

MINUTES OF MEETING OF THE EDINBURGH ARCHITECTURAL ASSOCIATION SCIO

HELD IN: Council Room, 15 Rutland Square, Edinburgh
DATE: 09 January 2024 18:00

1.0 PRESENT

Joanne McClelland (JM) (Chair)	Emma Garland (EG)	Fraser Graham (FG)
Dan Anderson (DA)	Chris Raeburn (CR)	Alex Liddell (AL)
Sofie McClure (SMc)	Laure Humbert (LH)	Neil Middleton (NM)
	Mariana Novosivschei (MN)	

APOLOGIES FOR ABSENCE

2.0 Shay Miller (SM)	Charles Strang (CS)	Nicola McLachlan (NMc)
Ken Lochrie (KL)	Christina Gaiger (CG)	Karina Velikova (KV)

3.0 MINUTES OF PREVIOUS MEETING

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

4.0 ASSOCIATION

4.1 President's Report – JM

- All discussed advert for replacement Administrator. All discussed current applications received. All discussed current EAA annual funding from RIAS. RIAS funding is currently in review. Whilst reliability of funding is in review EAA concluded they cannot employ an Administrator on a permanent basis. Decision made to withdraw advert. **Action: DA to respond to applicants.**
- All discussed proposal put forward by RIAS to Presidents Forum regarding proposed changes to Chapter Funding. (Originally raised at Presidents Forum. JM circulated in email to EAA Council in December. EAA raised concerns. JM raised concerns about proposed changes at December RIAS Council meeting.) 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 at next RIAS Presidents Forum and circulate to EAA Council for agreement. JM, NM, DA and KL to review EAA finances.**
- All discussed initiative from RIAS, Retrofit Series. Each Chapter to undertake a topic. EAA to undertake 'Heritage' in April. Discussion in minutes below. **Action: MN to set up doodle poll for discussion date.**
- All discussed EAA Rental Agreement for room at RIAS. JM to circulate to all for comment. EAA to respond to RIAS in January with any comments; request to include reference to EAA rental relationship with RIAS since 1855 and request increase of rental agreement for more than 12 months, as this is not a realistic timeline for the EAA to be secure and stable timeline for its assets held at the RIAS. All discussed wider EAA relationships and assets. **Action: JM to respond to RIAS regarding EAA requests for rental agreement.**
- **JM to complete EAA Quarterly Report.**

4.2 Treasurer's Report

- Previous actions c/f:
- KL attended RIAS Audit & Finance Committee. KL reported proposed change to funding from RIAS. KL noted further discussion to be held at Chapter Presidents Forum on 27.12.2023.
Outcome: JM to circulate RIAS discussion paper Chapter Presidents Forum for email discussion with Council. KL to circulate current minimum EAA expenditure. JM to arrange date for initial discussion on Teams.

4.3 Secretary's Report

- No report.

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 he and Janita are leading the working group.
- Education Group held annual Part 3 Exam Event. Planning Part 3 Oral Exam Event. Completion of Part 3 Event discussed.
- ESALA/EAA Event planned for 22.11.2023 6-8pm. Topic is pre industry placement inspiration. EAA Members to be invited. **Action: DA to circulate on EAA social media platforms.**

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

- Christmas Meal. **Action: EG to circulate email with suggestions to organize.**
- Previous actions 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 13th February 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	*	*		*				
Charles Strang	Hon. Librarian	*	*		A	A	*	A		A				
Ken Lochrie	Hon Treasurer	A	A		*	A	*	*		*				
Nicola McLachlan	Apr 2019-	*	*		A	A	A	A		A				
Christina Gaiger	Apr 2019-	*	*		A	A	*	A		A				
Emma Garland	April 2022 -	*	*		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				
Sofie McClure	May 2023-	*	*		*	A	*	*		*				
Shay Miller	May 2023-	A	A		A	A	A	A		A				
Dan Anderson	Comms Rep	A	A		A	*	*	*		*				