

ESIYI meeting:

05/09/09

In attendance	AM	MF	KS	MH	LH	MJ	SG	KL
	✓	✓	✓				✓	
Note-taker	Ch	Mem	Mins	Event	Rep	Tr	Event	Event

Item	Agenda item	Notes	Action by
1.	Actions from last meeting	<ul style="list-style-type: none"> What needs to be kept for the financial records (RW) Handover of financial spreadsheet (RW) Collate material for newsletter (KS) Update AGM notes (KS) Check availability of venues for Julie and Helen's events (MH&MF) Annie Beatty offered to start list of venues (KL to check) <ul style="list-style-type: none"> New venue in Leith (LH to check) Bent out of shape article (AM to send) 	<p>OK OK OK OK MF – check MF – contacted but no response – need to collate own list</p> <p>Carry over Think about an article – add to next agenda. AM to bring her collated articles</p>
2.	Library	<ul style="list-style-type: none"> Possibility of taking books to events – proposed by Liz Ballantyne (who is happy to man the library table) <p>AM – Google/Amazon approach MF – Library brochure to take to events and a PDF on the website – need volunteers to do it. Seen as best option at this point.</p> <p>AM - will collate results of survey – link to the solution</p>	<p>AM – to initiate and ask Liz to coordinate</p>

3.	Events	<ul style="list-style-type: none"> Update on forthcoming events 14 for PD day at the moment Richard Agar-Ward all in order. Venue is Wester Hailes. Need to find a nice place to for RA-W to stay. <p>MF will keep PD day in 2010</p> <ul style="list-style-type: none"> Web developer to take photos for newsletter at the Richard Agar-Ward day. Needs to come at the start of a session (preferably in the morning). Need to have a consent form. Stickers for those who say yes. <p>How to do the handover for events – is it possible to do the leaflets from a template – or to pay a printer (because the design can take time and also 150 A5 need to printed)</p>	<p>MF/AM to liaise</p> <p>KL and SG to discuss and decide what is practical for them</p> <p>MF & MH to write down the process</p>
4.	IYA convention in Edinburgh 2011	<ul style="list-style-type: none"> Update on progress <p>Judith who is on the ESIYI organising committee was to get back to Linda with more information by the end of August at the latest, but hasn't been in touch. AM – spoke to Philippe before the holidays – we need to cater for about 200 participants and also make sure that the hall is large enough and has a suitable floor. Also, we will need to make sure the sound system is of high quality. They normally book a venue with accommodation close by (universities are ideal). One of their paid administrators (Jess) will help out with finance and booking but she is based in Bristol. Philippe suggested that someone shadow the organisation of the 2010 Convention and Linda had thought this a good idea and something she could do. Need to have a brainstorm about the best approach at</p>	<p>LH to provide info for decision and send via email</p> <p>LH to raise at IYAUK</p>

	<p>Agnes discussed this with Linda and Linda to raise it at the forthcoming IYA[UK] meeting in Sept.</p> <p>Ditto</p>	<p>a later date. Need to make a decision about whether to go ahead - perhaps should be decided via email.</p> <p>LH has made some initial enquiries about suitable venues.</p> <p>No feedback yet on PD subsidy – sent to IYAUK finance committee. We will not cover the costs.</p>	<p>AM to raise with Philippe</p>
5.	A.O.B.		
6.	Date & Time of Next Meeting -	16 January 2010 – 12.00 – Pekams OR Olive Branch Bistro [to be confirmed]	