

**The Centre for Social and Environmental Accounting Research
CSEAR Council**

MINUTES OF THE MEETING OF THE CSEAR COUNCIL HELD ON 5th NOVEMBER 2013

1. Council Members Present

In person

Ian Thomson (Chair), Lorna Stevenson (Co-Director), Jan Bebbington (Co-Director), John Ferguson, Colin Dey
via WebEx:

Charles Cho, Nola Buhr, Robin Roberts, Massimo Contrafatto, and Jesse Dillard

also present:

Lynn Christie

2. Apologies for Absence:

Matias Laine, Carmen Correa Ruiz

3. Minutes of Previous Meetings

The minutes of the 5th September were approved by the Council.

4. Matters Arising from above minutes:

(a) ESRC Research Centre Grant

Jan has met with the ESRC to chat about forward work and has been co-opted onto a working group for this. There is a seminar in February to develop the work plan. Thereafter Jan will circulate a 1st draft.

(b) CSEAR Library

Work to archive and digitise the library is on-going. A lot of historical material has now been archived and digitisation will be looked at again in the new year.

(c) Celebration workshop for Rob

Everyone agreed that this was a successful event and went very well indeed.

(d) Annual and Financial Report

This has now been signed off and circulated to all members.

5. Membership Rates for 2014

John prepared a comparison document of membership rates for similar organisations that was considered by Council. It was agreed that we are not too out of line, we are the cheapest but we offer as much, if not more than, others. It was therefore agreed not to increase membership fees for 2014. Instead everyone agreed that the target should be to increase the number of members and the best way to achieve this would be to tie membership to conference attendance for all CSEAR conferences. In this regard all registration fees for future conferences must include a membership fee, with this coming back to the Centre. A cheaper registration rate will therefore be offered to members and a much more expensive rate for non-members. A registration category that includes CSEAR membership will also be offered. If conference finance systems do not allow for 3 or more categories then all delegates will need to take out membership directly with the Centre who can then confirm membership status of delegates with the conference organisers. Lynn will contact all conference organisers to further discuss this and provide assistance.

The Spanish CSEAR conference will run with the French model, which was unable to provide a number of registration options. Delegates will need to take out membership direct with the Centre to be able to pay the lower rate. At the end of the conference a list of delegates will be given to Lynn and she will then contact any delegates that have not taken out membership but who have paid the lower members rate.

6. Council Terms of Reference

Nola produced and circulated a first draft of the Terms of Reference for the Council. Everyone agreed that the basics contained within the document were good and should now be fleshed out. Nola agreed to take the lead on this.

Additionally it was agreed that the IA equivalent document needed slight improvements to bring it in line with this one and a similar document is required for the SEAJ Board.

Some areas of the document required further implementation considerations, for example how people would practically be rotated off membership, and a working group was set up to look at these. The group would comprise of Nola, Charles and Jan or Lorna.

Everyone thanked Nola for her hard work in putting this together and taking it forward. It is hoped that the revised document would be available for consideration before the meeting in January.

7. Annual Report: Practitioner Interaction Section

Following on from a conversation with Martin Thomas with regards to the lack of practitioner interaction reporting in the annual report, it was agreed that this was not included as there had been nothing to report. CSEAR as a whole has not had much interaction but obviously individual members have had lots. Ian has agreed to further discuss this with Martin to see what practitioners can offer. This led to a further discussion about the definition of practitioners (not just accountants but NGO's etc.) and the need for a document that communicates what practitioners want from us and what we want from them.

Ian, Massimo and John agreed to take this forward and draft a position statement re CSEAR's relationship with practitioners, for hopefully the January or March meeting.

8. SEAJ Update [Standing Item]

John and Jan were delighted to announce that Carlos Larrinaga is the new Co-Editor of SEAJ, following the election in October, and Jeffrey will become the Convenor of the SEAJ Board. The procedure for electing Carlos did seem to work, although there was only 1 nomination so the full procedure was not utilised. A couple of lessons have been learned for future elections but overall it was a straightforward process.

Other news:

- A proposal has been submitted to the new UK Journal ranking system and the results will be known in 2014; Charles will ask the IA's to submit the journal for ranking in their own countries (where appropriate). Lynn will circulate the submission to Council for information. All members of Council and CSEAR are asked to cite SEAJ as often as possible so that it will climb the rankings.
- There has been a steady increase in papers being submitted to SEAJ for Carlos' special issue and Rob's celebration day issue so there is pretty much enough papers for 2014 already.

Lynn was asked to write a letter to Jeffrey thanking him for all his work with and on behalf of the Journal. Ian will sign the letter on behalf of the Council.

9. Vision/Mission/Values Statement [Standing Item]

Whilst the work plan arising from the VMV Statement is comprehensive discussions centred around the main area of mentoring:

Nola has produced a volunteer list and has contacted everyone on it to ensure that (a) they still wish to volunteer and (b) identify the areas that they are happy to volunteer help in. Out of all the people that volunteered only 1 person has offered help to organise mentoring and no one volunteered to be a mentor. Additionally Nola is unable to take the volunteer list further and so Jesse has stood in to take lead on this. A lengthy discussion around expectations of both mentor and mentee took place and the main points arising from this discussion are:

- A menu of possible activities is required and should be circulated for comment and general consensus
- Once agreed this should be used as a basis to consult members to gauge demand/interest
- A general survey of members can also be undertaken
- A PhD workshop colloquium may be the best forum rather than individual advice
- May end up being a knowledge exchange platform
- YouTube videos could be produced as tutorials in generic areas. Robin has some of these and will send them to us for inclusion on the website

- In a similar vein book authors can do 10 minute YouTube clips on their chapters

The other areas considered from the work plan were social marketing and the emerging scholars' day at the next conference. Lynn Jan and Lorna confirmed that they were going to a social marketing workshop in December and would feedback ideas at the next meeting. Carlos Carmen and Matias have agreed to organise/run the emerging scholars' day and will let the Council know of its progress at each meeting.

Finally Nola was able to confirm that the article about the VMV statement for SEAJ was almost finalised and will soon be sent to John.

10. CSEAR Conference 2014 and Emerging Scholars Day

The organising committee has held its first meeting and feedback from the last conference will be used to inform the 2014 conference. CIMA funding of £6100 has been applied for. A speaker for the practitioner forum has been identified and a further 2 from outside the main CSEAR field are being courted. The conference will be held in the last week of August and will be fully residential. A first call for papers will be put out early in 2014.

A volunteer is needed to run and host the 2015 conference within the UK. To aid this an action plan of essential requirements needs to be produced. Lorna Jan and Lynn will brain storm this before the next council meeting.

11. Website and Social Media

Colin was able to report the he, Shona, Lynn and Clemence had had a positive meeting and had taken a fresh look at the website. Sections that were out of date have been hidden for now and a redesign of the front page is in progress. It is hoped that some improvements to the website will be live by Easter 2014 with the remainder of the revamp being live by the summer.

Guest bloggers are still required and a call for these will go out via the next e-newsletter.

12. Grant Applications: Applications submitted and outcomes

Two grant applications to CIMA were recently submitted: the first was for £3000 Sponsorship for a Sustainable Management Accounting Research - Engaging with Practice Workshop to be held in April/May 2014. Unfortunately this was unsuccessful although we were offered free use of their conference room facilities at their headquarters. The second was for £6100 Sponsorship for the 26th International Congress on Social and Environmental Accounting Research, 26th - 29th August 2014. At the time of the meeting the application had been recommended for funding to the CIMA trustees. Once the formal outcome is known Council will be informed.

13. CSEAR Teaching Case Collection Operational Plan

Ian was unable to bring the operational plan to this meeting. He will talk to Helen and will circulate it soon and possibly before the next meeting. The target for launch is CSEAR 2014.

14. AOB

- Charles highlighted that the **GRLI Initiative (education into curriculum)** may become relevant to CSEAR. It is closely linked with PRiME, so he was advised to speak to Jane Gibbon and Alan Murray. We can promote this on the website through education section. Ian agreed to liaise with Charles on this.
- CSEAR Satellite offices:** Massimo was able to report that the Italian office may come on line early in the new year. He agreed to liaise with Lynn about this.

Lynn Christie
December 2013