

# **STAA COMMITTEE MEETING 99**

## **Minutes**

**Saturday 15<sup>th</sup> July 2023**

**10am-1pm Edinburgh in person**

**Chair:** Lisa Paul

**Minutes:** Lisa Paul

**Attending:**

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

**Apologies:**

Ellie Douglas (ED)

**1. Approval of Previous Meeting**

Minutes of meeting 98 to be approved- unable to access during meeting 99- to be approved at meeting 100.

**2. Outline for today's in person meeting- what do members need from today?**

Attendees happy with the pre circulated list.

**3. Overview of the history and mission statement of the STAA- Is it still current? Fit for the future?**

- Functioning as a business and need for Directors- discussion around the history of why the organisation was set up as a Ltd Company. This structure leaves open the possibility of functioning beyond an events organisation- should there be a need for an association based in Scotland who runs examinations in conjunction with EATA or IATA. This is in relation to the political context of Scotland and the possibility of independence from the UK.

If it transpires at any point the committee does not recruit sufficient volunteers who are also happy to be a director there may be a need to engage with an accountant to restructure as an alternative type of organisation- at a cost and associated risk of losing funds.

- Recruitment of new members- agreed that a short explanation of what is required of committee members and roles be drawn up to share at the August event in Perth. This would start the conversation with the community and give time for people to consider joining at the EGM in November at Conference.

- The current mission of the organisation was reviewed. It was felt that the original mission is still relevant and remains at the heart of the organisation- that we are creating a community of practice, education focus, and aspiring to bring TA practice and education to the public in general. Further exploration as to how the organisation can expand its audience and membership at events was explored- it is felt that a separate meeting focusing only on this aspect of STAA future endeavours is required to give it space. Capturing some data from the Eventbrite tickets may help us understand the

audience we are currently reaching if we are able to add a couple of questions onto this.

#### **4. Roles and responsibilities of STAA committee: How do we currently function and what is needed going forward?**

- The attendees identified a possible key 7 Roles with associated tasks/oversight of tasks. It was agreed that a person who takes on one of these key roles is not solely responsible for completing all associated tasks themselves but ensuring someone is doing them. A working document will be created and shared at next meeting. An overview below-

**Chair-** managing meetings, overview of the whole committee roles and responsibilities, external relations and decision making should the committee should a situation arise that the committee cannot reach a consensus.

**Vice Chair-** Keep up to date with the wider TA organisations- UKATA, EATA, IATA etc for any new policies etc.

**Secretary –** Minutes of meetings, Companies house returns.

**Membership Coordinator-** Tracks and updates membership lists, and gathers data for EATA membership to share with other key roles working off these numbers.

**Treasurer-** Works with the accountant, tracks cashflow and shares report at committee meetings.

**Events coordinator-** keeps an overview of each event planning tasks, venues and liaison with presenters etc.

**Media and Comms-** Manages content for consistency across platforms and emails. The group also discussed using Twitter and Instagram- which Dawn will explore.

**General members-** to support any associated tasks of the above roles when requested, attend meetings, contribute thoughts and ideas.

**- At the next committee meeting we will review and confirm these roles. We will also have to discuss the current functioning with only five members and 7 key roles identified.**

-

**5. ? Social media statement? Guidance.** STAA does have a social media statement which is published on the website also.

**6. Email Management Process to be drawn up to send out to full committee for confirmation at next meeting.**

- There is currently three of the committee who routinely check the inbox. Other members are unsure who it is functioning to be able to support with email management.

- The committee have discussed the management of the email inbox at several meetings, we now need to decide on a trial period of one method everyone uses for emails until they are dealt with. David will explore options – one the group thought that would be good is colour coding for associated roles if the system would permit this. A less favourable but perhaps the only option to have a happy medium of how the inbox is currently being used is separate sub- inboxes for each role.

**7. Summer event in Perth**

- Most aspects can be discussed at the next committee meeting before the event itself.
- An agreement for attendee feedback is to request attendees email the committee after the event. It is felt this would garner more meaningful content than an online survey or a paper copy on the day. Should attendees wish to share this in person with a committee member they can.
- We will share a little about the roles and tasks of being a committee member and if any attendees wish to find out more about a specific role they can approach that committee member to have a chat.

## 8. **2023 Conference**

- Workshop proposals to be reviewed and decision made to accept. – a further proposal has been submitted. The form content does not explicitly address the theme; however the committee can see aspects do relate to communication. Lisa to reply to xxxxx accepting and asking they explicitly address the theme in their workshop on the day.

## 9. **Treasurers Report**

- Accounts were shared with attendees, however as there were not three directors these are being carried over to the next meeting for approval.
- An overview of current fees was discussed and documented for this past and current year-
  - Membership is £50 without EATA (EATA Set fees for them)
  - Summer event (in person out with Edin.) Non-members £50, Members Free
  - Spring Event (online) Non-members £20, Members Free
  - Conferences (In Person- Edin.)
    - Early Bird: Non-members £75, Members £60, Students £40
    - Not Early Bird: Non-members £90, Members £75, Students £45
- We discussed that spring and summer presenters are paid as they provide a whole day content; conference presenters are not paid- this is in line with other conferences.

## 10. **Date of next meeting**

- 31<sup>st</sup> July at 5:30pm online.

## 11. **AOB**

Nil raised.