



*Irish Association for Counselling and Psychotherapy*

*Irish Association for  
Counselling & Psychotherapy Limited*

**ANNUAL GENERAL MEETING  
Saturday 26th March 2011**

**Annual Reports and Financial Statements  
(for the year ended 31st December 2010)**



*Irish Association for Counselling and Psychotherapy*

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# ANNUAL GENERAL MEETING

Saturday 26th March 2011

The Radisson Blu Hotel, Northgate Street, Athlone, Westmeath

## AGENDA

9.00am – 10.00am	Registration Tea / Coffee
10.00am – 10.15am	Cathaoirleach's Welcome Apologies 2010 AGM Minutes & Matters Arising
10.15am – 10.45am	Cathaoirleach's Report Secretary's Report Treasurer's Report National Director's Report
10.45am – 11.15am	Questions & Answers on Reports
11.15am – 11.35am	Tea/Coffee Break
11.35am – 12.00pm	Motions
12.00pm – 12.30pm	Elections
12.30pm – 12.45pm	A.O.B.
12.45pm – 2.00pm	Lunch
2.00pm – 2.30pm	IACP Carl Berkeley Memorial Award
2.30pm – 3.30pm	Guest Speaker: John Lonergan
3.30pm	Close

## IACP ANNUAL GENERAL MEETING 2011

*Highlights of the day include:*

**Guest Speaker: John Lonergan**  
(former Governor of Mountjoy Prison)

**The Carl Berkeley Memorial Award Presentation**

### IACP AGM Voting

Please familiarise yourself with all proposed Motions. Motions and Nominations for the Executive Committee will not be accepted off the floor on the day of the AGM. The deadline for written proposals for Motions and Nominations for the Executive Committee was 19th February 2010.

#### **Voting on the Day:**

Voting shall be restricted to members, who have been deemed to be accredited by the Company and who have paid the annual membership subscriptions laid down from time to time by the Executive Committee\*.

#### **Proxy Voting:**

Please note that voting by Proxy has been amended as a result of the following motion passed:

- **That votes by proxy are restricted to voting in elections of Executive Committee (Motion 9 AGM 2006)**

*\*As only paid up Accredited Members can vote, we would remind you that your annual subscription (if you haven't paid already), must be paid before the AGM. There will be a facility for renewing your subscription at registration on the day.*

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## MOTIONS FOR IACP AGM 2011

The single motion received for the 2011 AGM is:

### **MOTION 1**

The Northern Ireland Committee propose that a new reduced rate be introduced for annual subscription for counsellors/psychotherapists who are senior citizens- in line with other professional bodies.

#### **Rationale for the Motion:**

It has been brought to our attention that many members over the age of 60 do not work full time. Consequently, the motion requests IACP members to look favourably on counsellors / psychotherapists in this age group by reducing the amount due on reaccreditation fees. We have also been made aware that BACP for example, have a reduced fee for senior citizens.

Proposed by: **Ann Long**

Seconded by: **Marina Sweeney**

## NOMINATIONS FOR ELECTION TO EXECUTIVE COMMITTEE

As per Articles 36 & 37 of the IACP Articles of Association, all Executive Committee members, other than the Officers of the Company, shall retire from office every year. The Officers (Cathaoirleach, Leas Cathaoirleach, Treasurer and Company Secretary) serve for a term of two years. All of the current Officers have served only one year and are therefore automatically re-elected for 2011.

### CATHAOIRLEACH — RAY HENRY

Ray Henry has been an Accredited Member of IACP for ten years. He operates a private practice in Counselling. Ray is the present Cathaoirleach, was Leas Cathaoirleach for two years, and Treasurer for the two years prior to that. He is a founder member of the Midland Region of IACP whose main objective is to promote Counselling and the Association through the medium of Workshops. Ray holds a Diploma in Childcare and Counselling from Trinity College and a Masters Degree in Care Management from University of Wales.

### LEAS CATHAOIRLEACH — SEAMUS SHEEDY

Seamus Sheedy joined IACP as a student of the Diploma in Counselling in Trinity College in 1999. He was accredited as counsellor/psychotherapist in October 2003. Seamus served as a member of the Midlands Regional Committee of IACP from 2005 to 2007 as Treasurer. He joined the Executive Committee in 2009 and was a member of the Strategic Planning Committee in 2009. After finishing an advanced diploma in Supervision from Middlesex University, Seamus was accredited as a supervisor with IACP.

### COMPANY SECRETARY — KEITH BRENNAN

Keith Brennan B.Sc. (Psych), Grad. Dip (Psychoanalysis), M.A. (Add. St.), M.S.C.(Couns Psych.), B.A. (Law), M.I.A.A.C., MIACP P.S.I. Keith is a graduate of Trinity College Dublin and Magee College (University of Ulster). He has extensive experience of working with adults and adolescents in active addiction. Keith's research interests include Borderline Personality Disorder, Stress and Depression. Since 2008, Keith has been an active member of the Ethics Committee where he utilises his legal knowledge in addressing presenting issues.

### TREASURER — PAULINE IRVING

Pauline Irving is a member of IACP since 1999. In addition to her Executive Committee duties Pauline is also a member of the CPD Committee and the Northern Ireland Regional Committee. Pauline is an Accredited Supervisor with IACP and holds a B.Sc. Hons Psychology, Dip. C.G. & M.Sc Occupational Psychology, and a D.Phil in Counselling.

**Michael Chambers**      proposed by: Ray Henry      seconded by: Seamus Sheedy

*Michael Chambers has been involved in Counselling and a Member of IACP since 1993. He is an Accredited Member and Accredited Supervisor with IACP & an Accredited Member and Accredited Supervisor with IAAAC. Michael is a Practicing Mediator and Member of Irish Mediators Institute since 1996. He holds a Diploma in Counselling from Trinity College Dublin, Diploma in Mediation, University College Dublin & a Diploma in Education & Training University College Galway.*

**Bernie Darcy**      proposed by: Ray Henry      seconded by: Marianne Gurnee

*Bernie Darcy works in private practice as a Counsellor and Psychotherapist in Gorey, Co. Wexford and has been a member of the South East Regional Committee of I.A.C.P. since 2002. She holds a Diploma in Counselling & Psychotherapy and specialises in working with people who live with chronic illness.*

**Eileen Finnegan**

proposed by: Seamus Sheedy

seconded by: Ray Henry

*Eileen Finnegan is currently the Deputy Clinical Director at One in Four. Eileen has been working as a Psychotherapist for the past twenty years; her involvement in therapy began through ACOA (adult children of alcoholics). She began her studies in Maynooth, then completed her Diploma in Psychotherapy in the Tivoli Institute in Dunlaoire. Eileen continued her professional training with Diplomas in Gestalt Therapy, Child and Adolescence Therapy, Sensory Motor and Trauma Therapy.*

**Marianne K. Gurnee**

proposed by: Michael Chambers

seconded by: Bernie Hackett

*Marianne K. Gurnee, MSc. Accredited with the IACP, BACP, NSWQB. Marianne moved to Ireland from the U.S. almost five years ago, and for the first four years was working in Cork. Marianne has a MSc in Clinical Social Work/Psychotherapy from Columbia University, New York and a license to practice in the U.S. Her particular interest lies in working with adolescents and families, although her time in Ireland has mainly involved individual work with adults and outreach. Marianne developed and facilitated a suicide prevention programme for adolescents in Cork County schools and has done project work in marginalized communities. Marianne is now in private practice in Co. Waterford.*

**Bernie Hackett**

proposed by: Keith Brennan

seconded by: Eileen Finnegan

*Bernie Hackett obtained IACP Accreditation in 1991 and Supervisor Accreditation in 1997. She has been a member of the current Executive Committee since 2007, having also served a previous term. Bernie has also served on the South East Region Committee for four years, including a term of two years as Chairperson. She also served on the Supervision Course Recognition Committee and the Standards Committee.*

**Padraig O'Morain**

proposed by: Keith Brennan

seconded by: Marie Tonkin

*Padraig O'Morain works as a counsellor and supervisor. He has lectured on mindfulness, Choice Theory and other topics at the Institute for Integrative Counselling and Psychotherapy. He has been on the IACP executive since last Autumn. His weekly column on men's issues appears in The Irish Times and he also writes for the Evening Herald and the Irish Medical News. His latest book, Light Mind, Mindfulness for Daily Living is published by Veritas. He has a blog for counsellors and other mental health workers at [www.lightmindblog.blogspot.com](http://www.lightmindblog.blogspot.com) and he lives in Dublin with his wife and two children.*

**Eoin Stephens**

proposed by: Pauline Macey

seconded by: Peter Ledden

*With over 20 years experience in the field as a therapist, teacher and supervisor, Eoin is President of PCI College, a director of CBT Solutions and the Addictive Behaviours Centre, and a founder of the charity Dual Diagnosis Ireland. He has served several terms on the Executive Committee, including a term as Leas-Cathaoirleach, and has also worked on the Course Recognition and Editorial sub-committees. He was the 2010 recipient of IACP's Carl Berkeley Memorial Award. He is especially interested in the area of Statutory Regulation, and believes strongly in the need to further professionalise the Counselling/Psychotherapy field.*

**Marie Tonkin**

proposed by: Michael Chambers

seconded by: Eileen Finnegan

*Marie Tonkin is an enthusiastic and committed member of IACP since 2000. She holds a B.Sc. (Hons) in Counselling & Psychotherapy and has extensive training in Addiction Studies, CISM, Treatment of depression and Brief Counselling. She is in private practice and has previous experience of committee work.*

## Cathaoirleach's Report AGM 2010

Dear Members,

Over the weeks I have been reflecting on the past year for me as Cathaoirleach of the IACP, on what the IACP is about, on where IACP hopes to go in the future and on the excellent events that took place during the year. These were the Conference in Bucharest, the Public Information Day, the re-emergence of the European Association for Counsellors, the progress with regards to Statutory Regulation, the Regional Meetings, the work of the Executive Committee, the progress made by the Sub Committees and all the work that was undertaken by the various facets of the organisation.

For me IACP is really about the people, the people who are members of the organisation, the people who are employed by the organisation, and the people who avail of the services, delivered by the accredited members and course providers.

The general public availing of counselling/psychotherapy services from IACP accredited members are relying on the standards laid down by the organisation and the compliance of the accredited members with those standards, for a high quality and ethical services. The IACP is committed to maintaining these standards, to improving them, to ensuring adequate monitoring of services and to the strict implementation of the standards, at every level of counselling and psychotherapy. This is the aim of all those associated with the organisation. The events of the past year collectively help in achieving this aim.

It is the dedication of the people within the organisation that makes it all possible. The employees, who give one hundred percent to their work, the executive committee, who devote endless hours of voluntary time to the organisation, the subcommittees, who work so hard in achieving their goals and the regional committees, who keep the organisation alive, throughout the country.

The progress this year has been enormous, thanks to everyone involved. However such progress is not without its financial burden. The availability of the necessary financial resources is vital to the ongoing success of the organisation. I would like to take this opportunity to thank all those involved in ensuring that the IACP has the funding necessary to exercise its role, in promoting the highest possible standards within the Counselling/Psychotherapy Profession.

I look forward to the forthcoming AGM. I hope that I have served the Irish Association for Counselling and Psychotherapy to the satisfaction of the members. As I lead the Association into the next year as Cathaoirleach, my ambition is to build on the progress of past years, by strengthening the structures of the organisation, improving the profile of the IACP and responding to the innovative ideas coming from the members, the regions and the employees. For this, the continued vibrant support of members and employees is essential. I wish to thank everyone for their help and encouragement throughout the past year and express my gratitude for the tremendous and warm welcomes I received at the Regional AGMs.

Ray Henry, Cathaoirleach

## Treasurer's Report

Dear Members,

As reflected in the 2010 Financial Statements, prepared by our auditors Byrne, Curtain, Kelly (BCK), IACP's financial year ended with a surplus in 2010. The figures show an increase in expenditure which predominantly related to the planned Public Relations activity used to raise the Association's profile. On the income side, there has been an overall increase in membership subscriptions but a decrease in levels of advertising (through *Éisteach*).

The improvements made in the management of the finances in 2009 were continued into 2010 and include:

- ◆ Monthly meetings of the IACP Finance committee
- ◆ Detailed reporting on Expenditure and Income
- ◆ Additional savings through cost reduction projects at Head office and the systematic re-negotiation of fees paid for all services to IACP.

Technological advances at IACP have helped make the fiscal management more effective. Developments such as the introduction of online payments in 2011 have also helped improve services to members. The current accumulated reserve of the Association is welcome given our strategic aims and the fact that in 2011, we will be purchasing a property, the single largest financial undertaking for the IACP to date.

The Finance committee welcomes the steps that the Executive committee have taken to mitigate the impact of the recession on individual members during 2011. Finally, I would like to thank the Finance committee for their assistance and effort during the year.

Pauline Irving, IACP Treasurer

## REGIONAL REPORTS

### NORTH EAST REGIONAL REPORT:

Chairperson: **Eileen Mulcahy**

Secretary: **Kathleen Scullion**

Treasurer: **Jo Devlin**

Committee members: **Miriam Davilly, Aine Duffy, Sean McKiernan, Carmel Gavin, Kay O'Connor, Paul Plummer, Nora O'Loughlin**

The North East Regional Committee geographically caters for the counties of Louth, Meath, Cavan, Leitrim and Monaghan and is made up of members representative of these five counties.

The Committee vary the location for meetings which are normally held every six weeks in Carrickmacross and Cavan to cater for the distances that members have to travel.

The main focus of the Committee is always to promote counselling and psychotherapy alongside raising the profile of the IACP as an accreditation body for counsellors/psychotherapists in the North East. Our aim continues to be to encourage participation by fellow counsellors to attend relevant and specific workshops which aid the development of their work.

Despite difficulties we encountered over the previous years, 2010 proved to be very successful for us as a committee in that we achieved two well-attended workshops and from that have attained a couple more active members.

As we encounter the difficulties that the recession poses to the nation, we plan to run another two workshops which we hope will add skills to our already hard-working counsellors. We plan to look at anger and rage and also to look at coping in the new economy.

We plan to hold our AGM in May and look forward to invite new members on to the committee. We look forward to working closely together for another year and thank the IACP for their support and assistance.

*Eileen Mulcahy, Chairperson*

## **NORTHERN IRELAND REGIONAL REPORT:**

Chairperson: **Ann Long**

Vice Chairperson: **Marina Sweeney**

Secretary: **Anne O' Neill**

Committee members: **Anne O' Reilly, Pauline Irving, Brenda Tighe, Catherine Boyle, Marjorie Blake**

Greetings of goodwill from the NI Regional Committee. We begin by offering sincere thanks to Catherine Boyle for her work and dedication as chairperson to the NI Committee and also IACP for the past five years. Ann Long was elected in as the new Chair.

### **Reiterating our statement of purpose which is to:**

- ◆ Promote the interests of IACP members in the North including student members
- ◆ Represent the interests of our members to the executive in Dublin
- ◆ Organise counselling workshops in the North
- ◆ Facilitate the accreditation process for members in the North
- ◆ Be involved at all levels of IACP

### **Workshops:**

Three very successful workshops were organised by the Committee during the year attracting colleagues from other professional organisations as well as from IACP.

### **Representation on Sub-Committees:**

Our committee members continue to take an active role in a variety of sub-committees of the Executive. Dr Pauline Irving is working as Treasurer on the Executive. Marina Sweeney is on the Accreditation Committee. Pauline Irving and Ann Long are on the Continuing Professional Development Committee. Ann Long attended the new PR training, which is aimed at raising IACP's public profile. The new emphasis on PR will fulfil a great need in the North to promote the organisation, recruit new members and also facilitate the need to continue to advance standards of education and training in preparation for regulation of the profession.

*Dr Ann Long, Chairperson*

## **SOUTH EAST REGIONAL REPORT:**

Chairperson: **Bernie Darcy**

Vice Chairperson: **Joan Treacy**

Joint Secretaries: **Monica Jackman** and **Rita Lett**

Committee members: **Sally Griffiths, Claire Lalor, Marie Dempsey and John O'Brien**

Workshops provided over the past year:

**Critical Incident Debriefing** with Individuals and Groups presented by Peter Ledden on 15th May 2010. This workshop demonstrated issues facing clients and explored the counselling options to equip counsellors with ways of effectively working with individuals and groups, including general information on crisis counselling and Critical Incident Stress Debriefing.

**Loss and Bereavement through Suicide – its impact on the individual** was presented by Sean McCarthy on 11th September 2010 in his capacity as Co-Chair of the International Association of Suicide Prevention Task Force on Postvention. The aim of this workshop was to look at the impact of loss through suicide on the individual, families and the community at large.

**Solution Focused Brief Therapy** was presented by Dr. Melissa Darmody on 9th October 2010. Dr. Darmody presented the solution focused, strengths based model as the optimum choice for practitioners looking for a respectful, practical and effective approach to their work.

**An Introduction to Psychosexual Therapy for Counsellors and Psychotherapists** was presented by Evelyn Waters on 13th November 2010,( further to an earlier presentation on 27th February

2010) and the aim of this workshop was to raise awareness among counsellors and psychotherapists about the prevalence of sexual difficulties that clients may present with. Information and strategies were discussed to assist practitioners to confidently explore with their clients sexual difficulties, help identify sexual dysfunction and where to get specialist help.

**Dreams in Counselling and Psychotherapy**, a two day workshop, was presented by Paul Bradley on the 19th and 20th February 2011. This was a follow up on "The Art of Dream Interpretation" which Paul presented for the region in October 2009.

**Exploring Gay and Lesbian Sexuality** is planned for 21st May 2011, facilitated by Stephen Vaughan.

**Solution Focused Brief Therapy** will be presented by Dr. Melissa Darmody on 28th May 2011 in Cahir, Co. Tipperary.

The South East Regional Committee 2010 AGM was held on October 9th and the Directory of IACP Accredited Counsellors and Psychotherapists was launched on that date also. The out-going chairperson Noeleen Murphy led the committee to finally get the Directory printed and distributed to General Medical Practitioners in the region. The committee expects that the Directory will soon be available to download from the website.

The practice of Intervision has been a valuable resource to members in the region, with 4 groups active, that the committee knows of. A goal of the current committee is that Intervision will be accepted and understood as a valid activity for members, in its own right and to this end the committee is currently working on ways to achieve this.

The committee has worked very hard for the past year, much energy and time has been volunteered by members and it is very important for members in the region to offer feedback to the committee so that it can adequately provide for the interests and needs in the region. Indeed we live in difficult times and the committee endeavours to act on our own and our colleagues behalf at all times.

*Bernie Darcy, Chairperson*

## **SOUTHERN REGIONAL REPORT:**

Chairperson: **Geraldine Burke**

Vice Chairperson: **Alice Stoat**

Secretary: **Marianne Gurnee**

Treasurer: **Tom Meade**

Committee members: **Sharon O'Leary, Elizabeth Egan, Ger Rynne**

As chairperson of the Southern Regional Committee, I would like to tell you about the work which we have been engaged in, over the past year or so .

I would like to start by referring to the Southern Regional survey, conducted in 2007. The findings provided an important insight into the issues and challenges we as counsellors / psychotherapists face on the ground in our day to day working lives. It also provided vital information on what was being looked for in the region to help address very specific areas around networking, CPD and training for members. We as a committee have been working to address these issues at a local level. In response to CPD many members looked for up-skilling in the area of CBT. This training 'A Professional/Certificate in Cognitive Behavioural Therapy was given By PCI College. Such was the demand for the training that it ran three times between 2008/2010. This stretched the committee greatly as each training cycle meant at least three weekends, spaced well to allow completion of requirements, and these had to be covered by committee volunteers to oversee the running of each day. The third programme only ending in the spring of 2010. I would like to thank everyone on the committee who watched over the work and handled everything so well.

Also from the questionnaire and feedback from events since then, a great interest around training in legal issues evolved. This was also identified by Dr. John Connolly at the conference 'Working With the Suicidal Client, Clinical Issues in Practice'.

On Saturday May 8th 2010 La Touche Training Services from Dublin presented a workshop on 'Legal Issues for Counsellors and Psychotherapists', in the Silversprings Hotel. Some of the areas addressed included keeping records, professional guidelines, common deficiencies in records, confidentiality of sessions- disclosure of notes etc..

This workshop was well attended and thanks to those of you who supported it. The feedback regarding the workshop was very positive.

Last summer I had the opportunity through IACP and Carr Communications to do some training in media interviewing. This was a great help when I spoke on different radio programmes in Munster regarding the need for statutory regulation in Ireland. This also helped in raising the profile of IACP.

In November 2010 we had over 50 people attend the Regional AGM and my thanks to all who attended. With new members joining the committee, a new energy and enthusiasm exists, and planning is afoot for workshops in the region.

*Geraldine Burke. Chairperson*

## SUB-COMMITTEE REPORTS

### Accreditation Committee Report

Chairperson: **Chris Murphy**

Committee members: **Ann Frey, Kevin Gallagher, John Lindsay, Ursula Jordan-Hanley, Brendan O'Rourke, Gail Mc Guinness**

First Time Accreditations in 2010	=	142
5 Year Renewal Accreditations in 2010	=	216
Accreditation Meetings Held	=	11

*Chris Murphy, Chairperson*

### Complaints Committee Report

Chairperson: **Derek Hanrahan** External: **Joe Cahill**

Committee members: **Claire Missen, Breda Butler, Colin Fallon, Margaret Watchorn, Bernie Darcy, Maggie Cox**

The Complaints Committee investigates complaints made against Accredited Therapists, Supervisors and Recognised Training Courses. Some complaints, by their nature, are more complex than others and may make slower progress through the complaints process, hence the carry over of cases. Common areas of complaint relate to issues such as boundaries, confidentiality, lapses in clinical practice and competence. The Committee has completed work on its Data Retention Policy in relation to the complaints it receives. Systematising the administration of the complaints process by the inclusion of alerts, numbering, collating and tracking will need further development in 2011. Guidelines on the Role of the Supervisor when a Supervisee has had a complaint made against them have also been completed. The Committee would encourage members to make themselves familiar with the IACP Complaints procedures which can be accessed on the IACP website.

Complaints carried over from 2009:	7
New complaints received:	9
New cases investigated:	6
New cases not in our remit:	2
Withdrawn/Not pursued:	1
Investigations completed:	5
Complaints upheld:	3
Complaints not upheld:	2
Complaints carried over to 2011	5

The Complaints Committee would like to acknowledge the very valuable contribution made to the work of the committee by Co-Chairs Alison Dye and Gearoid Manning, both of whom retired from the committee in 2010. We would also like to welcome Bernie Darcy and say 'welcome back' to Maggie Cox, both of whom are now part of this hard working, conscientious committee.

*Derek Hanrahan, Chairperson*

### Complaints Against Courses Committee Report

Committee Members: **Margaret Watchorn (Complaints), Barbara Keeling (Course Recognition) and Derek Hanrahan (Complaints)** External: **Joe Cahill**

The Complaints Against Courses Committee, as a sub-committee of the Complaints Committee, investigates complaints made against IACP Recognised Training Courses. The Committee, which convenes on an ad hoc basis when a complaint is received, met on four occasions during 2010. The progress of cases are also brought to the monthly meeting of the Complaints Committee.

Complaints carried over from 2009:	1
New complaints received:	3
New cases investigated:	1
New cases not in our remit:	2
Withdrawn/Not pursued:	0
Investigations completed:	1
Complaints upheld:	0
Complaints not upheld:	1
Complaints carried over to 2011	1

The sub-committee, on a duty of care basis and extenuating circumstances, offered to make informal approaches to the parties concerned in the two cases which were not within the committee's remit. This offer was accepted.

The Terms of Reference for the CACC are in the process of being completed. The Committee continues to seek a fourth member and has requested the Executive to review the criteria applying to membership of the sub-committee with a view to broadening them.

The Committee would encourage members to make themselves familiar with the IACP Complaints procedures which can be accessed on the IACP website. The committee would also recommend that those planning to undertake training ensure their chosen course is recognised by the IACP, otherwise a complaint cannot be investigated.

*Derek Hanrahan, Chairperson*

## Course Recognition Committee Report

Chairperson: **Eddie Egan**

Vice Chair: **Karen Walsh**

Committee Members: **Eilis Duggan, Rebecca Gibson, Clare Burke, Katrina Flanagan, Therese Cleary**

In the past year the CRC lost three experienced members, Barbara Keeling, Kay O'Connor and Marcella Finnerty who resigned having completed their term on the committee. The CRC would like to thank them for their dedication to IACP and for their mentorship of the new members over the years.

In August, three of the four remaining members resigned citing difficulties and following discussions with representatives of the Executive returned to the CRC in December.

Currently the CRC has 7 members: Eddie Egan–Chairperson, Karen Walsh–Vice Chairperson, Eilis Duggan, Rebecca Gibson, Katrina Flanagan, Clare Burke and Theresa Cleary. We acknowledge the help and cooperation of Jenny Culhane, Training Course Assessment Officer. The workload of the CRC is significant and it is hoped to increase the membership numbers to 12 including 2 Accredited members who do not have any experience in the training of students but can offer expertise in another area.

*Eddie Egan, Chairperson*

## Dublin Workshops Committee Report

Chairperson: **Jane Joyce**

Committee Members: **Louise Kelly, Larry Breheny, Fintan Davitt, Joan O'Donnell, Fionuala Darcy**

This committee came into existence in June 2009. Initially our brief was to run workshops/trainings for IACP members in the Dublin area. Not being a Regional Committee, it took some time for the four members of this committee to get a sense of the processes involved in running workshops for IACP, such as determining appropriate themes and speakers relevant to our members CPD expressed needs, contacting speakers, getting workshops ratified, exploring effective methods advertising and *Éisteach* 'deadlines'!

Eventually, as members left our committee and new members joined, we produced our first workshop on the 13th of February, 2010. Entitled "Marketing for Counsellors" it was delivered by Martin Hogg. As our first venture, it was a great success and a review of this workshop by Pdraig O'Morain appeared in the Winter 2010 edition of *Éisteach*.

In May as requested by members, we had Martin Hogg back again on "Anger Management", and again this workshop was "booked out".

Our next and most recent workshop was "Trauma, Attachment and the Body." This extremely popular workshop delivered by Dr Andrew Harkin was booked out well in advance and proved very successful on the day with members going home with many valuable insights into working with clients who have had traumatic experiences. Feedback from attendees indicates that members would welcome a follow workshop from Dr Harkin and we are hoping to arrange that later in the year.

We would welcome contact from members at [dublinworkshops@gmail.com](mailto:dublinworkshops@gmail.com). If you have ideas for workshops/trainings you'd like to see us arrange or indeed if you have been impressed by speakers/seminars etc. we'd really like to hear from you!!

Lastly, I would like to thank all members of the committee, past and present for their creative thinking, hard work and mutual support – we make a great team!

*Jane Joyce, Chairperson*

## Editorial Board Report

Chairperson: **Frances Heery**

Committee members: **Alison Larkin, Pauline Macey, Barbara Dowds, Mike Kelly, Gloria Kirwan, Geraldine Byrne, Pdraig O' Morain**

The Editorial Board meets about five or six times per year. Its remit is to oversee and co-ordinate the publication of the IACP Journal '*Éisteach*'. Minutes are taken at each Board meeting. A copy of these minutes is sent to IACP. There are presently seven people on the Editorial Board.

The Chair of the Editorial Board normally facilitates the meeting. Editorial Board meetings are structured allowing the board to do work that needs to be done. Editing an issue of *Éisteach* is done on a rotating basis. Usually there is one editor who takes responsibility for a particular edition. In some instances two people may decide they would like to edit an edition. Some editions are themed, while others contain a mixture of articles. In some cases authors may be sought to write on a particular topic or to write an answer to the Therapists Dilemma.

Much of the meeting is taken up looking at the articles submitted for publication, assessing them and deciding whether they are suitable for publication. Authors will be contacted if the committee feels some adjustments need to be made to an article before publication will be considered. Authors are requested to follow the 'Guidelines for Authors' format which is available on the IACP website. The Board also spends time evaluating the edition just published and deals with any correspondence provoked by the edition. Correspondence of a general nature is also dealt with at Editorial Board meetings. In the past year the number of articles submitted has increased considerably. The Board is encouraged by this. It acknowledges the importance of the IACP to members, reflecting the vibrancy of the organisation and the interest in its flagship publication *Éisteach*.

*Mike Kelly, Member of Editorial Board*

## Ethics Sub-Committee Report

Chairperson: **Orla Crowley**

Secretary: **Joseph Flanagan**

Committee members: **Keith Brennan, Bridget Hynes**

The Ethics subcommittee met on three occasions during 2010.

The main work of the subcommittee subsisted in considering and responding to ethical queries and dilemmas that were submitted throughout the year.

The subcommittee is also engaged in an ongoing consideration of reviewing and streamlining the IACP Code of Ethics. A new member has been gained during the year, and the membership is about to increase further for 2011.

*Orla Crowley, Chairperson*

## Supervision Committee Report

Chairperson: **Christine May**

Secretary: **Jean Prior**

Committee members; **Noreen Sweeney, Paddy Browne, Brenda Tighe, Katrina Flanagan, Maggie Cox, Ursula Brennan.**

The Supervision Committee's primary role is to monitor and maintain the standard of supervision practice within IACP. The committee is responsible for processing supervisor accreditations and re-accreditations and dealing with all queries relating to supervision.

The period of supervisor accreditation through the Briefing process was completed in March 2010 and supervisor accreditation is now gained through application to IACP following graduation from a supervision course which meets the current criteria and guidelines set out by IACP.

The first formal IACP supervisor accreditations took place in 1997 and between 1997 and 2008 supervisors were accredited for 10 years. The supervision committee is now overseeing these 10 year re-accreditations alongside new accreditations.

Since 2008, supervisor accreditation is granted for a period of 5 years; the Supervision Committee will have to plan to manage the increased volume of work entailed in processing re-accreditations as the supervisor membership is now over 450. An important element in applying for re-accreditation is showing evidence of sufficient continuous professional development related to supervision.

Through 2010 two members of the Supervision Committee formed part of the working group on supervision costs and related supervisor membership issues. The group met under the able direction of Bernie Hackett. The outcome of the work of this group was the formation of the new Supervisors' Forum Committee which takes on the responsibility for the professional development, support and networking needs of the Supervisor membership. The Supervision Committee has a representative on this new committee, continuing the Supervision Committee's important link with the Supervisors' Forum.

Two members of the Supervision Committee are on the Working Group for the research and development of a recognition process for Supervision courses and other specialised courses.

The Committee met monthly through 2010 and would like to thank Bernie Hackett and Claire Missen for their valued work as they retire from the Supervision Committee.

*Christine May, Chairperson*

### **Supervisors' Forum Committee Report**

Chairperson: **Philip Brennan** Secretary: **Christine May**

Committee members: **Mary Lyng, Helen Crilly, Christine Hogan, Philip Brennan, Mary Rosenfarb, Paul Nolan, Eileen Kelly, Pauline Irving, Joan Mc Kenna**

The initial meeting of this new IACP committee was chaired by Naoise Kelly on January 22nd, 2011. The Supervisors' Forum Committee has been formed to provide for the professional development, support and networking needs of the IACP Accredited Supervisor membership. The committee will liaise with the Regional committees and the Dublin Workshop group and hopes to organise Supervisors' Forum meetings in each of the regions.

The committee has 10 supervisor members with a representative from the Executive Committee and a representative from the Supervision Committee. There is provision for 12 supervisor members so the committee would welcome 2 more members.

The Supervisors' Forum has always been a place of shared learning and development and the Supervisors' Forum Committee is committed to maintaining this valued space.

*Philip Brennan, Chairperson*



## Directors' Report and Financial Statements for the year ended 31 December 2010

### Company Information

**Directors:** The following directors have held office since 1 January 2010:

Margaret Chambers	(Resigned 27 March 2010)
Toni Doherty	(Resigned 27 March 2010)
Bernadette Hackett	
Geraldine Hallahan	(Resigned 27 March 2010)
Ray Henry	
Jane Joyce	(Resigned 27 March 2010)
Keith Brennan	
Michael Chambers	(Appointed 27 March 2010)
Seamus Sheedy	
Marianne Gurnee	(Appointed 27 March 2010)
Padraig O'Morain	
Bernadette Darcy	(Appointed 27 March 2010)
Maire Tonkin	
Eileen Finnegan	(Appointed 27 March 2010)
Pauline Irving	

<b>Secretary</b>	Keith Brennan
<b>Company Number</b>	194640
<b>Charity Registration Number</b>	CHY6615
<b>Registered Office</b>	21 Dublin Road, Bray, Co. Wicklow
<b>Auditors</b>	Byrne Curtin Kelly, Verschoyle House 28/30 Lower Mount Street, Dublin 2
<b>Bankers</b>	Bank of Ireland (Dun Laoghaire) Dun Laoghaire, Co. Dublin  Allied Irish Bank (Bray) 107/108 Main Street, Bray, Co. Wicklow  Ulster Bank (Blackrock) Main Street, Blackrock, Co. Dublin
<b>Solicitors</b>	Coghlan & McNally 11/13 Sundrive Road, Kimmage, Dublin 12



## Directors' Report for the year ended 31 December 2010

The Directors present their report and financial statements for the year ended 31 December 2010.

### Principal activities and review of the business

Established in 1981, the IACP identifies, develops and maintains professional standards of excellence in counselling and psychotherapy through education, training and accreditation. In promoting best practice and the professional development of its members, IACP holds at its core the protection of the public. IACP is a registered Charity representing over 3,350 members.

### IACP ACHIEVEMENTS 2010

#### Strategic Planning

Successful Implementation of Strategic Plan Goals for "Year One" (2010) including:

- Developing and maximizing the use of technology.
- Governance review to ensure continuity of IACP's compliance with all legal and statutory requirements (internal and external) completed.
- Improvement of information & communication process regarding professional accreditation.
- Representation of Membership both Nationally & Internationally.
- Raising IACP's Organisational profile.

#### Statutory Regulation

IACP continued to lead the call for Statutory Regulation. Activity included:

- Continued participation in the Psychological Therapies Forum including contributions to both the plenary and working group meetings.
- Establishment of an IACP working group on statutory regulation.
- Correspondence with Minister John Moloney, (Minister for Equality, Disability and Mental Health at the Dept. of Health and Children) expressing IACP concerns and requesting the addition of Counselling and Psychotherapy to the list of 12 professions that are currently in the process of being regulated by the Health and Social Care Professionals Council.
- Calling for Regulation within all public relations activity.

#### Public Relations / Organisational Profile

An encouraging level of activity took place around raising the Association's profile including:

- Regular issuing of press releases to all print media.
- Targeted advertising of IACP services in a variety of publications.
- Presence at Mental Health events and conferences, e.g. the HSE National



## Directors' Report for the year ended 31 December 2010

Counselling Service Conference: Dublin Castle in September.

- Media Training arranged for the IACP Regional Chairpersons/spokespersons.
- Public Information Day: Running of a highly successful Public Information Day (Mansion House, Dublin, November 2010) with over 800 persons in attendance.
- Securing various forms of endorsement from high profile medical professionals, such as the quote below:

*"I can recommend members of the IACP to my patients/clients with the utmost confidence in their confidentiality, code of ethics and professional standards. They represent a broad range of expertise and their practice has a real value for many patients"*

Dr. Harry Barry

### Finances

See Treasurer's Report and Annual Accounts.

### Reciprocity and Partnership

- Renewal and updating of the IACP/BACP Reciprocity Agreement.
- IACP/BACP; information exchange relating to policy and operations. This presented an opportunity to learn more about BACP's research, professional practice and policy development and for discussion of other areas of mutual co-operation.
- IACP/IAHIP; Continuity of recognition and co-operation between IACP and the Irish Association of Humanistic and Integrative Psychotherapy (IAHIP) relating to mutual recognition of each organisation's accredited Supervisors.
- Engagement and consultation with other professional association's seeking recognition.
- IACP Member representation at both IAC and EAC conferences.
- Engagement of and co-operation with the Irish College of General Practitioners (ICGP).

### Premises

The search for a suitable IACP premises is ongoing with market prices and availability being closely monitored. In general the market is, currently, quite slow as sellers are hoping that the market will pick up. Our current lease is due to expire in March 2012. Related progress includes:

- Consultations with property agents/experts.
- Viewing of multiple properties.
- Engineers report commissioned for a property that matched our specifications (proved unsuitable).



## Directors' Report for the year ended 31 December 2010

### Human Resources (HR) and Operations

A number of HR and Operations initiatives were completed during 2010 including:

- Staff Appraisal System; A system of structured goals and appraisal is now in place for all staff.
- Improved internal communication & teambuilding through regular staff, management and individual meetings and the use of a line management structure.
- Provision of training to all staff including, computer and technology based training, customer service, time management, first aid and administration training.
- Service improvements; Office now opens during lunchtime and direct lines to all staff installed.
- First Aid; IACP office now has two First Aid Officers, trained to 'Occupational First Aid' level.
- An overhaul of the IACP filing system took place during 2010. The completion of this major administrative project has greatly improved administrative efficiency.

### Technology and Communication

Improvements in this area include:

- Online Members Survey; Over 380 members took part in the first IACP electronic survey. The focus of this survey was 'Counselling/Psychotherapy and the Recession' and the replies were very useful in informing policy and for PR purposes.
- Regular email communication with members alerting them to Counselling and Psychotherapy related items of interest. This method of communication is efficient and highly cost effective.
- IACP E- Newsletter; The first IACP e-News was sent out in early October 2010, providing members with a brief update of events, activities and developments that IACP is involved in and represented at.

### IACP OBJECTIVES 2011

With the IACP Strategic Plan introduced and operating effectively, the structured framework exists to ensure that the Professional Standards, Governance, Resources, Public relations and Member Services objectives, identified in the plan for completion by the end of "Year 2" (2011), will be carried out. Importantly, the work of "Year 1" must also be continued. The 2011 objectives include:

- Ensure that the optimal governance structure is in place for the Associations' size and expected growth.
- Continue to raise the IACP's profile both nationally and regionally.



## Directors' Report for the year ended 31 December 2010

- Purchase suitable property.
- Develop & enhance quarterly Journal.
- Develop and maximize the utilisation of technological support.
- Improve information & communication process regarding professional accreditation.
- Provide IACP logo for Accredited Members.
- Continued Engagement with the Psychological Therapies Forum.
- Development of comprehensive Terms of Reference for all IACP committee's and working groups.
- Support Members with professional practice guidance.
- Maximize the use of the IACP website and digital media.
- Ensure greater State recognition of IACP's professional standards.
- Enhance the annual budgeting process to ensure clarity of criteria and consistency of funding decisions.
- Provision of high quality Continuing Professional Development (CPD) opportunities to members.

### Directors

The following directors have held office since 1 January 2010:

Margaret Chambers	<i>(Resigned 27 March 2010)</i>	Bernadette Hackett
Toni Doherty	<i>(Resigned 27 March 2010)</i>	Ray Henry
Geraldine Hallahan	<i>(Resigned 27 March 2010)</i>	Keith Brennan
Jane Joyce	<i>(Resigned 27 March 2010)</i>	Seamus Sheedy
Michael Chambers	<i>(Appointed 27 March 2010)</i>	Padraig O'Morain
Marianne Gurnee	<i>(Appointed 27 March 2010)</i>	Maire Tonkin
Bernadette Darcy	<i>(Appointed 27 March 2010)</i>	Pauline Irving
Eileen Finnegan	<i>(Appointed 27 March 2010)</i>	

### Books of Accounts

The company's directors are aware of their responsibilities, under section 202 of the Companies Act 1990 to maintain proper books of account and are discharging their responsibility by employing a financial controller. The books of account are held at the company's business premises which is 21 Dublin Road, Bray, Co Wicklow.

### Taxation Status

The company is exempt from corporation tax due to its charitable status (registered charity number CHY6615).



**Directors' Report**  
for the year ended 31 December 2010

**Auditors**

In accordance with the Companies Act 1963, section 160(2), Byrne Curtin Kelly continue in office as auditors of the company.

**Statement of Director's Responsibilities**

The directors are responsible for preparing the financial statements in accordance with applicable law and Generally Accepted Accounting Practice in Ireland including the accounting standards issued by the Accounting Standards Board and promulgated by the Institute of Certified Public Accountants in Ireland.

Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the surplus or deficit of the company for that period. In preparing those financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Acts 1963 to 2009. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Results for the Year**

Retained Surplus for the year  
Surplus brought forward  
  
Surplus carried forward  
By order of the board

	2010	2009
	€	€
Retained Surplus for the year	77,416	181,325
Surplus brought forward	629,798	448,473
	<hr/>	<hr/>
Surplus carried forward	707,214	629,798
By order of the board	<hr/> <hr/>	<hr/> <hr/>

*Keith Brennan*

**Keith Brennan**  
Director

*Ray Henry*

**Ray Henry**  
Director

**Date: 18 February 2011**



## Independent Auditors' Report to the Members of Irish Association for Counselling & Psychotherapy Limited

We have audited the financial statements of Irish Association For Counselling & Psychotherapy Limited for the year ended 31 December 2010 set out on pages 23 to 33. These financial statements have been prepared under the accounting policies set out therein.

### **Respective responsibilities of the directors and auditors**

As described in the Statement of Directors' Responsibilities on page 19 the company's directors are responsible for the preparation of the financial statements in accordance with applicable law and the accounting standards issued by the Accounting Standards Board and published by the Institute of Certified Public Accountants in Ireland (Generally Accepted Accounting Practice in Ireland).

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

This report is made solely to the company's members, as a body, in accordance with Section 193 of the Companies Act, 1990. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

We report to you our opinion as to whether the financial statements give a true and fair view, in accordance with Generally Accepted Accounting Practice in Ireland, and are properly prepared in accordance with the Companies Acts, 1963 to 2009. We also report to you whether in our opinion: proper books of account have been kept by the company; and whether the information given in the directors' report is consistent with the financial statements. In addition, we state whether we have obtained all the information and explanations necessary for the purposes of our audit, and whether the company's balance sheet and its income and expenditure account are in agreement with the books of account.



## Independent Auditors' Report to the Members of Irish Association for Counselling & Psychotherapy Limited

We also report to you if, in our opinion, any information specified by law regarding the directors' remuneration and transactions is not disclosed and, where practicable, include such information in our report.

We read the directors' report and consider the implications for our report if we become aware of any apparent misstatements within it.

### **Basis of audit opinion**

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the directors in the preparation of the financial statements, and of whether the accounting policies are appropriate to the company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

We have undertaken the audit in accordance with the requirements of APB Ethical Standards including APB Ethical Standard — Provisions Available for Small Entities, in the circumstances set out in the notes to the financial statements.

### **Opinion**

In our opinion the financial statements:

- give a true and fair view, in accordance with Generally Accepted Accounting Practice in Ireland, of the state of the company's affairs as at 31 December 2010 and of its surplus for the year then ended;

and

- have been properly prepared in accordance with the requirements of the Companies Acts, 1963 to 2009.



**Independent Auditors' Report to the Members of  
Irish Association for Counselling & Psychotherapy Limited**

We have obtained all the information and explanations we consider necessary for the purposes of our audit. In our opinion, proper books of account have been kept by the company. The financial statements are in agreement with the books of account.

In our opinion, the information given in the directors' report is consistent with the financial statements.

**Byrne Curtin Kelly**  
Certified Public Accountants  
Registered Auditor  
Verschoyle House  
28–30 Lower Mount Street  
Dublin 2

**Date: 18 February 2011**

**DIRECTORS' REPORT & FINANCIAL  
STATEMENTS FOR 2010**



**Income & Expenditure Account**  
**for the year ended 31 December 2010**

	Notes	2010 €	2009 €
<b>Income</b>		892,435	908,109
Administrative expenses		(831,273)	(740,971)
<b>Operating Surplus</b>	2	61,162	167,138
Other interest receivable and similar income	3	16,779	15,238
Interest payable and similar charges	4	(525)	(1,051)
<b>Surplus on ordinary activities before taxation</b>		77,416	181,325
Tax on surplus on ordinary activities	7	—	—
<b>Surplus for the year</b>		77,416	181,325

The income and expenditure account has been prepared on the basis that all operations are continuing operations.

There are no recognised gains and deficits other than those passing through the income and expenditure account.

The notes on pages 27 – 33 form an integral part of these financial statements.

The financial statements were approved by the board on 18 February 2011 and signed on its behalf by:

*Keith Brennan*

**Director**

*Ray Henry*

**Director**



**Balance Sheet**  
as at 31 December 2010

	Notes	2010 €	2009 €
<b>Fixed Assets</b>			
Tangible assets	8	19,522	30,751
<b>Current Assets</b>			
Debtors	9	27,464	25,885
Cash at bank and in hand		853,441	819,134
		<u>880,905</u>	<u>845,019</u>
<b>Creditors: amounts falling due within one year</b>	10	(184,601)	(238,352)
<b>Net Current Assets</b>		<u>696,304</u>	<u>606,667</u>
<b>Total Assets Less Current Liabilities</b>		715,826	637,418
<b>Creditors: amounts falling due after more than one year</b>	11	(8,612)	(7,620)
		<u>707,214</u>	<u>629,798</u>
<b>Capital and Reserves</b>			
Income and Expenditure Account		<u>707,214</u>	<u>629,798</u>
<b>Retained Surplus</b>	12	<u>707,214</u>	<u>629,798</u>

The notes on pages 27 – 33 form an integral part of these financial statements.

The financial statements were approved by the board on 18 February 2011 and signed on its behalf by:



**Keith Brennan**  
Director



**Ray Henry**  
Director



**Cash Flow Statement**  
for the year ended 31 December 2010

	2010		2009	
	€	€	€	€
<b>Net cash inflow from operating activities</b>		33,461		276,399
<b>Returns on investments and servicing of finance</b>				
Interest received	16,779		15,238	
Interest element of finance lease rentals	(525)		(1,051)	
		<hr/>		<hr/>
<b>Net cash inflow for returns on investments and servicing of finance</b>		16,254		14,187
<b>Capital expenditure</b>				
Payments to acquire tangible assets	(12,618)		(9,507)	
		<hr/>		<hr/>
<b>Net cash outflow for capital expenditure</b>		(12,618)		(9,507)
		<hr/>		<hr/>
<b>Net cash inflow before management of liquid resources and financing</b>		37,097		281,079
<b>Financing</b>				
Other new long term loans	8,612		—	
Other new short term loans	2,652		—	
Capital element of finance lease contracts	(14,054)		(4,333)	
		<hr/>		<hr/>
<b>Net cash outflow from financing</b>		(2,790)		(4,333)
		<hr/>		<hr/>
<b>Increase in cash in the year</b>		34,307		276,746
		<hr/> <hr/>		<hr/> <hr/>



Notes to the Cash Flow Statement  
for the year ended 31 December 2010

	2010	2009
	€	€
<b>1 Reconciliation of operating surplus to net cash inflow from operating activities</b>		
Operating surplus	61,162	167,138
Depreciation of tangible assets	9,706	6,906
Loss on disposal of tangible assets	14,141	—
(Increase)/decrease in debtors	(1,579)	11,164
(Decrease)/Increase in creditors within one year	(49,969)	91,191
<b>Net cash inflow from operating activities</b>	<b>33,461</b>	<b>276,399</b>

2 Analysis of net funds	1 Jan 2010	Cash flow	Other non-cash changes	31 Dec 2010
	€	€	€	€
<b>Net cash:</b>				
Cash at bank and in hand	819,134	34,307	—	853,441
<b>Debt:</b>				
Finance leases	(14,054)	14,054	—	—
Debts falling due within 1 year	—	(2,652)	—	(2,652)
Debts falling due after 1 year	—	(8,612)	—	(8,612)
	(14,054)	2,790	—	(11,264)
<b>Net funds</b>	<b>805,080</b>	<b>37,097</b>	<b>—</b>	<b>842,177</b>

	2010	2009
	€	€
<b>3 Reconciliation of net cash flow to movement in net funds</b>		
Increase in cash in the year	34,307	276,746
Cash outflow from decrease in debt and lease financing	2,790	4,333
<b>Movement in net funds in the year</b>	<b>37,097</b>	<b>281,079</b>
Opening net funds	805,080	524,001
<b>Closing net funds</b>	<b>842,177</b>	<b>805,080</b>



**Notes to the Financial Statements  
for the year ended 31 December 2010**

**1 ACCOUNTING POLICIES**

**1.1 Accounting convention**

The financial statements are prepared under the historical cost convention.

**1.2 Compliance with accounting standards**

The financial statements are prepared in accordance with applicable law and the accounting standards issued by the Accounting Standards Board and promulgated by the Institute of Certified Public Accountants in Ireland (Generally Accepted Accounting Practice in Ireland), which have been applied consistently (except as otherwise stated).

**1.3 Tangible fixed assets and depreciation**

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Computer equipment	33.33% Straight Line
Fixtures, fittings & equipment	15% Straight Line

**1.4 Leasing**

Assets obtained under hire purchase contracts and finance leases are capitalised as tangible assets and depreciated over the shorter of the lease term and their useful lives. Obligations under such agreements are included in creditors net of the finance charge allocated to future periods. The finance element of the rental payment is charged to the income and expenditure account so as to produce a constant periodic rate of charge on the net obligation outstanding in each period.

Rentals payable under operating leases are charged against income on a straight line basis over the lease term.

**1.5 Pensions**

The pension cost charged in the financial statements represents the contribution payable by the company during the year.

**1.6 Foreign currency translation**

Monetary assets and liabilities denominated in foreign currencies are translated into euro at the rates of exchange ruling at the balance sheet date. Transactions in foreign currencies are recorded at the rate ruling at the date of the transaction. All differences are taken to the income and expenditure account.



Notes to the Financial Statements  
for the year ended 31 December 2010

..... continued

2	Operating Surplus	2010	2009
		€	€
	Operating surplus is stated after charging:		
	Depreciation of tangible assets	9,706	6,906
	Deficit on disposal of tangible assets	14,141	—
	Operating lease rentals		
	—Plant and machinery	2,866	—
	Auditors' remuneration	7,260	7,290
		<u>          </u>	<u>          </u>
	and after crediting:		
	Exchange differences	269	187
		<u>          </u>	<u>          </u>
3	Other interest receivable and similiar income	2010	2009
		€	€
	Bank interest	16,779	15,238
		<u>          </u>	<u>          </u>
		16,779	15,238
		<u>          </u>	<u>          </u>
4	Interest payable	2010	2009
		€	€
	Lease finance charges	525	1,051
		<u>          </u>	<u>          </u>

5 Employees

Number of employees

The average monthly number of employees (including directors) during the year was:

	2010	2009
	Number	Number
Administration	11	10
	<u>          </u>	<u>          </u>



**Notes to the Financial Statements**  
**for the year ended 31 December 2010**

..... continued

	2010	2009
<b>Employment costs</b>	€	€
Wages and salaries	371,413	332,628
Social welfare costs	39,935	34,037
Other pension costs	19,900	22,610
	<u>431,248</u>	<u>389,275</u>
	=====	=====

**6 Pension and other post-retirement benefit commitments**

**Defined contribution**

Contributions payable by the company for the year

	2010	2009
	€	€
	19,900	22,610
	<u>19,900</u>	<u>22,610</u>
	=====	=====

**7 Taxation**

The company is exempt from corporation tax due to its charitable status (registered charity number CHY 6615).

**8 Tangible fixed assets**

	Computer equipment	Fixtures, fittings & equipment	Total
	€	€	€
<b>Cost</b>			
At 1 January 2010	85,372	88,318	173,690
Additions	10,479	2,139	12,618
Disposals	—	(22,626)	(22,626)
	<u>95,851</u>	<u>67,831</u>	<u>163,682</u>
At 31 December 2010	=====	=====	=====



Notes to the Financial Statements  
for the year ended 31 December 2010

..... continued

Depreciation

	Computer equipment €	Fixtures, fittings & equipment €	Total €
At 1 January 2010	81,982	60,957	142,939
On disposals	-	(8,485)	(8,485)
Charge for the year	3,493	6,213	9,706
At 31 December 2010	85,475	58,685	144,160
<b>Net book value</b>			
At 31 December 2010	10,376	9,146	19,522
At 31 December 2009	3,390	27,361	30,751

Included above are assets held under finance leases or hire purchase contracts as follows:

	Fixtures, fittings & equipment €
<b>Net book values</b>	
At 31 December 2010	—
At 31 December 2009	15,838
<b>Depreciation charge for the year</b>	
At 31 December 2010	1,697
At 31 December 2009	3,394



**Notes to the Financial Statements  
for the year ended 31 December 2010**

..... continued

**9 Debtors**

	2010	2009
	€	€
Trade debtors	10,772	9,000
Prepayments and accrued income	16,692	16,885
	<u>27,464</u>	<u>25,885</u>
	=====	=====

**10 Creditors: amounts falling due  
within one year**

	2010	2009
	€	€
Net obligations under finance lease and hire purchase contracts	—	6,434
Trade creditors	30,742	43,695
Other creditors	10,829	11,877
Accruals and deferred income	143,030	176,346
	<u>184,601</u>	<u>238,352</u>
	=====	=====

Included in other creditors are amounts relating to taxation as follows:

PAYE control account	<u>8,177</u>	<u>11,877</u>
	=====	=====

**11 Creditors: amounts falling due after  
more than one year**

	2010	2009
	€	€
Net obligations under finance leases and hire purchase agreements	—	7,620
Other creditors	8,612	—
	<u>8,612</u>	<u>7,620</u>
	=====	=====



Notes to the Financial Statements  
for the year ended 31 December 2010

..... continued

**Analysis of loans**

	2010	2009
	€	€
Wholly repayable within five years	11,264	—
Included in current liabilities	(2,652)	—
	<hr/>	<hr/>
	8,612	—
	<hr/> <hr/>	<hr/> <hr/>

**Net obligations under finance lease and  
hire purchase contracts**

	2010	2009
	€	€
Repayable within one year	—	6,494
Repayable between one and five years	—	10,956
	<hr/>	<hr/>
	—	17,450
Finance charges and interest allocated to future accounting periods	—	(3,396)
	<hr/>	<hr/>
	—	14,054
Included in liabilities falling due within one year	—	(6,434)
	<hr/>	<hr/>
	—	7,620
	<hr/> <hr/>	<hr/> <hr/>

**12 Reconciliation of retained surplus**

	2010	2009
	€	€
Surplus for the financial year	77,416	181,325
Retained surplus brought forward	629,798	448,473
	<hr/>	<hr/>
	707,214	629,798
	<hr/> <hr/>	<hr/> <hr/>

**13 Contingent liabilities**

There were no contingent liabilities at the balance sheet date.



**Notes to the Financial Statements  
for the year ended 31 December 2010**

..... continued

**14 Financial commitments**

At 31 December 2010 the company was committed to making the following payments under non-cancellable operating leases :

	Fixtures, fittings and equipment	
	2010	2009
	€	€
Operating leases which expire:		
Within one year	4,782	0
Between two and five years	16,339	0
	<u>21,121</u>	<u>0</u>
	<u><u>21,121</u></u>	<u><u>0</u></u>

**15 Capital commitments**

There were no capital commitments at the balance sheet date.

**16 Auditors' Ethical Standards**

In common with many businesses of our size and nature we use our auditors to assist with the preparation of the financial statements.

**17 Approval of financial statements**

The directors approved the financial statements on 18 February 2011.



Supplementary Information not forming part of the Audit of the Financial  
Statements for the year ended 31 December 2010

**Management Information**

**Detailed Trading, Income and Expenditure Account  
for the year ended 31 December 2010**

	2010	2009
	€	€
Turnover	892,435	908,109
Administrative expenses	(831,273)	(740,971)
Operating surplus	61,162	167,138
<b>Other interest receivable and similiar income</b>		
Bank interest received	16,779	15,238
<b>Interest payable</b>		
Lease finance charges paid	(525)	(1,051)
Surplus before taxation	77,416	181,325



Supplementary Information not forming part of the Audit of the Financial  
Statements for the year ended 31 December 2010

Schedule of Administrative Expenses  
for the year ended 31 December 2010

	2010	2009
	€	€
<b>Administrative expenses</b>		
Staff costs	454,617	399,710
Rent & rates	43,192	43,256
General office costs	64,047	49,619
Workshops	41,948	73,968
Committee expenses	33,379	25,363
Printing, postage & stationery	89,455	98,584
Advertising	27,949	21,827
Professional fees	58,522	10,975
Audit fees	7,260	7,290
Other	1,198	3,473
Depreciation	9,706	6,906
	<hr/>	<hr/>
<b>Total</b>	<b>831,273</b>	<b>740,971</b>
	<hr/> <hr/>	<hr/> <hr/>

# Minutes of the IACP Annual General Meeting 2010

## Saturday 27th March 2010

### Gresham Hotel, Dublin

**Officers:**

<i>Cathaoirleach:</i>	<b>Margaret Chambers</b>	<i>Leas Cathaoirleach:</i>	<b>Ray Henry</b>
<i>Company Secretary:</i>	<b>Geraldine Hallahan</b>	<i>Treasurer:</i>	<b>Toni Doherty</b>

**Cathaoirleach's Welcome**

Margaret Chambers warmly welcomed all attendees to the 2010 AGM and said that she was very impressed by the high level of attendance and the great effort that members had made to be there. Margaret mentioned the new online booking system and how it has made it much easier to register and predict numbers. With 335 members registered so far, it was the largest number on record attending an IACP AGM. She highlighted an interesting presentation to be given by Marketing expert, Martin Hogg later in the afternoon and encouraged members to enjoy the day and to take the opportunity to meet informally during the breaks and formally through the official business of the AGM.

**Apologies**—Geraldine Hallahan read out the following apologies:

Ann Rath	Anne Meade	Bernadette McDonnell
Carmel O'Shea	Catherine Henehen	Deirdre Whitley
Denise O' Dowd	Des Moran	Eithne Mac Daeid
Fionnuala Darcy	Frances Heery	Garrett Macken
Grainne Doyle	Jill Casey	Judy O' Hanlon
Karen Ward	Kathleen Beegan-Hanly	Kathleen Morrell
Lena Lenehan	Louise Kelly	Lucy Toche
Maeve Corcoran	Maria Neville	Marianne Klopp
Marion Gibson	Mary Cafferkey	Mary Hilliard
Mary Keane	Maura Dunne	Maura O' Dowd
Odette Thompson	Padraig O'Morain	Patricia McLoughlin
Patricia Walsh (Cork)	Pauline Irving	Pauline Tallon-Collins
Pierce Neville	Robert Irving	Rose Reel
Ruth Byrne	Sandra Muller	Sheila Muldoon
Susan Dowling	Susi Glienke	Ursula Shields Huemer
Valerie Richards		

**2008 AGM Minutes and Matters Arising**

The Minutes of 2009 AGM were approved. There were no matters arising.

Proposer: **Jane Joyce**

Seconded by: **Anne Brennan**

### **Cathaoirleach's Report: Margaret Chambers**

Margaret said she would attempt to answer a question that she believed members often asked themselves, namely, "What do I get from IACP? Margaret displayed a "Wheel of Excellence" on the screen to explain the answer. The centre of the wheel highlighted that the most important relationship to members was the one between client and therapist, but pointed out that IACP membership provided a number of elements that support that relationship including Networking and Partnership, Education and Training, CPD, Accreditation, Supervision, Strategic Planning, PR, Standards, Statutory Regulation, Governance, Management / Staff, Voluntary Committees, Ethics, *Éisteach*, Complaint Handling and Management of the Associations Resources. Margaret said that the areas of Networking/Partnership, Representation, Staff/Voluntary Committees and Statutory Regulation were particularly important. Networking is important as a therapist can often feel quite isolated. Being part of a vibrant association can help greatly with that. Margaret said that IACP also provides strong representation both at home and internationally, for IACP members. The staff and voluntary committees help with the multitude of tasks we are involved in and the sub-committees accumulate a huge amount of wisdom and learning over the years that benefit us all. Margaret said that statutory regulation will affect every single person in the room and will best protect the public in the future. Margaret said she had seen this organisation from both 'the outside' and 'on the inside' for the past six years and wholeheartedly stands over the statement that she is very proud to be part of IACP, as she comes to the end of her term. She thanked Naoise Kelly for his great work this year and for raising the level of standards and professionalism. Finally, Margaret thanked her fellow Executive committee members who she greatly enjoyed working with.

### **Company Secretary's Report: Geraldine Hallahan**

Geraldine confirmed that the Executive Board had met on a monthly basis throughout 2009 and that all corporate governance and statutory requirements had been carried out in a professional and timely manner. Geraldine reported on the unplanned resignation of two elected members (Alan Furlong and Anne Riley – for personal reasons) and the appointments of Pdraig O'Morain and Pauline Irvine in their place. Geraldine reported on improvements in Governance, for example, the division of responsibilities between the Board and the National Director and the establishment of a Human Resources committee as a support on staff issues. Another task was to review the memorandum and articles of association, regulations and by laws of IACP so as to ensure that they are up-to-date and to eliminate any duplication or error. Geraldine welcomed the adoption of the IACP strategic plan and thanked all those who had worked on it. Geraldine reported that, following a period of review and evidence that positive changes had been made at the European Association of Counselling (EAC), the IACP Executive took the decision to rejoin EAC as a national organisation member for 2010. The Board believe that we should be associated with EAC as it enables us to link in with what is happening outside of Ireland, but, that we should continue to ensure that the EAC is accountable and has sound policies and procedures in place. Geraldine complimented Margaret Chambers on her leadership and generous contribution to the work of IACP. Geraldine said that, as she steps down from the board after four years, she wanted to say what a real privilege it has been for her to be part of this organisation.

### **Treasurers Report: Toni Doherty**

Toni said that part of her role as Treasurer was to report on the financial statements and financial matters, monthly to the Executive committee and then to members with the 2009 figures at this AGM. IACP auditors Byrne, Curtain & Kelly audited the financial statements for the year end of 31st

December 2009. Toni said that she was pleased to report that the IACP finances are in good condition. She reported that 2009 ended with a surplus. She said that the simultaneous announcement of the surplus, the timing of the strategic plan and the need to expedite parts of the plan was fortunate and created a good situation to be in. Toni explained that the main reasons for the surplus were prudent financial management, the unexpected deferral of PR, Salary and Technology costs, a cost reduction project and an increase in our membership numbers. Toni reported that the IACP finance committee meets regularly and that the introduction of the new budgeting process, the review and introduction of improved cash handling procedures all added to improved fiscal management at IACP.

### **National Director's Report: Naoise Kelly**

Naoise reported that it had been a very busy and productive year for the association where the well thought out strategy had been put in place. He said that having over 300 people attending the AGM was another example of the high level of interest and commitment that comes from IACP membership. He said that the 100 members involved, in a voluntary capacity, on IACP committees and working groups and the time and effort taken by the two hundred and twenty members to fill out the membership survey and the strength of discussions and interest at the regional AGM's were also very impressive. He said that the large numbers today reflected the actual growth in member numbers, adding that there were eight hundred and seventy six members in 1997 compared to the three thousand three hundred members today, making IACP, by far, the largest counselling and psychotherapy association in the country.

He said that the IACP strategic plan balances the requirements of a professional association alongside the ethos and spirit of counselling and psychotherapy. Describing the strategic plan further he said that it reflects the members wishes, and that its creation had led us to review all aspects of our procedures and policies and showed us what we are doing well and also what we need to improve upon. The goals in the areas of Governance, Public relations, Member services, Resources and Professional standards would ensure that both client and therapist would be served well by IACP into the future. He finished by thanking the staff and the departing members of the Executive committee, making special mention and thanks to Margaret Chambers for being very supportive and understanding throughout the year.

## **MOTIONS FOR IACP AGM 2010**

### **MOTION 1 — Carried**

The IACP Executive Committee request the membership to mandate the Executive Committee to commission a suitable person to record the history and development of the IACP from its beginnings in 1981 up to the present day.

Proposed by: **Margaret Chambers**

Seconded by: **Toni Doherty**

### **MOTION 2 — Carried**

The IACP Executive Committee propose an amendment to the Regulations of the Irish Association for Counselling and Psychotherapy Limited, to have included in the Regulations all those sub-committees not currently included in the Terms of References for sub-committees.

Proposed by: **Ray Henry**

Seconded by: **Bernie Hackett**

**MOTION 3 — Carried**

The IACP Executive Committee propose an amendment to the Articles of Association of The Irish Association for Counselling and Psychotherapy Limited, to allow a member who is appointed Cathaoirleach in their sixth year on the Executive Committee to continue for another year in order to fulfil that role for a two year term.

Proposed by: **Geraldine Hallahan**

Seconded by: **Margaret Chambers**

**MOTION 4 — Defeated**

From March 2012, all IACP Members will have to have their work supervised by a supervisor accredited by IACP or accredited by an organisation with whom IACP have a Mutual Recognition of Accredited Supervisors agreement. This motion shall supersede Motion 9 (2008). All members and training bodies to be given notice of this requirement.

Proposed by: **Claire Missen**

Seconded by: **Jean Prior**

**ELECTIONS – Nominations for Executive Committee 2010**

**Cathaoirleach:** Ray Henry

Proposed by: Margaret Chambers

Seconded by: Toni Doherty

**Leas Cathaoirleach:** Seamus Sheedy

Proposed by: Margaret Chambers

Seconded by: Ray Henry

**Company Secretary:** Keith Brennan

Proposed by: Ray Henry

Seconded by: Margaret Chambers

**Treasurer:** Pauline Irving

Proposed by: Ray Henry

Seconded by: Toni Doherty

**Executive Committee:**

**Marianne Gurnee** Proposed by: Geraldine Burke

Seconded by: Ray Henry

**Bernie Darcy** Proposed by: Ray Henry

Seconded by: Sally Griffiths

**Michael Chambers** Proposed by: Ray Henry

Seconded by: Seamus Sheedy

**Eileen Finnegan** Proposed by: Seamus Sheedy

Seconded by: Ray Henry

**Padraig O'Morain** Proposed by: Toni Doherty

Seconded by: Margaret Chambers

**Marie Tonkin** Proposed by: Toni Doherty

Seconded by: Geraldine Hallahan

**Bernie Hackett** Proposed by: Margaret Chambers

Seconded by: Geraldine Hallahan

**New Executive Committee 2010 — 2011:**

**Ray Henry** – Cathaoirleach

**Seamus Sheedy** – Leas Cathaoirleach

**Keith Brennan** – Company Secretary

**Pauline Irving** – Treasurer

**Marianne Gurnee, Bernie Darcy, Michael Chambers, Eileen Finnegan, Padraig O'Morain, Marie Tonkin, Bernie Hackett.**

**Next AGM:** Margaret Chambers announced the date for the next AGM to be 26th March 2011.







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