

Manager's Meeting, 15th June 2009

Present: Liz Good, John Goodchild, Gandha Vyapoory, Mariola Kaprata

Training Co-ordinator

We have 2 applications for the Certificate course and 2 for the Diploma. We will advertise again in the local paper in the next two weeks.

We need to advertise for a Supervisor starting end of September. Also we will advertise again John's post by extending the deadline to end of July 2009.

Action – Mariola will get in touch with our website designer and ECS's vacancies will be advertised on our website.

We probably need to do another mail shot to advertise our marital therapy. At the moment we only have one couple.

Counselling Co-ordinator

Workshops – Liz informed that Jan Christie would offer a workshop in adolescents.

Action – Mariola will arrange a date with her sometime in autumn. Also Mickey Yudkin might offer another workshop sometime in November.

CORE FORM – It was pointed out that only a few Core Forms come back after clients finish. **Action** – Liz will write to all the counsellors. Core Forms are a requirement from BACP. Thus counsellor should make sure that when the client ends, they are given a Core Form, which they need to complete and return it to ECS.

Suggestion Box – Management Meeting decided that a feedback box will be put in the waiting area, so that everyone using ECS's service will be able to make anonymous comments.

Bookkeeper

Finally financial figures have been audited.

Date of next Meeting

Monday, 13th July 2009 at 9.30am