

## **STAA COMMITTEE MEETING 93**

### **MINUTES**

**Friday 11 November 2022**

**17.00-18.30pm via Zoom**

**Chair: Michael Day**

**Minutes: Deborah McGill**

**Attending: Michael Day, Bob Hunter, Ali Moir, Ellie Douglas, James Jackson, Deborah McGill, Sandra Burlace, Barbara Clarkson, Lisa Paul and Tin Vanderhoeven. (In addition to committee members, four visitors attended the first part of the meeting in relation to the Conference.)**

- 1. Minutes of meeting 92 proposed, with a minor amendment, by ED and seconded by BH .**
- 2. Date of next council meeting: AM will issue a doodle poll for an initial introductory meeting after the AGM and election of new committee members.**
- 3. Conference**

**So far, around 70 tickets have been purchased. There was a discussion around what kind of support presenters might need and who would support them.**

**MD will support TV and xxx. TV would like to create polls and may wish to have breakout rooms, depending on numbers. The polls need to be set up in advance, so TV and MD will work on this together. She would also like some help monitoring comments and questions in the chat. SB volunteered to help with this.**

**MD will contact xxx separately to find out what support she needs.**

**BC needed an idea of overall numbers so she could get an idea of how to structure her session. She would like breakout rooms for 2 to 3 people and some help in monitoring the chat. DM volunteered to help with the chat content.**

**BH wants an upper limit of 25 attendees at his session, as it will be discursive rather than didactic, and he wants to be able to see everyone. He would also like to prioritise supervisors as attendees. This is not easily done, although the meeting can be closed once the limit of attendees has been reached. An announcement can be made prior to the workshop about its intended audience.**

**There was discussion around what to do about slides to be used in workshops. If presenters can send their slides to the STAA prior to the conference, they can be made available on the day. Otherwise, slides can be made available from the website after the event.**

**It was agreed that these speakers would be supported by the following people:**

**xxx will be supported by Mike and Deborah;**

**Tin will be supported by Mike and Sandra;**

**Bob will be supported by Ellie;**

**Lisa will be supported by James and Deborah;**

**xxx will be supported by Sandra and Deborah;**

Xxx will be supported by Ali;

Xxx will be supported by Mike.

It was noted that some presenters, eg Bob, Ian and Phil, are experienced online speakers and may not need any technical support but STAA representatives will be present to offer assistance if it should be required.

JJ will prepare a conference survey and make it available in the chat room.

MD will prepare a certificate of attendance and put it in the chat room.

DM will email the conference presenters and keynote speaker to tell them that it would be useful to send any available slides to the STAA so that a link to the website can be created. (BH undertook to create the link.) Presenters will also be informed that they will be contacted by their supporters within the next few days.

MD will be responsible for the opening remarks, plenary session and vote of thanks.

AM will organise book tokens as a thank you gift for presenters.

At this point, the speakers and volunteer left the meeting, conference business being complete.

#### 4. Membership

AM noted that we have a number of different email addresses for some members, some of which have not been used for years. She asked if it was permissible under data protection legislation to contact members to check on their current email addresses. BH confirmed that this was acceptable. MailChimp contains details of subscribed and unsubscribed accounts. We could consider having a cut off date and deleting the unsubscribed accounts.

Renewals continue to come in, with a recent surge before Conference. ED will update membership details as close as reasonably possible to the conference date.

#### 5. Treasurer's report

The amount of money in the STAA account remains stable.

ED suggested that we consider taking money from the account to set up a paid membership system. The suggestion received broad approval.

#### 6. New committee members update

AM has had a good response to the email she circulated asking for new committee members and subsequent conversations she had with interested individuals. Currently it appears that we have five potential committee members and two others happy to help with organising an in-person conference.

#### 7. A.O.C.B.

AM asked for information on the process of redacting minutes. BH explained that, as the minutes are public, details of individuals and specific amounts of money are deleted.

The Chair closed the meeting at 18.30pm.