

MINUTES OF MEETING OF THE EDINBURGH ARCHITECTURAL ASSOCIATION SCIO

HELD IN: Council Room, 15 Rutland Square, Edinburgh
DATE: 13 February 2024 18:00

1.0 PRESENT

Joanne McClelland (JM) (Chair)	Chris Raeburn (CR)	Fraser Graham (FG)
Dan Anderson (DA)	Laure Humbert (LH)	Alex Liddell (AL)
Sofie McClure (SMc)	Mariana Novosivschei (MN)	Ken Lochrie (KL)
Julie Wilson (JW)		

2.0 APOLOGIES FOR ABSENCE

Shay Miller (SM)	Charles Strang (CS)	Nicola McLachlan (NMc)
Emma Garland (EG)	Christina Gaiger (CG)	Karina Velikova (KV)
	Neil Middleton (NM)	

3.0 MINUTES OF PREVIOUS MEETING

- The minutes from January were approved. To be added to website.

4.0 ASSOCIATION

4.1 President's Report – JM

- Administrator – not discussed. **Action: Discuss at next meeting.**
- RIAS Funding – It is noted that this formed the majority of the meetings discussion. All discussed proposal put forward by RIAS to Presidents Forum regarding proposed changes to Chapter Funding. EAA currently receives annual funding from the RIAS. The EAA uses this to employ an Administrator. The RIAS proposal is for funding to be open to all members to apply direct to RIAS, with selection and approval by Presidents Forum. EAA highlighted that this would bypass the chapters and dilute the role of the chapters. This would also add additional unfunded administration for chapters. As a separate SCIO, EAA discussed responsibilities and concerns. **Action: JM to draft concerns of EAA for discussion with RIAS Presidents Forum/RIAS CEO and circulate to EAA President/President Elect.**
- All discussed initiative from RIAS, Retrofit Series – not discussed **Action: MN to set up doodle poll for discussion date.**
- All discussed EAA Rental Agreement for room at RIAS. EAA had raised concerns over proposed duration of tenancy of one year. RIAS lawyers advised EAA, via RIAS Governance committee, that no changes would be made to the proposed tenancy agreement. All discussed wider EAA relationships and assets. **Action: JM to respond to RIAS and approve EAA agreement.**
- JM to complete EAA Quarterly Report for submission to RIAS Council.**

4.2

Treasurer's Report

- KL attended Bank of Scotland, obtaining signatories is still problematic. **Action: KL to continue to process.**
- KL attended RIAS Audit & Finance Committee. KL reported proposed change to funding from RIAS. KL noted further discussion should be held with Chapter Presidents Forums. **Outcome: JM to circulate RIAS discussion paper Chapter Presidents Forum for email discussion with Council.**

4.3

Secretary's Report

- Administrator role to be readvertised. **Action: JM and DA to promote on social media.**

5.0 CHAPTER UPDATES

5.1 EAA Handbook

- Previous actions c/f:
- All discussed role of the Handbook, and how it will be useful for prospective new council members in 2024.
- LH raised the possibility of RIAS Affiliates joining. All welcomed the initiative for diversity of council.
- All discussed ideas to encourage new council members and working group members. Discussed 'job advert' approach, to help clarify roles.

6.0 Working Groups

- Previous actions c/f:
- **Review of Coarum Process** – All agreed to wait to discuss.

6.1 Education

- FG updated that Part 3 social event was well attended/received.

6.2 Events

- EAA Heritage and Retrofit Events
 - Discussed the interim meetings and ideas that had been developing:
 - Heritage and Retrofit – Community **Action: DA to progress**
 - Heritage and Retrofit – Materials **Action: MN to progress**
 - Heritage and Retrofit – Discussion **Action: AL to progress**

6.3 Comms

- Action c/f:
 - DA will continue to monitor social media in the short term, but with a view to the new EAA Secretary taking on full day-to-day responsibility for the EAA Social Media channels. **Action: DA to monitor.**

6.4 Conservation/Heritage

- Action c/f:
- JM reported on meeting with EWH. Discussion on shared library resource. **Action: JM to report back to CS.**
- All discussed EAA assets, including library of books, EAA Book, items in EAA room. Discussion on possibilities of digitizing and seeking potential funding. **Action: All to seek any funding opportunities for assets.**

6.5 Sustainability

- Previous actions c/f
 - JM and MN are looking for a regular venue to act as an engagement/discussion space for sustainability and climate action topics. **Action: JM/MN**

6.6 Planning

- The Planning and Building Standards survey response.
 - AL/JM/EG met to discuss responses and format. **Action: EG to finalise and issue to AL/JM, then to CEC.**

6.7 Competitions

- Previous actions c/f:
- LH has circulated the updated proposal for a “Forgotten Spaces” competition in January 2024 to the group. **Action: LH will continue to look at approaching sponsors for prizes which could form part of the proposal. DA and JM to support.**

7.0 Awards 2023

- Previous actions c/f:
- Awards group to meet to review process and make record of any amendments for next year. **Action: DA to organize.**

8.0 EUDP

- Next EUDP – **Action: EG to organize with CEC**

9.0 RIAS Committees and Council

- Sustainability Working Group – AL/MN
- Education Group - FG
- Conservation Committee – JM
- Practice Committee – JM
- Planning Committee - EG

10.0 AOB

- Previous action c/f: EAA Book – JM has been speaking with CS on publishing an ongoing EAA book, based on the last five years of the EAA Awards and relevant City Plan. It is hoped the first issue of the book could be financed by the grant received during covid and that proceeds from the sale of the income would provide for publishing future editions. All agreed this was an excellent idea. **Action: JM/CS to progress.**

NEXT MEETING – Tuesday 12th March 2024 @ 18.00 at Rutland Square

EAA Council Attendance Record 2023/24

* = in attendance p = part only A= apology submitted - = no apologies received X – no longer on Council

Name	Member	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Joanne McClelland	Past President	*	*		*	*	A	*		*	*			
Neil Middleton	Vice President	A	A		*	A	*	*		*	A			
Charles Strang	Hon. Librarian	*	*		A	A	*	A		A	A			
Ken Lochrie	Hon Treasurer	A	A		*	A	*	*		*	*			
Nicola McLachlan	Apr 2019-	*	*		A	A	A	A		A	A			
Christina Gaiger	Apr 2019-	*	*		A	A	*	A		A	A			
Emma Garland	April 2022 -	*	*		A	*	*	*		*	A			
Mariana Novosivschei	April 2022 -	*	*		*	A	*	*		*	*			
Alex Liddell	ECAN rep	*	*		*	*	*	*		*	*			
Laure Humbert	May 2023-	*	*		*	A	*	*		*	*			
Fraser Graham	May 2023-	*	*		A	*	*	*		*	*			
Chris Raeburn	May 2023-	*	*		*	*	*	*		*	*			
Karina Velikova	May 2023-	*	*		A	A	A	A		A	A			
Sofie McClure	May 2023-	*	*		*	A	*	*		*	*			
Shay Miller	May 2023-	A	A		A	A	A	A		A	A			
Dan Anderson	Comms Rep	A	A		A	*	*	*		*	*			