**CSEAR Executive Council Meeting**

**December 13th 1pm-3pm (UK Time)**

**Meeting VIA ZOOM Online**

**Minutes**

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|  | **Start Time: 1:10 Finish Time: 3:30pm** |
| 1 | **Members of Council Present**:  Professor Charles Cho, Professor Massimo Contrafatto, Dr. Colin Dey, Professor Jesse Dillard, Dr. Matias Laine, Professor Giovanna Michelon, Professor Gunnar Rimmel, Professor Robin Roberts, Dr. Carmen Correa Ruiz, Professor Lorna Stevenson, Professor Ian Thomson  **Also In Attendance**:  Dr. Lori Leigh Davis |
| 2 | **Apologies for Absence**:  Professor Carol Tilt, Professor John Ferguson, |
|  | Date of Next Meeting 2019: To Be Determined Via Doodle - Expected First Week in March 2019 |

**A) Minutes of Previous Meeting - Approved**

**B) CIMA Funding:**

Application for £25000 for ESC and 2019 conferences support submitted in August 2018.

* **To Do**: UK Office to review progress and respond to any requests from CIMA.

**C) UK Congress 2019 Preparation**

1. Call for papers sent to members. **To Do:** post on website
2. Professor Lynn Oates has confirmed as plenary speaker
3. Organising Committee Points of Interest:
   * 1. Secure a practitioner – preferably someone locally (Scotland or UK?) No particular focus required. Willing and able to attend the event only requirements.
     + **To Do**: John, Lorna & Ian to look into.
     1. Social events options: perhaps provide a menu of events, with considerations of timing, capacity and appropriateness.
     + **To Do**: UK Office to look into menu possibilities and potential schedule. Council members to send any ideas to Lori.
     1. Ad hoc committee from Council/Organising committee to consider “Best Paper Prize.”
     2. Online conference system opportunities: Charles is testing ConferenceChair platform.

**D) Emerging Scholars Colloquium**

* + 1. Carmen – Bursary sponsorship query pending CIMA confirmation. Council agreed that the call will indicate sponsorship is available.
    2. Commitment noted by both donations from last year as per Charles and Robin.
    3. Faculty invited and confirmed:

Ericka Costa, University of Trento, Italy Jesse Dillard, University of Central Florida, USA & Victoria University of Wellington, New Zealand Matias Laine, University of Tampere, Finland Den Patten, Illinois State University, USA Shona Russell, University of St. Andrews, UK Ian Thomson, University of Birmingham, UK

The event is organised by Carmen Correa (Universidad Pablo de Olavide de Sevilla, Spain) and Giovanna Michelon, (University of Exeter, UK).

**E) Financials**

* 1. Annual report has been delayed by issues around the financial statements – will now be sent out by the end of December 2018.
* **To Do**: Lori to email by the end of the month
  1. Raw data and revised data has been reviewed over the last 3 months.
  2. The misalignment is due, in part, because of the differences in the University’s academic financial year and CSEAR’s financial year.
  3. Seeking Council’s views on:
     1. One year comparator – State this year with last years’ for 2018
     2. Types of headings –
        1. Recommended: Journal membership and subscription should be combined.
           1. Revenue from Conference – Net Sum
           2. Routledge – Other Income
           3. Routledge Invoice has come out, but we have not payment – Lori to pursue via Finance

**Financial Year Timeline:**

* + - 1. Recognise there will be some discrepancy no matter what time of the financial year. (Charles)
      2. If we don’t have a mechanism to transfer the money to CSEAR head office, we lose both money and members. (Giovanna)

**Notes**:

- Agreed that we will align CSEAR year with University financial year in 2020. Will announce to membership in 2019. Agreed to not increase the membership fee, instead highlight the offering is greater.

- Agreed to Combine membership and subscription data and report as ‘CSEAR Membership Subscriptions’.

**F) Membership Subscription & Membership driving Conference fee**

* + - 1. 2 fundamentally issues going on here: subscription and conferences aspects. (Colin)
      2. Not all universities provide reimbursement for memberships. (Matias)
      3. Portugal conference noted that the reference of membership number was required for booking. Necessary to confirm clear procedure. (Carmen)
      4. Are membership fees worth worrying about if people do not pay on prompting? Time/energy in the way of creating long-term goodwill. Continue as it is. (Jesse)
      5. Raise the conference fee, which means you are instantly a member.

**Issue Approved**: Memberships and Subscription Sub-committee to be created to examine a) when membership year starts and b) what the benefit of membership is/could be. Robin, Colin and Charles volunteered and will report in advance of next Council meeting.

**Key Question: Is membership, as it stands, still required? Do we need to have to chase?** (Colin)

**Key Question: Why Would People Want to Be a Member? What is the Value?**

Membership benefits currently include Updates via the newsletter and Voting rights in Council and IA elections

* **To Do**: Decide upon three distinct options to offer as solution to the membership payment issue.

**G) CSEAR Website**

* + 1. Website designer recommendations to move into WordPress format in first quarter of 2019. The main purpose of the website it to be the “face” of CSEAR providing accurate and up-to-date information.
    2. Membership area is available. Currently includes: teaching material, contact members area. Membership issue resolution likely to inform whether ‘membership’ area to continue, and useful content.
    3. School of Management at University of St Andrews has pots of money available for research impact and reach – CSEAR could bid for some of this for website revamp.

**H) Council Elections – 10 Elected Members**

* 1. Carol – Currently co-opted in with ACSEAR; standing down as new ACSEAR conference chair will be IA. Unresolved: whether Australasian IA to be co-opted onto Council, or not.
  2. Matias – to stay on the Council, but as co-opted SEAJ representative.
  3. Charles – to stay on Council as co-opted IA representative chair.
  4. Consensus to Re-elect 3 new people.
  5. Standing for Re-election:
     1. Colin
     2. Ian
     3. Jesse
  6. Call for nominations for 5 slots.
  + **To Do:** UK Office to look into timeline: Nominations for slots must be in by next council meeting. Confirm ballot information thereafter. Each member will be given 5 votes.

**I) International Elections**

* 1. Required for each country to do.
  2. Method of election could be determined at national conferences. (Ian)
  3. Could apply a similar voting system for each country system, but that is the responsibility of each IA leader. (Charles)
  4. Proposal – to delay IA Elections until after Council elections in the Spring 2019. Do one at a time to minimise scope for confusion. (Ian)

**J) Sponsorship for Conferences**

* There is an opportunity for sponsorships, however; there must be strong considerations as to which organisations are appropriate.
* Council should consider, and approve where appropriate, each case on its merits (Gio)
* Local organisations are keen to be involved, and local organisers best informed about local context. (Carmen)
* Important to allow for different revenues, request for a minimal requirement policy document should be established. Reminder that CSEAR’s mission and commitment is to engage with industry. (Massimo)
* Any acceptance of funds must be transparent and accountable and made public (Jesse)
* “Greenwashing” internationals/multinationals are a potential problem, so we must consider by a case-case basis. (Charles)
* Internationals/multinationals can help with partner conferences which require funding. (Gio)
* Might want to have a statement of general principals that shows default position around social and environmental approval. Each sponsorship to be completed by a case-case basis. All organisers to provide information to Council and Council will vote - majority view will prevail. (Ian)
* **To Do**: General guideline to be completed by Lori and circulated before next meeting.

**K) CSEAR Sponsoring Other Events**

**Key Question**: What money is available? How do we want to allocate the money?

Should CSEAR sponsor Jan Bebbington’s Conference in 2019 on the ‘Intersection of Tax Havens and Social/Environmental Responsibility’, associated with special issue of SEAJ? (Lorna).

Reluctance to accommodate one off requests? Council needs a process to ensure equity. (Robin)

Initiate a call for applications for funding support and offer on a case-case basis. (Charles)

Must confirm how much money (in principle) we should ring-fence for sponsoring events:

* + Support initiative, transparency means explaining to the community why we chose to give money to chosen events. (Massimo)
  + If we start sponsoring outside events, we should also consider the CSEAR-related partner events. Are there opportunities for reduced attendance rates for CSEAR members at the sponsored events. (Jesse)
  + Must be consistent across partner offices. Potential to ask Routledge for sponsorship. £2000 per year from Routledge for editorial assistant expenses could be utilised for sponsoring events associated with SEAJ issues. (Matias)
  + Every SEAJ ‘Special Issue’ should be made aware of the extra funds that are available. (Robin)
  + SEAJ extra funds has been thought to help with workshops and activities. (Matias)
  + **To Do**: Ian to communicate with Jan that a) Council will develop a policy for equity of access to support funds and b) to determine what funds she would be hoping for, for what use.
  + **To Do**: SEAJ Board (via Matias) to submit to Council a proposal for use of around £2000 editorial assistant funds annually available. Create a call for request of funds communication with SEAJ sponsorship.

**L) Call for Nominations EAA Corporate Reporting (also known as non-financial information reporting) Committee**

**Key issue**: The EAA has released a call for nomination for Chair and Members – Should CSEAR be putting forward nominations as a CSEAR community or individually?

1. There has been continuous research on this issue… but EAA appear unaware of this.
2. EAA to create a symposium at 2019 EAA conference to launch the committee.
3. Communications previously with Matias and Jefferey Unerman.
4. Discussion around whether CSEAR Council to write collectively to highlight any specific nominations. (Gio)
5. 2 people have approached Charles who is considering whether to stand.
6. Not necessarily looking to have an official CSEAR voice, but would recommend people who will be engaged to inform Council. Might be worth nominating a few people. (Ian)
7. Agreed that the more nominations from the CSEAR community, the better! (Gio)

**Key Question**: CSEAR Council to Support the Nomination of Candidates?

* **To Do**: Gio to send information to circulate to all CSEAR members.

**M) EAA Symposium**

1. Discussion around sponsoring an EAA symposium to raise CSEAR profile. Looks like 2019 already determined – now look forward to 2020 to include sponsorship and or speakers. Encourage a CSEAR presence.
2. For the future, we may want to consider proposal and funding. (Gio)
3. Spaces may have already been filled for the 2019 Pathos symposium. It is recommended to distinguish proposals to highlight teaching. Charles considering this.

**N) CSEAR Satellite or Partnership nomenclature**

1. Discussion – clarification required for information portrayed on the CSEAR website. Paragraph explaining the context of the regional CSEAR groups.

* **To Do**: Create clear links on the website, and consistent use of ‘partner’ only.

1. Specific terminology to turn to “Partnership” - Council approved.

* **To Do:** Change consistently on all communications platforms.

**O) A-CSEAR**

1. Future conferences already under way, for some point during first two weeks of December:

2020: Wellington Uni, New Zealand

2021: Uni of Tasmania

**P) Final Points:**

Massimo – COST – Collaborative research/independent network (EU) to apply for Jan/Feb

Lori – Annual report to be sent out by the end of December, to include updates on membership numbers, communications and promotions of 2018.