

**STAA committee meeting**

**26 January 2018 at 10am**

**SKYPE**

**Attended:**

Bob Hunter, Patricia Lyon, Norma Mackinnon, Magda Gamrat, Fiona Cook (first 10 minutes)

**Apologies :**

Lynn Esslemont

**Rotated Chair for today : Patricia Lyon**

1. Minute taker for the meeting – *Patricia Lyon*

2. Minute from previous meeting – *approved*

3. Date for council meetings – *Council agreed a face -to -face meeting 44 on Sunday 11/2/18 at Fiona Cook's house; and a Skype meeting 45 on Sunday 10/3/18.*

3b. Role of Fiona Cook. - *Council discussed the fact that Fiona Cook had reached the term limit for council membership. It was put forward that council could appoint an Honorary Secretary to fulfil the role of Secretary. This was proposed to Fiona Cook who accepted. This appointment will last until the 2018 AGM.*

4. Spring Event –

Speaker – *Bob confirmed that Ronen has agreed to be our workshop speaker and has chosen 'Identity' as his topic. Patricia has put his summary in Dropbox (2018/Spring event)*

*Ronen has asked for two session of 2 hours. The committee agreed the following timetable for the day:*

*9.30 – 10.00 – Doors open*

*10.00 – 12.00 – Morning session - Ronen*

*12.00 – 1.00 pm – Lunch*

*1.00 – 1.30pm – Community discussion re UKATA*

*1.30 – 3.30 pm – Afternoon session – Ronen*

*3.30 – 4.00pm – Feedback, thanks and finish*

*Patricia confirmed that this would allow a CPD certificate of 6hours to be given to those present.*

Spring event cont.

*Bob, Norma and Lyn are the only council members able to attend so council will ask friends or other members for help on the day to set up and clear lunch, then tidy up afterwards.*

*Fiona has booked the Southside Centre and offered her projector which Ronen requires. Patricia to confirm with Fiona that two rooms have been booked. Norma will organise catering once budget is confirmed.*

*Ronen has advised that he will do an exercise in the afternoon which will require people to move about so it was decided to limit numbers to 20 including committee members.*

*Gratuity – Council discussed gratuity for speakers as it seems this is something not provided in the past to spring/summer speakers. It was agreed that going forward we would provide a consistent gratuity for speakers and £50 of Amazon vouchers was agreed. Patricia will arrange this for the Spring event.*

*Marketing for event – Bob agreed to create the sign-up on Eventbrite; and market the event on Facebook, the website and Mailchimp. The council agreed the image Bob had found to use in the advertising. Bob will make them live as soon as he has them ready.*

*5. Change of business Year update -Patricia has sent the accountant a communication regarding this and still awaiting a reply. Patricia will chase this up.*

*6. Paypal Business Account- Bob has set the new Paypal account up. Patricia to transfer balance from old account. The old account can then be closed.*

*7. Online Minutes - A discussion was held regarding putting the minutes online. This was agreed with any financial information redacted. Members could request this information at any time but financial information should not be available to the general public.*

*8. Facebook closed page – Carol no longer an admin. Bob and Lyn now admins for this page.*

*9. Business Facebook page – Bob to proceed to set this up.*

10. Future venue options update- *Magda has researched some options and will upload onto Dropbox for perusal. She outlined basic layout and costs. This will be in the region of £250.*

*Bob and Magda to recca a couple of options and go ahead and book a venue for the Summer event. This will allow for greater capacity in order to attract paying non-members.*

#### 11. Speakers for future events

*Bob suggested he set up an Excel spreadsheet in Dropbox to begin the process of collating names and topics of people who would be willing to be speakers at our events.*

*Patricia suggested we could put out a call in the near future for the Summer event and the Conference as well as approaching people we know. This was agreed and can be discussed at the next meeting.*

#### 12. Strokes

*Held over to next meeting due to time constraints.*

#### 13. EATA Affiliation

*Held over to next meeting due to time constraints.*

#### 14. Liaison with other bodies

a. UKATA - *Held over to next meeting due to time constraints.*

b. UKCP, BACP, COSCA - *Held over to next meeting due to time constraints.*

#### 15. New BACP Policy o advertising unpaid posts requiring qualifications

*Held over to next meeting due to time constraints.*

#### 16. AOCB - None

*Meeting closed at 11.15am*