

# **STAA COMMITTEE MEETING 98**

## **MINUTES**

**MONDAY 5<sup>TH</sup> JUNE 2023**

**17.30-19.00 Zoom**

**Chair:** Lisa Paul

**Minutes:**

**Attending:**

Ali Moir (AM), Lisa Paul (LP), Dawn McFarlane (Dmcf), Deborah McGill (DMcG), David Harford (DH).

**Apologies:**

Ellie Douglas (ED)

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

Minutes of meeting 97 to be approved.

### **2. Systems**

- All going well.
- Policies and guidelines (together at in-person meeting)
- Has Eventbrite changed policy – withholding 20% payment until 3 months later?

### **3. Spring Event – Eventbrite tickets/Zoom/Presenter communication/Mailchimp**

Short summary of any lessons learnt to feedforward into next event

- Positive feedback, high level of engagement

### **4. Summer Event**

- Non-member tickets on sale from 1<sup>st</sup> July 10am - Advertise to Facebook
- Venue (in regard to health and safety)
- Brief discussion on snacks etc at in-person meeting?
- Hotels and finalising numbers

### **5. 2023 Conference**

- Accepted four workshops (mail chimp)
- Two more workshops required
- Deadline - 30<sup>th</sup> June to announce for Facebook and email

- Contact Key notes (payment/contribution for Key note speakers - £50 for travel?) EATA to fund key note speakers for 2024 events?
- Xxxx Xxxxx – plenary & workshop? Contacts for key note speakers?

## **6. Treasurers Report**

- healthy movement
- Line up treasurer role (discuss at the in-person meeting)
- Waiting on accountant to finalise 2023 accounts

## **7. PHYSIS**

Discussion on changes at next meeting

## **8. Committee Meeting/away day in Person Saturday 15<sup>th</sup> July at A.Moir home**

- David unconfirmed

## **9. AOB**

- Next Meeting 28<sup>th</sup> August
- Sort and manage approaches with emails (how-to guide for emails/create clear guidelines in who manages emails?)
- Company secretary deadline 14<sup>th</sup> June (Meeting to arrange with Deborah, Ali & Dawn)