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|  | | | **CIPFA North East** |
|  | | | President: Jim Dafter |
|  | | | Vice President: James Charlton |
|  | | | Treasurer: Matt Calvert |
|  | | | Secretary: Lauren Liu |
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| minutes | | |  |
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| Meeting: | | CIPFA North East Executive | |
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| Date and time: | | 15th May 2019 | |
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| Venue: | | Newcastle Civic Centre | |
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| Executive present: | | Jim Dafter (President), James Charlton (Vice President), Lauren Liu (Secretary), Bruce Parvin, Jane Cuthbertson, Kevin Johnston (Website and Social Media), Peter Sullivan, Tracy Wood, Clive Johnson, Angela Waring, Katy Laing | |
| Also present: | |  | |
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| **1** | **Apologies for absence** | | | |  |
|  | Helen Dalby, Laura Burbridge, Cliff Dalton, Eleanor Goodman, Andrea Binks, Sian Armstrong, Paul Ryan, Emily Brayshaw, Matt Calvert, Rachael Crowe | | | |  |
| **2** | **Minutes of meeting of 23 January 2019** | | | |  |
|  | JC queried the action regarding NEAA sponsorship in the minutes and mentioned she may have an old email that may include confirmation of sponsorship from HQ. CJ sent an email to HQ before xmas and will chase this again.  The minutes were agreed as a true record. | | | |  |
| **3** | **CIPFA Update**  No update provided. | | | |  |
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| **4** | **Volunteer Recruitment**  We have recruited some new volunteers to the exec following the Professional Update Day and Annual Dinner.    LL has agreed to take on the role of Secretary.    HD gave an update with her apologies for the meeting confirming her organisation has a new starter about to start CIPFA and would be interested in volunteering. She also asked if DJ or AW could forward any flyers for the 6th form games so she can circulate around her contacts.    BP highlighted the need to distinguish between active CIPFA volunteers and advocates, and those who want to be members of the Exec as well, when thinking of volunteer recruitment.    It was mentioned that Mike Newbury, NAO, had expressed an interest in supporting the region at the conference in November. JD to drop him a line to follow up.    JC suggested we ask David Smith if he wants to be co-opted onto the Exec. Also, Paul Wilston who is on the CIPFA Board.    JC asked whether we need to have someone on the exec whose role it is to go out and attract sponsorship. Also, should we be looking at universities, banks etc.?    6th form games in the south of the region. JD had a discussion with someone from Durham Uni who is interested in sponsoring the games.      *Action - JD to consider the direction for sponsorships.* | | | |  |
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| **5** | **Spring Forum 16th May**  PS - we had an action from the Autumn forum around improving links with employers in the region. Acknowledged we tried to have an employer’s meeting at the annual conference but this didn’t go ahead.    HQ have recently picked up on our use of MailChimp, despite this having been in place for more than 2 years. Concerns were raised over potential issues with GDPR compliance, which is further complicated by our audience including both CIPFA members and non-members. It is expected this will be discussed at Spring Forum to identify possible solutions, which PS is attending on behalf of the region. | | | |  |
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| **6** | **Regional Newsletter**  It was discussed that a regional newsletter would be a good way of maintaining our profile, reminding members where to find information, contacts etc. and get the message out that our events are accessible to all our members. JC mentioned there was a year book produced by the region a few years ago, which used write-ups from the website etc. and might be a good example to refer to for producing the newsletter. Things to include in the newsletter could be an introduction from the President, our priorities for the year, promoting upcoming events - conference etc.    There was a discussion regarding how the newsletter would be distributed. JCh mentioned that attachments sent in emails from Mail Chimp are included as hyperlinks rather than conventional attachments. Therefore, a teaser of the newsletter in the body of the email with the full newsletter included as a link, would be suitable.    Agreed that we proceed with setting up a regional newsletter, twice a year, timed to promote the conference and coinciding with the new presidential year. This could be a task for Andrea.    *Action - JD to talk to Andrea about producing a newsletter for September.* | | | |  |
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| **7** | **Feedback from Events**   * + Professional Update Day & AGM, 13th March   The feedback from audiences is very positive  However, a few things need to be considered below:  Is timing appropriate? Run up to closedown etc. AGM during the day was a problem for attendance.  AW - do the Professional update day in Feb, then have an evening CPD session in March along with the AGM.    Get speakers, venue, date for professional update day in place by September - promote at conference.   * + Student Social Event, 14th March     7 of CIPFA students at the Town Wall for beer and chips. This event was intended as a meet up for students, in particular for those who were new and didn't know other students. Most of those that attended knew each other already but there was also a new student from South Tyneside who has recently started her studies and it was good to be able to reach out to her.    Possibly a quiz could be introduced in future to encourage more students to attend the student social event. Can refer to the quizzes George has done previously.    TW - need further encouragement from employers to get their students to come along.    *Action - JCH - analyse student data to see which organisations have students. Can then follow up with contacts in those organisations to encourage those students to come along to events. Also ask CIPFA if we can get any data on whether a student is 'active'.*  *Suggest CSN meeting in North East in future and have alongside a student event.*   * + Sixth form management games, 15th and 22nd March     AW highlighted the Games went very well, though it was disappointing that we only had 4 teams at South Tyneside. However, it was great to see the pupils grow in confidence during the day.  Some teams weren't at full capacity, i.e. only 5 members and this isn't necessarily reflected in the marking.    Volunteers tend to be mainly retired members within George's contacts.    LL mentioned the positive outcome as a marker and observer in the Game. The key skills of highlighting the key words and making bullet points can be applied to work and studying for exams.    *Potential article for newsletter - LL reflection on the 6th form games.*      TW mentioned the other idea to put on an audit themed event. Things you can do in your job that would aid an auditor, i.e. 'being a helpful client'.    *Action - JD to email Mike Newbury asking if he would do this.*    AW will liaise with DW on Finance Business Partner event to look at using The Word for the venue. This will probably be held in September and the Audit themed session will be held at the end of June.    It is recommended to ask Durham County Council (DCC) to host an evening event.    JC suggested the online webinar event is worthwhile to be promoted i.e. host an event and ask CIPFA to broadcast it so other members can attend.    First step - record one of our presentations. Pilot at the conference this year.  *JC - to ask the Sage if they have the facilities to record footage of the conference.*  *LL - to confer with her friend on an app she has used previously for conference call and whether it provides video etc.*   * + Annual Dinner, 3rd May | | | |  |
|  | The Annual Dinner was another success and the feel of the night was very good. We were 20 attendees down this year – may have been an issue with comms with EY and the bank holiday may have been a factor.  Need to re-consider the date to hold Annual Dinner in order to avoid the Bank holiday weekend. Propose to push this back to 8th May next year.  All in agreement to continue with Crowne plaza.    *Action - need to get a date in Carolyn Williamson's diary for next year as incoming CIPFA President.* | | | |  |
| **8** | **CIPFA North East Events 2019**  • Case Study Pizza & Pre-seen, 16th May for 5 students  • CPD Event, June  • CPD Event, September  • Annual Golf Day, September    The Annual Golf Day had to be cancelled and rearranged for September as not many people were able to make it.  Lessons learnt from this event are that May/June wasn't great timing, especially for auditors. Brancepeth castle was expensive as well so CJ to look further into other venues.  • Graduate Ceremony, September  JC confirmed the date for the Graduation Ceremony, 13th September at the Mansion House. It will last for 2 hours. It was considered that the Mansion House is more of traditional venue than the Crowne plaza and therefore more suitable for this type of event. Either 2.30-4.30 or 12.30-2.30. Agreed to go with 12.30.    *JC - action to drop Rob Whiteman a line to see if any of the national CIPFA representatives would like to present certificates.*  *JCH - ask Alastair for list of newly qualified from July 2018 up until current. Then we can obtain the July 2019 newly qualified in July.*      EY/CIPFA NE joint award & David Clarke award - to have a think about where these are presented in future. How we promote nominations for candidates etc.      • Case Study Pizza & Pre-seen, November  • CIPFA NE Annual Conference, 22nd November    Ready to advertise.  Need list of names of speakers.  PS to send events booking form to JC to update and get over to Camilla Hayes, CIPFA.  An update will be sent out when Gareth Davies is confirmed to speak. | | | |  |
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| **9** | **Website and Social Media Update**  PS has been covering social media but is unable to update the website currently as no access to a Windows PC. PS to meet up with KJ to go through a handover for the website. | | | |  |
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| **10** | **Financial Update and Sponsorships (MC)** | | | |  |
|  | MC was unable to attend the meeting but gave the following update in advance:   * + £5,000 received to date from HQ representing the full year’s subvention. Need to confirm what are we spending this on.   PS – this was raised at Autumn Forum – it is meant to represent the underlying running costs of the exec, i.e. expenses for travelling to meetings, room hire etc.   * + £1,750 income from CCLA received for 2019 conference sponsorship, this amount will be spent later in the year.   + Main expenditure so far this year is our £1,960 NEAA sponsorship, Andrea’s costs of £670 & the usual expenses.   + Overall movement in reserves estimated at £2,985 at present, based on all known transactions / accruals. (opening reserves are £20,550, so we have a pretty big buffer for unexpected costs).   + Around £3,500 owed to us by HQ (£2k est. conference income, £1k VAT corrections + the old £500 invoice), Further update rec'd today - HQ have indicated we're owed £2.6K rather than £2K expected for the conference - though this may have been mixed up with other regions.   + £220 loss on the Dinner – easily absorbed but unusual to make a loss.   + We received £420 from “D LLP” (maybe £350 + VAT) – no idea what this is for so I’m hoping someone might?   Could be from WIL? No one at the meeting recognised this. | | | |  |
| **11** | * + **Student Update**   + We have some new student volunteers (Sian, Lauren)   + National conference in July - some thoughts earlier in the year about funding 2 students from the region to attend the conference. Agreed to send 2 students down to the national conference for the 2 days. Get some comms out asking for students to express an interest - first come first served.   + SMB have requested nomination of a regional representative to sit on SMB (will be brought to spring forum) and alongside this have asked CSN to identify which regions require targeted support from a student side, i.e. where there isn't a regional CSN, lack of representation on national CSN etc. to then work with the regions SMB rep on providing this support. Current example is the Midlands - CSN PP has been working with the Midlands exec to establish a regional student network and they hope to launch the first event at the conference. | | | |  |
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| **12** | **Any other business**    No other business raised. | | | |  |
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| **13** | **Date and time of next meeting** | | | |  |
|  | * 03/07/19, 5pm, Newcastle City Library, room 7 (level 6) * 11/09/19, 5pm, Newcastle City Library, room 7 (level 6) * 06/11/19, 5pm, Newcastle Civic Centre, Armstrong / Stephenson room | | | |  |
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