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|  | | | **CIPFA North East** |
|  | | | President: Judith Savage |
|  | | | Vice President: Jim Dafter |
|  | | | Treasurer: Matt Calvert |
|  | | | Secretary: James Charlton (Acting) |
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| minutes | | |  |
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| Meeting: | | CIPFA North East Executive | |
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| Date and time: | | 06 November 2018 | |
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| Venue: | | Newcastle Civic Centre | |
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| Executive present: | | Judith Savage (President), Jim Dafter (Vice President), James Charlton (Secretary), Jane Cuthbertson, Helen Dalby, David Jobson, Katy Laing, Peter Sullivan (Website and Social Media), Angela Waring | |
| Also present: | | Andrea Binks | |
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| **1** | **Apologies for absence** | | | |  |
|  | Laura Burbridge, Bruce Parvin, Clive Johnson, Tracy Wood, Matt Calvert, Dan West, Cliff Dalton, Eleanor Goodman, Rachael Crowe  Note, the time of the meeting was brought forward at short notice to coincide with the end of the WIL event. | | | |  |
| **2** | **Minutes of meeting of 11 September** | | | |  |
|  | Actions from the previous meeting were discussed. All outstanding actions are included in Appendix A.  The minutes were agreed as a true record. | | | |  |
| **3** | **CIPFA Update** | | | |  |
|  | DW and CD gave their apologies for the meeting. | | | |  |
| **4** | **Volunteer Recruitment** | | | |  |
|  | Succession planning    At the end of March 2019 JD will replace JS as President and has asked JCh to become Vice President. With PS wishing to step down from the role of Website & Social Media Coordinator and the suggestion of an additional role to support the Treasurer, the following roles will be vacant and require appointment at the AGM in March:     * Secretary * Website & Social Media * Deputy Treasurer     It was also acknowledged that the 2 student members on the exec are nearing completion of the PQ and we therefore need to look at succession to ensure we continue to maintain representation of student members – one of the new trainees at Newcastle City Council has expressed an interest in volunteering. HD also mentioned her organisation has recruited a new trainee who will be encouraged to study CIPFA and hopes to bring her along to an exec meeting in 2019.    There was also discussion around the need to define volunteer roles so we have something tangible to provide to potential volunteers rather than just asking what they would like to do. JC said there might be some useful examples on the regions forum site which we could utilise - PS said he would raise this at Autumn Forum next week. | | | |  |
| **5** | **Sponsorships** | | | |  |
|  | Discussed earlier in actions from previous meeting.    We have received good support from Engie for the WIL event and they have also offered to do the bookmark free of charge. Helped with design of flyers etc. and can print in matter of days.    Sponsors for the WIL event: Sellick, Newcastle Business School (also have a speaker who is keen to get involved with more CIPFA events), Deloitte (may wish to get involved with future events - especially on topic of flexible working and may be worth approaching for the professional update day).    JS and Andrea have created a directory of contacts and speakers for the WIL event which can be built upon for the wider events programme. AW also noted we need to try and move away from the usual rush towards the end of the year to plan events.    Need to double check with BP on arrangements for the Annual Dinner sponsorship.    All - just a note to be aware through work relationships of any potential sponsors. | | | |  |
| **6** | **Regional Development Plan 2019** | | | |  |
|  | The RDP for 2019 is due for submission to CIPFA HQ and JS noted we need to be more ambitious with bids for funding. Funding for the admin resource needs to be included again and is envisaged to help with earlier conference planning with the possibility of covering the secretary role. We need to get used to asking Andrea to help with some of the workload as the additional support has really helped with the WIL event.    HD suggested moving the 'WIL' event around the region to cater to different audiences. PS recalled before the NE/Yorkshire split, there was an event which was repeated in 3 different areas of the region.    PS said there is a feature with Facebook / Twitter that allows us to see how far our posts / tweets have travelled and we can then invite those users to 'like' our page.  JC suggested we request funding to hold an annual graduation style awards ceremony for newly qualified's. This wouldn't necessarily need to be a formal dinner - could be canapes with drinks reception or afternoon tea with the families. £1K was suggested as a reasonable budget to request for the event. | | | |  |
| **7** | **CIPFA North East Events 2018 (AW)** | | | |  |
|  | * Women in Leadership event, 6th November   Exec members present who had just attended the event gave verbal feedback - the event was a success.     * Students Pizza & Pre-seen, 13th November   Action - JCh to notify DJ of numbers for the event and forward pre-seen material to JS.   * NE Conference 2018, 23rd November     AW gave an update; everything is in hand, just need to push promotion. As at 5th November there were 35 delegates on the list. Only JD and AW from the exec had confirmed attendance. Members were asked to let AW know if attending the conference to be added to the list. Noted we need to raise awareness this isn't just aimed at CIPFA members and students can attend for free.    Andrea suggested we could send out an email to the WIL event attendees to thank them for coming whilst also promoting the conference.    JC said we need to understand what the demographics were for the WIL attendees to understand what percentage were CIPFA members, and of those that are not, how did they find out about the event?    No nominations had been received for the EY Joint award. JS to contact David Smith at EY to discuss.    JD received an update from George on the conference dinner, stating he had received only 3 responses from exec members. Members were reminded to respond to George's email confirming whether they wish to attend the post conference dinner.   * Potential joint event with North East & Cumbria Finance Forum   HD mentioned she attended the last meeting with BP who introduced himself on behalf of CIPFA NE. It was suggested we need to attend the next meeting to determine how we can work together. For example, they may have enjoyed the WIL event today. HD to ask the NE & Cumbria Finance Forum to add to their next agenda to consider joint events with CIPFA NE.    AW also gave an update on the events bookmark stating she was just waiting on some photographs. Bookmark to be sent on to Engie when ready for print. | | | |  |
| **8** | **Website and Social Media Update (PS)**  PS noted issues with updating the website again and needs to contact CIPFA - fortunately this has occurred at a quiet time of the year.    Action - a volunteer who attended the WIL event to provide a write up for the website and social media.    PS will be career break status from 01/01/19 but intends to continue the website social media role until at least March 2019. | | | |  |
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| **9** | **Financial Update (MC)** | | | |  |
|  | MC had submitted his apologies for the meeting. Generally, this time of year is relatively quiet and most activity will follow the WIL event, conference and annual dinner.    Ideas for development funding were discussed at the start of the meeting and it was noted there are still some outstanding debtors going back to 2017 which need to be chased. | | | |  |
| **10** | **Student Update (LB/JCh)** | | | |  |
|  | Nothing additional to report, covered the pizza & pre-seen earlier. | | | |  |
| **11** | **Any other business** | | | |  |
|  | No other business discussed. | | | |  |
| **13** | **Date and time of next meeting** | | | |  |
|  | The following provisional dates were proposed for the 2019 meetings:   * 23/01/19 * 13/03/19 (AGM) * 15/05/19 * 03/07/19 * 11/09/19 * 06/11/19   5pm, Newcastle Civic Centre | | | |  |