

CDAF Executive Committee Planning Meeting
CIMA, The Helicon, 1 South Place, London
1st March 2019

Meeting started at 11.00am

Present: Joan Ballantine, Paul Jennings, Sarah Jones, Siobhan Goggin, Seyi Adesina, Ewan Tracey
Apologies: Jane Fletcher, Parminder Johal, Gillian Holmes.

Item		Action
1.	See above	
2.	<p>Minutes from previous meeting (excluding conference)</p> <p>Follow up actions: Website updated. Website Access – Joan still having trouble with website access. Will pass over when access is more sorted. Seyi agreed to be proactive/innovative in updating.</p> <p>SJ to do a list of unis that we don't have contacts in off the mailing list – STILL TO BE DONE.</p> <p>Paul Jennings has confirmed that Amanda Williams is no longer able to continue on the Committee.</p> <p>Vacancies for 3 committee positions to be advertised via BAFA. Roles will need to be assigned but we require professional body liaison, plus a lead for workshop organisation plus one more general role to help out where required.</p> <p>External communication of dates of workshop and conferences needs to be slicker and agreed much further in advance. One person to take complete ownership for each event – including arranging venue (maybe Paul can assist on this), speakers and setting agenda/schedule of events.</p> <p>Workshops: advertise 6 months in advance.</p> <p>8th Nov 2019 – advertise 8th March 2019 (along with conference reminder) This should be led done by the event organiser (in conjunction with Secretary for communications). REF – managing staff through REF and the pressures it brings. Joan agreed to organise November event. Paul – please sort venue and confirm to Joan. Joan to work with Jan Bebbington to agree the programme. Advertise as soon as confirmed.</p> <p><u>Provisional outline</u> Exec meeting: 10 – 12 Lunch: 12 – 12.30</p>	<p>Ongoing JB/SA</p> <p>SJ</p> <p>SJ</p> <p>PJ</p> <p>JB</p> <p>PJ</p>

	<p>Session: 12.30 finishes at 4/4.30pm</p> <p>6th March 2020 - advertise 6th October 2019 (along with conference reminder and November workshop reminder) Resilience training/wellbeing/ work life balance Paul agreed to organise March event.</p> <p>As a committee we agreed that the conference organisation should be completed by 31st Aug – programme agreed and communication to go out by 31st August, plus reminder notification of Nov workshop to members.</p> <p>For all events we will investigate the use of Mailchimp and Eventbrite together. PJ to put more detail on Eventbrite links.</p> <p>SJ to find out about mailchimp.</p> <p>Bank signatories initiated, just awaiting bank sign off.</p>	<p>PJ</p> <p>PJ</p> <p>SJ</p>
3.	<p>Chairs Update Membership – new email to go to out with the correct information regarding supplier details, plus due to GDPR requirements, all members must fill in the membership form to create the institutional invoice.</p> <p>Calls for bursaries – end of March + reminder for presenting at next BAFA conference.</p>	<p>JB/SJ</p> <p>JB/SJ</p>
4.	<p><u>Conference Update</u></p> <p><u>8th May 2019</u> Exec Meeting, Hilton Grosvenor Glasgow, 1-9 Grosvenor Terrace G12 0TA 6pm dinner meeting</p> <p><u>Annual Conference & AGM, Hilton Hotel Glasgow – 9th – 10th May 2019</u> Theme – Subject level TEF</p> <p>SG and ET to take on conference organising role and get programme drawn up by Friday 8th March.</p> <p>SG – has not had any response from the various contacts – OfS, Westminster speaker and Advance HE.</p> <p>DAY 1 1 - 1.15 Joan introduction 1.15 – 2.00 Keynote 1: Subject Level TEF- what is it, rationale for introduction (Grahame Rosenberg – JB to chase) if not then Parminder’s contact (Ruth Ayres PVC at Derby) ET to follow up and liaise with JB. 2.15 – 3.00 Keynote 2: Assessing panel – expectations from the institutions – due to broad discipline of Mgmt and A&F are there any specific requirements they would be looking for. Professor Julia Clarke – MMU – JB to contact. If not them, the JB to ask her colleague Paul Bartholomew.</p>	<p>ET/SG</p> <p>JB/ET</p> <p>JB</p> <p>JB</p>

	<p>Tea break 3.30 – 4.15 Keynote 3: Melissa Wood Swansea, interactive session on pilot and how to operate. organise etc. 4.15 - 5.00 AGM – ask the members</p> <p>DAY 2 9.30 – 12.30 Three themes re initiatives institutions are undertaking that will affect TEF. – BME metric, Employability and Student Experience.</p> <p>BME metric – Lisa Wakefield has confirmed or one of the team. Employability – ET to find out re Northampton Employability Charter. If not then Sarah to talk to Swansea Uni Employability Academy and or School of Management Careers. Student Experience – Craig McLaughlin at Strathclyde – can he provide someone to speak about student experience. ET to follow up. Produce a programme by Friday 8th March.</p> <p>ET to liaise with committee to ensure action.</p> <p>Committee confirmed that expenses of guest speakers would be covered. Flights and accommodation. Committee agreed that we would not hold rooms in the hotel for conference guests. Accommodation booking to be done by delegates themselves.</p> <p>Conference budget Paul agreed to construct a spreadsheet for the conference budget for SG and JF to ensure that all costs are covered. SG to chase Jane/Paul for event costings and cc ET in order to get conference advertised as soon as possible.</p> <p>For information: 2018 conference: Registration only £120 / Registration + dinner. £180 2019: Propose 1 rate only Registration + dinner approx. £180 -£200, dependent on costings, but minimum £180.</p> <p>Sign up will be through BAFA website – JB to liaise with Lisa J and Tracy to ensure automatic payment through BAFA.</p> <p>Summarising the above:</p> <ol style="list-style-type: none"> 1. Budget and price (ET/SG/JF) 2. Programme (ET) 3. Lisa and Tracy for automatic payment (JB) 4. Advertise and website set up (ET/SA) <p>SJ contacting the following re conference to say that we are coming and it would be great to have some representation. Catrina Paisey – Uni of Glasgow Craig McLaughlin – Strathclyde – will provide contact details, plus ICAS contact details Brian Windrom – Napier SJ to check Edinburgh – Carole Cooper?</p>	<p>ET SJ ET ET ET PJ SG/JF/PJ/ET JB SJ</p>
--	--	--

6.	AOB Meeting closed at 12.45	
----	---------------------------------------	--