

# Meeting Minutes

Meeting	CIM Council Meeting
Date	Thursday 1 <sup>st</sup> July 2021
Time	10.30-12.30
Venue	Microsoft Teams

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Members Present	Lee Yale-Helms Alston Owens Manjeet Bansal Colin Sharpe Martin Reohorn Theresa Channell Syed Hussain Nick Harvey Kelly Watson John Bloomer Heather Reeves Andy Morley
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Apologies	Andrew Cardoza Alison Jarrett Tony Crawley Sean Prosser Graeme Holmes Sean Pearce Emma Cranidge
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1.	<p><b>Introductions and apologies</b></p> <p>Noted.</p>
2.	<p><b>Previous minutes</b></p> <p>Agreed. Action log updated.</p>
3.	<p><b>Item: Events Sub-Group</b></p> <p><u>- Planned events</u></p> <ul style="list-style-type: none"> <li>• Alston shared proposed CIPFA Midlands event plan 21/22 timetable with Council members</li> <li>• Mind Nourishing event for wellbeing earmarked for September, proposed marketing campaign 4 weeks before hand. Suggestion of a 45 mins presentation with Q&amp;A at end.</li> <li>• Used similar dates/times to previous events, scope to adjust if Events Committee have reason to</li> <li>• HFMA joint event, will require resources. Subject matter around ICS development</li> <li>• All events are expected to be virtual which will have impact on budget and planning.</li> <li>• The objective is to have dates in the diaries in advance, to have placeholders for speakers and to methodically market and promote events.</li> <li>• Alston would like to designate a lead to organise a social event for August or Christmas time either in person or virtually</li> <li>• Council members commended Alston's work thus far</li> <li>• Kelly welcomed the improved strategic approach</li> <li>• The importance of getting more people involved in the core events team was noted, Lee welcomed student involvement.</li> <li>• KPMG would like to make a presentation on value-add financing</li> </ul> <p><b>ACTION: Syed to send KPMG presentation to Alston for review on prospect of it being included in an existing event.</b></p>
3.	<p><b>Item: Sixth Form Games</b></p> <ul style="list-style-type: none"> <li>• 3 virtual games took place - Kelly was really pleased with how they went and they exceeded expectations</li> <li>• Elements of the "in person" buzz was slightly lost through the virtual delivery. However, this didn't impact those students who had no prior experience of the sixth form games.</li> <li>• Over 100 students took part - 18 teams. There was an oversubscription, and people had to be turned away,</li> </ul>

	<ul style="list-style-type: none"> <li>• 40 volunteers, 300 volunteer hours over 3 days</li> <li>• Sub-group worked well together, Kelly welcomed more support in the core group and would have liked more volunteers per event</li> <li>• A lot of learning can be taken into the in-person games, in particular the technology, social media, emails, recorded videos etc</li> <li>• The default is to have them in person, if not possible then delivered virtually</li> <li>• NE region are showing interest in the Midlands delivery of the games, looking to run their own in November</li> <li>• Kelly confirmed that NE have taken some games and adapted them and returned them back to the Midlands, there has been sharing and learning. There is a desire to have joint meetings between the regions about the games. Midlands continues to remain as the lead.</li> <li>• SE region are also in conversation about delivering the games.</li> <li>• CIPFA HQ have been impressed with the games and will explore the implementation of the virtual games with university students in the future.</li> <li>• The council members were encouraged by the success of the games and expressed their thanks to the whole team.</li> </ul> <p><b>ACTION: Kelly to liaise with Lee to send a thank you email to the sixth form games group.</b></p> <p><b>ACTION: Feedback from the sixth form to be collated ready for next council meeting</b></p>
<p><b>4.</b></p>	<p><b>Item: Mentoring</b></p> <ul style="list-style-type: none"> <li>• 11 matches currently</li> <li>• Further interest from 4 mentees and 7 mentors, looking to do next matching meeting in third week of July</li> <li>• Receiving continuous good feedback from current pairings</li> </ul> <ul style="list-style-type: none"> <li>• <b>ACTION: Kelly to look at the mentoring webpage as it is due an update and feedback to Colin.</b></li> <li>• <b>ACTION: Kelly to explore additional social media marketing for mentoring including videos and soundbites from mentors/mentees.</b></li> </ul>
<p><b>5.</b></p>	<p><b>Item: Finance</b></p> <ul style="list-style-type: none"> <li>• Manjeet shared table of breakdown of CIM Budget</li> <li>• 2k subvention asked for this year, CIM have been given 6k – Manjeet is exploring whether it's a mistake or if there is a reason is behind it</li> <li>• Council agreed any surplus from the budget shouldn't be revised, rather an explanation to be provided for why there is a variance and it should be earmarked for use next year. As things may move away from the virtual next year, so the funds may be required as per the current allocation.</li> <li>• Manjeet confirmed that Sharon has had a look at the accounts but has spotted an anomaly est. £65 from the last financial year.</li> </ul> <p><b>ACTION: Manjeet to investigate the anomaly from the last financial year and then send the accounts to HQ</b></p>

6.	<p><b>Item: Sponsorship</b></p> <ul style="list-style-type: none"> <li>• Conversations already planned with Zurich and contact will be made with other sponsors that have made a commitment.</li> <li>• Lee will liaise with Alston to explore how sponsors can support events.</li> </ul> <p><b>ACTION: Lee to provide update to the Council on the status of current sponsorship schedule</b></p>
7.	<p><b>Item: CIPFA HQ</b></p> <ul style="list-style-type: none"> <li>• The Council welcomed the new CIPFA Student Membership Engagement Manager Heather Reeves</li> <li>• Heather has reached out to all the regional presidents and will be having meetings with everyone, with the aim to streamline processes.</li> <li>• The first major project is to address some ongoing issues including access rights to dashboards and emails etc.</li> <li>• Lee highlighted the progress made by Rochelle Maynor and would like Heather to continue the momentum. Lee emphasised the need to have HQ support on regional activity and for Heather to be a gateway who can feedback to HQ the positive work taking place in the region as well as providing solutions to any arising problems</li> </ul>
8.	<p><b>Item: Student Update</b></p> <ul style="list-style-type: none"> <li>• Heather provided positive feedback regarding examinations. Overall the transfer over of exams to the virtual has been successful. Results from the latest exam sessions are due to be released on 16<sup>th</sup> July.</li> <li>• Lee acknowledged the importance to recognise exam success and reach out to students in congratulating them.</li> </ul> <p><b>ACTION: Heather to send data of the exam results/status of students in Midlands region</b></p>
9.	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• Colin raised ongoing issue with accessing the admin function of website. Heather confirmed she is meeting Tom Baker (Website Coordinator) to resolve this. Heather is also being trained so she can update website on behalf of regions when there are any access issues.</li> </ul> <p><b>ACTION: Heather to provide update to Colin about website access issues.</b></p> <ul style="list-style-type: none"> <li>• Kelly highlighted it would be useful to have the traffic data for the website, particularly for the mentoring and sixth form games pages.</li> </ul> <p><b>ACTION: Heather to request website traffic data and share with Kelly.</b></p> <p><b>ACTION: Lee to send Colin a photo and short introduction text for website.</b></p>

	<b>ACTION: Kelly to liaise with Lee to organise an in-person regional council catch up in September</b>
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## 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.	Complete	Alston
2.	22 <sup>nd</sup> April 2021	Manjeet to explore suitable candidates for Assistant Treasurer Role 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 audit options. As CIM need to have accounts with CIPFA central in time for their AGM in July.	Sharon reviewed and audited accounts	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	Complete	Nick
5.	22 <sup>nd</sup> April 2021	Manjeet to speak to leads regarding the unused budget for online development last year (inc. sixth form games)	Ongoing	Manjeet
6.	22 <sup>nd</sup> April 2021	Lee to circulate the paper received from Amie Hall to council members.	Complete	Lee
7.	22 <sup>nd</sup> April 2021	John to introduce Lee to Midlands council representative.	Complete	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.	Ongoing	Andy Cardoza, Andrew

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				Morley, Tony
9.	22 <sup>nd</sup> April 2021	Kelly to provide an update from discussions with other regions at the next council meeting.	Complete	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.	Complete	Theresa, John
11.	22 <sup>nd</sup> April 2021	Theresa to arrange a meeting with Charlotte Douzi and John	Complete	Theresa
12.	22 <sup>nd</sup> April 2021	Lee to speak to Amie Hall regarding the Zurich sponsorship	Complete	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	Complete	Kelly/All
14.	1 <sup>st</sup> July 2021	Student database – Syed to contact the non-responses and send updated spreadsheet to Theresa, John and Alston		Syed
15.	1 <sup>st</sup> July 2021	Lee to have follow up meeting with Marcus Baxby regarding Zurich sponsorship		Lee
16.	1 <sup>st</sup> July 2021	Syed to send KPMG presentation to Alston for review on prospect of it being included in an existing event.		Syed
17.	1 <sup>st</sup> July 2021	Kelly to liaise with Lee to send a thank you email to the sixth form games group.		Kelly/Lee
18.	1 <sup>st</sup> July 2021	Feedback from the sixth form games to be collated ready for next council meeting.		Kelly

No.	Meeting	Actions	Status	Lead
19.	1 <sup>st</sup> July 2021	Kelly to look at the mentoring webpage as it is due an update and feedback to Colin.		Kelly
20.	1 <sup>st</sup> July 2021	Kelly to explore additional social media marketing for mentoring including videos and soundbites from mentors/mentees.		Kelly
21.	1 <sup>st</sup> July 2021	Manjeet to investigate the anomaly from the last financial year and then send the accounts to HQ		Manjeet
22.	1 <sup>st</sup> July 2021	Lee to provide update to the Council on the status of current sponsorship schedule		Lee
23.	1 <sup>st</sup> July 2021	Heather to send data of the exam results/status of students in Midlands region		Heather
24.	1 <sup>st</sup> July 2021	Heather to provide update to Colin about website access issues.		Heather
25.	1 <sup>st</sup> July 2021	Heather to request website traffic data and share with Kelly.		Heather
26.	1 <sup>st</sup> July 2021	Lee to send Colin a photo and short introduction text for website.		Lee
27.	1 <sup>st</sup> July 2021	Kelly to liaise with Lee to organise an in-person regional council catch up in September		Kelly/Lee