

Birmingham Inter-Varsity Club Limited

Board meeting - 8 pm – 11 October 2010
The Briar Rose, Bennett's Hill, Birmingham B2 5RE

Minutes of meeting

Present (X - present)

Vacant	Chair				
Roger Tempest	Treasurer				
Frank Dawson	Membership	X			
Stephen Cox	Bulletin Editor	X			
Alan Muddiman	Publicity/AIVC and Stourbridge Rep	X			
Dave Elliott	Weekends Coordinator	X			
Janet Blick	Social Secretary	X			
John Gregory	Sports	X			
Peter Norris	Webmaster	X			
Rose Huish	Secretary	X			
John Smith	Vice President				
Andy Turton	Vice President	X			
Peter Howe	Vice President				
Maggie Whitlock	Vice President		Graham Hankins	"What's On" (for 1 month)	

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No.	Content	Action
1.	Apologies – John Smith, Maggie Whitlock, Bernie Lennon	
2a	Approval of previous minutes – approved	
2b	Review of Actions – action 7: C/F to next meeting	
	Items for Decision	
3a	New Members The following people were approved as new members: Linda Burns, Mary Glover, Suraiya Kidia	
	Items for Discussion and Decision	
3b	Meeting/greeting each Wednesday: FD not attending Bennetts; 5 members co-opted to 'meet & greet': Peter Brook, Helen Sargeant, Caroline Panting, Dave Fletcher, Mark Marlow; New member forms & money to be posted to FD each Wednesday; FD to provide 'meet/greet pack to each; committee members to take turns at being present from 8.30 onwards.	FD/PN to make up packs; JB to prepare rota for support at Bennetts
4.	Letter from Member A This was a request that all members be circulated with the legal judgement from Gary Cousins; he expressed concern that the former secretary was not present to put her case at AGM. Also that BIVC incurred cost, therefore members had the right to understand why. RH to put insert in next bulletin requesting that members ask her for a copy.	RH to write to Member A with decision. RH to write insert for bulletin
5.	Letter from Member B (PN not party to discussion) This member is correct that there is no specific facility for proxy voting for election of directors – due to nominations being made at the meeting to fill some vacancies, therefore system is biased towards those attending in person. However, non-attendees can ask a proxy to vote as they see fit on the election of directors. Queries(1) re obtaining e-mail address - Activity Exchange is set up to facilitate mails to be sent to members listed, without revealing their address.(facility can be switched off); (2) why this member selected – PN stated it was a case of mistaken identity – he thought it was being sent to another member with the same name.	RH to write to Member B
6.	Strategic targets (for on-going discussion)	
(a)	Increase membership: PN suggested target of 10% pa, also a 'traffic lights' system for alerting committee to fluctuations in numbers.	

	<p>(This latter idea was rejected by other members.) FD to provide stats on membership numbers, % renewals, and conversion rate from temp to full membership. AM – 46 names were taken at Artsfest; advertising budget needed, also needs to set events for new members, e.g. a disco; posters can be displayed at Central Library free of charge, also in local libraries (A4 size best) and Savacenter; also visibility on BIVC Website & on Facebook. RH requested current temp & full membership names list for checking at badminton nights.</p>	<p>FD - stats</p> <p>FD – membership lists</p>
(b)	<p>Good variety of events: JB suggested hire of 57-seater coach for club outing, cost is £300 per day. Suggestions needed for venues. Playing pool – teaching members to play – venue to be publicised: Five Ways Centre; pool coach – Seamie Power; Weekend events should include 1 outdoor activity & 1 meal out.</p>	<p>All + members JG to publicise</p> <p>All + assistants</p>
(c)	<p>Local groups – increase activity: JB to check that Sandra Winchurch & Pete Hanna willing to continue leading Solihull & Sutton sub-groups. AM – cash needed for publicity, £160 for inks to print the Halesowen poster; AM suggested free interview on local radio to promote BIVC; PN suggested £100 pa per sub-group for publicity - accepted</p>	<p>JB to check</p>
	Progress reports	
7a	Individual Directors & Areas of Responsibility	
	<p>AM – AIVC publicity: Artsfest – 46 names taken; bikes and racquets attracted punters – 10 names taken in final hour; radio presence & papers to be checked for publicity; beer mats to be printed; biros to be given out; tear-off info slip on posters to be checked for feasibility; mobile phone to be sourced for enquiries: permission granted to get pay-as-you-go sim card & fit to an old phone.</p>	<p>AM to follow up</p> <p>PN</p>
	FD – Membership: little to report so far.	
	<p>JB – Social sec.: Xmas party, Kings Heath Cricket Club room booked for 11th December, cheque needed for deposit, Neil Lakin to do disco (£25 ph) ticket price with food £10. Pete Howe to be asked to print these.</p>	<p>JB to collect cheque book from Roger</p> <p>JB to ask PH</p>
	<p>PN – Webmaster: report issued to members present showing 11 action points. (sent with minutes) RH thanked PN for his work on the October Bulletin which was achieved within a tight timescale after the AGM.</p>	<p>PN – repair of broken laptop screen to be actioned – all agreed</p>
	<p>SC – Bulletin: November issue being drafted, guidance from PN. A members' letters page suggested. Bulletin deadline Wednesday 20 October.</p>	
	<p>JG – Sport: Badminton England – Community Badminton meeting on 19 October, hosted by Liz Brett, regional officer. Manu has been invited, along with JG/RH. Players</p>	<p>JG – check players</p>

	to be checked for membership when list available.	are members
	DE – Weekends: £400 cheque required for Malham W/E; 20 booked so far, 30 is break-even number. Target is 1 W/E per month. In pipeline - Other W/Es: With AIVC – Portsmouth, Pete Howe (February or March); Harlech, University accommodation, John Smith, April; Canoeing – Heather Griffiths; , Kevin/Julie W/E TBA; Robin Hood’s Bay – July, booked for 10 days, Pete Howe. Fort Belan – nothing so far. Software to facilitate W/E organiser – DE to check what’s available for planning .	DE – send cheque Software Check downloads
	Club bicycles – these have been purchased @ £250 each; to be certificated & checked by a competent person. Club liability & Health & Safety aspects to be checked; Record of bike hire by members to be recorded.	JG to discuss with PH
7b	Assistants to the Committee	
	Secretary – Maggie Whitlock Social Events – Ian Noble Walks – Jan Horn Halesowen sub-group – Bernie Lennon Weekly events – Graham Hankins (for 1 month) Archivist – John Pitcock (to be invited to take this role)	Confirm that those listed wish to continue as assistants – All RH to invite
8.	Dates/Venues of Committee meetings for 2010-2011	
	Directors agreed to hold these at the Briar Rose on the 2 nd Monday of each month; RH to arrange with venue. Dates as follows: 08/11; 13/12; 10/01; 07/02; 14/03; 11/04; 09/05; 13/06; 11/07; 08/08; 12/09.	RH
9.	Date & Venue of AGM for 2011	
	Thursday 29 September at the Old Joint Stock – Upstairs room as on previous years. RH to book.	RH
10.	AOB	
	Member C tendered his resignation as Treasurer from 11 October 2010. The post will be advertised in the Bulletin for November, along with that of Chairman. Announcement will go on to AE straight away, inviting nominations - RH to insert. Cheque book urgently required from RT – signatories remain as AT, PH & Adam Clark. A form required from the bank to change signatories. Statements to be re-directed. New signatories: DE, FD + chairman & treasurer when in post. RH to be additional signatory.	RH to insert JB to collect DE to obtain
	Advertisements in the Bulletin – SC to offer Janet Cash the chance to advertise Alan Cash’s new book. SC to set a rate for members’ advertisements.	SC to action
	1-year’s free membership – Artsfest promotion: draw made at meeting and Shirley Tuck selected, this will date from April 2011.	AM to notify
	Date of next meeting – 08 November, Chair for meeting - Frank Dawson	