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|  | **CIPFA North East** |
|  | President: Jim Dafter |
|  | Vice President: James Charlton |
|  | Treasurer: Matt Calvert |
|  | Secretary: Lauren Liu |
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| minutes |  |
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| Meeting: | CIPFA North East Executive |
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| Date and time: | 3rd July 2019 |
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| Venue: | Newcastle City Library |
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| Executive present: | Jim Dafter (President), James Charlton (Vice President), Lauren Liu (Secretary), Bruce Parvin, Kevin Johnston (Website and Social Media), Peter Sullivan, David Smith (dial-in) |
| Also present: | n/a |
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| **1** | **Apologies for absence**Laura Burbridge, Eleanor Goodman, Sian Armstrong, Matt Calvert, Rachael Crowe, Jane Cuthbertson, Tracy Wood, Clive Johnson, Angela Waring, Katy Laing, Judith Savage, Michael Brodie |  |
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| **2** | **Minutes of meeting of 15 May 2019**JD agreed to apply CISCO Webex 30 days free trial in November CIPFA NE Conference in order to test its feasibility. JCH suggested Youtube and Facebook Live can be considered as alternative options to promote the CIPFA. BP suggested initially recording the conference and posting the video after the event, rather than broadcasting live straight away, to avoid any technical issues. PS also mentioned that availability of VPN set-up would be necessary for any live broadcast of the event.The minutes were agreed as a true record. |  |
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| **3** | **CIPFA Update**No update was available |  |
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| **4** | **Volunteer Recruitment**We have recruited some new volunteers to the exec following the Professional Update Day and Annual Dinner. JCH mentioned SA gives her apologise for temporary absence due to final exam but is keen to be involved with any CIPFA works.BP highlighted it will be good to register and categorise the volunteer’s role in terms of distinguishing between being a member of the Exec and CIPFA advocates in other ways, such as speaking at and supporting events. *Action – JD to ask JC to invite Paul Woolston to the Exec.*  |  |
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| **5** | **Feedback from Spring Forum and Regions IT Project** * PS attended and said he got the impression that the North East is one of the most active regions. In this event, it addressed Diversity and Inclusion, and that a questionnaire will be circulated.
* Alistair Barr, the main contact for the Regions Forum, introduced Chris Glennie, the new Director for Education and Lifelong Learning.
* It was suggested by BP that it would be worthwhile to invite Chris Glennie to NE Annual Conference. JCH confirmed Chris Glennie will be attending the Graduation Ceremony in September as well.
* PS mentioned the Students and Members Board, chaired by Jane Owen, is looking for volunteers from any regions to sit on the board as an observer for CIPFA’s 2020 curriculum review.
* PS specified the Hedley Marshall Award replicas are running out and they are looking for replacements for the award.
* PS emphasised IT support and Regions agenda.

Chris Wales, the new CTO, is keen on improving the technology throughout CIPFA. For the regions, he is looking at creating new dashboard which would sit on the core system and be accessible over the web from any device. However, the project requires a financial contribution from each region. The total cost is about £20k -£50k. At this stage, Chris is looking to see whether there is enough interest across regions to make it worth his team doing further works.BP questioned whether the spending can deliver real value and PS confirmed the new system would improve the working efficiency by allowing the other regions to deal with matters in a timely manner. As in this moment, Peter is the only main contact for all IT issues.All present agreed to contributing from reserves for this project.* PS pointed out Autumn Forum is being held on 14th and 15th November and PS recommended it’s a good event to attend.
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| **5** | **Regional Newsletter**This was discussed in the Events Committee last week with the following ideas for the content:* Upcoming new events
* Past events with photographs
* Who’s on the execs board
* One profile for each exec members for what they do and their background
* Message from the President
* Information of awards
* Sponsors logos

JD confirmed the newsletter will be a virtual edition rather than paper. The first edition will come out in September.*Action - JD will share the Newsletter template with Angela and event committee*  |  |
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| **6** | **Events Committee update*** + The Audit CPD – An Auditor Calls, Getting the most from their visit

The provision of freebies and refreshment are confirmed, and it will be held in the NAO office  10 people have confirmed their attendanceJCH mentioned so far attendees are mainly AAT members  JD encouraged everyone at the meeting to attend*Action – JD to ask AW to circulate the event flyer* * + Graduation Ceremony

KL takes lead on this event and will finalise the invitation JCH - a list of graduates can be obtained from the membership dashboard. However the data only highlights the graduates who have passed the exam within 1 year and have not submitted their PEP to gain full membership.JCH confirmed So far 18 pp are in the list, this is including prize winnersJCH asked as there is no certificates issued until full members, whether we should provide something to present to graduates. BP suggested dummy certificates could be used for photographs.JCH mentioned as the first line of graduates’ address is missing, the invitation will need to be sent by email instead. JCH confirmed will invite next cohort who take final exam this time. The result will come out next week. JCH mentioned the capacity of the catering in Mansion House for attendees. So far the maximum numbers is 60*Action - JCH will chase up CIPFA to get full list of students who pass exam within the last 12 months* * + Annual Conference

All speakers now confirmed and a draft programme has been pulled together* We are hoping to host a Finance Business Partnering event at The Word , South Shields in Sept, planning for this is ongoing.
* We have been approached by Gary Bandy with an opportunity to present a CPD session, we are pursuing idea to host this in Teesside
* BP invite JD to attend the NECDOFF event in Durham
* Case study – Pizza night

 JCH confirmed this went well and attendees gave positive feedback. * North East Accountancy Awards

JD praised it was a great night and JS presented the award to the winner of the Public Services Finance Team of the Year. BP mentioned we need to secure Engie as a sponsor for next year’s Annual Dinner. |  |
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| **7** | **Website and Social Media Update*** PS and KJ are half-way through the handover for the website and social media.
* KJ and JS are working on the issue that the VPN can’t get through NCC’s WIFI. PS is confident that CIPFA will improve this once KJ reports it when he goes down to London.
* KJ mentioned he is currently working on:

Events write-up’s for the websiteUpdating the contact details Update instructions Transfer all photos Promote accountant award docs * PS mentioned the password for the twitter account has been changed and needs this from KJ.

*Action - JCH will provide write up of the Professional Update Day* *Action - JD will provide write up of the NEAA*  |  |
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| **8** | **Financial Update and Sponsorships (MC)**MC was unable to attend the meeting but gave the following update in advance:* Nothing changed much since the last update
* The accountant at CIPFA has left the organisation and there were some outstanding queries he hadn’t dealt with, e.g. unpaid conference income and VAT refund.
* Nothing new which is likely to impact on the year-end position.

BP mentioned that the NAO may hold out of date contact information as a previous treasurer of the region, currently working at Hartlepool, received an email from them. |  |
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| **9** | **Student Update**CIPFA NE are sponsoring two students to attend the national conference in Birmingham this month. The students are from Newcastle CC and Middlesbrough Council. BP suggested it would be reasonable to ask the students to write an article from their experience at the conference.*Action – JCH to contact the two students regarding a write up of the conference*  |  |
| **10** | **Any other business**JS has begun generating ideas and planning for a second Women in Leadership event and asked for feedback from the exec on the document circulated prior to the meeting.*Action – JD to circulate WIL document to the Exec for comment* |  |
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| **11** | **Date and time of next meeting*** 11/09/19, 5pm, Newcastle City Library, room 7 (level 6)
* 06/11/19, 5pm, Newcastle Civic Centre, Armstrong / Stephenson room
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