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|  | | | **CIPFA North East** |
|  | | | President: Judith Savage |
|  | | | Vice President: Jim Dafter |
|  | | | Treasurer: Matt Calvert |
|  | | | Secretary: Eleanor Goodman |
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| minutes | | |  |
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| Meeting: | | CIPFA North East Executive | |
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| Date and time: | | 12 September 2017 | |
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| Venue: | | Newcastle Civic Centre | |
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| Executive present: | | Jim Dafter (Vice President), Matt Calvert (Treasurer), Peter Sullivan (Website and Social Media), James Charlton, Helen Dalby, Laura Hayward, David Jobson, Clive Johnson, Angela Waring, Tracy Wood | |
| Also present: | | Dan West (CIPFA) | |
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| **1** | **Apologies for absence** | | | |  |
|  | Jayne Cuthbertson, Eleanor Goodman, Katy Laing, Bruce Parvin, Judith Savage | | | |  |
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| **2** | **Minutes of meeting of 7 July** | | | |  |
|  | The minutes were agreed as a true record. | | | |  |
| **3**  **4**  **5**  **6**  **7**  **8**  **9**  **10** | **Events 2017**  **Golf Day**  The deadline for entries was 11th September; CJ confirmed there are currently 9 attendees out of an available 20 places. Highlighted that some of the usual attendees were not able to make it this year. Currently none of the attendees have paid.  *ACTION* – JD to encourage attendance at Mazars.  **Brexit Event**  The CIPFA Big Brexit Breakfast: North East event, jointly organised with CIPFA central will take place on Tuesday 19th September 2017 at Newcastle Civic Centre from 8:30am. There is currently a confirmed minimum of 50 attendees. PS highlighted the success in the Exec’s role in steering this event, noticeably by securing the preferred half-day session rather than the initially planned full day.  **Conference 1 December**  Currently unsure of the number of bookings though PS reassured that most people tend to book late on. Members of the Exec are encouraged to spread the word.  *ACTION* – AW to forward the final version of the flyer to PS to publish on the website.  **6th Form Games**  DW confirmed he recently attended the 6th form games in the midlands which was a great event. It was acknowledged that the 6th form games provides a good opportunity to publicise the institute. It was acknowledged that we need to start organising for the next games and a provisional date of 10th March 2018 was proposed.  *ACTION* – DJ to contact George Clark and potential schools.  *ACTION* – AW to source volunteers.  **Events (General) (AW/TW)**  The Events Committee met on 30th August to discuss event planning for 2018. A provisional date of 14th March 2018 was proposed for the professional update day and AGM – dates for other events still need to be confirmed, and it was proposed that we aim to hold an event every other month. AW is pulling together a bookmark of events and asked for suggestions for a photograph to feature on the background.  In addition, concerns were highlighted around how we identify and include all the students in the region. DW confirmed similar concerns had been expressed by other regions and that he would be able to assist in providing a list of students from CIPFA central.  *ACTION* – DW to provide list of students in the region  *ACTION* – All – any suggestions for events bookmark photograph to AW  **Regional Forum 6-7 November – Edinburgh**  CIPFA Scotland are hosting the 2017 Regional Forum on 6-7 November 2017. Looking for members of the Exec to attend; MC expressed an interest and CJ may also be able to attend but unconfirmed. JD asked members to let him know by the end of September if they wish to attend.  PS raised that the North East will be hosting the Regional Forum in 2018 and it was acknowledged that we need to start planning for this now.  *ACTION* – All – members wishing to attend 2017 Regional Forum to inform JD by the end of September.  **Website and Social Media Update (PS)**  PS confirmed access to the online Regional Forum is up and running and recently made a post regarding the new volunteering page on the CIPFA NE website. This page shows current volunteering opportunities in the region and includes a link to a national volunteering website.  PS awaiting a write up of the Apprenticeship Levy event which was held on 12th June. Additionally, will need some narrative for the website regarding the Internal Audit Group (if they need a separate page) and the student page. PS also requested in advance that write ups of the upcoming Brexit event and Golf Day are provided following the events.  On the matter of student events, DJ asked whether a Pizza and Pre-seen event would be taking place this term but AW clarified this would depend on the number of students sitting the case study – information which we currently do not have. HD was also keen to get involved with the student side.  *ACTION* – JCh/LH to provide narrative for student webpage to PS  *ACTION* – All – need a volunteer who attended the Apprenticeship Levy event to provide a write up to PS  **Financial Update (MC)**  MC provided an update on the current financial position, which showed a current overspend of £2.2K. There are a few outstanding debtors invoices which TW and DW agreed to chase. MC asked that he be informed of any other potential commitments members of the Exec may anticipate.  MC also requested approval to update the bank signatories to reflect the recent changes of roles, and this was agreed by present members of the Exec.  *ACTION* – TW to provide contact details to MC for the 2 conference dinner debtors invoices.  *ACTION* – DW to chase up CIPFA HQ debtor invoice re sponsorship of the NE Accountancy Awards.  *ACTION* – MC to chase Sellick invoices for payment.  **Student Update (LH/JCh)**  LH provided an update on feedback from students resuming courses in August / September and noted potential issues with the timing of face-to-face classes in comparison with the respective online classes, i.e. being considerably earlier and that this seems to have affected the availability of practice tests. It was also raised that the PSFR resit webinar was held on the same day as one of the F2F classes. This feedback had been provided to Student Support directly.  Further student meet and greet events were discussed to potentially be held in January / September to align with course start dates. Additionally, the idea of holding events in the south of the region, i.e. Teeside was raised however would be subject to further details of the student demographic. Potential for future 6th form management games to be held in the south of the region was also raised, though it was acknowledged that approx. 16 volunteers would be required for the event.  ACTION – LH/JCh to liaise with HD on student engagement in Teeside and surrounding area.  **Replacement for Secretary (EG)**  A replacement secretary is required due to EG going on maternity leave. JCh volunteered to cover the role and was agreed by the Exec.  **Any other business**  DW provided feedback on the CIPFA Conference held in Manchester in July which was all in all a successful event. The workshops during the day were very well received and it was also noted that Grace Blakely (due to appear on the upcoming NE Brexit event panel) was part of a great opening panel on the main stage. Commercialisation was a common theme of the conference and DW also noted that CIPFA are running new Commercial Mini MBA training courses and may require volunteers to run on a regional level, though this is in early stages. It was also noted that CIPFA are pushing their accounts closedown software.    DW also mentioned that he attended the Yorkshire and Humber regional committee on the 11th and cited that similar issues were discussed around accessing necessary information on students in the region. DW welcomed Exec members to contact him if they require any information from CIPFA HQ.  CJ asked if there was any news about apprenticeships – DW noted there had been some hurdles involving the PEP which had slowed the process down. Dan Coutts and David Fields at CIPFA HQ would be able to provide more information on the current position.  JD raised that the financial regulations on the website are 5 years old and may require updating.  *ACTION* – DW to contact Dan Cutts / David Fields for an update on apprenticeships.  *ACTION* – JD to review financial regs and bring to Exec for approval  **Date and time of next meeting**  Wednesday 8th November 5pm, Newcastle Civic Centre | | | |  |