

**Minute of the on- line Meeting of the Board
Wednesday 20th March 2023**

Present: Lesley Ross GCA; Fergus McCurley TCA; Meichelle Walker ELCA;
John Macdonald, DACA; Kerry McGee, ACA.
Vivienne Brown (SACC Co-ordinator).

	Agenda item	Action
<p>1.</p> <p>2.</p>	<p>Apologies and conflicts of interest</p> <p>There were no apologies and no conflicts of interest were declared.</p> <p>Minute and actions from meeting held on 13.12.23</p> <p>The minute of the Board Meeting held on 12th December 2023 was agreed as accurate by Fergus McCurley and Lesley Ross.</p> <p>Update on actions -</p> <ul style="list-style-type: none"> – There were no updates from board members on possible new trustees or funding opportunities. – The outline of the definition of preparatory and structured interventions is no longer required. – It was noted that COSCA had confirmed that future changes to rules in relation to SACC courses will be discussed with SACC. – Minutes of the Alcohol Targets Expert Group have been circulated. – It was agreed that the new SACC Manager will organise dates for further 2024 board meetings <p>Other actions from the previous meeting were covered by agenda items.</p>	
<p>3.</p>	<p>Finance / funding</p> <p>i. Finance report to end February 2024</p> <p>Meichelle presented the finance report to end of February 2024. It was noted that the Scottish Government 4th quarter funding of around £8,500 has still to be claimed.</p> <p>Meichelle reminded the board that future Scottish Government funding needs to be negotiated and that this will be on the agenda of future board meetings.</p>	<p>MW/ MZ</p>

4.	<p>SACC Manager - new appointment</p> <p>Lesley updated the board on the new appointment. The job title is now SACC Manager and the job description has been updated. Interviews were held on 27th February and the panel were happy to appoint Michaela Zemachová to the post. Michaela will start on 2nd April to facilitate a few weeks handover with Vivienne.</p>	
5.	<p>Accreditation and Training Group - update</p> <p>A & T Group updates within the workplan were highlighted and noted.</p> <p>i. CPTBC course Updating the course cost for participants, who are not volunteers within SACC organisations, was discussed. It was agreed that the previous price of £325 was too low but final cost scale will be agreed via e-mail.</p> <p>ii. COSCA Counselling Skills Certificate There has not been sufficient uptake of the COSCA Counselling Skills Certificate modules, offered by SACC as part of the volunteer training pathway. Initial interest from SACC member organisations had been for 10-12 places, but there has only been definite uptake of 5. Providing supervision for volunteer counsellors is proving difficult for some organisations - preventing them from recruiting new volunteers.</p> <p>The purpose of the volunteer training pathway is to increase the number of volunteer counsellors within local communities - and SACC has funding to support this. However, it was agreed that other options for filling the course should be explored to try to ensure viable participant numbers.</p> <p>Two possibilities were discussed -</p> <ul style="list-style-type: none"> - Initially, offering places to other workers within SACC organisations, to enhance current skills, will be explored. - As a second option, if still not sufficient uptake, offering places to other volunteers, or people accessing employability training within SACC organisations, will be looked into. It was recognised that these participants would not currently be able / wish to complete the whole volunteer training pathway. <p>It was noted that there may be costs related to these options. Prices for accessing COSCA counselling skills training with other agencies to be looked at for comparison.</p> <p>iii. Supervisors Network/CPD The A & T Group are currently planning a Supervisors Network meeting to be held early Autumn and this will include some CPD training and a portfolio workshop.</p> <p>Ideas for CPD sessions to date include bereavement; understanding and dealing with resistance in counselling; polyvagal theory; relapse prevention and mindfulness; and creative approaches to counselling. Topics and dates have still to be confirmed.</p>	<p>LR</p> <p>VB/NC</p> <p>LR</p> <p>VB/NC</p>

	<p>iv. Membership of A & T group Jim will be giving up his volunteer role on the group in April. Susan Philp, GCA is joining the group as GCA rep. It was agreed that involvement of a board member in the group is important. Kerry, who has been involved with the Accreditation Panel previously, agreed to join the A & T group as board member. However, uptake of the role will be postponed for a few months.</p> <p>A meeting to discuss roles and responsibilities be set up.</p>	VB/ KMCG
6.	<p>SACC workplan update March 2024 The updated workplan was noted.</p> <p>i. Research There has been no uptake of SACC's research brief from DRNS, SSA or Research Scotland. It was agreed the next step would be to identify a small amount of funding and target freelance researchers.</p> <p>ii. Feedback /additions There were no additions to, or queries about, the workplan.</p>	Rsrch & Eval Sub group.
7.	<p>Feedback and membership of national groups /partnerships.</p> <p>i. Joint conference NES/SACC Around 90 people, from a wide range of organisations, attended the webinar 'Towards a shared understanding of psychosocial interventions for alcohol and other substance use', on 12th March.</p> <p>It was recognised that a webinar does not really enable interaction and that a future face-to-face seminar would be worthwhile. These were well attended in the past - however people's willingness to attend face-to-face events is less predictable since the development of on-line conferencing.</p> <p>However, the webinar did provide a good opportunity to share information and increase understanding of a range of services. Meichelle and a colleague provided an overview of the services provided by SACC member organisations. This provided good publicity for SACC and SACC members.</p> <p>Lesley and SACC manager will meet with NES re feedback from webinar and future plans.</p>	LR/VB/ MZ
8.	<p>AOB There was no other business.</p>	
9.	<p>Date of next meeting Date to be organised.</p>	MZ