

AGM

26th January 2008

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ACAT | Contact Details



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Notice of ACAT Annual General Meeting 2008

Notice of ACAT Annual General Meeting 2008

Saturday, 26 January, 2008 at 11.30 am

and Request for Nominations to the Board of Directors (Trustees)*

We hereby give notice that the ACAT Annual General Meeting 2008 will be held on Saturday, 26 January, 2008 at the University of East London, East Building, Docklands Campus, University Way, London E16 2RD at 11.30 am. This is to be followed by the Presentation of Certificates at 12.30pm. The AGM is being held within the two day ACAT Conference 2008 (full details of which are on the website).

As this is the first AGM since ACAT became a limited company, it is required by our Memorandum and Articles of Association that all Directors (Trustees) stand down. Each of them is eligible for nomination and re-election. The current Directors (Trustees) and Office Holders are listed below together with their willingness to be re-appointed as follows:

- Mary Dunn - Chair: not seeking re-election as Chair or other Office but willing to be nominated/elected as a Director
- Annalee Curran - Vice-Chair: not seeking re-election as Vice-Chair or other Office but willing to be nominated/elected as a Director
- Michael Knight - Hon Treasurer and Secretary: not seeking re-election as Hon Treasurer and/or Secretary and not seeking nomination to continue as a Director
- Steve Potter: willing to be nominated/elected as a Director
- Hilary Brown: willing to be nominated/elected as a Director
- Vicki Richer: willing to be nominated/elected as a Director
- Virginia West: willing to be nominated/elected as a Director

Nominations are therefore sought for the posts of Chair, Vice-Chair and Treasurer/Secretary together with nominations for additional appointments to the Board of Directors (Trustees) but without Office. A nomination form can be found at the end of this booklet. Nominations must be received by the ACAT Office no later than 16.00 on Friday, 11 January, 2008.

The list of those nominated and therefore standing for election together with a voting form will be emailed to all members (and posted to those without email) on 11 January, 2008. If you cannot attend but wish to vote on the resolutions to be submitted to the AGM together with nominations to the Board of Directors, a Voting by Proxy Form will also be sent out at this time. The list of nominations and associated forms will be posted on the web-site on or around 11 January, 2008.

Please note that all documents relating to the AGM can be downloaded from the website: www.acat.me.uk. Click on ACAT Events and then ACAT AGM. We do hope to see you at the AGM – if you wish to attend just the AGM and not the Conference then, of course, no fee is payable for AGM attendance. If you have any questions about the AGM, then please do not hesitate to contact the ACAT Administration Office on 0844 800 9496 or email: admin@acad.me.uk.

Yours sincerely,

ACAT Administration

* As and when ACAT becomes registered as a charity (in addition to being a Company) its Directors will also be one and the same as its Trustees, the responsibilities of each being broadly identical.

AGM | Agenda

ACAT ANNUAL GENERAL MEETING

Saturday, 26 January, 2008 11.30 – 12.30 followed by Presentation of Certificates at 12.30

East Building, Docklands Campus, University of East London, University Way, London E16 2RD

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3 Minutes of the Previous AGM held on 19 November, 2005	18 - 21	
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5 Chair of ACAT's Report This report is included in this booklet and will not be read aloud at the meeting. The Chair will welcome comments.	6 - 9	Mary Dunn
6 Treasurer of ACAT's Report. [ACAT's Annual Accounts are available online www.acat.me.uk] Resolution to Approve the Account Year Ending 31 July, 2007 This report is included in this booklet and will not be read aloud at the meeting. Comments will be welcomed.	10	Michael Knight
7 Chair of the Training Committee's Report This report is included in this booklet and will not be read aloud at the meeting. Comments will be welcomed.	11	Mark Westacott
8 Chair of the Exam Board's Report This report is included in this booklet and will not be read aloud at the meeting. Comments will be welcomed.	12 - 15	Liz Fawkes
9 Resolutions: a. Subsidiary Rules to the ACAT Constitution: November 2006: 1.2 ACAT Membership Categories - changes to membership categories b. Subsidiary Rules to the ACAT Constitution: November 2006: 1.4 ACAT Membership Categories - lapsed memberships c. Articles of Association of the Association for Cognitive Analytic Therapy: November 2006: 27.2 and 28 The Appointment of Directors - timespan for ACAT to receive notice of nominations from the membership and timespan for ACAT to notify membership of those standing for election	16 - 17	
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11 Any Other Business		
12 Date of Next AGM		
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12.30 Presentation of Certificates

Chair of ACAT | Mary Dunn

Introduction

It is no exaggeration to say that ACAT has transformed itself in the last year. As briefly as I can I will list the major areas of activity and of change.

Becoming a Company

On January 26th ACAT became a Company Limited by Guarantee. It was for this purpose that we re-structured at the last AGM, and we now have Trustees elected by the membership, who have the task of holding the Council to account on your behalf. The Trustees meet with the Council three times a year. However, the much smaller, leaner, operational Council uses monthly Conference Calls to conduct its business, submitting the minutes of these to the Trustees. Council officers are appointed by the Trustees. These structural changes enabled us to become a Company, but also present us correctly for Charitable Status, for which we are applying.

Our Lawyers have completed their part of the Charity application, and, as Council, we are struggling with the requirements of the Charity Commissioners which become ever more stringent. We must prove that we exist to benefit the public (rather than simply our members) – and to this end we are required to make almost all of our resources available to the general public. It will be helpful to hear the views of our members on this subject.

As you know, Officers of ACAT are unpaid, (ACAT Chair, Chair of Training Committee, Chair of Exam Board, Treasurer, Trustees and Council members) - and their voluntary status forms an important part of the ethos of the organisation. However, there is a tension between the amount of work which increasingly ACAT needs from its Officers, and their personal need to earn a living and to have a life. My aim has been to strengthen the Administrative infrastructure in order to enable gifted members of the organisation to feel able to make their contribution without fear of exploitation or resentment. My own view is that it should be possible for these roles to be fulfilled at an executive level, with operational work conducted from paid posts, thus enabling people who work in the NHS and Private Practice to make their valuable and creative contributions. The alternative is that ACAT is organised by the retired or the over-worked! It is vital that, at the organisational level, ACAT models and reflects the collaborative, boundaried and respectful nature of the work it supports. I want to pay tribute to all those people who travel the length and breadth of the land to attend ACAT meetings and contribute their time and creativity so generously. They are the reason I have ever been involved, and I have enormously enjoyed working with them during my three-year term as Chair.

Administrative Infrastructure

In November 2006 you will remember that Jon Sloper and Bill Crumbleholme (trading as Alacrify Ltd) took over the day-to-day administration of ACAT, alongside their existing role of Website management. I asked them to carry out the project of reviewing the administrative function of this organisation, and to make recommendations about the best way of proceeding. Their Report was delivered in February, and it excluded Financial Management but covered the following five aspects: Membership; Accounting; Training and Events; Public Relations, and Official Details (Committees and Administrator). Their aim was to “encapsulate the issues briefly...and to allow a strategic evaluation of the systems that need addressing”. As a result of their work it has been possible to put systems in place to allow members efficient access to information and records, to have their membership issues dealt-with quickly, to have standard (but personal) responses to their queries, and to have access to independent ways of setting up and attending Events. Since February an extensive review of Financial Management has been carried out, and you will see some of its fruits in the Treasurer’s Report. The systems are generally working well, although you might be aware that we are still working to speed up cheques and invoices.

In December 2006 we contracted Barbara Coombes to be the Administrator for IRRAPT and St Thomas' Trainings. Barbara works for two days a week with Hilary Beard, and this definition of the task (distinct from the Administration of ACAT) has been very successful for all concerned. We are delighted that Barbara is part of ACAT's administrative team and we greatly appreciate her gracious professionalism.

In May we were very pleased to appoint Susan van Baars as the new ACAT Administrator. Susan works for four days a week, dealing-with all telephone and Web-based enquiries, processing UKCP membership renewal, recording financial transactions in both directions, connecting with the functions of the Website, servicing Committees, preparing Events and processing membership issues. Susan has been very warmly welcomed by all members who have contacted her. She is unfailingly courteous and highly efficient, and the Trustees and Council value her very highly. Both Susan and Jon Sloper live near Dorchester, as does Kim Meldrum who very capably administers the Exam Board, and I hope to have a continuing role in managing their work - which allows me to travel to Dorset regularly and enjoy the view from the train.

During this year the Website has had a major update, and I think you will all be very aware of its enhanced capabilities. Jon Sloper and Bill Crumbleholme have had a huge impact on the development of ACAT and we owe them a very significant debt of gratitude. Their focus and loyalty goes way beyond the call of duty. They frequently take the lead in suggesting initiatives which will improve our support for members. We now have a website which represents the state of the art for psychotherapy organisations - independently interactive and responsive to the needs of trainees, members and the general public.

Two years ago the NHS ceased to carry the Copyright License under whose umbrella we have always sheltered. This had a major impact on our trainings, and we have now bought a Copyright License for ACAT, covering both trainees and members. (Since then the NHS has renewed its license, but we are now independent of it, and protected from NHS changes). Originally we thought that we would make training papers only available to trainees, but it became obvious that we should extend this to all members in support of their CPD. It is expensive, but we now have cover for all members, and in the next year will be aiming to have the full list of CAT papers scanned onto the Website.

University Validation of Training

You will see from the Chair of Training Committee Report that we are now in a position to offer University accreditation for our Trainings, validated by the University of Sheffield Hallam. You may be able to imagine the endless paperwork and negotiation which this has required, and we are indebted to Debby Pickvance and Mark Westacott, (aided by Dawn Bennett) for this huge step forward. Mark will outline the details. In general I would like to add that validation has been possible because ACAT has superb trainings, and without those Trainers the model would go nowhere. We are increasingly seeking to offer events with a specifically supportive aim for Trainers and Supervisors. They are the essential backbone of CAT – the custodians and elders of this tribe. They must be respected and nurtured.

Development Officer

In September we were able to appoint Mansur Quraishi as ACAT Development Officer. As well as training to be a CAT Practitioner, he is a Research Psychologist, and his focus will be to promote and facilitate the evidence-base of CAT. He is seeking research funding, in particular recurring funds which would allow us to pursue the Practice Research Network for which Professor Parry conducted the feasibility study. He is also creating a Research Forum to connect members who have research ideas – both large and small projects. He will be delighted to discuss any of these things with you in person or by email. His appointment is a one year contract so that Council are free to make future decisions based on what he has been able to achieve on a small number of hours a week. I am pleased that we have been able to move to a paid post to underpin the voluntary work of the Officers of ACAT. There is a great deal of work to do, not least to position ourselves in relation to NICE and to the future Statutory Regulation of Psychotherapy. Mansur's appointment is very exciting for us, and we are delighted to have him on board.

Alongside the appointment of an ACAT Development Officer, the Research Committee has ceased to be structured as before. We are very grateful to Dr Ian Kerr for keeping the Research Committee in existence for many years, and for applying his knowledge and contacts to the important issue of providing an evidence-base for CAT. Clearly it will be superseded by the Forum, and Council will take a direct interest in issues of research funding. Dr Kerr is happy to participate in the evolution of ACAT's research needs and how best to respond. He has reported that Professor Tyrer's Research (to which we have contributed funds) has been slow to begin, and is now recruiting therapists to compare various therapeutic models which include CAT.

Membership

We are asking you to vote a change to the timing in the run-up to the AGM. This is a minor detail, but it is a glitch which we have only noticed in working to it, and we need a greater window in which to administer nominations and voting papers.

You will see that this AGM will be asked to vote on two amendments to the Standing Orders on Membership. Let me explain some of the background to these changes.

We are now a very large organisation – approaching 800 members (most other comparable psychotherapy organisations are under 100) – and growing fast due to the success and high demand for our training courses. It used to be possible to make particular arrangements for particular individuals with regard to membership fees and gaps in maintaining membership for personal reasons. In the interests of fairness and transparency this is no longer possible, and we are keen to establish clear protocols to aid our administrators in responding to membership issues. It should be possible to set up systems so that the same rules apply to all and are seen to have a just logic. As soon as we begin to use discretion about these matters we introduce an un-boundaried environment and the possibility of unfairness.

With this in mind we have spent Council time looking at two issues: first - how do we respond to members who want to suspend their fees during periods of absence from clinical work? Second - how do we categorize membership so that we establish different needs for different groups in relation to the paying of fees?

The result of these considerations are as follows: The proposed membership categories are -

Name	Status
1.2.1 Full Member (Psychotherapist)	Voting
1.2.2 Full Member (Practitioner)	Voting
1.2.3 Trainee Member	Non-Voting
1.2.4 Friend	Non-Voting
1.2.5 Life Member	Non-Voting
(new category)	This category of membership would be awarded by ACAT at the discretion of the Trustees to people who retire from psychotherapy work having given a lot to the organisation. It will be conferred as a mark of recognition and will not be an automatic progression for all those who retire.

1.2.6 Non-Practising Member (new category)	<p>Non-Voting</p> <p>This category of membership is available in exceptional circumstances to full or trainee members. It covers situations such as maternity leave, adoption leave, illness, family crisis etc, formal sabbatical etc. The member gives written confirmation that they will not be practising any form of CAT for the duration. They will still receive correspondence & 'Reformulation' from ACAT. Minimum duration for this category is one year, maximum is two years. It will always be by prior written agreement with the Exam Board, and will be decided on a case-by-case basis. Formal application to the Exam board in advance is essential. A written agreement will include some agreed CPD/catching up when returning to full membership.</p>
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People who have not paid membership fees for various reasons and wish to return to ACAT will be required to negotiate a suitable individually-tailored planned re-entry as for non-practising members.

As you can see, Council have a responsibility to safeguard good-practice, and to support the on-going commitment of members to their ethical framework, supervision and CPD. (Further details are in the Exam Board Report). It is for these reasons that Council has taken the matter very seriously, and has sought to regularize our practise.

Closing Remarks

The ACAT Council hold the tension between centralisation and regionalisation, and between authoritarian orthodoxy and free-wheeling. Myths arise in many of our discussions and CPD events which illustrate the tension – phrases such as “I didn’t know we were allowed to y...” or “can we still use x...?” It goes without saying that we none of us communicate changes in approach as well as we might, but I also think that an organisation such as ours has the maturity to contain these tensions. Regional CAT Groups have been set up, and we are in the midst of evolving a relationship between them and the central structure. We are also evolving ways of encouraging the development of the model in a collaborative and creative way, naming and holding the essential elements while challenging and free-wheeling to explore possible new areas. Council treads a perilous path between setting up rules which are sensible, supportive and necessary, or going into a regimentation orbit for its own sake. Hopefully there is enough collective wisdom among us, and if all else fails our membership will keep us straight.

This has been a rather detailed and slightly technical Chair's Report, and maybe it therefore gives you a sense of the work of Council and its Officers. On a more personal note, as you know, I am now coming to the end of my three-year period of Office. It has been an extraordinary time for me – a time of real warmth and friendship, of close collaboration, of anxiety that I might forget something important and 'drop the ball', and of the perennial expectation that I will be 'found out' – and overall of huge privilege and of respect for the outstanding work of the people around me. I would particularly like to thank my Vice Chairs – Eva Burns-Lundgren and Annalee Curran. They have both been unflagging in support and in the generous gift of their time. Previous Chair – Steve Potter – has also been unfailing in his support and creativity. This has been a dream-team for me, and the task could not be managed without close team-work. Michael Knight, Liz Fawkes, Debby Pickvance and Mark Westacott – made the full team of Officers and all of them have contributed enormous amounts of work to the developments of the last year, and I thank them very sincerely. Thank you also to the membership who have trusted me to care for this organisation to which we owe so much. Thank you.

Mary Dunn
Chair of ACAT

Honorary Treasurer | Michael Knight^{*}

In the 12 months to 31st July 2007 a surplus was achieved, and one that may be similar in magnitude to that of the previous year, i.e. around £25,000. This means that, for certain, ACAT ends the year with a record cumulative surplus, and a stronger financial position and balance sheet than ever before. There remains an uncertainty as to whether, in the absence of charitable status, we have incurred a liability for tax, although enquiries with the Inland Revenue have offered some reassurance.

The surplus may seem surprising given that the year saw lower levels of total income and expenditure than the previous year. This was due in particular to the irregular timing of training courses (which may indicate that last year was something of a bulge rather than this year being abnormal). Each of our various training and professional development activities earned positive margins, as should be the case, enabling resources to be allocated towards research projects.

More significantly the level of support costs rose considerably last year from £57,000 to £79,000. This reflects the full implications of the period of transition which began in 2006 and which is still ongoing, a series of organisational and personnel changes, on which the Chair has reported, all of which will enable ACAT to meet effectively the opportunities and challenges facing it. Support costs will rise again this coming year. Members should not therefore assume that ACAT will continue to earn surpluses in the immediate years ahead. Rather, the implication of our healthy finances is that ACAT can, with confidence, put in place the resources to serve and fulfil the purposes of the organisation with the knowledge that it has the reserves and flexibility to initiate projects for the advancement of CAT in particular, for example, in the commissioning of research.

During the financial year, the administration of ACAT passed from Jonathan Lopez-Real working in the office at St Thomas' Hospital to Bill Crumbleholme and Jon Sloper who worked from their offices in Dorset, and who have been involved for some years with the developments of our excellent website. Susan van Baars then took on the administration role in June, setting up a permanent ACAT office of her own. In parallel, as reported last year, we chose to outsource the basic accounting functions to a service provider, Charity Business. A further change, with its related legal costs, was move to becoming an incorporated company, completed in January 2007. These changes were not without their difficulties, not least from our bankers in implementing the formalities, whilst the Directors have had to suffer a lack of interim financial information – not such an easy matter to provide, other than the mere record of cash movements. One factor in the increased support costs was higher expenses on our website. As part of the administrative and website support that Bill and Jon gave to ACAT, they undertook a complete review of ACAT's financial systems and archives, following which they developed and launched new systems on the ACAT website to support the financial record-keeping of the Association. Some of the benefits include: members having visibility of their own financial accounts with ACAT; financial information on all ACAT administered events and courses and visibility of event accounts for event organizers. For the future it is anticipated that it will enable ACAT to take a more proactive approach to budgeting, financial planning and control.

All in all, from a financial perspective ACAT can look to the future with confidence.

Finally, I would like to express my warm gratitude to the Directors and to Hilary Beard in leading the ACAT-run courses for their forbearance during the transition, and my warm thanks to each of those, mentioned above, who has worked diligently and conscientiously to accomplish the necessary tasks and developments.

Michael Knight

^{*} At the time of writing this report the Accounts are very close to being finalised, although they are not yet approved by the Directors. They will be published on the website at www.acat.me.uk/acatevent.php?event_id=452 as soon as possible.

Chair of the Training Committee | Mark Westacott

It has been another busy year for the Training Committee. After three years in the chair Debby Pickvance stepped down at the beginning of the year. During this time courses flourished around the country and Debby's open and thoughtful approach allowed the committee to work closely together to develop a shared vision for training. Most recently Debby worked very hard to help secure university accreditation for CAT training courses and on behalf of all of us I want to thank her for her contribution to the committee and to CAT training generally.

The Training Committee has continued to meet regularly with good representation from the various courses. There are currently nine practitioner courses running in the UK and the IRRAPT course, which had an intake in September, 2007, was once again oversubscribed. Despite funding difficulties in the NHS many courses reported very healthy application numbers, although in a few areas lower than expected numbers of applicants or funding difficulties were experienced. In addition to the practitioner training, we now also have a number of accredited CAT skills trainings across the country, the latest being a new course set up in Norwich by Jackie Baker and colleagues.

We have continued to see an interest in CAT develop globally. Steve Potter has recently coordinated a practitioner training in Athens and various shorter courses have been held in various other locations around the world. CAT continues to develop in Australia and recently we have received requests for training from Germany, Chile, Canada and the USA. In response to this, the Training Committee is developing an International Steering Sub-Group which will coordinate international training and also develop an international practitioner training course to ensure that the quality of training is delivered at a high level.

In June of this year a validation event was held at Sheffield Hallam University where we sought university accreditation for our various training courses. We had a very successful day and the university agreed to accredit practitioner and skills level trainings in CAT and also an MSc in CAT by research dissertation. We now have work to do in terms of putting external examiners and link tutors in place and ensuring that courses and our administration are ready to run with the university as a partner. The first accredited courses will run from autumn 2008.

A five day supervisor training event was held in London this year, organised by Sally Gray and very helpfully evaluated by Annie Nehmad. The event was well attended and the feedback very positive. There continues to be a shortage of supervisors nationally and at our last Training Committee meeting we agreed to reduce the number of cases that need to be completed prior to commencing supervisor training from twenty cases to sixteen. It is hoped that this will increase the number of people coming forward for training.

Finally, we unfortunately had to abandon plans to hold a Trainer's Day in Scotland as costs of travel and time proved to be prohibitive for people. Instead, a less structured event was held in London in September, which provided a convivial space for people to think about the model and how it is developing through our practice as CAT trainers and supervisors. The feedback from this event was positive, and a number of interesting discussion points were generated during the meeting. A similar event for trainers and supervisors is being planned for next year.

Mark Westacott
Chair of the Training Committee

Chair of the Exam Board | Liz Fawkes

Accreditations

The primary function of the Exam Board is to oversee the accreditation process for Practitioners, Psychotherapists, and Supervisors. This year ACAT also recognised trainees from the officially recognised 'CAT Skills' courses, offering certificates to those who successfully pass the course, and a certificate of attendance to those who attend, but choose not to meet all the requirements to pass.

I am therefore delighted to be able to report that 68 people have been accredited as CAT Practitioners since the last AGM. This continued rate of graduation illustrates the number of courses that continue to flourish around the county, despite severe funding pressures within the NHS. However, with the increasing number of Practitioners, there is a corresponding need for new supervisors to teach, support and encourage people's practice and ensure that high quality, reflective, contained and containing CAT remains available to patients within and without the NHS. Again it is pleasing to be able to report that 15 new Supervisors have been accredited this year, and we are hopeful that this rate will continue. The Training Committee recently made some changes to the requirements for entry to supervisor training, in order to maintain its accessibility without losing quality, and I hope that this will enable more people to pursue the training. Details of the requirements for training can be found on the ACAT website on www.acat.me.uk/supervisortraining.php

We have not accredited any CAT Psychotherapists this year. I do hope that those who have completed the course but not quite finished all the requirements will continue to work towards accreditation. ACAT is proud of its Psychotherapy training, and CAT Psychotherapists have an important role within the organisation, and the level of training they have all undergone make them an invaluable resource outside the organisation as well.

Certificates

Most of those accredited this year will know that we have had real problems with the Certificates of accreditation for Practitioner and Skills level training. An eagle-eyed Practitioner noticed that there was a somewhat fundamental spelling error on the certificates ('Practitioner' was spelt wrongly!). I take full responsibility for failing to drop my assumptions about what was written on them and therefore failing to spot the error! We assume that we must have received a whole batch of misspelt certificates, although we have had no other complaints. In the event we decided that a re-design of all certificates would be timely in any case, and in consultation with the Training Committee this was completed over the summer. It took a long time to finish and to get them printed. This is again my responsibility as Chair. One of the down-sides of being a volunteer in this kind of role is that life occasionally gets in the way of efficient practice, and this was certainly the case for me this year. I can only apologise to those of you, particularly Practitioners and those on the Skills Course at 'Jigsaw', who have had a long wait for your certificate. We have now sent out over 130 replacement certificates to people who have been accredited as Practitioners since 2005, the date to which we assume the error may go back. If you have a misspelt certificate and have not received a replacement, please email me via ACAT, and we will send you one quickly. As of this AGM I think we are completely up-to-date with all certificates (...unless you know better...!)

Membership

Over the last few months there have been a number of enquiries from people wishing to return to the organisation after an absence, and also from people whose membership had expired during a period of illness or maternity leave. There have also been a number of people who wish to leave the organisation for a period of time, and request a reduction in fees as a result. Having responsibility for the area of accreditation, the enquiries fairly naturally came my way, and I have tried to respond to each fully and carefully, in conjunction always with my colleagues on the Exam Board, Training Committee, Council and Trustees. However, as Mary suggests in her report, it is time that we create a clear and fair protocol to follow in such

cases, which allows flexibility for people's individual circumstances, but does not penalise those who maintain continued membership. I therefore wholly support the outlined proposals for new membership categories, and for a negotiated return for those who have chosen to be a non-practising member for whatever reason.

Equally, we need a similar protocol for those who stop being a member completely, and then at a later date decide they would like to return. There is a formal proposal put to this AGM to amend the 'subsidiary rules to the ACAT Constitution', so that it is clear anybody wishing to re-join ACAT will be asked to meet certain, individualised requirements. Recently, in conjunction with Council, I wrote a formal letter to be sent to those whose membership has lapsed by dint of non payment of fees. I would like to reproduce this here, in the interests of transparency and clarity. The language is decidedly formal, but I hope that it allows people to make an informed decision as to whether or not they wish to remain a member.

The letter outlines the following:

1. You may not make any claim or advertisement that you are a member of ACAT, or that any work you do is approved or endorsed by ACAT whilst you are not a member.
2. Any work you do whilst not a member of ACAT will not in the future count towards any accreditation you may wish to pursue (eg, Practitioner, Psychotherapist or Supervisor accreditations).
3. Any work you do whilst not a member of ACAT will not count towards others' accreditations (eg, if you supervise or train any CAT Practitioner, Psychotherapist, Supervisor or Skills trainees, or offer training therapies). Membership of those involved in all ACAT training schemes is checked prior to trainees' accreditations.
4. If you wish to rejoin ACAT in the future (and we hope you will), you will need to write to the Chair of the Exam Board (who is responsible for all accreditations and associated membership issues) either by email at: admin@acat.me.uk or by post to ACAT, PO Box 6793, Dorchester, DT1 9DL, who will, in conjunction with the Council of Management, advise you of the requirements for re-entry. You may be required to undergo some intensive CAT supervision, or CPD, or update your CAT training, depending on your particular circumstances and the length of your lapse in membership.
5. ACAT's membership year runs from October to October each year. We do not offer any part-year memberships. On rejoining ACAT you will be required to pay for the full membership year in which you re-join.

Closing Comments

I have enjoyed my role again this year, and I hope that we can continue to increase the efficiency of the accreditation process. I welcome feedback, both positive and constructively critical. I would like to thank Kim Meldrum, the Exam Board Administrator, for her unfailing commitment, efficiency and her quiet way of telling me when I have messed up! I would also like to thank Susan van Baars for the huge contribution she has already made to our organisation. Mary Dunn, Annalee Curran, Debby Pickvance and Mark Westacott have all made my job feel easier, and have all been generous in their support and encouragement. Thank you to them.

Liz Fawkes

Chair of the Exam Board.

Exam Board | Accreditations in 2007

Practitioners

ACAT North

Sally Furnish	Andrew Moss	Mark Sampson
Stephen Irving	Joy Billingham	Amy Wicksteed
Frank Beesley	Linda Banner	Kathryn Watt
Alison Smith	Ann Bancroft	Gary Wilshaw
Pamela Bennett	Noeleen Fasolilli	Lisa Garrett

Bristol

Vicky Stephenson	Marian Miles	Rose Mahon
Hilary Priestman	Jane Spurr	Zoe Tyrrell
Esther Smith	Catherine Emmerson	

Dorset

Jackie Preston	Claire Austin	Bev King
Andrew Thornton	Sophie Rushbrook	Karen Davies
Julia Coombes	Rachael Tanner	

Dublin

Elaine Martin	Anne Bolger	Cora Raymond
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Maudsley

Elaine Smith

Oxford

Cecilia Baird	Zoonia Nazir	Vicki Richer
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Plymouth

Stephen White	Daniel Robins	Helen Day
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Somerset

Sue Yabsley	Annette Downey	William Wallace
Peter Park	Stephen Golden	

Practitioners continued.

Southampton

Sally Hayward-Young
Lynn Roberts

Stuart Purcell

Claire Corbridge

St Thomas'

Stella Compton
Mark Davies

Liz Greenway

Neil Johannessen

Tyne and Wear

Paula Barnes
Maire Sharkey
Janis Abernathy

Christina Hardy
Steve Jefferis

Jackie Bailey
Karen Ellis

UEA

Linda Young
Roger Kingerlee

Maggie Schneider
Julia Clarke

Kathryn Sams
Obianuju Ugochukwu

Supervisors

Mark Walker
Christine McKenna
Andy Semmens
Stephen Kellett
Steve Clarke

Maja Skolimowska
Deirdre Williams
Harriet Gamble
Elizabeth Tristram
Barbara Williams

Alysun Jones
Vicki Petratou
Karen Shannon
Peter Whittle
Liz Oxtoby

Jigsaw CAT Skills Level Training Attendees

Jill Woods [passed]
Abubakary Dimando
Mathew Haxby
Nicola Wright

Alison Alstrom
Frank Eyembe
Thomas Ondieki

Wayne Carlisle
Seanne Fairhurst
Grant Woods

AGM | Agenda Item 9 | Resolutions

Agenda Item 9.a | Resolution to amend:

Subsidiary Rules to the ACAT Constitution: November 2006:

ACAT Membership Categories

Resolution to amend as follows:

1. Membership

1.2 In accordance with Article 3 there shall be the following classes of member

Name	Status
1.2.1 Full Member (Psychotherapist)	Voting
1.2.2 Full Member (Practitioner)	Voting
1.2.3 Trainee Member	Non-Voting
1.2.4 Friend	Non-Voting
1.2.5 (new category) Life Member	Non-Voting This category of membership would be awarded by ACAT at the discretion of the Trustees to people who retire from psychotherapy work having given a lot to the organisation. It will be conferred as a mark of recognition and will not be an automatic progression for all those who retire.
1.2.6 (new category) Non-Practising Member	Non-Voting This category of membership is available in exceptional circumstances to full or trainee members. It covers situations such as maternity leave, adoption leave, illness, family crisis etc, formal sabbatical etc. The member gives written confirmation that they will not be practising any form of CAT for the duration. They will still receive correspondence & 'Reformulation' from ACAT. Minimum duration for this category is one year, maximum is two years. It will always be by prior written agreement with the Exam Board, and will be decided on a case-by-case basis. Formal application to the Exam board in advance is essential. A written agreement will include some agreed CPD/catching up when returning to full membership.

Agenda Item 9.b | Resolution to amend:

Subsidiary Rules to the ACAT Constitution: November 2006:

ACAT Membership Categories

Currently:

1. Membership

1.4 A member whose subscription is six months in arrears ceases to be a member but may be re-admitted on payment of the amount owing.

Resolution to amend to:

1. Membership

1.4 A member whose subscription is six months in arrears ceases to be a member and thereby loses with immediate effect all rights of membership.

A former member wishing to resume membership must apply to the Exam Board who shall determine the requirements for readmission.

Agenda Item 9.c | Resolution to amend:

Articles of Association of the Association for Cognitive Analytic Therapy: November 2006:

The Appointment of Directors (timespan for ACAT to receive notice of nominations from membership and timespan for ACAT to notify membership of those standing for election)

Currently:

27: No person other than a Director retiring by rotation may be appointed a Director at any general meeting unless:

1. he or she is recommended for re-election by the Directors or
2. not less than 14 nor more than 35 clear days before the date of the meeting, the Charity is given a notice that:
 - a) is signed by a member entitled to vote at the meeting
 - b) states the member's intention to propose the appointment of a person as a Director
 - c) contains the details that, if the person were to be appointed, the Charity would have to file at Companies House and
 - d) it is signed by the person who is proposed to show his or her willingness to be appointed.

Resolution: to amend 27.2 to:

not less than 30 days and not more than 60 days before the date of the meeting.

And

Currently:

28: all members who are entitled to receive notice of a general meeting must be given not less than 7 nor more than 28 clear days' notice of any resolution to be put to the meeting to appoint a Director other than a Director who is to retire by rotation.

Resolution: to amend 28 to:

members who are entitled to receive notice of a general meeting must be given not less than 14 nor more than 30 clear days' notice of any resolution to be put to the meeting to appoint a Director other than a Director who is to retire by rotation.

2006 AGM | Minutes

Present;

Council

Mary Dunn (Chair), Eva Burns Lundgren (Vice Chair), Debby Pickvance,
Michael Knight, Annalee Curran, Hilary Brown

Voting members

Hermione Bridges, Julia Lloyd, Barbara Williams, Julia Clark, Steve Potter, Ian Kerr, Claire Tanner,
Hilary Beard, Simon Armson, Miranda Buckley, John Bristow, Jackie Baker, Shirley Akgun

By virtue of those present, the meeting was not quorate as the quorum is 35 under the terms of the constitution of the existing unincorporated association. However, in addition ACAT had sought postal votes for the AGM resolutions and nominations for trustees and had sought proxies for approval of minutes and reports.

Non voting members

Vicky Richer (Trainee until Jan 26th)

Others in attendance

Andy Cawdell, Director, Dovetail Management Consultancy (taking minutes)

1. Apologies

Jane Melton; Phillipa Gardener; Liz McCormick

2. Minutes of the previous meeting held on 19th November 2005

There were two typographical errors noted on page 2 but otherwise the minutes were accepted as an accurate record of the meeting by unanimous agreement of the meeting.

The errors as follows - for "Michael Barker" read "Michael Barkham" and for "John Mellow-Clarke" read "John Mellor-Clarke"

3. Matters arising

There were none.

4. Chair of ACAT Report

Mary Dunn read her report, given that a number of those present had not downloaded her report from the ACAT website. In particular Mary;

- clarified that Eva was not "taking a lead" on training but was one of a group working in this area mentioned again the collection being made for Jonathan and thanked him for his work for ACAT over the six years of his employment as administrator

In response to her report a number of points and questions were raised including;

- the loss of the office was held by one person present to mean a break with the NHS, and lack of psychological home, no links with the NHS re funding applications for research and that the lack of an administrator breaks the chain in the existing first line of the relational basis on which CAT is based
- others held that some of the above was correct but the NHS has changed and ACAT needs a new model of relating to the world wider than just the NHS, that the previous office arrangements were not working and something needed doing.

In response Mary and others commented that;

- Jon Sloper was reviewing communications within a communications mapping exercise and members will be consulted
- there is a need to build partnerships with the NHS in different ways especially in regard to the regional structures of ACAT
- research funding is often approved at the individual's place of work within the NHS so the fact that there is no NHS base does not present a problem

5. Treasurer's Report

Michael Knight as Treasurer presented his report and the annual accounts for the year ended 31st July 2006. He pointed to the surplus of £25,000 in the period and explained the concept of accruals adjustments where income expenditure needs to be booked to the time period to which they relate and not to the time at which they are either spent or received.

He also mentioned the increase in membership fees and the increase in number of members to 750, the increase in income from workshops and the increase in surplus from course fees to explain the surplus. He also thanked Hilary Beard saying that the surplus in one way could be explained entirely due to her unpaid work on the trainings.

From above, ACAT has approximately 750 members 30 Friends. However there seems to be a lot of turnover in membership. Discussion here suggested that fees would need to go up substantially to pay for work by alumnae who are at present working unpaid e.g. on training.

It was generally agreed that more membership data is needed and a strategy based on this data to encourage retention and reduce membership attrition.

6. Resolution to Approve Accounts Year Ending 31st July 2006

The Treasurer proposed and the Chair seconded a motion to approve the accounts for the year ending 31st July 2006. This was approved by all the members present and the additional proxy votes.

7. Training Committee Report

Debby Pickvance summarised the Training Committee report which had been placed on the ACAT website. Debby particularly mentioned;

- the need to validate ACAT training with the proposed association Sheffield Hallam University
- the need for ACAT to incorporate to gain validation for provision of training

Debby also reported that she was standing down at a time when training was forging ahead but when NHS funding is tight. Mark Westacott is taking over as Chair of the Training Committee once issues concerning his conduct of interest as academic at Sheffield Hallam are resolved. The meeting asked that there should be a clear point of handover and Debby agreed to make sure this took place.

The meeting agreed to the tribute made by the chair to Debby's skills and contribution to ACAT training which was confirmed by a round of applause.

8. Exam Board Report

Liz Fawkes, not present at the meeting, had provided a report and this is to be found on the ACAT website.

9. Research Committee Report

Ian Kerr had placed a copy of the Research Committee report on the ACAT website and spoke to it. He reported the Research Committee depended heavily on the enthusiasm of volunteers and provides advice and guidance to those wishing to research in the efficacy and other matters concerning ACAT's work. He pointed out that the NICE guidelines require that output be measured and that a lack of a large scale controlled study may hold back development of ACAT therapy. Ian saw this as a serious deficit that needs fixing and mentioned a proposal made to ACAT in May 2006 that a post was needed to promote research. Ian was applauded for his work on the Research Committee.

10. Chair of Ethics Report
- There was no report from Patrick Gibbs as Chair of Ethics. This was held not to be necessarily a good thing given that no complaints might suggest unexpressed issues.
11. UKCP/HIPS Report
- Michael Knight had placed a report on UKCP on the ACAT website and spoke briefly reporting that UKCP was healthy and discussed a key issue concerning registration and whether it would result in registration to a single name e.g. psychotherapist or be through a series of colleges. In the latter case there was considerable discussion in UKCP although technically it has decided to register practitioners within colleges because of the difficulty in defining the boundaries between different colleges. Also in Michael's view, UKCP will not produce a satisfactory result on registration unless it deals with all five levels that are part of the regulatory structure being;
- any statutory regulator
 - UKCP itself
 - the colleges
 - the broad disciplines
 - the colleges e.g. ACAT and individual practitioners
- Michael was thanked for his report.
12. CPD, Seminars and Conferences
- Miranda Buckley summarised the report that has been placed on the ACAT website. She reported that she was stepping down and was given a round of applause for her work. John and Jason were working regionally and a key task for them is to produce a new generation of presenters for the continuing professional development events.
13. Development of the Newsletter
- Alison Jenaway and Irene Elia had not provided a report.
14. Resolutions
- a) Adoption of reports
- The Chair proposed that all the above reports should be accepted by the meeting. This was approved by all the members present with additional proxy votes.
- b) Adoption of new legal entity
- The Chair briefly explained the rationale for incorporation of ACAT as a company limited by guarantee to replace the existing unincorporated association structure. This will assist with reducing the risks before the Council of the organisation together with the be needed to help with charitable status grant income possibility of gift Aid for subscriptions and the question of accreditation being helped by ACAT having a formal company status.
- The Chair then went on to describe the structure if the proposal before the meeting was agreed. The proposal will result in there being a body of elected trustees who appoint a council of management, whose membership includes the chair vice-chair and honorary Treasurer of the trustee body. This arrangement facilitates some matters, including members of the Council of Management being paid for ACAT work if that is required.

Mary Dunn, seconded by Hilary Brown then proposed that ACAT adopted the revised Constitution as tabled and to authorise the Trustees to proceed with the formalities of its implementation, including the formation of a Company Limited by Guarantee and consequent changes to the wording of the Memorandum and Articles. The 13 people in the room who voted in favour of this motion and there were 72 postal votes also for the motion. As there were no votes against and no abstentions the motion was carried.

For the record, the full motions were as follows;

1. to approve the draft new constitution as circulated on 9th November 2006
2. to appoint and authorise a working group of 3 of the future Directors/Trustees to execute (and where necessary or desirable approve any amendments to), or do on the Company's behalf in whatever manner required, any contract, deed, document or thing necessary or desirable to be executed or done by the Company in relation to:
 - a) incorporating a company limited by guarantee to take over the functions of the Association
 - b) transferring the assets and liabilities of the Association to the new company
 - c) adopting the draft new constitution in the same or substantially the same form as approved by the members at this AGM
3. to approve the new Rules as circulated on 9th November 2006.

b) Nominations to new entity - for Board of Management & Trustees of the Association

A list of proposed nominations for the board of management and trustees of the association had been circulated.

After it was agreed those nominated should be taken "en block" given there were less applicants than spaces, the following were agreed to be the Board of Management and Trustees of the new entity;

- (a) Mary Dunn as Chair
- (b) Annalee Curran as Vice-Chair
- (c) Michael Knight as Honorary Treasurer
- (d) Hilary Brown
- (e) Steve Potter
- (f) Virginia West

15. Any Other Business
There was no other business.

Meeting closed at 13.00 hrs

Minutes by Andy Cawdell version 2

6 December 2006

ACAT | Statistics

Membership Statistics at the time of publication	
Trainees	384
Practitioners	348
Psychotherapists	125
Friends of ACAT	59
Private Practitioner Listings	121
Training Statistics at the time of publication	
Number of Current Training Courses	10
Number of Trainees on Current Courses	162
Website Statistics at the time of publication	
Number of page views per month	32,000
Number of document downloads (psychotherapy file etc) per month	3,000
Value of online transactions to date	£156,000
ACAT Event Statistics between 1st August 2006 and 31st July 2007	
Number of Introductory Courses run	7
Number of CPD events run	10
Number of delegates attending events administered by ACAT	350

AGM | Nomination Form for the ACAT Board of Directors (Trustees)

ACAT ANNUAL GENERAL MEETING 26 January, 2008

Nominations may be made by any voting member of ACAT (ie a fully paid up ACAT Practitioner or Psychotherapist):

I wish to nominate (name of person being nominated): _____
to either:

☐ the Office of: Chair | Vice-Chair | Treasurer/Secretary (please delete as appropriate)

or

☐ appointment to the Board of Directors without Office:

I understand I am being nominated to stand for election to the Board of Directors (Trustees) of ACAT as indicated above and if elected would be included in ACAT's return to Companies House.

Signature of the person being nominated (Nominee): _____

Summary of the Nominee's Relevant Experience and Interests (this information will be included on the list of those nominated to inform ACAT members when voting – please type separately if preferred):

Proposer: _____

Proposer's signature: _____

Nominations must be received at the ACAT Office by 16.00 on FRIDAY, 11 JANUARY, 2008.

Please send by post to: ACAT, PO Box 6793, Dorchester, DT1 9DL. or scan and email to admin@acat.me.uk.

Thank you. ACAT Administration