

MINUTES OF MEETING OF THE EDINBURGH ARCHITECTURAL ASSOCIATION SCIO

HELD IN: Council Room, 15 Rutland Square, Edinburgh
DATE: 14 November 2023 18:00

1.0 PRESENT

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

2.0 APOLOGIES FOR ABSENCE

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

3.0 MINUTES OF PREVIOUS MEETING

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

4.0 ASSOCIATION

4.1 President's Report – JM

- Advert for replacement Administrator has been created and put on Creative Scotland/EAA Social Media platforms. Deadline for applications has been made for 22.11.2023. Proposed interviews should be 24.11.2023. Jo, Ken and Dan to carry out interviews. **Action: JM, KL, DA to review Airtable.**
- JM to complete EAA Quarterly Report for RIAS. **Action: JM to complete. DA to publish on the EAA website.**
- JM explained initiative from RIAS, Retrofit Series. Each Chapter to undertake a topic. EAA to undertake 'Heritage'. EAA Council to discuss options for possible ways to take forward. Initial discussion on Community, Tenements, EdinBRIC. **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. All discussed wider EAA assets, including library of books, EAA Book, items in EAA room. Discussion on possibilities of digitizing and seeking potential funding. **Action: JM to circulate RIAS rental agreement for comment. All to seek any funding opportunities for assets.**

4.2 Treasurer's Report

- 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.**
- KL noted all invoiced paid for awards.
- KL noted employment of Colin McPherson closed out.
- KL noted need for previous minutes to be issued as Final and Approved by council to add Neil Middleton as bank signatory. **Action: JM to issue.**

4.3 Secretary's Report

- No report.

5.0 CHAPTER UPDATES

5.1 EAA Handbook

- 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

- **Review of Coarum Process** – All agreed to wait to discuss in 2024.

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

- 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
 - 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.

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

- 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

- Previous actions c/f
 - 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. DA and JM to support.**

7.0 Awards 2023

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

- Next EUDP is 30th November – AL is scheduled to attend.

9.0 RIAS Committees and Council

- No report

10.0 AOB

- Christmas Meal. **Action: EG to circulate email with suggestions to organize.**
- EAA Book – JM has been speaking with CS on publishing an ongoing EAA book, based on

15 Rutland Square Edinburgh EH1 2BE T 0131 229 7545 2188 E mail@eaa.org.uk W www.eaa.org.uk

‘Edinburgh Architectural Association SCIO’ (known as EAA) is a Scottish Charity SC050008

regulated by the Scottish Charity Regulator (OSCR)

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 December 2023 @ 18.00. Christmas Meal venue TBC.
January 9th 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						
Ken Lochrie	Hon Treasurer	A	A		*	A	*	*						
Nicola McLachlan	Apr 2019-	*	*		A	A	A	A						
Christina Gaiger	Apr 2019-	*	*		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						
Sofie McClure	May 2023-	*	*		*	A	*	*						
Shay Miller	May 2023-	A	A		A	A	A	A						
Dan Anderson	Comms Rep	A	A		A	*	*	*						