

Final Draft

PHANA Council Minutes

June 20, 2005 Teleconference
7pmEST – 9pm EST

Present:

Ann Norfolk
Jan Rigsby, Chair
Cynthia Schwartzberg
Dottie Titus

PHANA Council has a significant number of agenda items to consider. By polling council members, we decided to focus these meeting on the following:

1. Finances
2. New applications which raise issues around International membership
3. Motion regarding change in Membership Application language
4. Status of Website management
5. Feedback and interaction with PHANA membership
6. Keeping an updated candidate list for PHANA membership

1. Finances

PHANA is considered by the IPF to be a committee of IPF rather than a separate organization. Part of the reason for this status was so that we could accept donations from our members which would be tax-deductible under the umbrella of the IPF 501(c) non-profit corporate status.

If PHANA is considered a separate organization, these donations would not be tax-deductible.

This has meant that all of PHANA's income and expenses are processed by Lisa Willow, and some consideration needs to be made for her time. The IPF has not determined what PHANA will be charged in compensation for these financial services. We also need to reimburse the IPF for bank charges for any credit card transactions.

In addition, we have been asked to only submit expense reimbursements twice a year in order to reduce clerical time. This means that those of us who pay for PHANA items (such as stamps, stationary, Internet fees or teleconference charges) will have to wait to be reimbursed.

It is possible that these requirements may not make it worthwhile to continue to function as part of the IPF. Once the IPF lets us know what they wish to charge us for handling our income and expenses, we will have to decide if the tax-deductible status for donations and the ability to accept memberships via credit cards is cost-effective.

At the moment, we do not have an accurate balance statement for PHANA because there have been so many procedural and management changes within PHANA and how we have been reporting to the IPF. Since the IPF fiscal year ends in August, it is imperative that we resolve these accounting issues by July. Ann will address this with Roddy and Lisa.

If there is continuing difficulty in working through the IPF, we may have to consider opening a separate account for PHANA and considering creative solutions for any donations.

2. New applications which raise issues around International membership

a. We have received a PHANA application from a Helper who was trained in Mexico and who has moved to the US. In our original mission statement PHANA excluded Mexico due to language considerations, but there was always an intention to include Mexico should there be a request to do so. This application is our opportunity to establish lines of communication with the Pathwork in Mexico. Jan will contact the IPF and, if appropriate, the certifying region directly in order to verify Helpership certification / apprenticeship status for the new applicatn, as both those categories would qualify for membership in PHANA.

b. This brings up issues about the costs of having PHANA members outside the US. Three technical aspects need to be clarified.

- The financial factor is postage costs; the management factor is language. This led to a discussion around making a clear statement on the PHANA application that we choose to correspond via email unless there are exceptional circumstances, and so our members need to understand clearly that if they do not provide email addresses, then they may not receive full and ongoing benefits from their membership.

- We also need to state that all business will be conducted in English, yet we support and solicit materials in other languages (such as for the Pathwork Teachers Helper [PTH] project) for both North American teachers and workers and to support Pathwork teachers worldwide.

- Membership dues and payments will need to be submitted in US dollars, either via credit card authorizations, bank cheques, or internet methods such as PayPal.

c. PHANA needs to allow for the inclusion in its membership of Helpers who have been trained outside of the US. There are two parts to this. One is to allow PHANA membership for Helpers who move to the US. Another is to allow for the possibility that a Helper who lives outside the US might wish to become a PHANA member. We need to develop a policy for verifying Helpership or Apprentice status within International Pathwork organizations. We may do this on a case by case basis rather than set up policies for International membership.

3. Motion regarding change in Membership Application language

Because US Helpers are active outside of North America in setting up Helpership Development Programs (HDPs), we changed the Code of Conduct as follows:

Old version:

2.1.G.) I agree to train others to become Pathwork Helpers only within, or in cooperation with, a training program recognized by the North American Pathwork Association [NAPA].

New version:

2.1.G.) I agree to train others to become Pathwork Helpers only within, or in cooperation with, a training program recognized by the International Pathwork Foundation.

This change will honour the reality that International HTPs are not reviewed by NAPA but by the IPF. NAPA has authority over US HTPs because the IPF has delegated this authority to them.

4. Status of Website management

John Strizinger, a member of the Philadelphia Pathwork, has volunteered to take over management, maintenance and updates to the PHANA.org site. He is coordinating with Roddy Duchesne.

After John is comfortable with the transition, he will mount the Forum software (downloaded from phpBB.com at no charge) onto phana.org and we will be able to use the site for membership discussions on various topics.

Dottie reported that the PTH project has not had any new documents submitted since April. However, there was considerable appreciation expressed by the International regions for the copies of the PTH materials that was sent out in May. This may generate more submissions and possibly new translations into other languages.

5. Feedback and interaction with PHANA membership

We discussed methods of polling our membership to find out what they want and what services or benefits might have value to them.

We also need more Council members. We recognize a distinction within the current Council members, between those who are willing to serve primarily in an 'advise and consent' capacity and those who are able to take on tasks and projects. We all agreed that it has been extremely valuable to have feedback for ideas and policies as early as possible in a process or project, and that this may eventually create a formal distinction between Council members (such as the creation of an Executive Council that handles tasks and projects). For the moment, we simply have an agreement regarding who needs to be 'in the loop' regarding specific tasks versus what subjects need to be communicated to all

council members.

6. Keeping an updated candidate list for PHANA membership

Apprentice membership in PHANA requires graduation from an IPF approved HDP and an active engagement in Apprenticeship. Full membership requires certification from a NA Pathwork organization or recognition by a NA Pathwork organisation.

There was discussion about how we could keep in touch with the status of members and candidates for membership. It was suggested that we solicit lists of Helpership graduates from all of the NA training regions, and that we request them to keep us updated as to Apprenticeship status.

7. Monitoring and quality standards

We also discussed how we would be able to monitor Helpership status among our members, especially those who are work on their own outside of Pathwork organisations. While the annual renewal application asks for a commitment to the Code of Conduct and to the Stages of Commitment (plus a commitment to ongoing paid or peer supervision) this is a subjective evaluation by the applicant. What is PHANA's responsibility in terms of enforcing the Code of Conduct or supervising members? How would we do this?

Minutes submitted by Jan