

**STAA committee meeting 42**

**14 January 2018**

**Southside Centre**

**Edinburgh**

**Attended:**

Bob Hunter, Patricia Lyon, Norma Mackinnon, Magda Gamrat, Sheila Van Tol

**Apologies :**

Fiona Cook, Lynn Esselmont

**Rotated Chair for today : Bob Hunter**

1. Minute taker for the meeting – Patricia Lyon

Minute from previous meeting – approved

2. AOCB – Bob suggested that in order to facilitate efficiency and decision making at committee meetings, it would help to have all items to be discussed in the Agenda so that time can be agreed accordingly. This was agreed to work towards.

3. Committee makeup –

Is there a need to co-opt more members at this time? – committee agreed not at present but perhaps in the future.

Chair – currently there are no Chair or Vice – chair. Committee agreed that due to lack of numbers on committee and no-one stepping forward to take either position we can, as per constitution, run the committee without either and use Chair rotation to facilitate each meeting. After discussion, it was agreed that the rotation would begin at the end of each meeting so the next Chair would create the Agenda and Chair the following meeting.

It was agreed that existing committee members rotate first and Patricia L suggested the following rotation : Patricia L; Fiona C; Lynn E; Norma Mac; Magda G.

Company Secretary – Fiona Cook has been Secretary for four years and MUST step down at this point. The new members spoke to their need of learning more about how we run before

making any decisions on taking up specific positions. Magda says she is keen to learn and Bob and Sheila explained that EVOC provides training for committees. Magda will look into this.

Patricia volunteered to continue looking after Companies House liaison.

In the meantime, we can create a rotation for minute taker and allocate admin jobs between us all.

Website – a short discussion took place regarding the need to update the website and transfer to a new host that can integrate the website to mailchimp, facebook etc. Bob suggested that this be held over until after the Spring event.

#### 4. Processes

Accounting Year End – a discussion took place around the date of the accounting year which currently leaves little time to prepare the accounts in time for the AGM. Two dates were considered; 31 December or the Tax Year. The latter was agreed with April 5 being Tax Year End. Patricia to take this forward with the accountant.

Paypal – It was agreed to move the Paypal page over to a Business Paypal account which will allow for integration to mailchimp and Eventbrite.

Online Minutes – it was agreed that minutes would be taken, and posted on the website for all formal meetings, both face to face and skype. The committee also agreed to pre-announce meetings and ask for items for discussion.

Business Facebook page – a discussion took place about the need to have an ‘open’ Business Page separate from the existing ‘closed’ members page. Clarification around the roles of both as follows: Closed members page for where members can ask questions or post articles about clinical work or more sensitive subjects; open business page for all where event information, membership renewal, reminders etc can be posted.

#### 5. Events

Spring Event –

Venue - A discussion concluded and agreed to book and use the Southside Centre for the Spring event due to pressure of time. It was noted that we were at full capacity at last Summer’s event and that another venue might be more appropriate for future small events. Magda agreed to investigate several other venues and the cost of hire of a room for 30. The committee agreed that we would still provide the catering ourselves but the venue would need tea/coffee making facilities.

Speaker – the committee agreed on three potential Transactional Analysts to be approached with the view to running a workshop for the day or part of the day. Patricia volunteered to follow this up.

Bob suggested incorporating a space in the day for discussion about TA in general; some time for members to have general input to their thinking about how TA is and could move forward in Scotland. It was decided to discuss this further when the other committee members were present at the next Skype meeting.

Marketing – Bob agreed to continue to facilitate the marketing and IT connected to all of our business as a committee and for events Eventbrite, Mailchimp.

Accounts – Patricia L, Treasurer gave the committee a statement on the accounts.

There is a need for a second signatory the previous second signatory resigned last year. Decision to speak to the full committee before deciding. Patricia noted that this was fairly urgent in order to maintain good practise.

### **Strokes** online magazine

Lynn E needs another person to help with Strokes now that Carol Foote has resigned.

Norma, asked for more information before she makes a decision to help. Patricia will give Lynn, Norma's phone number to communicate directly.

Committee agreed to discuss this at the next meeting when everyone is present.

**Venue for Committee meeting** : As there is no longer a Southside Centre key holder on the committee, it might not be possible to continue using the Southside for meetings. Item carried forward to next Skype meeting.

**Committee date for 2018** – it was agreed that if we could set dates ahead of meetings it would help members be available. Dates to be discussed when all are present.

### **Other business-**

EATA affiliation – carried forward to next meeting

UKATA liaison – carried forward to next meeting

### **AOCB – none**

Bob Hunter set the next meeting via Skype on Sunday 28 January 2018 at 10.00.