

ANZACPE

Australia and New Zealand Association for Clinical Pastoral Education

Minutes of the 17th Annual General Meeting

Held on Monday, September 10, at 1600 and continued on Wednesday, September 12, 2007 at 1530, at St Joseph's Conference Center, Baulkham Hills, Sydney.

The President, Eric Cave, opened the meeting and welcomed those present.

Present:

Eric Cave (chair), Ken Shakespeare, Marilyn Hope, Rosemarie Say, Helen Squire, Ian Bayliss, Alan Galt, Judith Peterkin, Liz Murphy, Margie Virgin, John Virgin, Gillian Henderson, Val Henderson, Emil Neven, Jenni Wegener, Roy Alexander, Peter Powell, Kath Maclean, Heather Flavell, Adrian Flemming, Cheryll Bird, Mary Waterford, Barbara Hall, Milton Coleman, Barbara Howard, Roy Bradley, David Larsen, Peter Oliver, David Oliphant, Keith McCollim, Jenny Washington, Mary McCarthy, Colin Berriman, Shirley Nash, Noela Fanshawe, Allison Whitby, Jenny Harrison, Ken Davy and Peter Ryan

Apologies and greetings from:

Noel Bekker, Boyd Glassey (letter), David Manks, Ruth McCall, Carol Duthie, Les Underwood, Cecilia Francis, Stephen Ames, Peter Williams, Bizz Jelly, Julie O'Brien, Don Prince and John McAlpine.

That the apologies be received.

Moved

Carried

Greetings:

- To Boyd Glassey, celebrating his 80th birthday early in December.
- To Bizz Jelly, unable to be at the Conference because of illness.
(Card sent from Conference members)
- To David Oliphant whose partner, Liz, died in June, 2006.
Unfortunately this was not acknowledged at the Conference last year.

Congratulations

Eric expressed the congratulations and best wishes from ANZACPE to Jenni Wegener on her appointment as secretary of ICPCC.

Acknowledgements

The meeting remembered Marie Pollard and John Paver who both died on May 19, 2007. Letters and messages of appreciation had been received from their families.

1. The Secretary moved that the proposed Agenda as circulated be the Agenda for the AGM, 2006.

Moved

Carried

2. That the Minutes of the 16th AGM be confirmed as a true and correct record.

Moved: Alan Galt Seconded: John Virgin

Carried

3. Listed are the letters that identify most of the subjects dealt with through the year:

INWARD

DATE	ITEM NUMBER	FROM	SUBJECT
04.10.06	1.07	Adrian Flemming	Indemnity Insurance Cost for year
04.10.06	2.07	David Manks	Indemnity Insurance Cost (II)
26.11.06	5.07	Klaus Temme	ICPCC
09.01.07	11.07	Jenny Washington	Response from NSWCCPE/Fees
06.02.07	14.07	Adrian	Trade Marks, not accepted
09.03.07	22.07	Jenni W	ICPCC Fund raising Proposal
20.03.07	24.07	Adrian Flemming	Financial matters
19.06.07	34.07	Jenny Washington	Teleconference & Conference
30.06.07	37.07	Marlene Paver	Thanks
06.07.07	38.07	Jenni Wegener	Trade Marks
12.07.07	40.07	Jenni Wegener	Trade Marks, Glen Rieschick
17.07.07	43.07	Katrina Palmer	Response to questions
24.07.07	44.07	Jenny Washington	Company Ltd by Guarantee info.
26.07.07	46.07	Don Prince	Timing of conference
30.07.07	47.07	Adrian F	Document declining SPE, TM

OUTWARD

DATE	ITEM NUMBER	TO	SUBJECT
09.01.07	18.07	Secretaries, Mem. Bodies	Training Events
09.01.97	19.07	Secretaries	Minutes, AGM 2006
08.02.07	21.07	Eastern Region, ACPE	Re: Death of Joan Hemenway
11.02.07	22.07	Secretaries, DGMEP	Advertising of DGMEP

16.03.07	25.07	David Manks/Jenni W	TM and Prof. Ind. Ins
16.03.07	26.07	Jenni W	ICPCC funding
21.05.07	32.07	ANZCPE Executive	Indemnity Insurance documents
23.05.07	33.07	Marlene Paver	Condolences
23.05.07	34.07	Secretaries	Bereavements
30.05.07	36.07	Katrina Palmer, David M	Update on Ind. Ins. Process
11.06.07	37.07	Secretaries & exec.	Info on Summer unit, RPH, ACPEWA
03.07.07	45.07	Katrina Palmer	Questions, Assoc. Liability Ins.

The complete list of all correspondence is held on file by the secretary.

It was agreed that other correspondence received and copies of correspondence sent be tabled. Most of the correspondence was through email.

That the inward correspondence be received and the outward correspondence be approved:

Moved: Ian Bayliss Seconded: Marilyn Hope **Carried**

4. Reports

4.1 President: Eric reflected on the journey of pilgrimage, noting that a pilgrimage is seldom straightforward. He noted the contribution of supervisors who have recently retired from supervising CPE programs: Graeme Gibbons, Julie O'Brien, and Judith Peterkin. The positive experience and outcome of the accreditation of Royal Perth Hospital and St John of God, Subiaco, as CPE centers was noted. The contribution of Marie Pollard and John Paver was recognized and Eric invited members to stand as we gave thanks to God for their life and work. Concern about the declining number of supervisors was noted. It was acknowledged that other organizations e.g. AHWCA, are experiencing similar struggles. Eric reminded us that "we need to listen for God speaking in this moment of our pilgrimage.

Eric moved that his report be received. Seconded: Allison Whitby **Carried**

Allison expressed the thanks of the meeting to Eric for his report and for the way he has carried out his position as president.

4.2 Secretary: Roy summarised the executive's work during the past year, noted that the issues of Trade Marks and Professional Indemnity Insurance continued to be a significant part of the executive's work. However, it was recognized that the Professional Standards Committee does much of the work affecting the professional life and work of the Association. Thanks was expressed to the members of the Association who have carried the workload of the Association.

Roy moved that his report be received. Seconded: Allison Whitby **Carried**

Eric expressed the thanks of the meeting to Roy for his diligence in carrying out the secretarial work of the Association.

4.3 Treasurer: Adrian presented the financial report, including the audited Statement of Receipts and Expenditure, treasurer's report and proposals. Adrian indicated that the Association was in a healthy financial position and, in light of that, was bringing a proposal about the levy that differed from what the member associations had agreed to during the year.

Adrian moved that the report be received. Seconded: Gill Henderson **Carried**

It was agreed that the proposals and recommendations be deferred to the second part of the AGM.

Jenni Wegener expressed the deep appreciation to Adrian for his work as treasurer and the way his work in this area had contributed to the wellbeing of the Association.

4.4 Registrar: Jenny Washington distributed the sheet detailing the number of supervisors at each level, in each of the member associations. Jenny spoke to the report. The handbook for the coming year was distributed, and indicated that it was also available electronically. The report is held on file.

Jenny moved that the report be received. Seconded: Jenni Wegener **Carried**

Thanks was expressed to Jenny for her work as registrar.

4.5 Professional Standards Committee: Agreed that the report be deferred to the second part of the AGM.

4.6 Reports from the Member Associations

ACPEWA - 40 members in the Association who have done one or more units of CPE. Noted Judith's retirement and the implications of her retirement for WA. Accreditation of the two CPE centers took place late in 2006.

SANTACPE - The major issue for the Association has been addressing the Standards, incorporating ANZACPE Level II Standards. Two CPE centers. Les Underwood now resident in Adelaide.

QICPE - Management committee has been marketing CPE. Addressing the question of how to do extended units of CPE in a large geographical area. Many theological students now required to do CPE.

NSWCCPE - Re-accreditation of two academic programs. Standardization of courses. Two supervisory training weekends had taken

place, among the participants were three from New Zealand. The Council hopes to hold similar programs next year.

ASPEA - There have been significant changes in CPE centers e.g. Austin, with Graeme Gibbon's retirement. In February there will be a celebration of 40 years of CPE at Austin.

NZACPE - Referred to a number of people being involved in supervisory training. Looking at innovative ways of providing CPE to areas outside of the main centers.

Moved that the reports be received. **Carried**

4.7 ICPCC: Moved that Jenny's report on ICPCC, to be given after the second part of the AGM, be incorporated into the AGM Minutes.

Carried

4.8 Diana Goss Memorial Prize:

Alan Galt presented a summary of the judges' assessment of the four entries. This summary is held on file in the ANZACPE records.

John McAlpine was awarded the prize for 2007. David Oliphant was awarded a prize from the NSWCCPE for his entry in the DGMEP.

Both essays were read to the conference on Tuesday.

Thanks was expressed to the three judges – Boyd Glassey, Marilyn Hope and Alan Galt – for their superb work in assessing the entries.

The session closed at 1115 and resumed again on Wednesday, September 12, 2007, 1530. The second part of the AGM was brought forward because of an unexpected change in the Conference program and in light of a number of members leaving on Thursday morning.

The 17th Annual General Meeting of ANZACPE was reconvened at 1530, Wednesday, September 12.

From those present at the first session of the AGM the following apologies were received for this session:

Milton Coleman, Roy Bradley and Emil Neven, together with the apologies received for the first session.

That the apologies be received. **Carried**

4.3 Financial Matters:

4.3.1 Fees to ANZACPE

Two differing recommendations – one from the executive and one from the treasurer, who was unable to be at the executive meeting – were brought to the AGM. In keeping faith with what the member associations had agreed to during the past year, the executive recommended “that the treasurer keep account of the CPI each year and that the levy be increased accordingly within a maximum of 5 years”. The treasurer, in light of the healthy financial reserves (\$15,340.00 at June 30, 2007) and the very small increase each year based on the CPI, recommended “that the Member Association fees be set to maintain a bank balance for ANZACPE to operate for a period of two years. That the average annual payment over the previous five years be the base line, and that the treasurer make a statement on the reserves required in each annual report”.

After considerable discussion it was moved that the two recommendations be referred to the executive for further consideration.

Moved : Keith McCollim Seconded: Jenny Washington **Carried**

4.3.2 That the Member Associations be sent the annual fee for ANZACPE membership in October each year.

Moved : Roy Alexander Seconded: Keith McCollim **Carried**

4.3.3 That ANZACPE continue to pay Association Liability Insurance through AON to ensure continuity of cover while the process of working through our insurance needs proceeds.

Moved : Roy Alexander Seconded: Jenny Washington **Carried**

4.3.4 That the executive appoint an auditor following the election of the new treasurer.

Moved : Roy Alexander Seconded: Allison Whitby **Carried**

That the financial report be adopted.

Moved: Roy Alexander Seconded: John Virgin **Carried**

4.3.5 Costs associated with reviews and executive meetings

The secretary moved on behalf of the executive that the fees for reviews be: \$A700 – accreditation (Presenter and chair - \$175,
Members - \$100, Admin - \$50.00)

\$A600 – re-accreditation (Chair - \$150, Members - \$100, Admin - \$50)

Moved: Roy Alexander Seconded: Allison Whitby **Carried**

As the issue of meeting the costs of executive members had not been resolved it was referred back to the executive for further consideration.

Moved: Roy Alexander Seconded: John Virgin **Carried**

4.5 Professional Standards Committee: Jenni Wegener presented her written report. In her report Jenni stated the two main duties of the PSC: facilitate the conducting of accreditation and re-accreditation reviews for Level II, and to maintain standards for the same. Jenni reminded the meeting of the procedures for reviews. Made clear that the member associations have the the responsibility for considering the findings of the review and conferring accreditation status within their own association. Five reviews for re-accreditation took place at this conference and, in addition, two Level III reviews were requested and carried out. The supervisors' own associations will process the report on the Level III reviews. Jenni expressed appreciation to all who served on review committees.

Considerable work has been done on the Standards during the year, including working through the standards of each member association.

During the year Jenni put together guidelines for the chairpersons of review committees

Jenni congratulated the following on their successful reviews: Peter Ryan, Elizabeth Murphy, Alan Galt, Peter Powell, Ian Bayliss and Peter Williams whose review took place in November in Adelaide. The recommendation to their member associations is that they be re-accredited. Allison Whitby and Keith Little were congratulated, as they were being recommended for re-accreditation for Level III.

Jenni gave notice that she would be relinquishing the position as Chair of the PSC at next year's conference.

Jenni moved that the report be received. Seconded: John Virgin **Carried**

A strong word of appreciation was expressed by Margie Virgin and Roy Alexander to Jenni for her work as chair of the committee.

4.7 ICPCC Report

Jenni Wegener presented a verbal report on her participation in the recent ICPCC gathering. Jenni stated that it is important for us to understand what ICPCC is. People who attend are involved in many aspects of pastoral counselling. In contrast to the experience of many of us who work primarily in one-to-one relationships, many representatives at ICPCC work

systemically, generally in non-western countries. Jenni talked about the goals and mission of ICPCC. She shared brief details on the workshops and papers delivered at the Congress.

Jenni suggested that at our Conference next year we spend time in discussing what ICPCC is.

Noted, again, that ICPCC will meet in 2011 in Rotorua, New Zealand, and Jenni's election as secretary of ICPCC.

Jenni moved that her report be received. Seconded: Gill Henderson **Carried**

General Business

5.1 Trade Marks

It was noted that the meeting with Bryce Bridges, Company Solicitor, did not take place as planned, because he was, at the last minute, unavailable to come to the Conference. While his task was to discuss the Professional Liability Insurance we hoped to get guidance from him about Trade Mark registration. The application to register Clinical Pastoral Education and Supervised Pastoral Education had been declined. The executive is committed to reapplying, and has been encouraged to do so. The secretary has drafted material that will support our application.

The secretary moved that we ask Jenny Washington to consult with Bryce Bridges as to what needs to be done in bringing about a successful outcome in seeking registration of Clinical Pastoral Education and Supervised Pastoral Education, and to report back to the executive.

Moved : Roy Alexander Seconded: Ray Bloomfield **Carried**

5.2 Professional Liability Insurance

The executive recognized the need for legal assistance in working through the complexities of liability insurance. It was our hope that Bryce Bridges would help clarify many of the issues we had raised. He has stated that he is willing to assist us in this area.

With that offer in mind, the secretary moved that we ask Jenny Washington to meet with Bryce Bridges, seek his advice, and report back to the executive.

Moved : Roy Alexander Seconded: Allison Whitby **Carried**

5.3 ANZACPE Conferences

5.3.1 ANZACPE Conference, 2008

An invitation from ACPEWA, was extended by Judith Peterkin to ANZACPE

to have the 2008 Conference in Perth. Judith distributed a flyer that, in addition to venue, invited members to submit papers to be presented at the conference.

Venue: Redempterist Monastery
North Perth

Date: August 31 – September 4, 2008

Theme: “Treasures in the Field: Mining Supervision in Particular Clinical Contexts”

5.3.2. ANZACPE Conferences beyond 2008

2009	Brisbane
2010	Hobart
2011	New Zealand (Note: Because the ICPCC will be in New Zealand in 2011 it is being suggested that the ANZACPE Conference come before or after the ICPCC).

5.4 ANZACPE Website

Jenny Washington indicated that setting up a website for ANZACPE is still being worked on. It is hoped that it will be functioning within two months. As there are costs involved the secretary, on behalf of the executive, moved that \$500 be made available to meet those costs.

Moved : Roy Alexander Seconded: Jenny Washington **Carried**

5.5. Request for change of date for ANZACPE Conference

The executive had received a letter from Don Prince asking that we look at the timing of the annual conference as, at present, it clashes with programs run during the university semester. Don raises the possibility of Conference being held late October/early November. As there was no clear indication from Conference members, it was moved that the matter be referred back to the executive, requesting that member associations be asked to comment.

Moved **Carried**

6. Election of Officers

Elections for positions to be filled this year:

6.1 Secretary: Judith Peterkin

Nominated: Eric Cave Secunder: Roy Alexander

6.2 Treasurer: Ken Shakespeare

Nominated: Peter Powell Secunder: John Virgin

6.3 Registrar: Val Henderson

Nominated: Jenny Washington Secunder: Barbara Hall

6.4 Chair, Professional Standards Committee: Jenni Wegener

Nominated: Allison Whitby Secunder: Peter Oliver

6.5 Diana Goss Memorial Essay Prize Judges

Joan Dallaway

Nominated: Roy Alexander Secunder: Milton Coleman

Alan Galt

Nominated: Roy Alexander Secunder: Marilyn Hope

Graeme Gibbons – Subject to his consent.

Nominated: Alan Galt Secunder: John Virgin

Those elected were applauded by the meeting.

(Note: Conference, 2008, will name Jenny Washington as President and will need to elect a new Vice – President)

7. Other Business

A brief discussion took place around how ANZACPE might increase our voice with other organizations.

Moved, that the executive look at how this could be done. **Carried**

8. Responses

Margie Virgin spoke eloquently in expressing our deep appreciation to our colleagues in NSWCCPE for the way in which the Conference had been put together and the tasks carried out. Margie stated that we had been invited into the mining already started by the people of NSWCCPE.