**CIPFA EUROPEAN GROUP**

**ANNUAL GENERAL MEETING**

**MINUTES**

**Date:** 19 November 2019

**Venue:** European Court of Auditors, 12, rue Alcide de Gasperi, L-1615 Luxembourg

**Present:**  Michael Bain, Victoria Bainbridge, Stuart Ballantine, Malcolm Jolliffe, Leslie Milne, Ian Munn, Torielle Perreur, Paul Sime, Paul Stafford, Alastair Swarbrick, Neil Usher, Paul Webb, Peter Welch, Hilary Street (CIPFA Europe web administrator), Carolyn Williamson (CIPFA President), Drew Cullen (CIPFA)

**Apologies for absence**: Alan Findlay, Jeff Mason, Nicole Smith, Ross Walton

1. **Opening**
   1. The meeting started at 1205. The President welcomed attendees and reported apologies for absence.
2. **Approval of minutes of the 2018 Annual General Meeting (AGM), held on 7 November 2018**
   1. The minutes of the AGM were distributed at the start of the day (seminar). Attendees reviewed them, there were no matters arising and they were approved.
3. **Group activities and development plan 2020**
   1. Paul Sime (President) reported that the Group Development Plan had been submitted. A joint event on ethics was held with Accountancy Europe in Brussels earlier this year, in addition to the seminar held before this AGM. He thanked Peter Welch and Nicole Smith in particular for their work in delivering that. The aim will be to continue to run at least two events a year.
   2. A further main aim is to increase working with other accountancy bodies, such as with the joint event with Association of British and Irish Accountants in Luxembourg that started this year`s seminar, the previous evening (28 November).
4. **Financial report 2018**
   1. Paul Webb (Treasurer) reported that banking process is now all undertaken by CIPFA HQ, which minimises Group workload. The only payments in the last period were for last year`s seminar and AGM. He reported that the Group currently has a balance of £12,729.62, with the costs of this year`s seminar and AGM to be paid. The annual subvention from CIPFA is £2,000, which should also be considered in financial planning. That Group events usually get in-kind hospitality and support of host institutions is a reason that balances are retained.
   2. Both the Treasurer and President said the Group should be encouraged to expend some of this balance on suitable development activities. Suitable activities to be encouraged include: supporting the conference for the regions (which was not possible in 2019 due to short notice) and possibly the annual conference, as well as also holding a second event (as in 2019) and periodic committee meetings.
   3. On possible additional events, the Group also discussed how to engage with the substantial wider CIPFA-qualified base beyond the PQ, which is mainly in South East Europe, via Center of Excellence in Finance (Slovenia). The meeting agreed that the Committee should explore the possibility of an event that involves them, liaising with CIPFA HQ, as needed.
5. **Other operational matters**
   1. Victoria Bainbridge (Honorary Secretary) suggested that consideration should be given to on-line streaming at least the AGM as a means to increasing member access, and noted that an enquiry from a member in Malta about if the seminar would be live streamed indicates demand. The Group asked Drew Cullen (CIPFA) about this and he said he would liaise with CIPFA HQ as to possible impacts there. He said he was not aware other regional groups doing it.
   2. The Group also discussed the delay in implementing CIPFA`s new email processes for member communication, launched in late 2018. The Honorary Secretary reported that the Group is still using the former mail process because of delays in aligning email addresses and licences which means that e.g. the web administrator cannot access content management or the Honorary Secretary the member database. It was agreed that the Honorary Secretary will pursue the matter again with CIPFA, and that consideration will be given to how to best organise the associated activities across roles.
6. **Any other business**
   1. No other business was raised.
7. **Closure**
   1. The Honorary Secretary thanked the CIPFA members who had attended the AGM. Leslie Milne (Past President) thanked the Committee for their efforts in arranging the seminar and AGM, and the local Chamber of Commerce and European Court of Auditors for their hospitality.
   2. Peter Welch said that the format of this year`s seminar and AGM (evening / morning) was successful and will thus be useful for future events. It was beneficial to coordinate with a major professional technical event and also run a collaborative technical event that engaged other parties such by increasing attendance and helping networking, and demonstrating a CPD / training opportunity (which may also be useful to members in respect of e.g. chance to attend, travel cost recovery).
   3. The meeting closed at 1225.