

Birmingham Inter-Varsity Club Limited

Board meeting - 8 pm – 08 November 2010 at The Briar Rose, Bennett's Hill, Birmingham

Minutes of meeting

Present (X - present)

Vacant	Chair				
Vacant	Treasurer				
Frank Dawson	Membership	X			
Stephen Cox	Bulletin Editor	X			
Alan Muddiman	Publicity/AIVC and Stourbridge Rep	X	Bernie Lennon	Halesowen Assistant	
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				

--	--	--

No.	Content	Action
1	Apologies – Pete Howe, Maggie Whitlock, Bernie Lennon	
2	Minutes of last meeting – Matters arising: (2b) Action 7 from Sept Minutes – omitted, oversight (4)PN thought the insert for Bulletin re legal costs was more detailed than agreed at meeting; RH justified her insert since no member had asked for a copy of legal document; RH acknowledged that no mention had been made in minutes of e-mail of insert to members – her error. (9) Venue for AGM: 29 Sept 2011, Old Joint Stock	RH to follow up RH to book venue
	Items for Decision	
3a	New Members The following people were approved as new members: Sonia Bethel, Robert Harding, Lisa Orchard	
3b	Fleece jackets: some members need to claim these – FD to e-mail these members, to collect fleece from JB at the Garden House club night;	JB to collect fleeces from Pete Howe & bring to GH
3c	PN has taken on role of New Members Officer; he will use the green/amber/red system of contacting temporary members (Welcome letters): green – letter after 1 st month as temp, amber – letter after 2 nd month as temp, red after 3 rd month as temp, if no response, to be removed from temp mem'ship list. Sub-group assistants to be asked to contact lapsed temps from their areas – Solihull, Sutton, Halesowen	FD to remove temp mem names from list if earlier than June 2010. AM to speak to SW, PH & BL
4	Interim financial measures: No member has volunteered as Treasurer so FD will take on the role: DE formally proposed FD as treasurer, seconded by JB – all present in favour. Cheque signatories agreed as DE, FD, RH & JB. DE reported the latest statement from the outgoing treasurer: £9989.86 in account. 2 major cheques outstanding: 1 for Alison Oswald, the other for KEGS Badminton. DE said that the treasurer's spreadsheet showed £135 more than bank statement; There were also some unidentified items, viz £91 cash credit on 19/10/2010 (Pete Howe?), also cheque credits of £1303 and £718 on 20/10/2010. Debits: £500 cheque on 20/10/2010 – maybe payment for a bike? PN suggested a service level agreement to set members' expectations of repayment times at a realistic level.	DE preparing signatory documents for HSBC in Halesowen FD to prepare SLA
5	Renewal of BIVC insurance: RH brought the insurance file to the meeting; FD had received an e-mail from the brokers arranged by HMc last year, reminding BIVC that the policy is due for renewal on 04 December. Decision taken by committee to renew this policy. JB has taken the file to scrutinise.	RH to request renewal & arrange payment for another year

6	<p>Bulletin: Content, Bike Scheme: AM suggested that Pete Howe should provide a brief monthly report on bike usage: who, where, frequency; BIVC needs one folder per bike, to certify that the bike is in perfect condition prior to loan; PH is obtaining certification to check roadworthiness – we need a copy of his certificate. RH to contact PH to request this (bullet points agreed by committee of details to be requested of PH). PH's ibike launch on 20 Nov is strictly a BIVC event – no general publicity can be given for this event. RH raised the complaint from the organiser of the New Year's W/E, that her event had been left off the front page yet again (she had requested this for the Aug & Sept B'tins also) RH to apologise to her on behalf of Committee: SC was not aware of her request; (an insert about the W/E had been prepared by Andy Turton at the last minute.) RH also raised the issue of Table Tennis continuing to be offered in spite of her requesting that this entry be removed: SC apologised – he is still familiarising himself with the mechanism for formatting content of Bulletin</p>	<p>RH to e-mail PH on behalf of committee regarding bike maintenance</p> <p>RH to give verbal apology to organiser</p>
7	<p>(1)Skills Exchange, (2) Car Sharing: This suggestion (1) from JB, discussion on what this may consist of, where it may be placed: Bulletin? Activity Exchange? JB to invite members to offer their services. (2) Car sharing – contribution towards fuel costs is usual – event participants must give their permission for their details to be shared – could be done through Activity Exchange, for offer of lift, or requiring a lift; a formal structure is desirable; usual practice at W/Es away – list is published amongst participants – this works well.</p>	<p>JB to send e-mail to member</p> <p>Car Sharing participant list to be invited through Activity Exchange</p>
8a	<p>Good Variety of Events: Quantity has been maintained in lead-up to Xmas: events have been put on Activity Exchange, 50 so far for November, 61 in total for October (tho' % down on same month last year when total was 83); total of 'one-off' events has been better than last year for both months. JB is satisfied with activity to date, Committee members supported this view.</p>	
8b	<p>Local groups: Halesowen continues to attract good numbers; Local members need to be encouraged to put on more events for people in their groups.</p>	<p>JB to speak to local assistants</p>
9	<p>Progress Reports Reports from individual directors' areas of responsibility: AM – publicity: This responsibility has taken a knock due to AM's work; we still have club bios for distribution (at Garden House?); beer mats for distribution to different pubs need to be produced – a design was circulated (more lively font required! – RH) Cost: £95 + VAT for 1000 – printing to be ordered (from Prontaprint?) Stag & 3 Horseshoes – free of charge for room for the Halesowen group each Tuesday – well attended. DE – Weekends:</p>	<p>AM to order beer mats</p>

	<p>Reported that the Bonfire W/E 05-07 Nov had been a great success, organised by a new member (Siobhan Murphy); DE wants to put on a W/E in late Jan/early Feb after the NY W/E in Hampshire (the 'Escape' book is out-of-date, some venues no longer available) maybe Bretton, an 18-bed hostel costing £480; other possibilities: John Smith – Harlech, late May, for 1-week; Stackpole, Pembrokeshire, for Aug Bank Hol W/E; Kevin & Julie – Amsterdam, accommodation-only offer; Pete Brook & Rob Harding – Kirkstone Pass, Sept. (AM is moving his caravan to Worcester, where quad biking is on offer, also camping), JB asked about Folk festivals, DE promised to pursue this.</p> <p>SC – Bulletin Ed: Pleased with his first edition, with help from Andy Turton & Pete Howe. SC suggests photos be included of event organisers – their permission required - essential. Suggestion that Prontaprint could address envelopes & handle mail-out – issue of confidentiality so not agreed. JB offered to prepare (label) envelopes at home & organise distribution at Garden House. JG offered to post unclaimed bulletins the next morning, stamps needed.</p> <p>PN – Webmaster: See separate attachment with these minutes.</p> <p>JG – Sport: Raised the request that a few regular players should be allowed 'Sport-only' membership, as they do not take part in any other events – agenda item for next meeting. Badminton England, Liz Brett wants BIVC to host coaching to increase participation in the sport, this may need to be a separate night from regular times – JG to follow up.</p> <p>JB – Social Sec: JB is concerned about few women attending Bennetts – attendance there is approx 20-30, mainly male, each Wed. SPT gets 40+ attendance, mixed. Another Wed venue? – on-going research.</p>	<p>DE to select Feb W/E venue & advertise</p> <p>SC request all items by Wed.17 Nov. deadline</p> <p>JG to supply detail, numbers</p> <p>JG to check on another night</p>
10	<p>AOB PH request to Committee to spend £75 for a repair to the laser printer; the decision taken is to buy a new laser printer for PH to continue to produce tickets etc, and to give the present one to JB for use in printing the address labels for the bulletins. (no repair needed, B/W only for labels) Communication dongle: decision taken to retain the use of the dongle via PH, who will receive £10 per month for this. Request for payment by SO rejected – PH should bill the club quarterly. The mobile phone: decision taken to give this to the 'ringers', 3 members of the meet/greet team who will swap it between themselves to contact prospective members.</p>	<p>PN to check best deal for new laser printer</p> <p>PH to invoice BIVC quarterly for dongle</p>
10b	Chairman for next meeting: Alan Muddiman, 13 December.	