

COMMITTEE OF DEPARTMENTS OF ACCOUNTING AND FINANCE

Executive Committee Meeting

Virtually via Zoom

26th March 2021

Meeting started at 09.30 am

Item		Action
1.	<p>Attendance and apologies <u>Present:</u> Joan Ballantine, Sarah Jones, Siobhan Goggin, Paul Jennings, Seyi Adesina, Hafez Abdo, Lisa Weaver, David Trodden, Apologies: Darren Sparkes</p>	
2.	<p>Minutes from previous meeting Siobhan and Joan to liaise about the updated membership list. Link up with all of these on LinkedIn.</p>	SG /JB
3.	<p>Chairs Update The meeting was to discuss and plan the conference and forthcoming workshops. There was a call again for all committee members to promote activities and other articles etc, using the CDAF LinkedIn page, and Twitter. Social media coverage – increased followers (+130 in January) to 247 on LinkedIn following sharing of invitations in our networks. Seyi shared the breakdown of the statistics behind these including location of followers and job role etc. CDAF Exec need to be posting more.</p>	ALL
4.	<p>Conference Update Thursday 6th May 2021 Virtual conference. Theme: Teaching in a Covid-19 Environment: Lessons learnt and the Way Forward JB has contacted speakers who have all agreed to speak at this year’s conference and engage with this revised theme. (Barbara Flood, Greg Stoner, Alan Sangster and Hilary Lindsay) Confirmed the proposed outline for running order for the conference. Joan to circulate to committee following discussion with the speakers. Sarah to circulate to mailing list and Seyi to publicise on social media/websites Discussed how to informally network through the conference, via breakout rooms. (max 10 per room) Allocate people to each breakout room. Seyi in control of the breakout rooms/participants – and propose 20 mins and 10 mins feedback into the main room.</p>	JB SJ SA

	<p>Paul and Seyi to sort Eventbrite links to those who have registered interest on LinkedIn.</p> <p>Committee members to be accessible in all the break times Seyi to change BAFA Zoom meeting arrangement to 09.00 – 18.00</p> <p>Can we publicise the full schedule on LinkedIn – check with Tracy that we can put full schedule on a non-BAFA platform.</p> <p>Meeting management: Naming convention for Committee: Full name CDAF Exec (Chair/Treasurer/Secretary)</p> <p>Breakout room management: Seyi Chat monitor: Paul, Siobhan and Joan Membership checking and invites to join CDAF where applicable: David and Sarah</p> <p>Lisa to devise follow up questions for Qualitrix to be circulated after the conference for feedback.</p> <p>Follow up email – to gather information on what they want CDAF to do in future.</p>	<p>PJennings / SA</p> <p>ALL</p> <p>SJ</p> <p>SA PJennings/SG/JB</p> <p>DT/SJ</p> <p>LW</p>
<p>5.</p>	<p>Workshop Update</p> <p>5th November 2021 – Venue TBC ICAEW London Planning Impact Case Studies: Managing the Process JB/PJ to organise Complete the one page template.</p> <p>Chris Humphries – Manchester JB to contact + ICAEW who worked with Chris on this case study. Joan Ballantine - Ulster Writing and putting together an impact case study.</p> <p>4th March 2022 – Venue TBC ACCA London Building Sustainability into the Accounting and Finance Curriculum</p> <p>Parminder & Lisa to bring sustainability and links to the professional body for this workshop. (Sustainability & ACCA Insights report) Accounting Education and sustainability and working with professional bodies. (Joan suggested Ian Thomson from Birmingham)</p> <p>Friday 10th Sept 2021 Assessment and Accreditation: Update and Implications Online meeting/discussion with Professional bodies to discuss the next academic year as a follow on to the forum this time last year.</p>	<p>PJ JB</p> <p>PJohal /LW to organise</p> <p>SJ to organise</p>

6 & 7.	<p>Treasurers Update and Bursary Call</p> <p>Treasurer circulated report to the committee. Bank balance £33k, approx. £11k committed to bursaries.</p> <p>29 subscriptions to date, including the 9 Committee members.</p> <p>SJ/DT and JB to meet to agree the current way forward re managing the G-Suite for electronic payments – this needs to be followed up and actioned</p>	SJ/DT/JB
8.	<p>Professional Bodies Update</p> <p>Update was discussed in the planning of the workshop for March 2022.</p> <p>If there are new names that need to be added to the mailing list, then please let Sarah know. (following a check of permission)</p> <p>What actions need to be taken regarding existing connections at ICAEW, ACCA and CIMA? – To be discussed at a future date.</p>	PJohal/LW/SJ
9.	<p>AOB</p> <p>Tuesday 13th April 3.30 – 5pm CDAF Committee Attendance at BAFA conference. Joan in attendance at the conference.</p> <p>To facilitate BAFA request for CDAF execs to be available Sarah and Paul to attend on behalf of CDAF and to use CDAF funds for the expenses.</p> <p>Committee agreed that this was OK given that their universities would not cover the costs.</p>	
10.	<p>Date of next Committee Meeting Friday TUESDAY 8th June 16.00 – 18.00</p>	
	<p>Meeting closed at 11.30</p>	