

## COMMITTEE OF DEPARTMENTS OF ACCOUNTING AND FINANCE ANNUAL GENERAL MEETING

Minutes of meeting held Thursday 9<sup>th</sup> May 2019

**Venue:**

Hilton Glasgow Grosvenor Hotel  
1-9 Grosvenor Terrace  
Great Western Road  
Glasgow G12 0TA

Item	Meeting Opened at 16.35	Action
	<p><b>Attendance</b> Navjot Sandhu (BCU), Samantha Robers (BCU), Parminder Johal (Derby), Dawn Reilly (Greenwich), Craig McLaughlin (Strathclyde), David McMillan (Stirling), Stephen Frost (Loughborough), Jane Fletcher (Hertfordshire), Nick Collett (Manchester), Paul Jennings (Winchester), Joan Ballantine (Ulster), Siobhan Goggin (Lincoln), Sarah Jones (Swansea), Honor Pacey (Northampton), Ewan Tracey (Northampton), Seyi Adesina (Canterbury CCU)</p>	
1.	<p><b>Minutes of Previous AGM 160518</b> Approved. Proposed by Joan Ballantine Seconded by Paul Jennings</p>	
2.	<p><b>Chairs Update</b></p> <p>CDAF have had a busy year, with the new committee settling in. CDAF were the first subgroup of BAFA to be GDPR compliant. The chair asked whether the more corporate communications are well received and whether they are being distributed amongst staff in member institutions.</p> <p>The Exec Committee are looking to ensure that the membership database is as accurate as possible and will be contacting institutions in the next couple of months to confirm that the contacts are correct for HoD's/Associate HoD's/any other contacts to be included.</p> <p>Upcoming events: 25<sup>th</sup> October – Workshop on REF (London) 6<sup>th</sup> March – Workshop on mindfulness and wellbeing (London) 7-8<sup>th</sup> May – Annual Conference on Scholarship (Northampton – venue TBC) (Registration for the conference will be via the BAFA website as per this year and all other BAFA events)</p>	

	<p>Could all members please spread the word.</p> <p>Subscriptions – please make sure that your institution has paid.</p> <p>CDAF Newsletter – we are intending to publish a newsletter this year, so please watch out for this, or if you have any items you wish included, then please let the committee know.</p>	
3.	<p><b>Treasurers Update</b></p> <p>The Treasurer reported on the financial position of the committee. Copy of report below. Subscriptions being collected and sufficient funds for busarries to be considered.</p>	
4.	<p><b>AOB</b></p> <p><b>Expressions of Interest</b></p> <p>Vacancies advertised on 25<sup>th</sup> April and closing date is 19<sup>th</sup> May 12pm. EOI currently received from 6 people.</p> <p>The membership present agreed to grant the committee Chairs Action to appoint 3 committee members following the closing date for applications on 19<sup>th</sup> May. The Secretary will circulate EOI's to the Committee for election.</p> <p><b>Bursaries</b></p> <p>Proposed that once database of contacts is up to date and then call to go out as this is a key way of supporting staff and their research ideas.</p>	
5.	<p><b>Date of Next Meeting</b></p> <p>7<sup>th</sup> May 2020</p>	
	<p><b>Meeting closed at 16.55</b></p>	