

MINUTES OF MEETING OF THE EDINBURGH ARCHITECTURAL ASSOCIATION SCIO

HELD IN: Council Room, 15 Rutland Square, Edinburgh
DATE: 12 September 2023 18:00

1.0 PRESENT

Joanne McLelland (JM) (Chair)	Emma Garland (EG)	Fraser Graham (FG)
Dan Anderson (DA)	Chris Raeburn (CR)	Alex Liddell (AL)
Colin McPherson (CMcP) (sec)		

APOLOGIES FOR ABSENCE

2.0 Shay Miller (SM)	Charles Strang (CS)	Neil Middleton (NM)
Ken Lochrie (KL)	Karina Velikova (KV)	Sofie McClure (SMc)
Laure Humbert (LH)	Nicola McLachlan (NMc)	Christina Gaiger (CG)
Mariana Novosivschei (MN)		

3.0 MINUTES OF PREVIOUS MEETING

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

4.0 ASSOCIATION

4.1 President's Report – JM

- Current activities are covered in the relevant sections of the minutes below.
- 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

- In KL's absence it was noted that a second online access to the EAA bank accounts remains a priority. It was agreed that perhaps JM or NM should be added to the access. **Action: KL to arrange meeting with RBS Business Account team.**
- 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 updated that he had informed JM, NM and KL that he was resigning the Secretary's position. CMcP has agreed to a longer notice period to stay in post until after the EAA Awards Ceremony. He will leave the post at the end of October. **Action: JM/NM to being process of recruiting a new EAA Secretary.**

- CMcP updated that most activity at the moment was related to the EAA Awards and actions are noted under section 7 of these minutes.

5.0 CHAPTER UPDATES

5.1 EAA Handbook

- CMcP noted that 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. FG and CR had not received the handbook. CMcP will re-send to all.
- 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 a meeting had been held last week and they had discussed ideas for several event types:
 - Perhaps a series of lectures on different types of architectural practice eg small practices, sole traders
 - Part3 Social event in October
 - Social ceilidh event
- FG also agreed that he would attend the RIAS Education Committee following the retirements of Ruth Rodger and James Haynes. **Action: CMcP to confirm to RIAS**

6.2 Events

- AL updated that the micro visit to the Blackford Avenue Passivhaus project had worked very well. It was agreed all should look out for suitable 'micro site visits' to continue the series. **Action: ALL**
- JM updated that Mark Cousins had been in touch to suggest November 22nd for a joint EAA/ESALA event at West Court, ECA. The focus was to be around 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.
- 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 rather than have a specific Comms Working Group, the focus was shifting towards him providing Comms input to the work undertaken by the other working groups, such as Events and Awards. This approach would also encourage the new EAA Secretary to take on full day-to-day responsibility for the EAA Social Media channels. **Action: DA to monitor.**

6.4 Conservation/Heritage

- 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

- No report in MN's absence.
- Previous actions c/f
 - With the Passivhaus Conference being held in Edinburgh later this year, the EAA are keen to collaborate. Ben Rainger is looking to see how EAA could get involved (co-promotion, fringe event etc.)
 - 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 areas of the EAA Chapter in such consultations.**

6.7 Competitions

- No report in LH's absence, but it was noted that LH had circulated a proposal for a "Forgotten Spaces" competition in January 2024 to the group. **Action: LH will continue to work on planning this proposal**

7.0 Awards 2023

- CMcP updated that the judges are currently finalising the shortlisted entries.
- CMcP will arrange shortlist site visits from w/c 25th September.
- JM confirmed that Ayla Riome from last year's winning Building of the Year project, was available to help as an external judge. CMcP will confirm Ayla's availability for the site visits.
- CMcP updated that he had received very good responses from potential sponsors and he will finalise agreements with them shortly.
- CMcP updated that drinks had been arranged for the Awards Ceremony and he welcomed suggestions for food providers.
- 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.
- 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

- CS and AL will attend the September session.
- CMcP updated that the EUDP sustainability checklist is also now available on the EAA website at <https://eaa.org.uk/journal/eaadocs>

9.0 RIAS Committees and Council

- No report

10.0 AOB

- 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 10th October 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	*	*		*	*								
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								
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								
Sofie McClure	May 2023-	*	*		*	A								
Shay Miller	May 2023-	A	A		A	A								
Dan Anderson	Comms Rep	A	A		A	*								