

# AGM 2024 - Fri 20th September 4pm

## Minutes

Location: The Talbot Hotel, Stilorgan, Dublin.  
Online - live streaming

Attendees: Linda de Courcy (Director & Company Secretary), Martina Gallivan (Director) Chair, Samantha Moran (Director), Edel Fagan (NTOI Admin) Minute taker, Jane Dundon (NTOI Admin) online host.

Members Online: 36

Members In person: 20

| Topic      | Speaker Initials | Detail  |
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| Welcome    | SM               | <p>Samantha Moran welcomed everyone to the Annual General Meeting of the Nutritional Therapists of Ireland 2024.</p> <p>My name is Samantha Moran, and as a Director of NTOI, I will be chairing today's meeting. I can confirm we have a quorum and declare the annual general meeting for 2024 open.</p>    |
| Intro      | SM               | <p>Joining us today are Martina Gallivan and Linda de Courcy, who also serves as our Company Secretary.</p> <p>In addition, we have Edel Fagan and Jane Dundon in attendance as NTOI employees. Edel will be recording the minutes, and Jane is overseeing the online platform for our virtual attendees.</p> |
| Apologies  | SM               | <p>We have received apologies from McCann Auditors, and Linda de Courcy will be presenting the financial report in their place.</p> <p>We also extend apologies from several members who were unable to attend today.</p>   |
| AGM Notice | SM               | <p>AGM Notice and Approval of 2023 Minutes.</p> <p>The notice of the meeting was circulated to all members, with no objections raised, and it was accepted as read.</p>   |

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|                           |     | The minutes from the 2023 AGM were also approved, as there were no objections.  |
| Financial Report          | LdC | The financial statement, as prepared by McCann Auditors, was presented. As of the end of 2023, €75,617 remained in Members' funds.  |
| Reappointment of Auditors | SM  | Reappointment of Motioned to reappoint the current auditors, McCann Auditors.<br>No objections.   |
| Election of Directors     | SM  | <p>In accordance with the Articles and Memorandum of the NTOI, the company must maintain a minimum of three directors at all times. The rotation policy requires that the longest-serving directors step down at the AGM, with the option for re-election.</p> <p>As a reminder from our last AGM, Maeve Fallon, Gergana Gaydazhieva, and Linda de Courcy were re-elected as directors, with Linda continuing as Company Secretary. At the EGM in March 2024, Martina Gallivan and Samantha Moran were elected as directors. Maeve Fallon stepped down at the end of 2023, and Gergana Gaydazhieva stepped down in late April 2024.</p> <p>Today, Linda de Courcy will be stepping down as Director, having served for three years. She will also step down as Company Secretary once a replacement is recruited and trained.</p> <p>The board expressed its gratitude to all directors who have stepped down or retired this year.</p> <p><b>Appointment of New Directors</b><br/>Brendan O'Brien and Maija Tweeddale have kindly volunteered to serve as directors. Their nominations were proposed and seconded by Billy Crosbie and Ciara Beaugé.<br/>With no objections raised, the motion was passed.</p> |
| Year Review               | SM  | <p>In January 2024, we launched our new website and formed a joint partnership with The Nutrition Collective for our annual conference. Additionally, we hired two permanent administrative staff members.</p> <p>This year, I would like to remind everyone of the sub-committees we currently have in place:</p> <p>CPD Sub-Committee<br/>Social Media Sub-Committee<br/>Health Insurance Sub-Committee<br/>Membership Sub-Committee<br/>Governance Sub-Committee</p>   |

## Events Sub-Committee

Brendan O'Brien provided an update on the Governance and Membership Sub-Committees.

The Membership Sub-Committee consists of two volunteers, Brendan O'Brien and Linda Murray. Recently, they have been reviewing international membership applications. There may be a need to review the membership criteria in the future. He proposed more regular communication with members regarding the committee's progress and upcoming plans.

The Governance Sub-Committee is currently reviewing NTOI's policies and procedures to identify areas that need updates or new additions.

Nikki Wan gave a brief update on the Events Sub-Committee, which consists of herself and Ciara Beaugé. The committee is compiling a list of potential events of interest to NTOI members. If any members are aware of or interested in particular events, please inform the committee. Regional support will be needed for the NTOI to attend events nationwide. Linda de Courcy mentioned that the organisation is willing to provide financial and operational support for members participating in events on behalf of NTOI.

Health Insurance – Martina Gallivan provided an update, sharing that she has been in contact with the CEO of VHI and is planning a meeting soon. She also noted that a few issues earlier this year required significant resources, delaying progress on health insurance matters.

### **Looking Ahead:**

- Membership Fees for 2025 – A review of membership fees for 2025 may be necessary.
- Conference 2025 – We need to assess whether there is enough interest among members to host an in-person conference next year. Commitment from a substantial number of members and volunteers will be required.
- CPD Review – Members raised concerns about non-registered CPD events not counting towards CPD points. Linn Thorstensson asked if we could return to the three-tier system previously used for CPD.
- Linda de Courcy emphasised the importance of maintaining high standards for registered CPD events. She noted that charging for CPD accreditation helps generate revenue for NTOI, but the current pricing model could be reviewed.

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| <p><b>Member Suggestions:</b></p> |           | <p>1. Journal Club – Members suggested starting a Journal Club where NTOI could hold webinars, review selected journal papers, and offer CPD points for participation. Volunteers would be needed to lead this initiative.</p> <p>2. Business Coaching for Nutritional Therapists (NTs) – It seems the majority of members are part-time NTs and face challenges in growing their business. There was a suggestion to offer business coaching. Ciara Beaugé mentioned that the IINH collaborates with business coach, Vicky Shilling, offering webinars on "Setting Up Your Practice," which are registered with NTOI.<br/>Virginia also noted that Gwen Enright offers mentoring for practitioners.</p> <p>3. Collaborating with GPs – Martina Gallivan shared her experience in working with GPs, where she provided patient blood test results before and after her program to demonstrate the health improvements. As GPs saw the results, they began to refer patients to her. However, it was acknowledged that cost is often a barrier for clients continuing NT services, reinforcing the need for health insurance to support NT work.<br/>There was also a suggestion to create a template for NTs on "what to say to GPs" to promote referrals, with a unified message. The possibility of collaborating with GP training schemes was mentioned.</p> <p>4. HSE's Chronic Disease Management Program – The HSE has launched a chronic disease management program and is exploring complementary services. Departments within the HSE have started referring patients to private practitioners, and there is an allocated budget for this. It was noted that registering with CORE is not a requirement.<br/>The last time VHI was approached, they requested case studies from members. We encourage members to submit these.</p> <p>5. Raising Public Awareness– There was a suggestion to invest in a professional PR campaign to raise public awareness about NTOI and its services.</p> <p>Additional Remarks:</p> <p>Brendan O'Brien acknowledged the enthusiasm and ideas expressed both in the room and online, suggesting the creation of a system to capture these ideas.<br/>Billy Crosbie proposed adding a suggestion box to the NTOI website and offered to provide an example if needed.</p> <p>Maija Tweeddale will follow up on case studies related to Anthony Haynes of Nutrilink and Clinical Education.</p> |
| <p>Close of</p>                   | <p>SM</p> | <p>Meeting was closed at 5:30pm</p>   |

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