

# **STAA COMMITTEE MEETING 101**

## **MINUTES**

**Monday 28<sup>th</sup> August 2023**

**17:30-19:22 Online**

**Chair:** Lisa Paul

**Minutes:**

**Attending:**

Ali Moir (AM), Lisa Paul (LP), Dawn McFarlane (Dmcf), Ellie Douglas (ED)

**Apologies:** David Harford (DH)

### **1. Approval of Previous Meeting**

- Approve at the next agenda

### **2. Use of communications channels guideline review –**

- o Happy about Facebook and use of communications so far

### **3. Email Management Process –**

- o Approved as a process for now

### **4. Spring event in Perth**

- o Proformas
- o Consider alternative spaces and/or accommodate for hearing, visual needs etc
- o Comment book/feedback forms?

### **5. Treasurers Report**

- o Accounts have been approved

### **6. Conference 2023**

- o Release of tickets and membership renewal & workshop timetable and rooming to be discussed at next meeting
- o Keynote speaker – Waiting on response from XXXX & XXXX

## **7. Board membership and Directorship updates**

- Deborah has resigned and Dawn McFarlane has been appointed as director

## **8. Possible Committee member**

- Caff Allen is a new committee member!! There is interest in either a secretary role or an events coordinator role/ more information on role descriptions and potential shadowing for potential new role

## **9. Date of next meeting**

- To be emailed

## **10. AOB**

- Credit card change from Ali to Lisa
- Clearer guidelines/definition of 'Students' – pre-diploma/diploma (for Conference)
- Rearrange agenda