

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

Minutes of AGM Planning Meeting

7.00pm 21 August 2011

The BIVC Registered Office  
9 Long Wood  
B30 1HT

Present (X - present); Chair: Peter Norris

Frank Dawson	Treasurer/Membership	X			
Stephen Cox	Bulletin Editor		Left Birmingham		
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/New Mems	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)	

No.	Content	Action
	Apologies - None	
	Items for Discussion and Decision	
1.	<p>Arrangements for the evening: RH to e-mail OJS pub – theatre manager Ian Craddock, to request buffet @ £5 pp X 40 – total £200. (Actual cost works out at £202.30: 34 x £5.95 pp – IC says there will be sufficient food provided for at least 40) Request for use of screen/OHP: IC has offered the use of 60" plasma screen for use with our laptop, as no OHP. AGM Attendance - membership lists: 2 lists to be provided by FD; offers from JB &amp; JG to register all attendees on the lists, then passed to RH for record in minutes.</p>	

	AGM Booklet	
	The booklet contents to be prepared by RH, with final assembly for printers by AT.	RH, AT
	Agenda – RH will use last year’s booklet for guidance	
	Minutes of 2010 AGM – no matters arising at this stage, though this will be part of this year’s meeting.	
	Financial Statement/Annual Accounts: FD had previously circulated these in draft & final form to the committee via e-mail. FD presented a printed copy of the financial statement for signatures; RH pointed out error in Helen Palmer’s entry re the Companies Act, which stated ‘1985’ – this error had resulted in the accounts for 2009/10 being returned to RH in December 2010, when an amendment had been required by way of a correction. The text for the 2010/11 accounts was amended to read ‘Companies Act 2006’; then signatures of FD, PN & RH entered as required. (Treasurer, Chair of meeting & Secretary). FD confirmed that Helen Palmer had agreed to attend the AGM.	FD,PN,RH
	Director’s Reports: RH - Most of these have been received, one or two still outstanding, to be sent to RH ASAP.	
	Motions: These had been circulated to, & discussed by committee at meetings from May onwards, therefore agreement was only required on the order in which they were to be covered at the AGM, to include those submitted by John Smith and Ray Parry.	(see AGM booklet)
	Elections: The number of directorships up for election will be determined by the results of the ‘Special Motions’ relating to the proposed ‘New Members’ directorship, also to Sport, ALO and Webmaster. In any event these positions will still be filled, but maybe by ‘Elected Assistants’ if the special motions relating to these three are carried.	
	Booklet – prep, printing & postage – deadlines: The booklet contents to be prepared by RH, with final assembly for printers by AT. Deadlines: booklet copy to be with AT by Friday 26/08; sent to Prontaprint & delivered to Bennett’s on Wed. 31/08 (plus supply of proxy forms). JG to bring stamps for Bulletin & AGM booklets all to be prepared for postage by committee that evening.	
	Other paperwork/forms: AT to send pro-forma proxy for preparation by RH, also nomination pro-forma. RH to circulate nomination forms to committee.	
	Forward Planning	
	Artsfest: It was agreed that RH would continue to liaise with Artsfest admin. To confirm ‘Ask-it’ stall booking & requisite paperwork. AM to prepare roster of members to help ‘man’ the stand. Set-up on both days: I/C PN, with AM doing all day on Sat 10th & RH/JG doing all day on Sun11th. PN present both full days. Laptop, Leaflets, pens to be on stand. Kevin, Julie & Charles (Harris) have all given verbal agreement to assist. AM to bring BIVC T-shirts for members to wear on the stand.	
	AOB – - That we would invite Alan Muddiman and Sandra Winchurch to be Vice-Presidents.	

	- That we would consider at our next meeting making Pam Stothard, Pete Hanna and Bernie Muddiman Honorary Members.	
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