

MINUTES OF MEETING OF THE EDINBURGH ARCHITECTURAL ASSOCIATION SCIO

HELD IN: Council Room, 15 Rutland Square, Edinburgh
DATE: 10 October 2023 18:00

1.0 PRESENT

Colin McPherson (CMcP) (Chair)	Emma Garland (EG)	Fraser Graham (FG)
Dan Anderson (DA)	Chris Raeburn (CR)	Alex Liddell (AL)
Ken Lochrie (KL)	Laure Humbert (LH)(Zoom)	Charles Strang (CS)
Sofie McClure (SMc)	Mariana Novosivschei (MN)	Christina Gaiger (CG)(Zoom)
Neil Middleton (NM)(Zoom)		

2.0 APOLOGIES FOR ABSENCE

Joanne McLelland (JM) (Chair)	Karina Velikova (KV)	Nicola McLachlan (NMc)
Shay Miller (SM)		

3.0 MINUTES OF PREVIOUS MEETING

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

4.0 ASSOCIATION

4.1 President's Report – JM

- No report in JM's absence.
- Previous actions c/f
 - It was noted that there will be no formal EEA representation on the new RIAS forum (although EAA could help facilitate chapter members joining eg hustings etc.) and that this may mean a change is required to the EAA constitution. **Action: JM to consult on change required.**
 - It was noted that EAA may need to sign up to a code of conduct around lobbying government. **Action: JM will liaise with RIAS Practice Committee**
 - The quarterly president's report had been submitted to RIAS. **Action: JM to re-send to CMcP who will publish on the EAA website**
 - JM is to speak with CG on the best way to have RIAS Climate Challenge content for clients made available to the EUDP process. **Action: JM/CG**

4.2 Treasurer's Report

- Second online access to the EAA bank accounts – this remains a priority. KL has spoken with RBS Business Account team and obtained the form to fill in. It was proposed that Neil Middleton, as Vice President of the EAA, should have access to the bank accounts. **Outcome: Council agreed with the proposal and decided that Neil Middleton should be signatory and have online access to the bank accounts.**
- KL noted he is attending the RIAS Audit & Finance Committee tomorrow. KL proposed that, as costs have risen for staging events and the annual awards, that the EAA should seek a rise in the Chapter Grant from RIAS which was last reviewed in 2021. The Council agreed. **Action: KL to make request**
- Previous actions c/f
 - BR to table a paper for RIAS on chapter funding for the IT separation cost from RIAS systems. CG updated that the paper had not been prepared in time to for the RIAS Council in June, so CG will raise as AOB and then she/Ben will circulate it for approval. **Action: CG/BR**

4.3 Secretary's Report – CMcP

- CMcP has reviewed the job description for the advertising of the Secretary's position and is updating procedure notes and EAA IT details for handover to his successor.
- Most activity has been around the EAA Awards, detailed under section 7 of these minutes.

5.0 CHAPTER UPDATES

5.1 EAA Handbook

- CMcP noted that he had distributed the latest handbook to the Council members and had published the document on the EAA website at <https://eaa.org.uk/journal/eaadocs>. It was noted that the main outstanding area in the document was the inter-relationships with RIAS governing bodies.
- Previous action c/f:
 - NM has drafted some proposed options for amendment of the text outlining the geographical area of the EAA Chapter. **Action: JM/NM to look at how these could be implemented in EAA social/marketing comms.**

6.0 Working Groups

- Action c/f:
 - **Review of Coarum Process** - It was agreed that JM will try to arrange a meeting with past EAA President Julie Wilson, to discuss the best approach to revisiting the output of the Coarum process and propose the best format for a follow-up event in 2023. **Action: JM to speak with Julie.**

6.1 Education

- FG updated that he had attended the recent RIAS Education Committee and gave the following updates to Council:
 - The ARB consultation on changes to qualifications was now finished and the findings/recommendations will be forthcoming in due course.
 - It is proposed that there is to be a Highlands and Islands school of architecture.
 - There is a RIAS visit to ESALA planned soon and FG has asked for EAA presence at the session.

6.2 Events

- CMcP updated that JM and DA had progressed arrangements with Mark Cousins for the joint EAA/ESALA event at West Court, ECA in November. Several speakers, including DA, have been lined up to present on the different ways in which students can look to spend their gap year. It was agreed that the tone should be advice and guidance based, rather than a recruitment network event.
- Previous actions c/f:
 - Social events. It was agreed that the EAA should aim towards arranging a social event every quarter to provide an opportunity for architects to gather and discuss topics in an informal setting. **Action: ALL to consider possible venues and formats.**
 - AL is continuing to look at speakers and formats for a "Focus on Stone" series of events to highlight the use of stone in sustainable construction. **Action: AL**

6.3 Comms

- DA updated that comms had been going out about the Awards shortlistings.
- 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 noted that she has a meeting planned with Edinburgh World Heritage to look at encouraging closer links with the EAA. **Action: JM to report back**

6.5 Sustainability

- Previous actions c/f
 - With the Passivhaus Conference being held in Edinburgh later this year, the EAA are keen to collaborate. Given the proximity of the event, this may take the form of a follow-up event.
 - 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.
 - **Action: AL/JM/EG to consider how to collate and communicate the EAA and ECAN results.**
 - **Action: EG/JM to have meeting with David, Una, Susan at CEC.**
 - **Action: EG will follow up with David Givan on follow up events.**
 - **EG/JM to consider how we could include the other council areas of the EAA Chapter in such consultations.**

6.7 Competitions

- 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**

7.0 Awards 2023

- CMcP updated that the shortlist site visits had taken place successfully and thanked the judges, including Ayla Riome of Fraser/Livingstone, for their time.
- CMcP updated that the judges are currently finalising the winning entries.
- CMcP updated that sponsors for all 8 category awards were secured.
- CMcP updated that drinks and food had been arranged for the Awards Ceremony.
- CMcP has been in touch with the GrassMarket Project who will again provide recycled wooden medals for the Building of the Year and JR McKay awards.
- CMcP confirmed that c150 invitations had been sent for the Awards Ceremony. An Eventbrite invitation for 50 places will be issued one week prior to the ceremony.
- It was agreed that name labels would be good to allow people to mingle more at the drinks reception. **Action: CMcP to provide**
- Ceremony Powerpoint presentations – CMcP, DA and the judges will collaborate to put together the presentation materials. CMcP will check with the venue regarding IT connectivity.
- Action c/f

- CR noted that the Awards entry period clashed with many people's summer holidays and suggested that we may consider redrawing the timetable. It was agreed this should be looked at post-awards for consideration for next year's programme.

8.0 EUDP

- The October session has been cancelled.

9.0 RIAS Committees and Council

- No report

10.0 AOB

- Council thanked CMcP for his assistance during his time as EAA Secretary.
- Action c/f:
 - EAA Book – JM has been speaking with CS on publishing an ongoing EAA Book, based on the last five years of EAA Awards and relevant City Plans in the Chapter Area. It is hoped that the first issue of the book would be financed by the grant received during Covid and that proceeds from the sale of the book would provide income for publishing future editions. All agreed this was an excellent idea.

Action: JM/CS to progress

NEXT MEETING – Tuesday 14th November 2023 @ 18.00 at 15 Rutland Square
(14th Nov)

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	*							
Ken Lochrie	Hon Treasurer	A	A		*	A	*							
Nicola McLachlan	Apr 2019-	*	*		A	A	A							
Christina Gaiger	Apr 2019-	*	*		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							
Sofie McClure	May 2023-	*	*		*	A	*							
Shay Miller	May 2023-	A	A		A	A	A							
Dan Anderson	Comms Rep	A	A		A	*	*							