



# MINUTES

Committee Northern Ireland Branch

Date 21<sup>st</sup> April 2008

Venue Lesley Exchange 2

Present

Mark McBride	Adrian Murphy
Michael Carson	Steve Mungavin
Patricia Blair	Una McGuinness
Heather Cousins	Michael Tattersall
Jonathan Adams	

Apologies

Peter Harvey	Danny McConnell
Joanne Devlin	Kathryn Thomson

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**Action**

## 1. Welcome

MMcB welcomed everyone to the meeting and noted apologies from those unable to attend.

## 2. Minutes

The minutes of the Committee meeting held on 28<sup>th</sup> January 2008 were agreed.

## 3. Matters Arising

- PB to pass MMcB names of current/retired members to enable him to contact and thank them for expressing an interest in volunteering for branch activities. **PB/MMcB**
- JA contacted Students Society and it was agreed that the Branch Treasurer will act as Treasurer for the Society including for any events that may require invoicing.
- DN to provide presentation on local CIPFA NI Office strategy to Branch Committee in June **DN**

## 4. Correspondence

- **National CIPFA Conference, Brighton** – PB informed the Committee that a reduced delegate fee is available to all branch Committee members. She also advised that she had received an invite to attend the President's reception – it was agreed that should she be able to attend, her expenses would be paid for by the Branch. **PB**

## 5. Finance Issues

- JA commented on the finance report that had been circulated to members. He advised that the balance in the current account would be used to offset the creditors. He advised that all returns (VAT) are up to date and that the VAT payment has been made.
- JA noted that income from sponsorship from Brightwater had been sent to CIPFA London and was in the process of being returned to the NI Branch.
- JA advised that the accounts are with the auditor and will be presented at the AGM. The Committee agreed that a gift be purchased to thank the auditor for this voluntary support.
- JA requested permission from the Committee to write off bad debts from 04-05 and 05-06 – the Committee unanimously agreed to this request. The Committee noted that the Treasurer had been very successful in reducing these bad debts to a low figure.
- It was agreed that further discussion would take place re the balance in Reserves and the possibility of using this to fund a Business Development Manager post.

## 6. Development Plan

- Review of panel members – it was agreed that further consideration needs to be given to the Northern Ireland representation on various CIPFA panels. SM suggested that Ian Caruthers be contacted to get further information. **SM**
- UMcG advised on progress on PAQ issues – presentations have been made to QUB and UUJ and presentations to AAT and public sector organisations are due to be given in May and June respectively. **UMcG**
- Bye laws 5&6 to be circulated to Committee members for consideration of appropriate nominations. **PB**
- MC and SM to update the Development Plan with dates etc **MC SM**
- MC suggested that consideration be given to ensure that any board level/non executive posts of interest to members are circulated when possible to members. SM said that the CIPFA NI Office is routinely contacted with requests for members to take up various positions on local boards. The CIPFA NI Office could forward details of such posts to local members. The Committee agreed this would be a useful service to members and if it increased the participation of CIPFA members in the local community, it would also promote the Institute more generally. The Committee agreed this might usefully be included as an activity in our development plan for next year. **SM**

## 7. Board for Regions

- Committee members debated some of the proposed PIs and it was agreed that these would be considered in more detail at the next meeting when further information from CIPFA was expected to be made available to the regions.

## 8. Events Sub-Group

- SM advised that a working title of ‘Step up to the mark – Take Responsibility’ has been given to the Annual Conference which will be held on 1-2/10/08. To date the following speakers have been confirmed; Lord Coe, Declan Curry, John Casis,

Brandy McHale, Sir Brian Kerr and Duncan Morrow. A number of other speakers have yet to confirm their attendance.

- The third lunch time event on Faster Closing will be held after the AGM on 9<sup>th</sup> may.
- SM advised that feedback from the Annual Luncheon had been positive.
- Numbers attending the Branch events to date had been good.
- A number of topics had been suggested for the Annual Debate including Housing and Immigration.

### **9. Website Committee**

- MT provided an update to the Committee of the ‘hits’ to the website
- MT advised the Committee that the Volunteers Area needs to be activated.
- SM to provide MT with details of next Lunchtime Events as soon as available. **SM**
- MT requested that a PDF version of the Development Plan be sent to him **SM**

### **10. Marketing, the Qualification and Student Support**

- no matters

### **11. CPD**

- no matters

### **12. AGM- Election of Officers**

- The AGM will be held on the 9<sup>th</sup> May at 11.30 in the Linenhall Library. Certificates will be presented to newly-qualified members at the event following the meeting. UMcG to check if any DPA/ADPA students are to be presented with certificates. It was noted that anyone attending the AGM could attend the Faster Closing event free of charge. **UMcG**
- It was agreed to contact existing members to ensure that they are still willing to remain on Committee for the next year. In addition, PB advised that Catherine O’Hagan may be interested in being proposed and if successful, serving in some capacity on the Committee – it was agreed that she be encouraged to stand for election. **PB**
- The following positions were agreed, subject to their successful nomination and election; Chair – Michael Carson; Vice-Chair; Michelle Woods, Hon Secretary – Patricia Blair; Hon Treasurer Jonathan Adams/Catherine O’Hagan.

### **13. Any other Business**

- The draft Constitution of the Students Society was presented and discussed. A number of comments were made and these will be fed back to the Chair of the Students Society. **PB**
- A request for the deposit for the entertainment at the Summer Ball was submitted by the Students Society and the Branch agreed to pay this. As a show of support, it was suggested that the Branch should take a table at the Summer Ball. A PDF of the flyer for the Summer Ball is to be distributed by the CIPFA Office. **PB SM**

**14. Date of next meeting**

- The AGM will take place on Friday 9<sup>th</sup> May at 11.30 in the Linenhall Library.

Patricia Blair  
23rd April 2008