

**The Centre for Social and Environmental Accounting Research**  
**CSEAR Council**  
**MINUTES OF THE MEETING OF THE CSEAR COUNCIL**  
**8 March 2016**

<b>1. Council Members Present:</b>
<i>In person:</i> Lorna Stevenson, John Ferguson, Colin Dey, Ian Thomson, Massimo Contrafatto <i>Via WebEx:</i> Charles Cho, Matias Laine, <i>Also present:</i> Lynn Christie
<b>2. Apologies for Absence:</b>
Carmen Correa, Jesse Dillard and Robin Roberts
<b>3. Minutes of Previous Meeting</b>
The minutes from the November meeting were approved.
<b>4. Matters Arising from above minutes (not on main agenda)</b>
There were no matters arising not already covered by agenda items.
<b>5. CSEAR Financial Update</b>
Everyone considered the estimated income projections provided prior to the meeting. The accounts look fairly healthy but this is due to the financial commitment of the university to cover the administrator's salary for one year. Lynn and Lorna will meet with Finance to identify the point at which a decision needs to be made wrt the continuation of the administrator's role, although at present it looks like finances can extend this through until the summer of 2017. As a priority overseas conferences income generation needs to be increased from £1500-£2000 for each conference from 2017/18 onwards. This may prove difficult as two conferences being held this year will be unable to generate any funds for CSEAR and are struggling to get delegates to pay the membership fees to join CSEAR. We can also identify sponsors (other than CIMA) for the UK conference from 2017 onwards as we are not limited to just one sponsor. At present CSEAR looks like it could become financially self funding and viable within the next 12-18 months.
<b>ACTIONS:</b> <ul style="list-style-type: none"><li>(a) Lynn and Lorna meet with Finance in April / May for finance update</li><li>(b) Overseas conferences income generation to be increased from £1500-£2000 for each conference from 2017/18 onwards. Needs to be communicated to IA's (Charles) and conference organisers (Lynn)</li><li>(c) identify sponsors (other than CIMA) for the UK conference from 2017 onwards (everyone)</li></ul>
<b>6. Council and IA Elections</b>
There are 2 confirmed vacancies available in council for the next election (John Ferguson's and Nola Buhr's). Lynn will ask Jan to see if she has received notification from anyone that wishes to stand down, in addition to emailing the whole board and asking directly if they wish to step down. If people do not wish to stand down at this election then they will need to do so at the next one, as Council members can only serve 2 consecutive terms. However this last point needs to be checked in the by-laws. All members were advised that there was no need to stand down and they were free to put themselves up for re-election.
<b>ACTIONS:</b> <ul style="list-style-type: none"><li>(a) Lynn will ask Jan to see if she has received notification from anyone that wishes to stand down</li><li>(b) Lynn will email the whole board and asking directly if they wish to step down</li></ul>

## 7. ACSEAR

Council were given a full description of recent events following the last ACSEAR held in December 2015. A clearer picture of events has now emerged and concerns about ACPI having been given permission to run all future ACSEAR's are now allayed.

Issues concerning ACSEAR arose in parallel with the Australian and New Zealand IA's requesting a survey be issued to identify what researchers in the ACSEAR area actually wanted from the Conference. The survey was issued and a good response rate was achieved. The survey results have been passed to them for analysis, but the main points coming out of it were that the conference should be held every year, it should not be run by an external organisation (eg ACPI) and the IA's (or similar) should help organise all ACSEAR's to aid continuity.

After further discussion Council agreed to the following **ACTIONS**:

- (a) ACPI will be told not to organise any ACSEAR conferences and cannot use CSEAR's name
- (b) A formal ACSEAR sub-committee will be established and Carol Tilt, Markus Milne, Connie Beck and Hele Tregidga will be invited to form the basis of the Committee. They can then invite others as they see fit to join
- (c) An attempt will be made to hold ACSEAR this year, and as Carol Tilt has already begun the process, she will be given as much support from us as possible to help this happen
- (d) Once the survey has been analysed, results will be circulated
- (e) Ian will be at APIRA and will try and organise a town hall meeting for those CSEAR members also going

## 8. CSEAR Italy Satellite Office Website: For comment/approval

Members considered the draft website document for the Italian CSEAR Satellite office, and apart from a couple of small amendments everyone agreed that it looked good. Massimo was also happy to report that they had secured funding to host a one day free doctoral colloquium. Massimo was asked to add the link to our membership purchase site to the Italian Conference site, to ensure delegates became members of CSEAR in advance of the conference. Council thanked Massimo and Ericka for all their work in this.

### **ACTION:**

Massimo will add the link to our membership purchase site to the Italian Conference site, to ensure delegates became members of CSEAR in advance of the conference.

## 9. Website Review [standing item]

Council noted the following progress and actions required:

- (a) The CSEAR UK conference website has been reinstated on the CSEAR main site but will be removed once the conference is finished. The site allows us to upload more details and mirrors other CSEAR conferences having their own websites.
- (b) The SEAJ digest has been widely circulated but to date no submissions have been received. It will be advertised again via email, Facebook and the website [**ACTION**].
- (c) All members of Council were asked to ensure that their institutions have current SEAJ subscriptions [**ACTION**]
- (d) Each issue of SEAJ to be promoted via the newsletter, a blog and possibly an editorial broadcast. Additionally a Facebook page and twitter feed for the journal should be looked into. Also look into the possibility of open access articles per issue with the help of the publishers. John will put all this to the Board [**ACTIONS**]
- (e) Do a conference session to let people know how to promote CSEAR and SEAJ as this will help us and members with citations. A chunk of the website should be given over to this as well – but check with

delegates and members what they would like to see on the website – this can be done at the conference.  
CSEAR Italy will do similar [ACTIONS: Massimo, Lynn, John, Carlos and Matias]

#### 10. Outstanding items relating to the By-Laws [Standing Item]

- (i) **CSEAR Council Evaluation timetable and process- held over from August and November 2015 meetings:** Lorna and Ian agreed to develop a questionnaire to undertake this which will then be circulated for completion in advance of the CSEAR UK conference in August.

#### ACTION:

Lorna and Ian to develop a questionnaire to undertake this which will then be circulated for completion in advance of the CSEAR UK conference in August.

#### 11. SEAJ Update [Standing item]

As John has now stepped down as co-editor (and is now chair of the SEAJ Board) everyone thanked him for all his work and welcomed Matias to his new role as co-editor.

John also reported that, for personal reasons, Rhona McLaren has stepped down as editorial assistant, and this was effective from last October but was not communicated to us until March. Since October Carlos and John have been covering the work, and it is now Matias and Carlos covering the work. It was noted that Rhona has not claimed any payment since October. It is hoped that Lynn will be able to take over the role from mid-May onwards.

More articles are needed for SEAJ and this will be actively advertised on FB and through the newsletter.

Ian agreed to share reports from SAMPJ wrt lead times and submission rates, in order to help out SEAJ.

#### ACTIONS:

- (a) Lynn will be able to take over the role of editorial assistant for SEAJ from mid-May onwards.
- (b) More articles are needed for SEAJ and this will be actively advertised on FB and through the newsletter.
- (c) Ian agreed to share reports from SAMPJ wrt lead times and submission rates, in order to help out SEAJ.

#### 12. Research Development Proposals [Standing item]

Nothing new to report.

#### 13. Grant Applications [Standing Items]

Nothing new to report.

#### 14. Mentoring [Standing Item]

Nothing new to report.

#### 15. Vision/Mission/Values Statement [Standing Item]

Nothing new to report.

#### 16. Teaching Case Study [Standing Item]

Nothing new to report, although this needs to be actively promoted via website, Facebook and emails.

#### 17. AOB

1. The first MENA Conference due to be held in March had to become a workshop due to lack of submissions, but now has sadly had to be cancelled due to politics in the region. It is hoped that it can be rescheduled for later in the year. It has however highlighted that a standard conference format will not work in the area and we need to identify ways in which we can contact researchers in the SEA field in this geographical area.

**ACTION** If anyone has any contacts in the MENA area can they please pass them onto Jan Bebbington and Jeanette Vinke so they can start planning

**ACTION:**

If anyone has any contacts in the MENA area can they please pass them onto Jan Bebbington and Jeanette Vinke so they can start planning for a rescheduled MENA CSEAR conference

2. Massimo would like an item added to the June agenda wrt his questions re a research community

**ACTION:**

Add Massimo's item to June agenda – Massimo to provide more details

**18. Date of next meeting: Tuesday 7 June 2016**

**Lynn Christie, 12/04/2016**

APPROVED