

**Birmingham Inter-Varsity Club Limited  
Board of Directors**

**Minutes of Meeting held at  
The Briar Rose Hotel  
(Conference Room, 1<sup>st</sup> Floor)  
23 Bennett's Hill, B2 5RE**

**Monday 13 December at 8.00pm**

Vacant	Chair*				
Frank Dawson	Membership & Treasurer	X			
Stephen Cox	Bulletin Editor	X			
Alan Muddiman*	Publicity/AIVC and Stourbridge Rep	X	Bernie Lennon	Halesowen Asst.	
Dave Elliott	Weekends Coordinator	X	Jan Horne	Walks Co-ordinator	
Janet Blick	Social Secretary	X			
John Gregory	Sports	X			
Peter Norris	Webmaster	X			
Rose Huish	Secretary	X			
John Smith	Vice President		Sandra Winchurch	Solihull rep	
Andy Turton	Vice President	X	Peter Hanna	Sutton rep	
Peter Howe	Vice President	X			
Maggie Whitlock	Vice President		Graham Hankins	"What's On"	

## Minutes of Meeting

1	Apologies – John Smith	<b>ACTIONS</b>
2	Minutes of Meeting, 08 November: a) Minutes were approved as a correct record b) Review of actions: Fleece jackets – JB collected these and contacted all owners, 3 claimed so far; approx 15 left; cheque signatories with HSBC still not cleared by bank – DE on case; SLA not yet prepared by FD re members expenses etc. c) Member’s behaviour: no formal complaint received, time has passed since incidents – committee decided to take no further action.	
3a	New members: FD presented the following applicants who were all approved as new members:  Sharon Bennett, Betty Mathias, Chris Mathias, Lyn Parsons, Maureen Ralph, Kashmir Purewal	RH to let GH pub know new arrange –ment. Done by phone 17/12
3b	Move New Members night: JB raised the difficulty of meeting NM at the Garden House AND arranging for Bulletins to be prepared for collection on same night – all members agreed that NM night at the Garden House should be moved to the FIRST Wed of each month, starting with January. Bulletin night now LAST Wed each month at Bennetts	
<b>Items for Discussion and Decision</b>		
4	Use of Paypal: brief discussion of how this works for other IVCs – PN will present a detailed proposal to committee for using this system, DE thought it would be useful for paying for W/E locations bookings	PN to write pro’s and con’s of use
5a	Additional purchase requests: FD has purchased software at his own expense, still requires laminator etc – purchases agreed; SC needs ‘publisher’ & ‘PDF editor’ – purchase agreed	FD & SC to make necessary purchases
5b	Renewal of BIVC insurance: RH has done this at same level of cover as before. Public liability, which gives cover for any member causing damage to 3 <sup>rd</sup> party property or person, but does NOT provide personal injury cover to any member – this must be arranged by each him/her self.	RH has filed documents

6	<p>iBike Scheme – e-mail to Pete Howe with required checklist 15/11- Committee voted by 5 votes to 3 that PH must show his certificate to 1 member (PN lives most conveniently).          PN, FD &amp; SC voted against seeing the evidence of certification; PH circulated other related documents for IVC ibike scheme users</p>	<p>PH to make his certificate available to PN</p>
7	<p>Strategic Targets          PN raised membership as he had data on screen to share, which shows flat m'ship profile, about the same level of interest as last year; 132 prospective currently, who are contacted by the 'ringers' from meet &amp; greet team (Helen, Caroline, Pete) with gender-matching on calls – ringers will be asked to encourage temporary members to come along to events;          PH suggested mailing out sets of 'events' cards to anyone making an enquiry – they could then take out temp.mem'ship when they attended an event.          The committee agreed to PN's suggestion of a 10% target in increased membership.</p>	
7a 7b 7c	<p>Good variety of events:          Bad time of year for outdoor activities e.g. walks – difficult to do in bad weather.          Local Groups – the weather has been a barrier: Halesowen Party postponed but now scheduled for 22 Jan at same location – no financial loss.          Publicity:          Beer mats have been evident in the pubs BIVC use, including the Wellington – a good low-cost 'win', the Committee agreed to order a further 5K at the reduced cost of £77 per thousand.          A5-size posters: Notts IVC have an agreement with their central library which sends these round to branches (not known if B'ham Central library would do the same?)          A4-size – PN has identified a deal with a printer on Ladypool Rd which will produce 10K leaflets, 4xcolour for £350; they charge £70 for producing artwork.          Taxi Cards – the idea is to promote BIVC on the back of cards advertising taxi services, TOA etc; best price is £495 for 100K cards; the drawback is the scattergun nature of distribution – many are posted to households but success difficult to determine. PN offered to discuss with TOA &amp; report back next month.</p>	<p>AM to speak to SW &amp; P Hanna about events           PN to order leaflets           PN to arrange           PN to discuss with TOA</p>
<p><b>Progress Reports from Individual Directors</b></p>		

8a	<p>Badminton-only membership: raised by JG on behalf of a small-number of members who have requested a lower mem'ship fee due to not taking part in other activities – advice is to enroll them as temporary then if they're unemployed, they only pay a further £3 for the year, as £10 is refunded. Evidence of unwaged status to be provided.</p> <p>Continue to receive updated membership lists for checking membership status of players.</p> <p>JG – still looking into facility for coaching from Manu.</p>	<p>JG to advise players concerned when they next attend</p> <p>FD to provide lists</p>
8b	<p>JB, Social: Xmas party on 11<sup>th</sup> went well – do we want the bigger room at the same venue for next year's party, on same W/E? JB to make enquiries on price/availability. All agreed that Neil Lakin did an excellent job as DJ. To receive letter of thanks – RH. BIVC disco equipment not wanted – AT to put on e-bay.</p>	<p>RH -letter</p> <p>AT to advertise on e-bay</p>
	<p>SC – Nothing to report (Bulletin must be assembled &amp; print deadline to be checked with Prontaprint).</p> <p>PN, Webmaster: handover from P Hands not quite completed; table tennis removed; the videos about the club have been taken off the site, can these be restored? AT to request (he has copies).</p> <p>Problems with server – external host for the site is needed, to avoid over-dependence on AX server (PN owns this) PN to find another host.</p> <p>FD, Membership: current full numbers – 274, 146 women, 128 males.</p> <p>Treasurer: RH passed bank statements to FD, forwarded from R Tempest, also small tax bill. A Smith requires a cheque to settle the BIVC NY weekend payment. No further bookings possible.</p> <p>DE, Weekends: members were shown details of a possible venue for end-March in Cotswolds: Middle Stanley Farm, which holds 28 – still under consideration</p> <p>AM, Publicity: Beer mats &amp; leaflets already agreed – see above Radio ads – still to be investigated Halesowen sub-group, Stourbridge members join them each month, good venue (Stag &amp; 3 Horseshoes)</p>	<p>AT to approach H Mcl.</p> <p>PN – server search</p> <p>FD dealt with cheque requests</p> <p>DE</p> <p>AM – check Radio Ad cost</p>
<b>AOB</b>		

	<p>SC has received a request from Seamie Power that we should have a Suggestion Box at Wed pub nights. If members want help with organizing an event – ask.</p> <p>Roy Jefferis has requested horse riding – help needed to organise this. Wait ‘til better weather.</p> <p>Query on Data Protection: how long should materials be retained? Discuss at future meeting.</p>	RH- agenda
	<p>Next Meeting: Monday 10 January 2011</p> <p>Chairman: Stephen Cox</p>	