

**MINUTES OF THE ANNUAL GENERAL MEETING (RESCHEDULED)
OF THE HARMONY THERAPY TRUST
HELD ON 31ST OCTOBER 2020 ON TEAMS VIDEO LINK MEETING DUE TO DISTANCING RESTRICTIONS**

IN ATTENDANCE:

DAWN COCKBURN (DC) -	FOUNDER AND TRUSTEE
ROB NELSON (RN) -	CHAIRMAN, TRUSTEE AND THERAPIST
LYN BASELEY (LB) -	EVENTS CO-ORDINATOR AND TRUSTEE
CAROLE ANN ALEXANDER (CAA)	TRUSTEE AND THERAPIST
GILLIE MARSHAL-HOWELLS (GMH)	FINANCE MANAGER AND VOLUNTEER
JEAN MACKENZIE	MINUTE TAKER AND VOLUNTEER

VOLUNTEERS:

SHARON ROWLEY (SR)	REFERRALS
SARAH TWEMLOW (ST)	THERAPISTS CO-ORDINATOR

THERAPISTS:

VICKY GRAY (VG), DONNA ROBBINS (DR), ANN COCHRANE (AC), WENDY COLLINSON (WC) ISABELLE DURKALEC, BILBUR KAUR (BK), ANGELA DAVIS(AD), GILLIAN POLLARD (GP), ROSEMARY PETCH (RP), CHRIS WISE (CW), JO WILKINSON (JW), LUZITA HILL (LH),

ATTACHMENTS:

- AGENDA**
- MINUTES OF 2019 AGM (ADDENDUM 1)**
- FOUNDERS REPORT (ADDENDUM 2)**
- CHAIRMANS OF TRUSTEES REPORT (ADDENDUM 3)**
- FINANCE MANAGERS REPORT + ACCOUNTS (ADDENDUM 4)**
- EVENT TRUSTEES REPORT (ADDENDUM 5)**

ITEM	The Meeting was opened at 1.40 by RN who chaired the meeting.	
1	<p>APOLOGIES FOR ABSENCE (RN) Geraldine Richards and Shelly McCann</p>	
2	<p>APPROVAL OF MINUTES OF AGM 2019 - (COPY ATTACHED ADDENDUM 1)(DC) Proposed by DC Agreed by LB, Approved and signed as being a true record of the meeting.</p>	RN
3	<p>MATTERS ARISING FROM THE LAST MINUTES (DC) Due to the COVID outbreak, we have had to put all our planned 10-year celebrations on hold, so we have not had the income from these events that were expected. LB reported the newsletter had been withheld until the new CRM program is up and running due to the email addresses held for the Therapists are largely out of date. DC said the funding from Carol Keeting does not appear as though it is going to happen. RN said Jeff Payne was invited to the meeting but due to ill health will not attend.</p>	
4	<p>FOUNDER'S REPORT – (SEE COPY ATTACHED ADDENDUM 2) (DC)</p>	
5	<p>REPORT FROM CHAIR – (SEE COPY ATTACHED ADDENDUM 3) (RN) DC said we are lucky enough to also get Sage for free. Which we can get linked to the CRM program too. RN said there were 10 Therapists who attended the Cancer Massage Training earlier in the year. We would like all the Therapists who are offering massage to have this training once social distancing allows. DC asked could all Trustees please confirm that they are happy for RN to carry on this year as Chair (it will be his last year as it is his 3rd year). All agreed and RN accepts Chair for final year.</p>	
6	<p>FINANCIAL OFFICER REPORT AND APPROVAL OF ACCOUNTS (APRIL 2020) (SEE COPY ATTACHED – ADDENDUM 4) (GMH) Proposed by (AC) and seconded by (DC). Accounts were agreed and passed. GMH said our accountant wants to increase his fee from £200.00 per annum to £240.00 which she believes to still be a very reasonable charge All in favour, no abstentions. RN to sign and lodge at Charity Commission.</p>	
7	<p>EVENTS TRUSTEE REPORT (SEE COPY ATTACHED – ADDENDUM 5) (LB) DC said please write to your local councillors to ask for donations and funding for Harmony. All councillors have an individual budget that is ring-fenced for charitable giving.</p>	RN

8	<p>PROPOSAL TO CHANGE THERAPIST SESSIONAL RATE (DC)</p> <p>DC said she feels strongly that the sessional charge should be increased as it has stayed the same for 10 years. Her proposal would be from 01.01.21 to increase each session to £25.00 and scrap the petrol allowance as it is rarely claimed. Could I have a Trustee to second this proposal please. (LB seconded). Therapists will still give their donated session and then get paid for the other 5. GMH replied she did work this out with DC before we finalised the best way to increase the fee and we feel this is best for all. Motion voted and carried unanimously, no abstentions.</p>	
9	<p>THERAPIST FEEDBACK RE: CURRENT RESTRICTIONS (DC)</p> <p>SCAR TISSUE - AC/CW will talk to Nessy Potter as she always requests that patients who need Scar Tissue work be given to them. They will explain there are other Therapists who can do this.</p> <p>AC said we could maybe suggest a meeting for all Therapists who do Scar Tissue work to hold a meeting and form a Group to work out how to get the word out. Some of these patients only need 2 sessions as we may have done all we can do for them. Do we tell them they can't have 6 treatments?</p> <p>DC replied no if they want other therapies and you are happy to give it to them please use the other 4 for an alternative.</p> <p>CW said would like to remind the office that I can only take people in my area.</p> <p>DC asked how do you all feel about treating patients since lockdown?</p> <p>AD replied she hadn't worked since lockdown started.</p> <p>WC explained she had no problems as long as all correct PPE is in place and used. She does do full risk assessments on all of clients to ensure mine and their safety.</p> <p>AC asked what time scale are we looking at for the patients who don't want to carry on with their treatments during COVID? How long can the funds be held for? Say if their referrals are over a year old? Surely 12-15 months is long enough?</p> <p>GMH replied If COVID wasn't here they should have finished.</p> <p>DR said she is seeing 2 patients a day. Working safely and feels safe with what she is doing. The cleaning is the hardest part. Also still teaching but in smaller groups.</p> <p>CW said she is doing maybe 1 or 2 a day. Yes, there is a lot of cleaning.</p> <p>CAA said If you go into the patients' own house and they supply their own covering and towel etc there is less chance of cross contamination.</p> <p>DC asked are many turning treatment down?</p> <p>CA personally, have only had one cancel due to secondaries and had to delay.</p> <p>DC asked Luzita , how vulnerable do you feel getting treatment?</p> <p>LH said mostly video link with the hospital as she has been self- isolating.</p> <p>AC suggested if we did online visits with the patient and could maybe get their partners involved in some massage how would this work regarding payments?</p> <p>DC commented it would depend if the patient is happy with that or would rather wait, but yes if you did online work with them then you could still put in an invoice for it.</p> <p>VG said sorry I have to leave the meeting.</p>	

10	<p>ANY OTHER BUSINESS (THE COMMENTS BELOW WERE RAISED DURING OTHER REPORTS AND HAVE THEREFORE BEEN MOVED TO THIS SECTION)</p> <p>DC it is looking likely that another lockdown is coming, can therapists please try to keep in touch with their clients as we need to support as many as possible.</p> <p>LB asked are we going to advertise for Trustees?</p> <p>DC replied yes, she has redone the advert as the picture on it was out of date, but it is now ready.</p> <p>CAF said there is a Cancer Awareness Course by Jennifer Young which is free.</p> <p>VG commented I took a Soul Midwife Course two years ago and I would like to get a refresher course.</p> <p>DC commented that Mandy Preece is planning to do online training.</p> <p>RN said there is a new Consultation Form and Subsequent Treatment Form which can be accessed at The Harmony Therapist Trust web site on the 'Therapist Forms' page. It is also available on our Teams site in the Forms folder.</p> <p>DC said Fund raising is difficult. There is not much available so anything anyone can do would be helpful. She said she would also like to appoint a Digital & Media Manager for online fundraising. Amazon smile is also a way that people can help raise funds. When you buy anything off Amazon just log into Smile and Harmony get some funding from your purchase.</p> <p>FB asked when does the Feedback Form go out?</p> <p>DC replied it goes out with the original letter to the Beneficiary.</p> <p>AC said she gives them a form on last treatment in case they have mislaid the one they were sent. She also has a collection tin in her room, it is full so she will get that deposited in the bank.</p> <p>WC asked do we know why Maidstone referrals are so low?</p> <p>DC replied we don't know.</p> <p>AC asked can the Therapists contact the cancer wards directly to remind them that Harmony is available to receive referrals?</p> <p>DC replied yes, most certainly.</p> <p>DC said we have lost some Therapists for varying reasons. Some have their own problems others will not conform to our way of working.</p> <p>FB said some clients are being told not to have treatments because of COVID. Do new therapists need the same qualifications as we do?</p> <p>ST replied yes, they do. We have 5 more applications in the office awaiting completion.</p> <p>LH said she has been told not to have any hands-on treatments.</p> <p>DC offered LH the opportunity to have a course of complimentary Holistic therapies via THTT. LH accepted. It was agreed that LH would arrange an NHS professional to refer her to THTT. CAA would be the nominated Therapist. (agreed with DC, LH and CAA)</p> <p>DC said LH how are you getting on with your medication.</p>	<p>DC</p> <p>AC</p> <p>LH/CAA</p>
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11	<p>SS said we are low on Therapists in TN Postcode area. How can we recruit more? It covers a very wide area. DC replied yes, also in The Weald we only have Claire Hall. WC commented there is a Hospice in The Weald but we never hearing anything from them.</p> <p>DATE AND TIME OF NEXT AGM DC said we could do another meeting at end of May, which will give GMH to get the accounts completed and audited prior to the meeting. RN said it is too early to say whether the 2021 AGM will need to be held online. RN proposed the date of May 22nd at 1.30pm, and this was agreed unanimously</p> <p>RN thanked all for joining. DC great way to hold a meeting.</p>	
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