

CDAF Executive Committee Meeting

Doubletree Hilton Hull

16th May 2018

Meeting started at 4.10pm

Present: Jane Fletcher, Ewan Tracey, Sarah Jones, Gillian Holmes, Parminder Johal, Frances Miley, Paul Jennings, Siobhan Goggin.

Apologies: Alan Sangster, Chris Russell, Seyi Adesina.

Item		Action
1.	<p>Treasurers Report – Jane Fletcher Self-explanatory report with no subscriptions collected last year and no bursaries awarded. Conference ran as normal.</p> <p>Discussed the short term issue with bank account signatories – Jane currently working with Bank of Scotland to establish new signatories. Deputy Treasurer suggested as a role. Clarity with Bank that we have single signatory. There will be a migration to a central bank account under BAFA in due course.</p> <p>Gillian to send BAFA’s official address to Committee.</p>	<p>JF</p> <p>GH</p>
2.	<p>Recommendation on Chair Consensus amongst the Committee that Joan Ballantine be appointed. This will be proposed and seconded at the AGM on Friday 18th May.</p>	
3.	<p>Recommendation on Vice Chair Consensus amongst the Committee that Paul Jennings be appointed. This will be proposed and seconded at the AGM on Friday 18th May.</p>	
4.	<p>Roles within the Executive It was agreed that we should increase the number of co-opted members from 3 to 4 to match the number of officers. Gillian agreed to being co-opted for a year in an advisory capacity to assist in continuity and the transition of the new committee. Alan Sangster has communicated his desire to step down as a co-opted member before his period of co-option terminates in October 2019. He would envisage stepping down by October 2018 at the latest. Chris Russell has communicated his desire not to co-opted when his current period of co-option terminates in March 2019.</p> <p>This would allow Amanda Williams (UEA) and Parminder Johal (Derby) to be co-opted at the next AGM. They would be co-opted for 2018 – 2021.</p> <p>Suggested roles for the Committee: Conference Organiser – Siobhan Goggin Membership/Marketing – Parminder volunteered to do HEA links. Everyone else to use their own networks. However this could be led by Paul as VC. Updating Web Site (BAFA) – Seyi Adesina has already started this role. Liaison with Professional Bodies – Amanda Williams has agreed to do UK and</p>	

	<p>Frances Miley will liaise with the Australian Professional bodies. Research/Bursaries (requires 2 people) – It was suggested that Alan and Frances continue this role and when Joan is in position we could revisit.</p> <p>Links with BAFA, CPAF or other SIGs are usually the province of Chair/Vice-Chair.</p>	
5.	<p>Constitution CPAF and CDAF to have the same/similar wording over constitution – Gillian has already contact Lynne Hodgkinson at Bangor. Difference will be the membership constituents. This is in hand and will be amended further following conference session and then subject to AGM.</p> <p>Potential extra pair of eyes on bursaries – cross co-opted member on each committee which currently doesn't happen.</p> <p>Taxation – need to check that everyone is a BAFA member to access CDAF services. With GDPR this should be easy to monitor as everything will be centrally managed via the BAFA platform</p> <p>Succession planning – constitution is quite narrow in terms of who can attend/membership and so look at broadening this. (Management/learning teaching responsibility within A & F). This will be reviewed after session an annual conference on the future of CDAF.</p>	<p>GH/SJ</p> <p>JF/SJ</p>
6.	<p>Update on conference – Siobhan Goggin The committee thanked Siobhan and Ruth for their work in getting the conference organised in a very short time period. 21 people registered. We talked about various options for the conference (timing of, with CPAF?) and this could be investigated further, again following any comments in the future of CDAF conference session. The committee however clearly expressed that we need to keep the benefits and synergies of having a smallish group.</p> <p>It was suggested that the institutional membership be increased to £400 (?) and 1 or 2 members from the institution can attend the annual conference. This would be discussed further when the new chair is in post.</p>	
7.	<p>Bursaries – Gillian and Frances Maria – Yes (£3000) John – disqualified so No. If could be offered opportunity to resubmit. Gillian as Chair would be keen to take Chairs Action on this. Funding a laptop would not be included. (£2250) Mercy – technicality regarding Early Career researcher. What is definition of early career researcher is it time bound. Defer decision. (£3000) Ahmed – money for a research assistant. Restrict the award to not include research assistant. (£2000) Hussain – not up to scratch. Frances Miley – suggest that we revisit the wording of the bursary.</p> <p>£10,250 may be too much. So could ask John to resubmit later. Gillian will speak with Joan to determine her position. Jane to look into banking position when she has access. Could we reduce some of the awards.</p>	
8.	AOB	

	None, Meeting closed at 17.40	
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