

STAA COMMITTEE MEETING 94

MINUTES

Friday 25 November 2022

17.00-18.30pm via Zoom

Chair: Ali Moir

Minutes: Deborah McGill

Attending: Ali Moir (AM), Ellie Douglas (ED), Deborah McGill (DM), Stuart Gow (SG), David Harford (DH), Lilian Kelly (LK), Dawn Mcfarlane (DMcf) and Lisa Paul (LP).

Apologies: Vicki McLellan

1. Minutes of meeting 93 proposed by AM and seconded by ED.

2. New Committee – introductions.

Existing and new members of the committee introduced themselves; new members are very welcome.

3. Systems and plans for next year

All committee members should have access to Dropbox, where STAA information is stored, also Signal for contact between meetings.

Commonly used systems include MailChimp, Eventbrite and Survey Monkey. New committee members are encouraged to investigate them.

ED runs the STAA Facebook page and is currently responsible for membership records. The existing membership system is bitty and its replacement with a paid system is being considered, depending on cost relative to size of membership. SG and DMcf may be able to input some information around a better membership system and everyone can investigate other possibilities.

A “Save the date” notice for the Autumn Conference will need to be circulated soon on MailChimp.

An Eventbrite notice will need to be created soon for the Spring Event.

The website format used by the STAA is Square Space. AM is the only current committee member who has any experience of working with it. LK volunteered to ask her partner about how to use Square Space and DMcf will make enquiries at work. The website needs to be updated to remove out of date information. It was suggested that we might want to move to another platform but it is not a decision to be rushed.

The STAA is essentially an events organisation. It runs a Spring and Summer Event and an Autumn Conference. Next year’s Spring Event will be run online and the Conference will be held in-person. The speaker for the Summer Event has been booked and he will be asked if he prefers speaking online or in person. Traditionally, the Summer Event is held outside Edinburgh and committee members were encouraged to think about potential venues for this event.

There is also a desire to run some smaller events outside Edinburgh as a way of connecting with the wider TA community in Scotland. Committee members are asked to consider this and bring ideas to the next meeting.

A specific suggestion was made that people from the Educational and Organisational fields of TA be invited to present information about their fields of TA. LP would be happy to deliver something from an Educational TA perspective. Committee members were encouraged to investigate and bring any potential speaker suggestions to the next meeting.

ED will put a post on the STAA Facebook page asking for potential speakers to get in touch.

4. New Committee roles

AM is Treasurer, ED is Membership Secretary and DM deals with minutes and Companies House. There was a discussion about what to do about the position of Chair. It has been suggested that AM and LP might be Co-chairs, with a view to LP taking over as Chair next year. It is not clear if office bearers also need to be Directors. This needs to be clearer before the position of Chair can be finalised. The question was also raised of what constitutes a quorum and whether the quorum is comprised of committee members or Directors. This needs to be clarified.

SG is happy to be a Director; DH does not want to be one. The other people present wanted to do a bit more research before deciding.

5. 2022 Conference debrief and 2023 Conference planning

The Conference went well, with no major technical problems. The keynote address was superb and it set the tone for the rest of the day. Attendees seemed to enjoy the sessions and Survey monkey responses have been good.

AM had investigated possible venues for next year's conference. The Apex Hotel in Waterloo Place is not available on 18th November 2023, the scheduled date, but the Apex Hotel in Grassmarket is. After discussion, it was agreed to book the Grassmarket venue for the planned date of 18 November 2023. AM will confirm the booking.

6. Date of next council meeting 95: Monday 23 January 2023: 17.30-19.00pm via Zoom.

7. AOCB

The committee has been contacted with a view to lobbying EATA to revise their position on not accepting online training. This will be discussed at the next meeting.