

## AGENDA

### STAA Committee Meeting 44

Sunday 11 February 2018

10:00am

Via Skype

Rotating Chair : Fiona Cook

Attending : Bob Hunter, Lynn Esslemont, Patricia Lyon, Magda Gamrat, Norma McKinnon

Apologies :

1. Minute Taking -

- a. Confirmation on who will take minutes

*Bob Hunter minuted the meeting*

2. Approval of previous minutes -

- a. Decision – Approve minutes of meeting 43

*Minutes of Meeting 43 were approved.*

3. Council meeting dates

- a. Decision - Set date for meeting 47.

*Meeting 47 will be a 1 hour Skype meeting on the 25 March at 9:00am*

4. Arrangements for meetings

- a. Information - Previously Skype meetings have been 1 hour and face to face ones 2 hours.

- b. Discussion – Process to decide whether meeting is a Skype meeting or a face to face meeting. Do we shift to having mainly Skype meetings with only a couple of face to face meetings.

*Outcome - The consensus was that the committee like using Skype but want face to face meeting to welcome new committee members after the AGM, and possibly on at least one other occasion during the year. Fiona Cook put forward that these face to face meetings could be longer, possibly 10am-2pm to allow more time for the committee to get to know each other. The committee agreed this was a good idea. The committee were happy for Skype meetings to last over 1 hour.*

5. Spring event –

a. Information – Event fully booked. 1 person on waiting List

b. Decisions –

i. Logistics

1. Projector -*Bob to pick up from Fiona C*
2. Cables - *Bob to pick up from Fiona C*
3. Flipchart - *Stand in venue*
4. Pens/Flipchart Paper/Namebadges etc- *Norma to bring these*
5. CPD Certificates - *Fiona to make, Lynne to print*
6. Venue Keyholder/Opening - *Fiona C to organise & pass key on*
7. Set up - *NM, BH, LE from 08:30 onwards (put running order on Flipchart paper on wall)*
8. Buy Lunch - *Norma to purchase*
9. Welcome/Introduction -*Lynn (Bob to check with Ronen about opening round of names/intentions.)*
10. Vote of thanks - *Norma*
11. Purchase of Amazon voucher - *Patricia to purchase & send to Norma*
12. Facilitation of Discussion - *Bob*
13. Research for discussion - *Bob*
14. Evaluation Sheet - *Norma*
15. Registration Sheet - *Bob (from Eventbrite)*

6. Summer Event

a. Info – Summer Event is scheduled for Saturday 18<sup>th</sup> August.

b. Venue

i. Update from Magda

*Edinburgh venues all busy. there was confusion over the date and Magda will check with venues about date. Move to Glasgow was proposed and accepted. Patricia will check with a potential Glasgow venue.*

c. Speaker

i. Update from Bob

*Bob apologised for not getting the speaker spreadsheet implemented on Dropbox. There was discussion about changing the format to having 2 speakers for this event. This was accepted and Fiona C will contact possible speakers.*

7. Conference

a. Info - Saturday 17<sup>th</sup> November. Venue Booked.

b. Theme

*Themes were discussed and a possible theme of “Transitions” was proposed. The possible theme of “Persona” was proposed for the 2019 conference.*

c. Speakers

*Bob will draft a call for conference speakers to go out via MAILCHIMP. Fiona C and Patricia will contact potential keynote speakers for the 2018 event.*

8. Accounts update

*Patricia updated the committee on the current balances in the accounts*

9. Changing Accounting Year End

a. Update from - Patricia

*Ongoing - accountant busy over tax year end.*

10. Paypal Business account update

a. Progress Update – From Patricia

*Business PAYPAL implemented and funds from old PAYPAL account transferred. One late payment arrived in the old PAYPAL account.*

*Bob will disconnect website from old PAYPAL account and connect it to business PAYPAL account and then wait for Patricia’s OK to close the old account.*

11. Minutes online update

a. Progress Update – From Bob

*Implemented. Minutes from Meeting 42 are online*

12. Business FB page

- a. Progress Update – From Bob

*Business FB page has been implemented Lynn did not get Admin link. Bob will add other committee members as admins.*

13. STAA closed FB group

- a. Information – There is no policy about posts on the STAA closed FB group.
- b. Discussion – What is the purpose of the closed FB group. How is the group administered. Process for making STAA committee announcements on FB. Policy for FB Group regarding posts from FB group members.

*Bob will produce a draft FB policy for the next meeting.*

14. Twitter

- a. Info – we are using FB for contacting our community.
- b. Discussion – Obtain Admin details for Twitter account. How do we manage the Twitter Account?

*Bob & Fiona C to discuss*

15. Strokes

- a. Update from Lynne

*Norma, Lynn & Carol have arranged a SKYPE meeting to take Strokes forward. Committee will support by looking for online collaboration tools.*

16. EATA Affiliation

- a. EATA Country update Form

- i. Discussion – what to report about our country?

*Fiona C to produce draft and place in DROPBOX along with submission from 2017*

- ii. Discussion - Whether to apply for EATA funding for events?

*The committee would like to explore this in more detail*

- iii. Discussion – should we be getting info directly from EATA

*Committee will discuss this further.*

iv. EATA Complaints Procedure?

*The committee discussed EATA's requirement that affiliated organisations have a complaints procedure. Bob will contact Cathy McQuaid in the first instance to gather information.*

17. Liason with other bodies

a. UKATA –

i. Discussion - Carried over from Meeting 42

*The committee discussed the current liaison with UKATA and the recent UKATA call for committee members. It was proposed that we approach UKATA with the offer that a member of the STAA committee be a member of a UKATA body to increase mutual support. Bob offered to do this on the basis that he was acting as a representative of the STAA committee and would be supported by the committee.*

b. UKCP, BACP, COSCA –

i. Discussion - Do we wish to liase with these organisations??

*Not discussed, carried forward to next meeting*

c. New BACP policy on advertising unpaid posts for fully qualified therapists

i. Information – BACP are implementing a policy of not advertising unpaid posts that require qualified counsellors.

ii. Discussion – Does STAA wish to join other organisations in lobbying for this in Scotland?

*Not discussed, carried forward to next meeting*

Any other business -

*No other business. The meeting closed at 12:45*