

# Meeting Minutes

Meeting	CIM Council Meeting
Date	Thursday 22 <sup>nd</sup> April 2021
Time	09.30-11.30
Venue	Microsoft Teams

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Members Present	Lee Yale-Helms Tony Crawley Andrew Cardoza Kelly Watson Alston Owens Manjeet Bansal Emma Cranidge Colin Sharpe Nick Harvey Graeme Holmes John Bloomer Sean Pearce Sean Prosser Syed Hussain
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Apologies	Alison Jarrett Andy Morley Martin Reohorn Rochelle Mayner Theresa Channell
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1.	<p><b>Introductions and apologies</b></p> <p>Noted.</p>
2.	<p><b>Previous minutes</b></p> <p>Agreed. Agreed for an action log to be included at the end of future minutes.</p>
3.	<p><b>Item: Council Roles</b></p> <p><u>- Confirmed positions</u></p> <p>1. Vice President - Theresa Channell, Aim of her tenure to prioritise the student network</p> <p>2. Junior Vice President – Alston Owens Colin Sharpe expressed concerns about both the principle of this completely new role for the region and the way in which it had been presented to Council more or less as a fait accompli with a named council member lined up for appointment. Colin considered this to be a serious failure of good governance. Lee acknowledged his comments. A vote was taken with all in favour except Colin who voted against the role. It was noted that the role and the appointment is subject to ratification at the next AGM. Colin stated that his objection was no reflection on Alston personally. Colin also expressed his concerns that the process for proposing nominees for officer roles has become increasing opaque over recent years, also contrary to good governance and equality of opportunity.</p> <p>LYH suggested documenting the expectations of the role.</p> <p>3. Honorary Secretary – Andy Cardoza</p> <p>4. Assistant Secretary – Emma Cranidge</p> <p><b>ACTION: Alston to set up a task and finish group to discuss communication and social media strategy for the region working with colin, Andy, Nick and Emma</b></p> <p><u>- Vacancies</u></p> <p>1. Assistant Treasurer – Lee suggested utilising this role as a development opportunity for student</p> <p><b>ACTION: Manjeet to explore suitable candidates and come back to the next regional council with any suggestions.</b></p> <p>2. Auditor – Tony proposed Sharon to return to the role.</p>

	<p><b>ACTION: Manjeet to contact Sharon and explore other internal audit options. As CIM need to have accounts with CIPFA central in time for their AGM in July.</b></p>
3.	<p><b>Item: Events Sub-Group</b></p> <p><u>- March Seminar Feedback</u></p> <ul style="list-style-type: none"> <li>• Positive feedback received about Heather Clark and Dr. Marie and the way they complemented each other.</li> <li>• Attendees requested to watch back recording</li> <li>• Good numbers, 50% increase because of it being an online event</li> <li>• Securing the speakers early, doing work beforehand and social media publicity helped drive the overall success of the event</li> </ul> <p>Issues with CIPFA booking system, the event nonetheless worked better via Zoom. The focus on personal development and resilience has been welcomed</p> <p><u>- Planned events</u></p> <ul style="list-style-type: none"> <li>• A key area to focus on is health and wellbeing as well as students and the newly qualified</li> <li>• Using the CIFA in midlands LinkedIn group as a point of reference to gauge interest, there are currently 40 members.</li> <li>• The only current event planned is a meet the mentor/mentee event supported by Sean Pearce and Jaki Salisbury. Kelly is working with the events team to finalise getting the event live on the web.</li> </ul> <p><b>ACTION: Nick to liaise with Rochelle at HQ to resolve the issues regarding the meet the mentor/mentee event on the web</b></p> <ul style="list-style-type: none"> <li>• CIPFA conference in July – there is budget for two places from the region. Further review will be given on the chosen attendees when there is clarity around CIPFAs regional plan and national guidance.</li> <li>• Virtual events are working well, strategically it is good for long-term use</li> <li>• The suggestion for hybrid meetings where people from remoter parts in terms of geography can attend to raise numbers was welcomed by Lee.</li> <li>• Sean Pearce highlighted the need to better articulate the “CIM” offer and expand reach by working with other organisations</li> </ul>
4.	<p><b>Item: Finance</b></p> <p>Manjeet shared finance paper for budget and plan for this year 2021</p> <ul style="list-style-type: none"> <li>• £14,000 total expenditure</li> <li>• £4000 for sixth form games</li> <li>• £1000 each to mentoring and students</li> <li>• £4000 to paid supports</li> <li>• Spent £1500 of the forecast expenditure</li> <li>• £2000 marked for each CIPFA conference</li> <li>• £1000 for online development which wasn't used last year.</li> </ul> <p><b>ACTION: Manjeet to speak to leads regarding the unused budget for online development last year.</b></p>

	Autumn forum budget based on it being a residential event. If it goes ahead as an online discussion there will be no expenditure, awaiting confirmation.
<b>5.</b>	<p><b>Item: Sponsorship</b></p> <ul style="list-style-type: none"> <li>• Sponsorship confirmation received from Macildowie, CCLA, Michael Page</li> <li>• Michael Page happy to contribute more per event</li> <li>• There are proposed conversations Sellick</li> <li>• Amie Hall has come back from maternity leave</li> </ul> <p><b>ACTION: Lee to speak to Amie regarding the Zurich sponsorship</b></p> <p>The sponsorship policy draft is ready to be adopted and issued to the agreed sponsors to sign.</p> <p>The Sponsorship Coordination role is open to any volunteers.</p>
<b>6.</b>	<p><b>Item: Constitution (inc. Two-Tier Membership)</b></p> <p>There are a total 28 posts. It needs refreshing for the 3 regional representations. Several areas need updating. The CIPFA website needs more clarity around the use of the term “corporate members”.</p> <p><b>ACTION: Andy Cardoza, Andrew Morley, and Tony to review the constitution and bring forward proposals in the next council meeting.</b></p>
<b>7.</b>	<p><b>Item: Mentoring</b></p> <ul style="list-style-type: none"> <li>• Launched scheme in November</li> <li>• 9 matches so far and others waiting for matching session</li> <li>• Spoken to Southwest region and CIPFA council in Scotland and Northwest about expansion into their areas</li> <li>• Southwest and Northwest have expressed their interests in joining the Midlands mentoring scheme. It’s still in early stages, there’s been no discussions around the governance yet.</li> <li>• The next stage is moving it from the launch to stabilising the activity</li> </ul> <p>Lee suggested protecting the Midlands scheme and any expansion/joining up should mean the other regions offer mentors not just mentees. The main priority is that it doesn’t destabilise the midlands regional scheme.</p> <p>John raised the concern of it moving into a national scheme and losing the purpose and benefits of it being on a regional basis</p> <p><b>ACTION: Kelly to provide an update from discussions with other regions at the next council meeting.</b></p>
<b>8.</b>	<p><b>Item: Student Update</b></p> <p>Graeme welcomed the additional support to help progress this. Suggested setting up a meeting to discuss further. Spoken to Will Goodchild (National Student President) about his vision for student networks and trying to get access to the student network</p>

	<p>Charlotte Douzi a student from Shropshire has come forward asking to get the student network started again. Will be meeting with Theresa to move this forward.</p> <p>Council members agreed on giving the student network some money to get them started</p> <p><b>ACTION: Theresa and John to contact some of their students to try and revitalise the student network in the midlands.</b></p> <p><b>ACTION: Theresa to arrange a meeting with Charlotte Douzi and John.</b></p>
<b>9.</b>	<p><b>Item: Sixth Form Games</b></p> <ul style="list-style-type: none"> <li>• The subgroup took the decision to move the games to virtual and have digital set off regional games.</li> <li>• Explored various software options, Zoom, logistics of game don't properly work.</li> <li>• Remo was trialled with the subgroup and was successful.</li> <li>• Kelly proposed the software is trialled for a 5–6-week period and for the games to take place on the last 3 Wednesdays of June. All council members agreed.</li> </ul> <ul style="list-style-type: none"> <li>• A school is on board to test and speak about safeguarding</li> <li>• Kelly in process of updating the games with an aim to be ready by end of April</li> <li>• Lot of interests with the games being virtual</li> </ul> <p><b>ACTION: For any members who want to volunteer to help with the games testing or wish to support the sixth form games on the day, to contact Kelly</b></p> <ul style="list-style-type: none"> <li>• Kelly and Holly spoke about the sixth form games at a digital gaming conference organised by Aston University, received positive feedback</li> <li>• Kelly has been invited by CIPFA Scotland to discuss the games</li> </ul>
<b>10.</b>	<p><b>Item: CIPFA HQ</b></p> <p>Late report received from Amie Hall, who has returned from maternity leave and been promoted to senior business development manager</p> <p><b>ACTION: Lee to circulate the paper received from Amy to council members.</b></p> <p><b>ACTION: John to introduce Lee to Midlands council representative.</b></p>
<b>11.</b>	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• Kelly suggested having a social catch up/ face-face meet up and incorporate a goodbye to Andy Morley and Paul Hector</li> </ul>

## ACTION TRACKER

No.	Meeting	Actions	Status	Lead
1.	22 <sup>nd</sup> April 2021	Alston to set up a task and finish group to discuss communication and social media strategy for the region working with Colin, Andy, Nick, and Emma.		Alston
2.	22 <sup>nd</sup> April 2021	Manjeet to explore suitable candidates and come back to the next regional council with any suggestions.		Manjeet
3.	22 <sup>nd</sup> April 2021	Manjeet to contact Sharon and explore other internal audit options. As CIM need to have accounts with CIPFA central in time for their AGM in July.		Manjeet
4.	22 <sup>nd</sup> April 2021	Nick to liaise with Rochelle at HQ to resolve the issues regarding the meet the mentor/mentee event on the web		Nick
5.	22 <sup>nd</sup> April 2021	Manjeet to speak to leads regarding the unused budget for online development last year.		Manjeet
6.	22 <sup>nd</sup> April 2021	Lee to circulate the paper received from Amie Hall to council members.		Lee
7.	22 <sup>nd</sup> April 2021	John to introduce Lee to Midlands council representative.		John
8.	22 <sup>nd</sup> April 2021	Andy Cardoza, Andrew Morley and Tony to review the constitution and bring forward proposals in the next council meeting.		Andy Cardoza, Andrew Morley, Tony
9.	22 <sup>nd</sup> April 2021	Kelly to provide an update from discussions with other regions at the next council meeting.		Kelly

10.	22 <sup>nd</sup> April 2021	Theresa and John to contact some of their students to try and revitalise the student network in the midlands.		Theresa, John
11.	22 <sup>nd</sup> April 2021	Theresa to arrange a meeting with Charlotte Douzi and John		Theresa
12.	22 <sup>nd</sup> April 2021	Lee to speak to Amie Hall regarding the Zurich sponsorship		Lee
13.	22 <sup>nd</sup> April 2021	For any members who want to volunteer to help with the games testing or wish to support the sixth form games on the day, to contact Kelly		Kelly/All