

## COMMITTEE OF DEPARTMENTS OF ACCOUNTING AND FINANCE

**Executive Committee Meeting**  
**ICAEW Moorgate, London**  
**6<sup>th</sup> March 2020**

**Meeting started at 10.00am**

Item		Action
1.	<p><b>Attendance and apologies</b>  Present: Joan Ballantine, Sarah Jones, Siobhan Goggin, Parminder Johal, Ian Crawford, Paul Jennings, Jane Fletcher, Seyi Adesina.  Apologies: Lisa Weaver and Hafez Abdo</p>	
2.	<p><b>Minutes from previous meeting</b>  Minutes were approved (JB) and seconded (PJ) as an accurate record of the meeting.</p> <p>Mailing lists have been updated but still short of HOD names, although subject group head may be the lead in depts.  Only 26 paid up and only 42 HOD's out of the large number of unis in the UK</p> <p>SJ to share mailing list on googledocs. Committee members to complete for Head of Department/Deputy Head of Department/Subject Group Head where missing.</p> <p>Follow this up with CDAF information email to be sent by each committee member. Please 'cc <a href="mailto:sarah.j.jones@swansea.ac.uk">sarah.j.jones@swansea.ac.uk</a> in this so I can follow up if required.  To be completed by the end of April.</p> <p>Fliers to be created for BAFA conference this month – Paul Jennings – benefits of CDAF, come to our conference. QR code</p> <p>SJ to monitor EE requests from those institutions not paid up.</p> <p><u>Professional bodies</u>  Lisa and Parminder have devised the following:</p> <ul style="list-style-type: none"> <li>• Meet with professional bodies to explore what they would like from CDAF and to discuss potential sponsorship opportunities.</li> <li>• Identify existing relationships and contacts with the professional bodies that are already in place.</li> <li>• Introduce CDAF to any of the professional bodies that we do not have a relationship with, e.g. AIA, CPA Australia</li> <li>• Work with the professional bodies from the point of view that Heads of A&amp;F need to be aware of how changes in the professional bodies and their curriculum will impact the HE A&amp;F provisions.</li> <li>• Meet with professional bodies to identify sessions on key future trends/initiatives, e.g. PRME, Sustainability, AI – and how the professional</li> </ul>	<p><b>SJ</b></p> <p><b>ALL</b></p> <p><b>PJ</b></p> <p><b>SJ</b></p> <p><b>PJohal/LW</b></p>

	<p>bodies work with universities e.g. to identify research collaborations / projects?</p> <p>Sponsorship – currently via provision of offices, but need to develop this relationship further and to ask what do you want out of the relationship, including sponsorship? Improve upskilling and curriculum review to match to professional bodies. Can we use prof bodies to do more of this to engage with partner in learning schemes. Query whether prof bodies can run a workshop – future of the profession</p>	
3.	<p><b>Chairs Update</b></p> <p><u>Membership List</u> Mailing list more sorted but still need HOD information to target for increased membership. Actioned above from previous minutes. (see above)</p> <p><u>Update on bursaries 2019/2020</u> 6 awards to be made. (£11,333, plus £4,572 from previous years)</p> <p>Aston to be contacted to sign up and pay. Bangor, Coventry, Uni of South Wales – need to be invoiced and chased for payment.</p> <p>Maria (2018/19 bursary recipient) has moved to Essex. Need to contact Essex re CDAF membership (given that recipient now works there)</p>	<p><b>SJ</b></p> <p><b>JF</b></p> <p><b>SJ</b></p>
4.	<p><b>Committee roles and responsibilities</b></p> <p>Chair, Vice Chair, Secretary and Treasurer – as elected Jane Fletcher to step down in June 2020. SJ to advertise Treasurer position via BAFA network.</p> <p>Succession planning required as most of the Committee came into post at the same time. Vote at AGM to stagger leaving date/re-election.</p> <p>Conference Organisation - Siobhan Goggin Professional bodies – Parminder Johal and Lisa Weaver Bursaries – Hafez Abdo Newsletter production – Ian Crawford Website – Seyi trying to link to professional bodies</p>	<p><b>SJ</b></p>
5.	<p><b>Conference Update</b></p> <p>TO BE REVIEWED ON REGULAR BASIS given Covid 19 situation in UK In event of cancellation owe for 20 people x £60 (£1,200) – Siobhan to confirm and dates of when can cancel. Could also look at postponing dates.</p> <p>Dates: 6<sup>th</sup> - 7<sup>th</sup> May 2020. Venue: Winchester Mercure Hotel Theme: Understanding Scholarship – Issues and Challenges Siobhan organising with assistance from Paul due to local knowledge. Joan to finish programme. Make sure that refund policy is clearly stated on invitation.</p>	<p><b>SG</b></p> <p><b>SG/PJennings</b></p> <p><b>JB</b></p> <p><b>SG</b></p>



	<b>5<sup>th</sup> November 2021 – ACCA London</b> Writing Impact Case Studies	<b>PJennings</b>
<b>7.</b>	<p><b>Treasurers Update</b></p> <p>Accounts submitted to BAFA on time. No income to date this year, but due to start invoicing from March</p> <p><u>Reserves</u> BAFA restriction on reserves discussed – they should be maintained at 80-120% of average annual expenditure for the last 3 years. Expenditure: 2018 £5,197: 2017 £6,174: 2016 £12,941. So average expenditure is approx. £8,000, so reserves could be around £10,000.</p> <p>We were looking to launch pedagogic bursaries at the conference in May 2020 – but this has been put back due to focus on research bursaries this financial year. To be revisited for 2021 in conjunction with potential professional body input.</p>	<p><b>JF</b></p> <p><b>PJohal/LW</b></p>
<b>8.</b>	<p><b>AOB</b></p> <p><u>Newsletter</u> Produce once per annum. First edition to include profiles of committee (plus photos) coverage of 2 latest workshops and future events. Possible use of template to be investigated. Deadline to circulate to Committee for approval: FRIDAY 24<sup>th</sup> APRIL</p> <p><u>Emails</u> Change background colour of emails to increase CDAF's presence from BAFA- SJ contact Tracy to put on our mailings.</p> <p><u>Feedback forms</u> Construct feedback forms for workshops/conference. If anyone has a template for this, please email it to SJ</p> <p><u>Merging of CPAF and CDAF</u> Joan approached by Jan Bebbington with regards the above. Initial discussion around the issues. Would be better to work together but retain identity. Need to have joint committee with more professors inputting into both groups. Question raised to whether we can organise a joint conference/workshop. JB to discuss further with Jan Bebbington.</p>	<p><b>IC/Hafez/ PJennings</b></p> <p><b>SJ</b></p> <p><b>ALL</b></p> <p><b>JB/ ALL to consider</b></p>
<b>8.</b>	<b>Date of next Committee Meeting</b> <b>Wednesday 7<sup>th</sup> May – Winchester</b>	
	<b>Meeting closed at 12.00</b>	