



ASSN CHRISTIAN SPIRITUAL DIRECTORS INC.

BIENNIAL GENERAL MEETING

Epsom Girls High School, Auckland.

Saturday 23 July, 2011 1.00 pm

MINUTES.

1. **WELCOME** Kevin Gallagher took the chair for the meeting and welcomed everyone. The Acting Secretary, the Rev Alistair McBride took the minutes.

Attendance. 64 members & associates present

Kevin Gallagher, Nola Myles, Carol Grant, Susannah Connolly, Faye Rive. (Executive members)
Jo Anastasiadis, Jeannie Martin Blaker, Sue Pickering, Terry Alve, Marjorie Blaiklock, Jeff Whittaker, Maureen Lamb, Adrienne Thompson, Mary Maitland, Gill Schaap, Bridie Southall, Fran Francis, Carol Evitt, Marie Ellis, Barbara Sampson, Rosemary Blackwell, Diane Gilliam-EWeeks, Aynsley Mackie, Bruce Maden, Andrew Pritchard, Audrey Burt, Frances Kelly, Jill Keir, Anne Hadfield, Alison Williams, Barbara McMillan, Ruth Coyle, Anne McCracken, Gabrielle Daly-Fong, Mary Hepburn, Donna Peterson, Jeannie Cochrane, Gay Cochran, Daphne Dewerse, June Latham, Tom Jewkes, Andrew Dunn, Merle Hiscock, Molly King, Caroline Leys, Phil Cody, Sheila Pritchard, Joyce Budenberg, Jocelyn Dale, Lyn Gallagher, Ricky Waters, Mike Wright, Neil Vaney. (Members)

Lin Chu, Jan Sampson, Helen Tripp, Rachel Mackay, Moira McLennan, Trish Harris, Marion Fairbrass, Elizabeth Hopner, Joanne Garton, Kathleen Luxon, Margaret Dewse. (Associates)

2. **APOLOGIES** – Kathleen Ryan, Lyndall Brown, Mary Gleeson, Trish McBride, Glenda Prosser, Margaret Dunn, Marg Schrader, Mary Kay, Anne Powell.

Moved: That these apologies be received. Susannah/Carol Agreed

3. MINUTES OF 2009 MEETING:

That the minutes be approved. Mike Wright/Maureen Lamb Agreed

Matters arising: None

4. **EXECUTIVE REPORT** Nola presented the report

Moved: That the report be received. Susannah/Faye Agreed

4a. Time of Remembrance Very Rev.Neil Churcher (Hon Emeritus), Sr Aileen Martin , Jean Malone, Rev Shirley Fergusson.

Kevin spoke briefly inviting members to hold these people and their families in our hearts.

Eternal rest was sung.

Anne Hadfield moved the following:

association of christian spiritual directors

Minute in appreciation of the Rev Shirley Fergusson.

The Rev Shirley Fergusson served as the Secretary of the Association of Christian Spiritual Directors for eight years before her untimely death on 12th May 2011.

During this time the Executive wrote a constitution, created a Web site and dealt with ever increasing applications for membership. All of these tasks required precision in the wording of legal documents and the keeping of a detailed accurate record of decisions. This work has helped the ACSD go from strength to strength. Shirley very ably 'kept the wheels on the bus turning', no mean task when members of the Executive are scattered throughout the country.

Shirley's pastoral skills were evident when she acted as the face of the Association. With her background as a psychologist and minister she was familiar not only with people but also with the foibles of organisations, especially churches. Perhaps Shirley's greatest contribution to us was her passion for lifting our Association to a professional level that would equal that of other similar organisations.

All who served on the Executive during her term of office as Secretary appreciated knowing Shirley and are thankful for her excellent service to the Association. She will be greatly missed.

This was received with acclamation

5. FINANCIAL REPORT

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|--------------------------------|---------------------------------|-------------|--------|
| Part 1 2009–10 Accounts | That these accounts be adopted. | Carol/Terry | Agreed |
| Part 2 2010–11 Accounts | That the accounts be received. | Nola/Faye | Agreed |

6. 2013 TRAINING EVENT

Executive reported that following discussions brings the recommendation that Christchurch host the next event on 22–26 Aug 2013 at Bishop Julius House. They have hosted the Training Event before and the venue is available, though the actual dates may need to be adjusted to fit the 2013 University term.

7. THANKS TO RETIRING EXECUTIVE MEMBERS:

Faye Rive, Kevin Gallagher

Carol Grant offered thanks to both.

Kevin's gifts he brought to the Executive were the ability to think through issues, dealing with matters with compassion, justice and sensitivity, bringing leadership, advice and experience. He was open to new ideas promoting fairness and equity in decision making. Hopes were expressed that life offered him shalom as he returned to Christchurch.

Faye has been a rock, bringing strong organisational skills, attention to details, and wisdom. She had proved an excellent person to coordinate the team for the training event. She brought with her tireless efforts, integrity and good humour.

8. ELECTION OF THREE EXECUTIVE MEMBERS:

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| Moved: | That this meeting affirm the appointment of Ricki Waters, Glenda Prosser, Molly King to the executive. | Carol/Marjorie | Carried with acclamation |
|--------|--|----------------|--------------------------|

Nola spoke about coveting prayer for the Executive as the transition to the new executive and the new Secretary/Treasurer when they were appointed.

Andrew Dunn suggested that dates of Exec meetings be circulated so members could uphold the meetings in prayer

association of christian spiritual directors

9. APPOINTMENT OF SECRETARY/TREASURER

The Executive were still holding applications open.

Thanks were expressed to the Rev Alistair McBride who stepped in as the Acting Secretary at the onset of Shirley's illness.

10. ANY OTHER BUSINESS.

Adrienne Thompson offered prayer for the new Executive.

Kevin thanked the HUB group and Faye replied acknowledging the work of the team and Joanne Garton for the design work on the pamphlet, display work, typing and photocopying, Joyce Budenberg for the work on the fees spreadsheet to provide accurate figures to Epsom House, & Aynsley Mackie for hospitality.

Meeting closed at 1.30 pm

ASSOCIATION OF CHRISTIAN SPIRITUAL DIRECTORS INC.
MINUTES OF BI-ENNIAL GENERAL MEETING HELD AT BISHOP
JULIUS HOUSE, CHRISTCHURCH, 4 SEPTEMBER 2009, 11am

PRESENT: Kevin Gallagher, Shirley Fergusson, Faye Rive, Anne Hadfield, Earle Williams, Diane Gilliam-Weeks, Jeannie Martin Blaker, Glenda Prosser, Carol Grant, Sheila McGrath, Margaret Anne Mills, Kevin Gwynne, Helen Straubel, Anne Fountain, Marg Schrader, Margaret Harris, Frances Kelly, Marietta Parsons, Joyce Budenberg, Andrew Dunn, Neil Vaney, Anne Warren, Karen Moynagh, Lyndall Brown, Margaret Shearing, Aynsley Mackie, Jocelyn Dale, Mary Jackson Kay, Sally Smith, Libby Hinton, Joan Davidson, Mary Gleeson, Mike Wright, Ricky Waters, Barbara Coles, Lyn Gallagher, Judith Moroney, Barbara Sampson, Michael Watson, Merle Whiteman, Rose Clarke-Davidson, Jenny Dawson, Mary Hepburn, Fran Francis, Bede Haughey, Adrienne Thompson, Jeannie Cochrane, Jane Green, Merle Hiscock, John Franklin, Marjorie Blaiklock, Joan Bennett, Lorraine Jansen, Kathleen Luxon, Janna Young, Bev Phillips, Bev McDonald, Mary Irving, Rosemary Blackwell, Val Chapman, Jo Anastasiadis, Linda Oliver, Maureen Lamb, Judy Leonard, Marie Ellis, Di Woods, Lorraine Challis, Ruth Davis, Rosemary Braithwaite, Trish McBride, Lois McMillan, Alison Williams, Helen Strang, Anne McCracken, Sheila Pritchard, Susannah Connolly, Andrew Pritchard, Aileen Martin, Tina Kapeli, Diana Smith, Phil Cody, Barbara McMillan, Margaret Smith, Nola Myles.

In attendance: Neil Chapman (sound system)

1. WELCOME/CHAIR: Kevin Gallagher welcomed members to the meeting.

2. APOLOGIES: Bryan Montgomery, Sue Pickering, Mary Maitland, Mary Concannon, Bev Milne, Kathleen Rushton, Kathleen Ryan, Anne Powell, Clare O'Connor, Jo Gresham, Joan Gore, Judith Anne O'Sullivan, Sue Cosgrove, Molly King.

Moved Margaret Schrader, Seconded Anne Hadfield – that the apologies be sustained. **Agreed.**

The Secretary read a letter from John Sturt and a minute's silence was kept in memory of the late Agnes Sturt who had died since the last Conference. Agnes was a valuable and valued member of the Association who deeply appreciated her membership.

3. MINUTES OF 2007 MEETING: Minutes of the meeting held 27/7/07 were circulated prior to the meeting and taken as read.

Moved: Kevin Gallagher/Shirley Fergusson that the Minutes be approved. **Agreed.**

Matters arising from the Minutes:

1. Quorum for General Meetings:

This item was referred from the previous meeting. After discussion it was moved Shirley Fergusson, seconded Diane Gilliam-Weeks and **Agreed:**

- (a) that clause 7.7 of the Constitution be amended to read "The quorum for a general meeting will be 20% of full members present in person". Shirley Fergusson/Diane Gilliam-Weeks.

Shirley Fergusson advised the meeting that it had become apparent that it is also necessary to amend clause 15.2. After further discussion it was moved Shirley Fergusson, seconded Kevin Gallagher and **Agreed:** .

- (b) That clause 15.2 be amended to read “The rules of the Association may only be amended in any way by 20% of full members personally present at any General Meeting, provided that no addition to or alteration of the objective clause (Section 3), the pecuniary profit clause (Section 10), the activities limited to New Zealand clause (Section 17), or the winding up clause (Section 18) will be approved without the prior consent of the Department of Inland Revenue.”

2. Website:

The website approved by the previous General Meeting has been set up, is being much appreciated by members and has attracted a number of enquiries from the general public. Thanks were expressed for the work of the webmaster, Terry Alve.

3. Indemnity Insurance: Agenda item No. 6.

4. EXECUTIVE REPORT:

The Executive report was circulated prior to the meeting. Moved Kevin Gallagher/Nola Myles that the report be received. **Agreed.**

5. FINANCIAL REPORT:

The Secretary referred to the 2007-8 audited accounts and the 2008-9 accounts previously circulated. The current year’s accounts are not yet audited as the year only ended a few days before this meeting. It was noted in discussion that the figures in the Assets schedule are incorrect.

They should read: ASSETS AS AT 31 AUGUST 2009

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|---|--------------------|
| National Bank cheque account | \$18,382.88 |
| National Bank Term Deposit (Matures 8/2/11) | <u>\$11,316.10</u> |
| | <u>\$29,698.98</u> |

These will be corrected before audit.

Moved Shirley Fergusson/Lyn Gallagher “that the Financial Report be received.” **Agreed.**

6. INDEMNITY INSURANCE:

Anne Hadfield presented a report on progress re Indemnity Insurance as requested by the previous General Meeting as follows:

The Executive has put in place a combined Association Liability Policy to cover Association and Executive operations. It became active on 27/3/09. This policy does not cover individual members for two reasons. First, some members are already covered by schemes in such roles as religious or clergy or counselling. Secondly, it is clear from our Covenant document (clause 7) that any serious malpractice, including professional sexual abuse is the responsibility of each member. The Code of Ethics clause 2 refers to “not engaging in inappropriate behaviour of a physical or emotional nature.” However, Clause 14.2 in our Constitution refers to “members”.

In order to achieve compatibility between all our official documents it was moved Anne Hadfield/Shirley Fergusson that clause 14.2 of the Constitution be amended to read as follows: “The Executive and the Association’s employees shall be indemnified by the Association for all liabilities and costs incurred by them in the proper performance of their functions and duties, other than as a result of their wilful default”. After discussion the motion was put and **Agreed.**

In response to a question from the floor the Secretary advised that there has recently been a complaint made against a member. While this was unfounded, it was a deeply distressing and financially costly experience for the person concerned. The involvement of lawyers was necessary. Fortunately the member had indemnity insurance.

Anne further reported that in investigating individual personal professional liability cover the Executive has negotiated cover with the ACM insurance group. The cost for this will be kept as low as possible and will depend on the number of people who sign up (it is estimated that it will be \$250-\$300 per annum). The above example underlines the importance of all members having such insurance. Anne noted that cover must be current to cover any claims including claims of a historical nature. Individual members need to take responsibility for arranging this with the insurance company. Forms were made available after the meeting and will be made available to all members with the next newsletter.

7. 2011 TRAINING EVENT:

It was reported that it is anticipated that this event will take place from 22-24 July 2011 at Epsom Girls' Grammar School. Faye Rive and Susannah Connolly will be calling together a local committee to organise the local arrangements for the event.

8. THANKS TO RETIRING EXECUTIVE MEMBERS:

Nola Myles moved the following Minute of appreciation for the work of Anne Hadfield:

“This biennial general meeting of the ACSD Inc. wishes to place on record this minute of appreciation for Anne Hadfield. We, the ACSD Executive, together with the members of the Association express our sincere gratitude to and appreciation of Anne Hadfield at the conclusion of her 6 year term of office. In particular during her term Anne has played a vital role in the legal matters of constitutional change and the complex issues of indemnity insurance. Her clear thinking and articulation of complex issues has been invaluable. The organisational planning of the 2007 Training Event was successfully and most ably led by Anne assisted by her local team. Thank you Anne for the prayerful, cheerful and discerning way you have enhanced the work of this Executive and our Association. May God continue to bless your ministry.” **Agreed** with acclamation.

Kevin Gallagher acknowledged the work of Mark Chamberlain who retired last year due to pressure of work. His involvement in the work of the Executive, spiritual support and contribution to the ecumenical nature of the Association has been deeply appreciated.

9. ELECTION OF TWO EXECUTIVE MEMBERS.

The two nominees, Carol Grant and Judith Moroney spoke briefly. Moved Kevin Gallagher/Maggie Smith that Carol Grant and Judith Moroney be appointed as Executive members. **Agreed** with acclamation.

10. OTHER BUSINESS:

Andrew Pritchard informed the meeting that Sue Pickering has completed her term as Co-ordinator of the Spiritual Growth Ministries Training Programme and Barbara McMillan was introduced as the new co-ordinator. Sue's book was available at conference at a reduced rate.

The meeting closed at 11.40am.

**Report from ACSD Executive
To ACSD Biennial General Meeting 23rd July 2011**

This report is for the period 5 August 2009 to 23 July 2011

Executive members

Members of the ACSD Executive during this term have been, Faye Rive, Carol Grant, Susannah Connolly, Kevin Gallagher, Nola Myles. It was with regret we received Judith Moroney's resignation after 1yr. This has left us 1 short for the past year.

We have met 5 times, 3 in Wellington at Miramar Uniting Church and 2 in Auckland at Epsom House.

An updated policy document for ACSD Executive members is now complete

Membership

Membership of our Association continues to grow.

155 Full members, 28 Associate members

Emeritus

2 members, Jean Cotter and Margaret Dunn were granted Emeritus status and Neil Churcher Hon Emeritus status, in recognition of his considerable contribution to the ACSD

Non Practising Membership

The Secretary keeps a record of non-practising members who pay a reduced fee of \$30. Members can remain on this register for 12 months without the need to re-apply for membership.

Supervisors

The Secretary also holds a list of members who offer Supervision. These people have differing levels of qualification and are not endorsed by the Association. This is made clear to any who enquire about possible Supervisors.

Obituaries

We recognise and acknowledge with appreciation the life and ministry of,

Sr Aileen Martin & Jean Malone Auckland

Neil Churcher Hon Emeritus, Dunedin, past and highly valued member of the Executive, (tribute at funeral given by Mark Chamberlain)

Shirley Fergusson Secretary/Treasurer Hamilton (tribute below given by Kevin Gallagher)

Shirley Anne Darbyshire (nee Fergusson) 1943 - 2011

Shirley has been our Secretary since 2003. How can I say in a few words and express adequately what Shirley has meant to us all in this national association, 8 years as our Secretary & Treasurer, a role she performed with superb skill and efficiency. Shirley's lived ecumenism and groundedness in her own tradition offers us a tangible example of a way forward for the future of the Church.

Shirley has been passionate about the ministry this association stands for. We have just heard Brian (Shirley's son) conclude the family eulogy with these words, "Shirley was a great listener, who knew when to give advice but mostly knew how to just be". This is a pretty good description of what this association is about, that is, accompanying others in their spiritual journey and their spiritual lives, no matter what their tradition or life experience, from a place of unconditional acceptance. Shirley has also been a skilled supervisor of many in the association who came to her to deepen their effectiveness and skill in this ministry. At the heart of this association is a contemplative stance, which simply put means "resting in God". Shirley you have been an example to me and many others in this contemplative stance, you have been a rock to this grounded faith we will draw on in days to come. Thank you for all you have given to us, an association that has with your skill grown in membership, developed a sound incorporated structure, and enriched the lives and ministry of its now 170 members. Thanks you. We are grateful to you, Bill, and your family for sharing Shirley with us.

Eternal rest grant unto her, O Lord, may she rest in Peace.

The Eulogy given on behalf of the ACSD by Kevin Gallagher at Shirley's funeral on May 17th

Indemnity Insurance

The Association Liability cover is renewed. We strongly advise all members to ensure they are covered for Personal Liability. Information and forms are available from the Secretary or online.

Application for membership

The following minute was passed at a recent Executive meeting. "that those applying for membership of the Association will in future be asked to attach a copy of the completion certificate of their training course to their application for ACSD membership".

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Website

Terry Alve continues to monitor our website according to the direction of the Executive.

Secretary's Honorarium

Due to the considerable work load and in keeping with market levels of remuneration it was decided to increase the Secretary's honorarium from \$15 to \$17 per hour for a total of 300hrs equalling \$5100. Payment of \$2550 to be made twice yearly.

Training Event

Of course this is a major part of executive business from analysing of the previous event to the planning of the next one. It is a continual challenge to find suitable and affordable venues for our conferences in centres which are easily and again affordable accessible.

That along with exploring many avenues to find speaker/s occupies much time. Christchurch 2009 was deemed to have been a deeply appreciated experience on many levels. We are indebted to the Hub group in Auckland led by Executive members Faye Rive and Susannah Connolly, for this year's local planning and organising, a very considerable task indeed.

Interim Secretary/Treasurer

We are greatly indebted to Alistair McBride for stepping in to this position as Shirley's assistant and then sooner than expected on his own. We realise that this has been a big ask for you Alistair and appreciate how you have worked with the Executive to maintain this role under difficult and demanding circumstance as well as in your personal loss of Shirley as friend and colleague. Thank you for being so willing to serve us as you have. We are extremely grateful to God and to you for providing cover for the Association in this role.

We pray for you as you take up the ministry in St Stephen's Presbyterian Church (formerly Shirley Fergusson's) in addition to your ministry at Scot's Presbyterian Church.

Conclusion

It is our privilege to serve as your Executive. Last year has been particularly challenging among for us, often with reduced numbers at meetings due to ill health, earthquakes and evacuation, and of course Shirley's illness and death. However we have endeavoured through electronic means to administer the work of the Association as efficiently and effectively as possible.

At this time we farewell Faye and Kevin who retire in rotation after serving their six year term. We will miss their wisdom, experience and guidance and express our gratitude to God for their considerable contribution to the work of the Executive and the Association.

We would covet your prayers for this coming term as we welcome 3 new members and a new Secretary/Treasurer who along with the remaining two members will serve you during these next two years. Thank you for the continuing trust you place in us as we serve God together in this sacred ministry of Spiritual Direction.