committee to look into membership/directory entry issues, particularly control of procedures around joining and renewing membership, entry pack distribution and when and how members are removed from the system at Sharwards.
- 3 The Committee to review the content of the Terms and Phrases section of the directory.

As always, the Directory Team and the SAC Committee welcome any ideas from the members about improving the directory and the administrative process involved in producing it.

We are also in great need of members to join the Directory Team.

After two years on the Team, I will be leaving it and the Committee this year. I will, of course, be available to offer the new Team advice and support, and hope I have sorted sufficient outstanding problems to make next year's production an easier job. If the directory is to continue, we need the active involvement of as many members as possible. We are appreciative of the valuable time and effort they spare for SAC's central service to members. Personally, I wish the current and future Teams all they would wish themselves.

Claire Innocent (for Sue, Mandy, Gill and Claire)
May 2007

TREASURER'S REPORT AND ACCOUNTS 1.4.2006 – 31.3.2007

Receipts and Payments

Receipts including interest	4522.48
Payments	3099.17
Surplus for year	1423.31

Balance Sheet

Balance at 1.4.2006	3570.08
Add surplus for year	1423.31
Balance at 31.3.2007	4993.39

The accounts have been independently examined, and a certificate dated 1.6.2007 has been issued.

The SAC Committee very much hope you will be able to attend your Annual General Meeting, on Friday 8th June at 6.30pm.

From 6.30-7.00pm, meet & chat with fellow members, with 'nibbles' provided.

Business will start at 7pm, ending promptly at 8pm.

From 8pm-9.30pm Carmel Briggs will facilitate an interactive workshop on Creative Arts in Counselling & Psychotherapy.

The venue for the AGM is Dennington Village Hall.

Suffolk Association for Counselling (SAC), Minutes of the Annual General Meeting 30/6/06, 6.30pm at Stowmarket Mind.

PRESENT: Caroline Pannett, Martin Wilks, Des Welham, Katie Welham, David Tazzini-Lloyd, Bill Mallion, David Scotford, Brenda ..., Carmel Briggs, Tricia Aspinall, Margaret Walmsley, Mandy Gaylard, Annie Wimbush, Mary Brooks, Gill Motteram, Sue Kingston, Rachel Fulcher, Terence Cooper (guest).

1. APOLOGIES were received from Lois Peachey, Tessa Jordan, Colin Wass, Maggie Cooper, Dena.
2. The Minutes of the previous AGM (July 2005) were agreed as a true record.
3. There were no matters arising from these Minutes.
4. There was no discussion concerning the Chairman's Report. Katie wished to express thanks to all of last years Committee for enabling the SAC to continue in its work.
5. The Treasurer's Report provoked some comments & discussion concerning the best balance achievable for the SAC's finances in this coming year. In the light of last years drive by the Committee to save money, some urged a significant rise in membership fees to further help. Others strongly felt that the fees were already enough, with an increase possibly discouraging new or continued membership It was also suggested that the main drain on resources (the website - see 10.3. below) would now no longer be an issue, so fees need not be raised unduly. The conclusion reached and voted in favour of was that there would be no increase in SAC membership fees. However, there will be a two pound increase of for all entries into the Directory for 2007.
 - 5.2 Margaret proposed acceptance of Vernon's Report, which Caroline seconded. Bill suggested a letter of thanks be sent to Vernon.
 - 5.3 Vernon had suggested, as last year, that a 30 pound gift voucher be sent to Hilde Cobbold in thanks for her work in examining the accounts. This was agreed.
6. Those resigning from the Committee were: Margaret Brown, Vernon Culter, Des Welham & Caroline Pannett. Katie Welham resigned as Chair & David Scotford resigned as Secretary, but both remained willing to be on the Committee for 2006-7, as was Claire Innocent. Four further places on the Committee needed filling in order to have a Constitutional Quorum. From the room three people volunteered: Sue Kingston, David Tazzini-Lloyd & Rachel Fulcher. Katie reported that Lois (not present) was also willing to be on the Committee. All these seven were then duly elected onto the Committee having been proposed by Margaret & seconded by Bill.

- 6.2 Thanks was expressed for the laborious work carried out by Claire & Caroline on compilation of this years Directory. It was suggested by Caroline that ideally 3-4 people should share this task, not all of whom would need to be Committee members. Mandy Gaylord volunteered to help with the 2007 Directory on this co-opted basis. In some years past, work on the Directory had been to some extent paid for. It was suggested that a future Committee could always reinstate such an arrangement if desired. No such arrangement exists at present.
7. Those seven members willing to work on this years Committee were nominally elected by those present at the AGM. However, the number present did not constitute a Quorum according to the SAC Constitution. Therefore, following precedent set by Committees in the previous two years, a letter will be drafted to explain the situation to all SAC members & asking for tacit approval (to be shown by non response).
8. Those present at the AGM voted in favour of reducing to 10 the Constitutional requirement for 25 SAC members to comprise an AGM Quorum. However, since there were fewer than 25 members present, this must also be included in the letter mentioned above (see 7.) Also, it will be suggested that the Constitution be changed to allow individuals to stand for three years on the Committee (currently two).
9. The question was asked: What do members want from the SAC? Katie explained the Ethics Forum had ceased to meet due to lack of attendance. It was agreed the Directory is highly valued as a resource. The Newsletter will continue at present.
10. Any other business: Bill expressed his thanks to the Committee for their work on behalf of SAC this year.
- 10.2 It was mentioned that, to conserve SAC resources this past year, the Committee had taken a decision to underwrite no training or networking events. Some felt this was a pity, especially if training could be arranged which more or less paid for itself. Carmel offered the possibility of a training experience for SAC members for free.
- 10.3 In the past year, the Committee had thoroughly discussed the undue ongoing expenses of the website & had already arrived at the decision that a fundamental change was needed. Guest Terence Cooper spoke to the AGM about the possibility of starting the SAC website afresh, a task he said he was willing to take on free of charge to the SAC. Terence explained a little of what was involved. The AGM gave its unanimous support for his proposal, which would be carried out within the next few weeks, he said. The website address will change slightly to a '.org'
11. Provisional date for next years AGM: 8th June 2007.

Minutes by D.Scotford.

Minutes: D.Scotford

THE SAC COMMITTEE 2006 - 2007

Chair:	David Scotford
Vice Chair:	(vacant)
Treasurer:	Vernon Cutler (but not on the Committee itself)
Secretary:	David Tazzini-LLOYD
Directory:	Claire Innocent and Sue Kingstone (supported by Mandy Gaylard and Gill Motteram)
Newsletter:	Katie Welham (David Scotford proof reading)
Website:	Terence Cooper (but not on Committee)
Training/Events:	Rachel Fulcher and Lois Peachy



Freudian Slippers : Relax and put your foot in it!