

**EUROPEAN FEDERATION OF PSYCHOLOGY TEACHER'S ASSOCIATIONS
EFPTA**

**Protocol of the second meeting of the EFPTA at Hills Road Sixth Form College, Cambridge, England
Saturday 6th (09.00-17.00) and Sunday 7th (10.00-11.30) November 2004**

DRAFT MINUTES – AWAITING APPROVAL

Participants

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| 1. Jari Honkala/Finland (President, and Chair of meeting) | - Psykologianopettajat |
| 2. Dorothy Coombs/England (Vice-President) | - Association for the Teaching of Psychology |
| 3. Marja Honkaheimo/Finland
(joint secretary, 6 th November) | - Psykologianopettajat |
| 4. Joe Cocker/England (Treasurer) | - Association for the Teaching of Psychology |
| 5. Morag Williamson/Scotland
(joint secretary, 6 th & 7 th November) | - Association for the Teaching of Psychology, Scotland |
| 6. Simon Valentine/England | - Association for the Teaching of Psychology |
| 7. Arja-Leena Ramanen/Finland | - Psykologianopettajat |
| 8. Marjatta Lehtovirta/Finland | - Finnish Psychological Association |
| 9. Pia Gehl Bjornestad/Denmark | - Danish Psychology Teachers' Association |
| 10. Udo Kittler/Germany | - Dortmund University |
| 11. Wolfgang Augustin/Germany | - Verband der Psychologielehrerinnen und –lehrer |
| 12. Margret Peters/Germany | - Verband der Psychologielehrerinnen und –lehrer |
| 13. Aldis Gudmundsdottir/Iceland | - Icelandic Psychology Teachers' Association |
| 14. Kristjan Ari Arason/Iceland | - Icelandic Psychology Teachers' Association |
| 15. Lilja Osk Ulfarsdottir/Iceland | - Icelandic Psychology Teachers' Association |
| 16. Hans Reijnierse/Holland | - Hogeschool Zeeland |

1. OPENING OF MEETING, 9.30am

President Jari Honkala and Treasurer Joe Cocker welcomed everyone to the second EFPTA meeting. Warm thanks were expressed to the British Psychological Society (BPS), and to Tuomo Tikkanen, President of the Finnish Psychological Association (FPA, or Suomen Psykologiliitto) and of the European Federation of Psychologists' Associations (EFPA), for their support for this international meeting of psychology teachers and lecturers from seven European countries. The EFPTA President would write to the BPS and FPA to express the Federation's gratitude.

2. INDIVIDUAL PRESENTATIONS

One representative from each country gave a short presentation about the teaching of psychology in schools and colleges in his/her country. *See appendix 1.*

4. EFPTA CONSTITUTION

4.1 Ratification of constitution

It was agreed that constitutional arrangements established at this current meeting must be ratified at the next meeting of the EFPTA Committee (see 4.7.1 below), as the basis for a formal constitution, and the Federation only becomes fully operational once members of national associations have agreed to become members of the Federation, and when membership fees have been paid.

ACTION: All delegates to raise the question of EFPTA constitution and membership at committee meetings of their national associations, and obtain agreement (or otherwise) to become a member association.

4.2 Finance

4.4.1 There was extended discussion, as various views were expressed on the Federation's annual membership fees:

- A flat fee of 100 Euros was proposed for associations
- Categories of fees could correspond to numbers of members.

- Fledgling associations or those from more disadvantaged countries could be admitted free.
- There is a problem of bank charges, eg 25 Euros charge for any payment, to a Belgian bank; such issues would be investigated when opening a bank account for the Federation (see 8, below)
- the need for income, to enable the Federation to operate and provide services, had to be weighed against the need to extend membership to as many as possible, including those associations and individuals who are less well-resourced.

4.4.2 The following annual fees were agreed:

- ? 100 Euros - any national association of psychology teachers
- ? 50 Euros - similar organisation (eg association of school psychologists who have a teaching role, or association of philosophy teachers whose remit effectively includes psychology)
- ? 30 Euros - individual membership

4.4.3 It was agreed that all financial decisions would be taken only by the elected officers of the Committee (see 4.6.2 below). In certain circumstances two elected officers plus the President could take financial decisions up to a certain maximum limit (to be agreed). This issue would be clarified at the Copenhagen meeting, 16th April 2005 (see below).

4.5 Committee / Board: composition and operation

4.5.1 Composition -The following structure of committee roles was agreed:

- President
- Two Vice-Presidents
- Treasurer / Membership Secretary
- Secretary
- Website responsibility
- Newsletter / publicity responsibility
- one representative from each member association, unless that association is already represented in one of the above roles

4.5.2 Tenure of Committee - Initially, the Committee would stand for two years, but this would be reviewed once the Constitution is formalised.

4.6 Committee: Allocation of roles

4.6.1 A range of views were expressed on appropriate allocation of roles. There was general consensus on the following points:

- ? It was important to have experienced and motivated people in the key positions.
- ? A serious limitation on people's ability to participate was the availability (or otherwise) of funds for travel to meetings.
- ? Each country has different sources of possible funding, whether from employers, educational bodies, government departments, and there was a need for member associations to find sources of funding for travel.
- ? EFPTA Committee members may not necessarily be committee members of their own national associations, but it would be essential for them to be familiar with ongoing association business; therefore member associations' committees might need to discuss the status of their representative on the EFPTA Committee.

4.6.2 Delegates were nominated, seconded and accepted by the meeting for the Committee roles as follows:

? President -	Jari Honkala	Finland
? Vice-President -	Dorothy Coombs	England
? Treasurer / Membership Secretary -	Wolfgang Augustin	Germany
? Secretary -	Aldis Gudmundsdottir	Iceland
? Website -	Kristjan Ari Arason	Iceland
? Newsletter / publicity -	Pia Gehl Bjornestad	Denmark
? Advisor -	Joe Cocker	England
? Advisor -	Udo Kittler	Germany
? Advisor -	Marjatta Lehtovirta	Finland

4.7.1 The date of the next meeting of the EFPTA Board was agreed:
16th April 2005, in Copenhagen. The main aim of this meeting would be to formalise the constitution.

4.8 Need for a robust constitution

Finally, it was agreed that the constitution must be robust, with built-in safeguards, to allow the Federation to deal with contingencies such as crises, conflicts or inappropriate member behaviour.

7. OTHER BUSINESS

- ? Joe Cocker invited all delegates to attend the UK ATP Conference 7-10 July 2005 at Swansea, Wales.
- ? The President thanked all for their attendance and expressed hopes for the future flourishing of the Federation.
- ? Representatives of the Finnish Psykologianopettajat PSOP ry presented gifts to the UK delegates, and representatives of the UK ATP and Scottish ATPS presented gifts to delegates.

Delegates were asked to reconvene at 10.00 the next day, Sunday 7th November 2004, in the hotel. The meeting closed at 16.50.

EFPTA Meeting at Cambridge, England Re-convened Sunday 7th November 2004 10.00-11.30

7. RE-OPENING OF MEETING

The meeting was opened by the President, who invited further discussion of issues which needed elaboration or clarification, including those raised the previous day, as well as additional issues. Points that were raised focused mainly on operational and communication aspects of the Federation. The business of this re-convened Sunday meeting would be regarded as a continuation of the Saturday agenda.

8. BANK ACCOUNT

8.1 Wolfgang Augustin (Treasurer / Membership Secretary) would open an EFPTA bank account in Germany.

8.2 WA would request membership fees from the member associations represented at the meeting, and subsequent new members, in due course.

8.3 A number of official documents would be required by the bank, such as the constitution, details of elected officers, protocol (minutes) of meeting of 6-7 November, 2004.

8.4 There was extended discussion of practical considerations in managing the bank account; it was clear that banks in different countries operate differently in respect of accounts of voluntary associations; although all now have strong measures to counter 'money-laundering', which results in much detailed paperwork.

ACTION: WA to open account and request membership fees in due course.

11. OTHER BUSINESS: There was no other business and the meeting closed at 11.30.

CALENDAR OF EVENTS:

- 15 December 2004** - deadline for contributions to EFPTA Newsletter
- 15 January 2005** - publication of EFPTA Newsletter
- 16 April 2005** - EFPTA Committee meeting, Copenhagen
- 3-8 July 2005** - EFPA Conference, Granada, Spain
- 7-10 July 2005** - ATP Conference, Swansea, Wales, UK
- 15 July 2005** - deadline for contributions to Newsletter
- 15 August 2005** - publication of Newsletter
- 4 – 6 November 2005**- EFPTA Conference, Barcelona (provisional)