

**EMDRNZ Association Board Meeting**  
**8 June 2023, 18h15 to 19h42**

**In attendance:**

Astrid Katur  
Ian Wood  
Janine van Blerk  
Kay McKenzie  
Nici Scott-Savage  
Patrice Bourke  
Sunica Schreiner  
Uta Waterhouse

**Apologies:** Diane Clare, Tal Moore

**Chair:** Astrid Katur

**Minutes:** Janine van Blerk

1. Minutes from previous meeting – 11 May 2023

Minutes were accepted; proposed by Astrid; seconded by Uta.

2. Matters arising from previous meeting

- Kay to make inquiries about investing some of EMDRNZ's funds in an investment account – Kay will send some information about investment rates
- Uta to liaise with Strictly Savvy to commence website re-design – Uta and Astrid met with Strictly Savvy
- Ian has distributed to the Board a proposed option for online voting for the AGM, using the NZPsS's format
- Tal unable to attend Global Alliance meeting because their required paperwork was not completed in time. Astrid to complete this document
- Registrations for conference are open

3. Dr Glenda Wallace's complaint – Astrid excused herself for this part of the Board meeting and Patrice took over the role as chair. The Board addressed in committee at length the 4 questions posed by Dr Wallace in her e-mail dated 16 May 2023 and will respond in writing to her. The Board moved out of committee at this point. Motion moved by Ian seconded by Kay that Patrice would prepare a letter of response to Dr Glenda Wallace confirming the matters discussed and consensus reached while meeting in committee and circulate it to those who were present to be reviewed after which it would be sent.

#### 4. Finances

- Update

Regarding the bank account from 12 May to 8 June 2023:

The bank accounting software has been changed to Xero and Indra and Kay have access to the Xero platform.

As of today, the bank balance is \$67,903.54

Incoming funds have been membership related, and 2 payments of \$755.00 for conference/workshops.

Outgoing funds have been -

- \$5500 research grant to University of Otago, for Elliot Bell's research on the new EMDR training.
- A total of \$5629.84 to Strictly Savvy Ltd, for a deposit and some costs for the website upgrade.
- \$2116.00 for administration services, which involved extra hours that Kay authorised for Lelde to hand the administration role back to Indra.
- \$90 to NZPsS for advertising of the conference

In process:

- Updating signatories on EMDRNZ bank account at Westpac. The Board agreed that Dr Glenda Patricia Wallace (previous Board member and former Board secretary) be removed as a signatory for the organisation and Ms Patrice Antoinette Bourke (current Board member) be added as a signatory. Moved by Kay; seconded by Nici
- Updating EMDRNZ's postal address. The Board agreed that the address for EMDRNZ be changed from the previous Treasurer's address (which was 15 Pitt Street, Whanganui 4500) to the current Treasurer's address (which is 471 Crighton Road, RD1, Wyndham 9891). Moved by Kay; seconded by Patrice

A letter detailing these 2 decisions will be sent to Westpac

- Choosing a term deposit for some of the funds currently held. A list of the Westpac options has been circulated to the Board members

- Yearly budget

An estimate of yearly costs, based on the last 2 years has been circulated and is as follows:

- Income can be expected to be \$30K+
- Costs (with a leaning towards a high estimate) can be expected to be \$40K+, with a shortfall of \$11K
- The income is from membership and does not take into account any conference or workshop registrations.
- The costs include accountancy, Administration services, Springer Journal, Subscriptions (zoom etc), and training (e.g., support for Consultant days). It does not take into account conference/workshop costs.

- If we take the current balance of \$67,903.54, we conservatively have \$40-\$50K to work with for a contingency plan for the conference/workshops not breaking even, and then invest the remainder.

It is suggested this is reviewed in October/November 2023, when the conference/workshops financials are known

- Setting priorities for 2023 – conference, website, CiT Training, Bi-cultural Consultations. This was rolled over due to no further proposals for funding having been received
- Yet to be completed - amending the ownership of the EMDRNZ logo to EMDRNZ rather than Kay McKenzie, Treasurer

#### 5. Accreditation applications

- Practitioners  
Ms Brylee Lamb (supervised by Irene Begg) – proposed by Sunica; seconded by Nici
- Case Consultants - Nil
- Trainers/Training - Nil

#### 6. Cyclone Gabrielle response update

TraumaAid Aotearoa

An e-mail was sent to the membership concerning an in-person G-TEP treatment group to be offered in Napier in August, 2023

#### 7. 2023 AGM

- Chair Elect – Ian proposed that Patrice be voted in as Chair-Elect. Patrice excused herself from the meeting at this point. No other expressions of interest for this role were received. Proposed by Ian; seconded by Uta.
- Ian to update Society's rules; subcommittee to draft and update  
Ian suggested that certain changes be made immediately to support online voting at the 2023 AGM and that other changes can be discussed over the longer term. Ian to update the rules with the intention that the proposed changes to the rules need be submitted to a special general meeting. Proposed by Ian, seconded by Astrid

#### 8. Administration – Indra recommence her role on 1 June 2023.

- Administrator support for website-related questions – a new Board member will be needed to fulfil this role as Astrid will no longer be available to do this. Nici and Patrice have volunteered for this role.

- Board member to monitor all mail-outs to membership to ensure that they are appropriate. Patrice has volunteered to fulfil this role. Proposed by Astrid; seconded by Kay
- The Board agreed that a Board member should work with the administrator to monitor any updates made to the information and content on the website. Uta volunteered to fulfil the role. Proposed by Astrid; seconded by Kay
- Formalise a complaint's process to the Board, including an appeal process if someone's accreditation has been declined. Not discussed.

#### 9. Subcommittees:

- Conference and Workshop 2023 - Patrice, Ian and Astrid  
Conference and workshop organisation, including booking venue, booking speaker for workshop, calls for abstracts for conference.

Update – limited number of in-person places available; conference dinner and programme discussed.

- ACC and adjunct EMDR therapy - Diane, Ian, Kay and Chris Garvie  
Adjunct therapy referral form test
- Bi-cultural inclusion - Diane, Anne Woodhouse  
Diane to update at the following Board meeting
- Accreditation - Tal, Nici, Janine and Astrid  
Review completed; ready for consideration by the Board

New document to be reviewed.

Remaining questions - how to accredit clinicians from overseas or with overseas accreditation?; do we need a definition of who is a CiT and when to list on the website?

The Board discussed when CiTs could be listed on the Association's website as such. It was agreed that the CiT needed to be working in consultation with a registered consultant and that they need to have observed the full basic training again. Proposed by Astrid; seconded by Sunica.

- Website upgrade, etc. - Uta, Astrid, and Sunica  
Feedback on first draft received; Board member to be responsible for any content changes made to website. Uta volunteered and another Board member to be sought to support this.

The process is almost complete and Uta will continue to correspond with Strictly Savvy.

10. Any other business

Global Alliance – Astrid to complete the required paperwork i.o.t. attend the conference in Bologna

11. Next: Thursday 13 July, 2023 at 18h15. Apologies Janine; Nici volunteered to take the minutes