

CDAF Executive Committee Meeting

Date and Time: Friday 26th October 2018 11am – 12.30pm

Location: ICAEW Hall, London

Present: Joan Ballantine, Paul Jennings, Chris Russell, Seyi Adesina, Sarah Jones, Siobhan Goggin.

Apologies: Frances Miley, Parminder Johal, Amanda Williams.

Item		Action
1.	<u>Attendance and apologies</u> See above.	
2.	<u>Minutes of previous meeting</u> Minutes of the meeting of the Executive Committee on Wednesday 16 th May 2018 in Hull were APPROVED. Actions arising from previous meeting: 1a) A big thank you to Jane Fletcher for her perseverance in getting the banking sorted out. Signatory now sorted. 1b) BAFA contact details now sorted with new email system. 5a) Constitution wording – Joan is liaising with Jan Bebbington from CPAF re finalising this. Paul reported that CPAF are keen to work closely with us across the board. Both Jan and Lyn Hodgkinson were invited to the meeting, but unfortunately neither was able to attend. The invitation to our meetings will of course be extended. 5b) Taxation – with the migration of membership to the BAFA platform, this should be easier to handle. We will also make sure that it is clear on subscription paperwork that members of CDAF are required to be BAFA members as well.	JB
3.	<u>Introductions</u> As required.	
4.	<u>Chair/Vice Chair's Update</u> a) Bursary awards - It was agreed to contact Michelle Stirk directly to check on progress. - For the current round of bursaries where monies have already been paid, the candidates need to be contacted and asked to report on progress. b) CDAF Website Joan has undertaken an update of the website to include committee members and events. Seyi has offered to support this role when he has access. Joan has asked him to wait and she will arrange access via Tracy Shorrocks (BAFA Administrator), but	JB FM/JB JB/SA

	<p>stressed the need to get information onto the website as soon as possible and to keep it up to date.</p> <p>c) GDPR Compliance We are GDPR compliant and thank you to both Tracy S and Joan for pushing hard to get this all completed. CDAF were the first fully compliant SIG. Need to make sure that committee members are correctly listed on the membership list. Sarah is liaising with Tracy with regards all the mailings from the BAFA database using the 'corporate' image. Sarah reported that she is trying to 'pool' mailings so as to reduce the amount of emails sent out. This may lead to a minor delay in getting something circulated, but hopefully by grouping all the requests together it will help in the long run.</p> <p>d) CDAF Automatic Payments Subscription System Joan is due to talk/Skype with Tracy to discuss this further.</p> <p>Joan and Paul to draft a letter to HOD's to accompany the subscription requests which are due to be sent out. It was proposed that like BAFA subscriptions should be done on a 365 day basis rather than an academic year basis. The systems in place should allow for a reminder to be sent at the time for renewal, plus a reminder of the benefits that they gain through membership of CDAF.</p> <p>There was a discussion about how we charge for the annual conference and how we ensure BAFA membership. It was decided that we would use the BAFA website for the event as all other BAFA events, which would therefore require anybody signing up to join BAFA first. This may cause an issue with regards the fact that the institution the person works for may not have paid the CDAF subscription. Hopefully this should be easier to trace given automatic subscriptions paid for via BAFA. There also needs to be a route for the professional body representatives to be able to sign up to attend the conference. Sarah and Siobhan to discuss any options with Tracy.</p> <p>There was also a discussion about the role of CDAF and what we want to achieve as a group. It was agreed that following the call for membership subscriptions we would compile a survey to send to members for their validation/suggestions of how to take CDAF forward and the sorts of events etc the membership want. This will need to feed into the committee's discussions about what is offered for the CDAF membership fee.</p> <p>It was agreed that we would arrange an Executive Committee 'away day' in February to discuss the strategy and how we grow the membership and for example how many institutions we are looking to target. Paul to arrange a doodle poll and book venue (ICAEW? Proposed)</p> <p>e) CDAF Constitution See above minutes from previous meeting</p>	<p>JB/SJ</p> <p>JB</p> <p>JB/PJ</p> <p>SG/SJ</p> <p>ALL EXEC</p> <p>PJ</p>
5.	<p>Roles of CDAF Committee Members There was a brief discussion about this, but it was cut short due to time.</p>	<p>ALL EXEC</p>

	<p>a) Joan proposed that the role of liaison with the professional bodies is too big a job for one person in the UK, with ICAEW, ACCA, CIMA, CIPFA, ICAS and AIA to cover. Amanda is currently nominated for this role, but there needs to be someone else in this role. Frances will continue with her role of CPA (Australia) This discussion will continue at the next meeting.</p> <p>b) Siobhan as conference organiser is supported by her PA Ruth, however Paul offered to help out and support this, as it is an area that we all know needs to be promoted to increase attendance and CDAF's profile. Conference dates 9-10th May in Glasgow.</p> <p>We discussed about booking the conference through the BAFA website, which would then mean that delegates would be required to book their own accommodation – although a number of options would be circulated when the conference call is made.</p> <p>Siobhan is currently researching prices and options and will also look into the option of booking a restaurant rather than using the conference venue for the conference dinner.</p> <p>Joan will update the website with the conference dates (plus the dates of next meetings)</p> <p>It was proposed that the topic of the conference could be subject level TEF. Could all committee members consider this and suggest any potential high profile guest speakers or any other ideas. Please pass to Sarah for collation. Chris says he is attending a CABS event in the next few weeks and will use this for fact finding.</p>	<p>SG/PJ</p> <p>SG</p> <p>JB</p> <p>ALL EXEC & SJ</p>
6.	<p><u>Treasurer's Update</u> Jane had previously circulated the current financial position and a number of questions that need answers.</p> <p>Joan is dealing with the outstanding bursary for Michelle Stirk. Joan has investigated the liability for the HEA (£7,402), and following a short discussion at the meeting, the committee were in agreement that this should be written off in full. Decision on how subscriptions are collected – ongoing via BAFA (Joan actioned above) Proposed expense form – it was circulated to the committee and all agreed that it should be accepted and used.</p> <p>We would like to try and make a profit on the conference this year.</p> <p>We discussed the option of supporting Jane in her role as Treasurer and would also like to investigate the option of using an independent examiner (as per CPAF). Paul to follow this up with Jan.</p>	<p>JF</p> <p>PJ</p>
7.	<p><u>AOB</u> None</p>	

8.	<p>Date of next meeting</p> <p>It was decided that in future the autumn meeting would be held on the last Friday in October and the spring meeting would be held on the first Friday in March.</p> <p>We would look to rotate the meetings around the available venues and locations.</p> <p>This means the next meeting would be on Friday 1st March 2019. Venue TBC plus topic for afternoon workshop. Ideas to either Paul for collation.</p>	<p>PJ/SG</p> <p>PJ</p>
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