



## **The 20<sup>th</sup> Annual General Meeting Minutes**

**Date:** 13 August, 2015 (Thursday)

**Time:** 7:30pm

**Place:** CPD 3-28, LT-3, The Jockey Club Tower, Centennial Campus, The University of Hong Kong, Pokfulam Road, Hong Kong

**Present:**

### **Council Members**

President: Dr. CHUI Yat Hung

Vice- President: Dr. FUNG Lai Chu Annis

Immediate Past President: Dr. CHAN Po On Ella

General Secretary: Mr. IP Man Him Jeffrey

Hon Treasurer: Mrs. CHAN CHEUNG Choi Wan Vivien

Chair, Membership & Professional Standards Committee: Dr. TAM Chung Ngok Isaac

Program Secretary: Ms. NG Wai Ngan Shirley

Public Relations Secretary: Dr. WU Ka Yu Florence

Ms. CHEUNG Kam Hung Rainbow

Dr. FUNG Suk Chun Pat

Mr. TANG Wai-hung

Prof. TSE Shu Ki Samson

Dr. YIM Shui Wa Jennifer

Ms. YUEN Kwun Chai Cynthia (Executive Secretary from 16.06.15)

### **Membership & Professional Standards Committee**

Dr. TAM Chung Ngok Isaac (Chairperson)

Mr. TANG Wai Hung

Mrs. IP YIM Yan Mun Bonny

Dr. CHUI Yat Hung (ex officio)

### **Program Accreditation Sub-Committee**

Dr. SOO Yee Po Thomas (Chairperson)

Dr. FUNG Lai Chu Annis (Chairperson up to March 2015)

Dr. TAM Chung Ngok Isaac

Mr. CHAN Kai Lin Joseph

Mr. LEE Shiu Fung Brian

Dr. CHUI Yat Hung (ex officio)

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**Program Sub-Committee**

Ms. NG Wai Ngan Shirley (Chairperson)

Ms. LEUNG Yuk Chun Tammy

Ms. MOK Lam Tin Yan Ann

Mr. TANG Wai Hung

Dr. WU Ka Yu Florence

Dr. YIM Shui Wa Jennifer

Mr. YU Kwok Kit Patrick

**Absent with Apology:**

Council member: Mr. TANG Wai Hung

Ms. MAN So Shan (Ex-Executive Secretary till 30.04.2015)

**I. Welcome**

Dr. CHUI Yat Hung, the President of the HKPCA, extended a warm welcome to all members for joining the 20<sup>th</sup> Annual General Meeting.

**II. Confirmation of the 19<sup>th</sup> AGM Minutes**

The minutes of the 19<sup>th</sup> AGM was confirmed and distributed with Mr. Jeffrey Ip being the proposer and Dr. Chui Yat Hung as the seconder.

**III. Annual Report 2014-2015 presented by the President**

The president reported that the HKPCA Council managed to hold **6** meetings from Sept 2014 to June 2015 (112<sup>th</sup>- 117<sup>th</sup>). HKPCA strived to continue following the association's vision of promoting professional standard and developing continuous professional development for counsellors. We have accomplished some major tasks and were happy to have accomplished most targeted tasks. We were happy to have experienced members for serving the Council and Sub-Committees in this year.

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**Initiatives and major decisions were summarized from confirmed minutes of our Council meetings and were shown as follows:**

1. So far a total of 8 master degree programs offered by 7 tertiary institutions in Hong Kong have been accredited. Among them, 6 programs offered by 5 institutions recently passed the three-year review (HKU, CUHK, PolyU, CityU, BU) with 1 program (Bethel Bible Seminary) undergo its final review in September. Vice President Dr. Annis Fung has further elaborated the background and latest progress report.
2. In order to further promote the counselling development in Hong Kong, a Professional Development/ Research committee will soon be formed to perform researches on related issues.
3. The President has reported an increase of general membership of :

General Membership	+2%
Professional Membership	+14%
Approved Counseling Supervisor	+27%

There is a 2% increase of membership from 772 to 788 in 2014-2015 in various categories. Total membership accumulated since 2011 to end July 2015 was 1179. Certified Counsellor has increased by 14% from 78 counsellors in 2013-14 to 89 counsellors in 2014-2015. Approved Supervisor has increased by 27% from 67 supervisors in 2012-13 to 85 supervisors in 2014-2015. (Dr. TAM Chung Ngok Isaac further elaborated on site the reason and anticipated challenge ahead, details refers to **Appendix 1**).

4. To expand our membership to those with substantial counselling experience and training at diploma level, a new membership category 'Associate Member' was established. HKPCA did not have Associate Member approved by end 2014 yet.
5. To enhance counselling professionalism, the Council proposed to require all local applicants for Certified Counsellor to be graduates from a HKPCA accredited local master program. The minimum academic level for professional membership in HKPCA should be a HKPCA accredited master's degree in counselling. Other master's degree in counselling or its equivalent will be assessed on a case by case basis. This would further confirmed in the Annual General Meeting.



6. HKPCA published two newsletters in December 2013 and July 2014. We target to release Newsletter in Oct 2015, Feb and June in 2016 and publish in our official website. Contents of October issue include “本地輔導工作專業化”, Upcoming Programmes and Workshops. Association’s official website is also revamped. A working group led by Dr. WU Ka Yu Florence would follow up the change.
7. A special word of thanks goes to our honorary legal advisor **Mr. YU Kim Fung (Leung & Co, Johnny K.K.)** and **Louis Leung & Partners CPA Ltd** as our honorary auditor who continued to support HKPCA in the past year .We appreciate their time and effort even more. They both will be reappointed for the coming year 2015, proposed by Dr. Chui Yat Hung and seconded by Mrs. CHAN Cheung Choi Wan Vivien.

#### **IV. Financial Report provided by Treasurer, Mrs. CHAN Cheung Choi Wan, Vivien**

Mrs. CHAN CHEUNG Choi Wan Vivien, Treasurer, presented the Financial Report 2014. The Association's Honorary Auditor, Louis Leung & Partners CPA Limited, audited the financial statements and concluded that the statements gave a true and fair view of the financial status of the HKPCA as at 31 December 2014. A tiny deficit of \$1,804 was recorded. The Financial Report 2014 was proposed to be adopted by Mrs. CHAN CHEUNG Choi Wan Vivien, and seconded by Dr. Chui Yat Hung.



V. Council Election 2014-2015- completed.

**VI. The Program committee has worked out the following workshops objectives and reported workshop activities as follow:**

- To advise and make recommendation to the HKPCA on matters concerning professional development programmes for members/non-members;
- To reflect to HKPCA the problems encountered in programme implementation and make suggestions for improvement;
- To co-opt additional members may be required;

In the past year, the Association has offered **7** different professional trainings to our members. A total amount of **HK\$ 120,126** has been generated to the Association's income. Details were shown in **Appendix 2**. The Association has planned to offer different nature and level of programmes to members in the coming year, such as:

- Emotional Focused Therapy
- Couple Therapy
- Narrative Therapy

**VII. Endorsement of new Fellows:**

2 new Fellows were endorsed and listed as follows;

1. Ms. LEE Man Yuk Ching 李文玉清博士
2. Mr. CHAN Kai Nin Joseph 陳榮年先生

The endorsements of new Fellows was proposed and elected in June Council meeting.

**VIII. 8 Motions** presented by Chair, Membership & Professional Standards Committee, Dr. TAM Chung Ngok Isaac.

**Motion 1**

That the ratio between post-graduation Supervised Practice Hours and post-graduation Supervision Hours be *at least* FOUR & A HALF to ONE (4.5 : 1), which means for every 4.5 practice hours, there should be at least 1 supervision hour.

[Background: This is a refined specification for certification candidates to follow and is consistent with the overall 450 : 100 practice requirement.]

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This motion will be further discussed in Sept council meeting.

## **Motion 2**

That in post-graduation group supervision, the *maximum* number of supervisees allowed in one supervision group be SIX (6).

[Background: For better quality, this is another refinement for certification candidates to follow by specifying clearly the group size in group supervision.]

## **Motion 3**

That in the practicum component of an Accredited Counselling Programme, the number of Supervised Practice Hours be *at least* FIFTY (50).

[Background: The current requirement is only that such a programme should have a practicum component without specifying the number of hours. Clear specification is required to maintain the quality of an accredited counselling programme.]

## **Motion 4**

That in the practicum component of an Accredited Counselling Programme, the ratio between Supervised Practice Hours and Supervision Hours be *at least* THREE to ONE (3 : 1), which means for every 3 practice hours, there should be at least 1 supervision hour.

[Background: As most programmes can only realistically provide much fewer than 300 supervised practice hours, it is important to require more supervision hours for a trainee before graduation.]

## **Motion 5**

That in the practicum component of an Accredited Counselling Programme, the *maximum* number of supervisees allowed in one supervision group be SIX (6).

[Background: Refinement for quality enhancement consistent with post-graduation group size requirement for certification candidates.]

## **Motion 6**

That in the practicum component of an Accredited Counselling Programme, Individual Supervision be a face-to-face supervision for ONE supervisee, and appropriate observers be allowed.

[Background: Emphasis on face-to-face individual supervision, with allowance for the presence of observers as commonly conducted in marriage and family counselling supervision.]

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### **Motion 7**

That in the practicum component of an Accredited Counselling Programme, the ratio between Total Supervision Hours and Individual Supervision Hours be *at least SIX to ONE (6: 1)*, which means for every 6 supervision hours, there should at least be 1 individual supervision hour.

[Background: To enhance quality, the minimum requirement for individual supervision hours is clearly spelled out.]

All the above motions become **retroactively effective 1 January 2015**, so such improved requirements could cover the counselling programs reviewed since January 2015. This can then properly acknowledge the contributions of the Program Accreditation Subcommittee which has worked very hard with numerous meetings to elevate the quality of our accredited programs in the recent round of 3-year reviews.

### **Motion 8**

That Certification Requirement 2 be revised as follows (changes underlined and italicized, with the removal of the asterisked and italicized statement):

Requirement 2:

The minimum academic level for professional membership in HKPCA should be a HKPCA accredited master's degree in counselling. Other master's degree in counselling or its equivalent will be assessed on a case by case basis.

*\*Amendment of Academic Requirement:*

*All local Hong Kong applicants for Certified Counsellor must be graduates from a HKPCA accredited local master program and this requirement is effective from 1 January 2015. (Approved in 2014 AGM)*

[Background: our Fellow Dr. YUEN Man Tak has recently pointed out that this statement is discriminatory. Remarks by some committee members have also pointed to the need to modify this statement. Removal of the statement is much better because the original statement is already clear enough for our operation and vetting.]

## **IX. Professional Indemnity Insurance for HKPCA members**

It includes brief introduction of coverage summary and policy. details should be mass mail

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invitation letters to active members and information seminar followed on 31 August 2015

## X. Looking Forward

- HKPCA Council will continue to actualize our plans to implement the certification process for trainees in the counselling profession and continue to fine tune the procedures and details.
- Encourage active members to join our sub-committees for assisting the development of the Association in various new initiatives.

## XI. End of Meeting

The meeting was adjourned at 8:15pm.

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### Appendix 1

**Membership & Professional Standards Committee** (prepared by Dr. Isaac Tam)

#### Membership Statistics

At the end of December 2014 compared with 2013 (net total), the membership distribution was as follows:

<b>General Membership</b>		
	<b>2014 (Net Total)</b>	<b>2013 (Net Total)</b>
Fellow	20	11
Associate Fellow	184	184
Member	481	483
Junior Member	50	51
Student Member	32	30
Affiliate	21	13
<b>Total</b>	<b>788</b>	<b>772</b>

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<b>Professional Membership</b>		
Certified Counselor	81	73
Candidate	8	5
<b>Total</b>	<b>89</b>	<b>78</b>
Approved Supervisor	85	67

Compared with 2013, the changes are:

<b>General Membership</b>	<b>+16 (+2%)</b>
<b>Professional Membership</b>	<b>+11 (+14%)</b>
<b>Approved Supervisor</b>	<b>+18 (+27%)</b>

### **Challenge**

The newly established general membership category of *Associate Member* has generated few applicants. Lack of publicity and weak recruitment effort are likely the main reasons.

The three-year *review exercise* of accredited programs has led to the refinement in the quality of such programs. Special effort is required to help such programs to learn from one another for common good.



## Appendix 2

### Programme Committee Report (prepared by Ms. Shirley Ng)

#### The Hong Kong Professional Counselling Association Programme/Workshop in 2014-2015

No.	Date/Time	Name of program/workshop	Venue	Reg. No of attendants	Responsible person
1	July 5 , 2014 (Sat) 10:00am - 1:00pm	「音樂治療次體驗」工作坊	Poly U	28	馬學俊先生
2	August 8 & 16, 2014 (Sat) 10:00am – 1:00pm	EFT Training	Poly U	35	Mrs Selina Leung
3	Jan 15 , 2015 (Thur)	A Mindfulness Approach to Couple Therapy	City U	35	Mr Rob Fisher
4	Jan, 15 – Nov, 2015	EFT for Individuals Theory and Skill Training Course 2015	Poly U	9	Mrs Selina Leung
5	Feb 28, 2015 (Sat) 10:00am – 1:00pm	Introducing Positive Psychotherapy and its application in treating depression	Poly U	24	Dr Au Cheung Kong
6	March 9, 2015 (Mon)	處理創傷: 從評估到治療	Poly U	20	臨床心理學家 姚穎詩小姐
7.	April 22 – May 13, 2015	輔導中的詮釋技巧	Poly U	16	屈偉豪博士

~End~