



**STAA Committee Meeting No: 45**

**11/3/18, 10 am, via skype**

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

**Apologies :** Fiona Cook

Meeting 45 – Chair : Bob Hunter, Minutes : Norma McKinnon

	<b>Agenda</b>	<b>Discussion</b>	<b>Decision/Action</b>
1	Minute Taking & Rotating Chair	Dates set and revolving Chair of meeting decided.	Meeting 46 - 9am 25th of March 2018 (skype) – NM to Chair, PL to minute Meeting 47 – 10 am 13th of May 2018 (skype) LE to Chair, MG to minute
2	Previous Minutes – meeting 44	Proposed: BH Seconded: LE	Approved and Accepted
3	Council Meeting Dates	Date for future meeting 48 identified as 3rd of June 2018	<b>Action:</b> Identify Chair for meeting 48
4	Financial Report	No Update re: finance  Discussion re use of Old Paypal Account – Treasurer would like to keep open in the interim  Paypal and EATA – STAA currently subsidise the cost of paying via paypal, in principle we would like to encourage this mechanism for making payments, it is efficient, in principle want to keep using this	<b>Action:</b> PL will send updates by email  <b>Decision:</b> deferred re: cost of paypal  <b>Action:</b> PL will review the average costs STAA incur and report at future meeting
5	Spring Event	Our Spring event is fully booked. BH reported that STAA now has keys for venue to open early in morning Projector for event has been transferred to our Key Speaker STAA has some resources for catering use at event Catering for event to be arranged Evaluation form has been designed, Certificates to be produced Appreciation for speaker was expressed – STAA has made arrangements for small presentation on the day. PL has organised.	<b>Action:</b> BH will send list to NM of current catering resource  <b>Action:</b> NM to arrange catering  <b>Action:</b> LE will arrange printing  <b>Action:</b> PL will send to LE to bring to event

6	Summer Event	<p>Scheduled for <b>Saturday 18th of August</b>  Outline of day discussed – 2 speakers confirmed  AM Session: Margaret Webb  PM session confirmed: Alistair Wylie</p> <p>Venue: We are considering Renfield St Stephens in Bath Street, Glasgow – we need to confirm and check the position in respect of offsite catering being brought in</p> <p>Schedule for day:  9:30 – Registration, Welcome. Opening Remarks  10:30 – Session 1  12:30 – Lunch  1:30 – Session 2  3:30 – All group – feedback, closing remarks  4:30 – Close</p>	<p><b>Action:</b> PL will liaise with Speaker Margaret Webb</p> <p><b>Action:</b> FC will liaise with speaker Alistair Wylie</p> <p><b>Action:</b> PL will complete booking of venue and confirm</p>
7	Conference	<p>Date confirmed – <b>17th of November 2018</b>  <b>Venue Confirmed: Apex Hotel, Edinburgh</b>  <b>Theme: Transitions</b></p> <p>Discussion: The committee would like to encourage first time presenters to take part in the event, and we aim to do a call out for presenters before the UKATA conference</p>	<p><b>Decision:</b> create dedicated spot for first time presenters</p> <p><b>Action:</b> BH to send expression of interest email to STAA membership</p>
8	Change of Year end (accounting)	<p>PL advised that she has liaised with STAA accountant and we can change date for our financial year end after April 2018</p>	<p><b>Action:</b> PL will continue to liaise with Accountant to change Accounts year end date for next financial year</p>
9	STAA Closed facebook page	<p>BH has developed a social media policy which was discussed  BH clarified the point about including non TA practitioners and rationale – it is aimed at different modalities who are covered by a code of ethics, and is in place to enable those practitioners to benefit from STAA membership  NM raised discussion on proposed inclusion of point 7 to the draft policy, namely promotion of private practice – committee discussed and agreed to remove point 7 from policy, but to monitor the content to ensure the page was not solely a marketing tool, but shared diverse points of interest for its members. Some discussion about multiple marketing postings of same or similar events, and how they could be better distinguished in the facebook feed.  Agreed to place policy of Facebook page and website for a consultation period seeking feedback from members</p>	<p><b>Decision:</b> Point 7 of the draft policy to be withdrawn</p> <p><b>Action:</b> BH will post the draft policy on Facebook page and invite members feedback</p>

10	Twitter	BH updated on the current use of STAA Twitter account. The account could be time consuming to administer. There is no named person administering the account. At present all committee members have access to the account. Committee needs to consider how we use twitter, who administers the account, what is useful content. Discussion to be revisited at a future meeting.	
11	Strokes	LE updated that a meeting had taken place to discuss the production of future editions of Strokes. CRF has agreed to continue her work on strokes, although she is no longer a member of STAA Committee, this was deeply appreciated by the committee members. CRF will continue to work with LE and will be joined by NM as the future editorial team. LE requested that the committee plan time to discuss the function and production of strokes. LE also requested that NM and MG send to the strokes editorial team their biographies and a photograph, to be included in updates about STAA committee members in a future edition of strokes, scheduled for summer publication	<b>Action:</b> NM and MG to send bios to LE
12	EATA	BH has been in liaison with EATA in relation to discussions about whether STAA needs a complaints policy. EATA use mediation and arbitration as a way of responding to complaints. BH contacted the Scottish Mediation Service and also Arbitration Service, who both offered support to STAA in this matter. STAA would need to consider developing an ethical framework. Clarification to be sought in relation to whether STAA members need to continue to affiliate with UKATA to continue UKCP registration.	<b>Action:</b> BH will draft ethical framework document for consideration and continue to liaise with EATA, and the mediation services on its development  <b>Action:</b> PL will investigate the links between UKCP and STAA/UKATA
13	Liaison with other bodies	BH has written to UKATA about STAA committee members sitting on their committees. Awaiting response	
14	Organisational membership	Discussed the prospect of creating an organisational membership category for STAA. It was agreed this would be beneficial as it supports information sharing, and enables organisations to have a listing on STAA website. It was agreed to establish new category. Fees agreed for organisational membership at £10 per annum. Does not include free access to individual member events such as spring event.	<b>Action:</b> BH will write to organisations

15	Other Business	LE raised a matter on behalf of former committee member CRF. This stimulated discussion about how transitions of committee members are communicated. It was agreed that STAA would benefit from a policy to support transitions of committee members. Agreed to draft standing orders to reflect this that should cover acknowledgement of resignations, communicating changes with members, updating on current committee members	<p><b>Action:</b> BH to draft standing orders</p> <p><b>Action:</b> BH to write on behalf of committee to CRF</p> <p><b>Action:</b> BH will email STAA membership updating on current committee members</p>
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**Date of Next Meeting – 9 am, 25th of March 2018**