

The Centre for Social and Environmental Accounting Research
CSEAR Council
MINUTES OF THE MEETING OF THE CSEAR COUNCIL
26 August 2015

1. Council Members Present:
<i>In person:</i> John Ferguson, Colin Dey, Massimo Contrafatto, Ian Thomson, Jan Bebbington, Jesse Dillard, Jeffrey Unerman, Charles Cho, Matias Laine, Carmen Correa <i>Also present:</i> Lynn Christie
2. Apologies for Absence:
Robin Roberts, Lorna Stevenson
3. Minutes of Previous Meeting
The minutes from the May meeting were approved.
4. Matters Arising from above minutes (not on main agenda)
<ul style="list-style-type: none">• Both the International Associates Election and the Council Members Election are due to be held in 2016.• The process for Council and IA elections needs to be checked, along with verification of the number of Council members that will roll over without re-election. The transition towards the new Council should begin in August 2016. Both elections should be carried out at the same time.• Both of these items need to be put on the agenda for November's meeting. A volunteer needs to be identified to run the elections. John Ferguson will stay on the Council in his forthcoming capacity as chair of the SEAJ Board. Jeffrey will be co-opted onto the Council until August 2016 as Nola Buhr's replacement.• ISAF/Rodney Ndamba: The Council approved the inclusion of ISAF onto the Satellite offices section of the website .• CSEAR South Africa should be streamed around Meditarri as a first step towards holding a CSEAR South Africa conference.• A plan for a professional training/development course in South Africa will be brought to the next Council Meeting (Jan)
ACTIONS
5. CSEAR Financial Update/Future of CSEAR
<p>As discussed at the last meeting, CSEAR will have circa £20k left in available funds (allowing for annual costs and commitments) at the end of December 2015. This should allow for the administrator's contract to be extended to cover the 2016 conference and allow the generation of a positive cash flow in the intervening months.</p> <p>Jan will re-approach the University of St Andrews with an amended proposal to fund the Administrator's role for 1 year, but in a parallel approach the Council were asked to identify means of generating income. We need ~£26k to cover salary costs and ideally £35k to cover this and generate reserves.</p> <p>There was a lengthy discussion around this, with the main proposals being summarised thus:</p> <ul style="list-style-type: none">• Run the ESC day in parallel with the first day of the full conference and move the practitioner's forums to the first morning of the conference, thus reducing the cost of CSEAR 2016 by 1 full day (saving approximately £2000)• Fees for the conference should be set no lower than £400 for CSEAR 2016 being held in St Andrews• If the application to CIMA for support for 2016 is successful, then this will be used for some bursaries, and offsetting of some of the conference costs. In future try and negotiate an 80:20 split of any funds approved by CSEAR. 20% for bursaries and 80% to support the overall conference.

- Discontinue the conference dinner at Lower College Hall (approximately £4000 saving, if fee remains the same)
- Keep conference costs to a minimum by inviting local main speakers thus reducing travel expenses
- Membership costs will increase by £10 per individual, but not for students
- CSEAR conferences being held elsewhere in the world should start contributing funds for the use of the CSEAR name, advertising, promotion and marketing of their conference and admin support provided to them. This contribution can be built into the registration fee. The amount to be generated by other conferences should be of the order of £1500 per conference of 50 delegates, but more for conferences in excess of 70 delegates (£2000), with this amount being reduced for new conferences if they can justify their reasons for requiring a discount. There are on average 4 other CSEAR conferences per year generating approximately £6000 in additional income. All conferences must ensure that delegates are members of CSEAR thus generating more income through new memberships. This should come into effect for all conferences taking place after 1 January 2016. A formal note to this effect needs to be drafted and circulated to all IA's and conference organisers
- For CSEAR 2016 all payments must be done via credit card, thus removing the time taken up by invoicing
- Discuss conference costs for CSEAR 2016 as soon as possible with St Andrews, identifying a cheaper location than the Gateway, if at all possible. CSEAR UK needs to generate £9k-£10k, looking to increase this amount in future years
- Up till now CSEAR visitors have not been charged a fee. Whilst the number of visitors is not large in any one year, a small fee (£50-£100 per month) should be considered

[In summary: 30K needed: 6k generated from memberships; 19k generated from CSEAR 2016 (this includes a £4k saving from no conference dinner, a £2k saving from moving the ESC and a £5k fund generation by increasing the registration fee by £50 per delegate based on 100 delegates) leaving a £5k deficit in fund generation during 2016.]

ACTIONS

6. CSEAR UK 2015 AGM Update:

The suggestions raised by the AGM have been incorporated into section 5 above. Attendance at Solitaire Townsend's presentation will be promoted at the dinner being held on the evening of the 26th September.

7. Forward Planning

Conference organisers are required for CSEAR 2016. John Ferguson volunteered to pull the team together, but the suggested makeup of the team is: Rob Charnock, Leonardo Rinaldi, John Ferguson and Massimo Contrafatto.

8. Outstanding Items relating to the By-Laws [Standing item]

This item was postponed to the November meeting

9. SEAJ Update [Standing item]

- As reported at the AGM, submission and publications have increased in 2014 and 2015, as have the download statistics for the papers published in SEAJ, and additionally the number of individual subscriptions tied to CSEAR membership. However Citations are not doing so well. Everyone has been encouraged to look for work published in SEAJ and cite it in papers as often as possible.
- The institutional subscriptions have risen to 44 so far this year, with a few more expected, but we would like to increase this figure even further. Everyone at the AGM was encouraged to contact their institutions and promote institutional subscriptions, if their institution is not already subscribing.

- The board agreed to try and sell the journal (packaged with the book) to consultancies (eg KPMG) and a list of consultancies is needed to do this. A list will be produced off line.
- Connie Beck will step down as Reviews Editor in 2016 and will be ably replaced by Michelle Rodrigue.
- John Ferguson's time as joint editor will come to an end in December 2015, and Matias Laine has been elected as his replacement.
- Ian thanked all those stepping down from the Board for all their hard work and welcomed those joining the Board.

10. Website: Review [Standing Item]

There was nothing new to report.

11. Grant Applications: ESRC Centre Grant Update [Standing Item]

LSE will be contacted again about the proposed Autumn Seminar.
ACTION

12. Mentoring [Standing item]

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

There was nothing new to report.

14. Teaching case study Update [standing item]

The winners for 2015 were identified as Suzana Grubnic, Jeremy Moon, Christian Herzig and Jean-Pascal Gond and presented their winning case at the conference on the 25th August. The competition will run again in 2016 and should be more widely advertised.

15. AOB

There was no other business.

16. Date of next meeting: Schedule for 2015-2016 [Draft]

This should be discussed via email after the conference.