

Birmingham Inter-Varsity Club Limited

Board of Directors

Minutes of meeting held
On 12 September 2011 at
The Briar Rose Hotel
Bennett's Hill, B2 5RE

Minutes of meeting

Present (X - present); Chair*

Frank Dawson	Treasurer	X			
Frank Dawson	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 Members	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)	

1	Apologies – None Received		
2	Minutes of previous Meeting - for approval (from 08 August meeting)	No amendments required. (Minutes of 21/08 meeting to be tabled separately)	RH
	Items for Decision		
3	New members: The following 5 people were approved as new members: Sandra Dovey; Norah Lunn; David Wright; Janet Kercher; Susan Jane Marston.		PN
4	Strategic Targets (for on-going discussion)		
(a)	Increase membership: Membership stats. to be e-mailed to RH for record; membership total shows an increase on last year: it is up by 7.8%; there is a better conversion rate this year on prospective members, numbers of which total 18 so far for this month. Sept 2010 conversion rate was 26%, though the Oct 2010 rate was 62% conversion – due to the ‘Artsfest’ interest. The conversion rate overall this year is better, with current membership standing at 289, and with 40 prospective members in the pipeline.		PN
(b)	Good variety of events More still needed for October; this will continue to be an agenda item for in-coming committee after the AGM, provisional date for first meeting 10/10/11. There has been a 5% increase in one-off events over last year.		
(c)	Local Groups: North B’ham group – Pete Hanna has reported that in August the regulars attended, but also that 2 prospective members had been signed up. Halesowen: AM – concern about use of pub room FOC – if attendance increase a charge may be required for room hire – not seen as a problem if more members in attendance - PN. Total capacity of room (at Stag & Three Horseshoes pub) is 34 for a sit-down meal (arranged for Xmas). AM wanted ‘regulars’ at meeting to have a guaranteed place – not in the spirit of inclusiveness, ‘in danger of becoming exclusive’ – JB; compromise reached whereby regulars will be told in advance of publicity for the meal, but ‘first come’ with payment will secure a place.		
(d)	Mini Bus: The Ludlow trip on Saturday 10 Sept had been fully attended (16 total capacity of bus) with one member coming by car (Rob Stewart) – ‘very successful event’ – AT, in spite of the weather! Helen Sargent and other members reported to be feeling guilty at no charge being made – ‘maybe £5 per head would have been reasonable’ – to be considered by in-coming committee after AGM.		
	Forward Planning		
5	AGM – final arrangements: Member Pete Hands has not received an AGM booklet – to be sent by RH; Helen Palmer (auditor) will be attending – invitation issued by FD. Nominations for committee positions – forms to be made available at all regular meetings, & all to engage prospective directors in informal canvassing conversations.		RH FD ALL

6	<p>Paypal – update: PN reported that this system of payment is now up & running, with 6 payments made so far. Using Paypal, members can book on line for an event etc. & click to pay. A weekly/monthly summary will be available for treasurer; the NY W/E (Wirral) can be paid using this. However, FD believes there is significant work to be done by treasurer for Paypal: money goes into central funds so all entries (£ large or small) have to be accounted separately, resulting in more work for him. PN reminded that this was a 6-month trial (major time investment by him for set-up), so to please give it a chance. PN to take some of additional burden of system by handling ‘outgoings’ via additional chequebook. RH to pass spare chequebook to PN. Maybe the system should be limited to use for major events, e.g. W/E’s (DE has bunkhouse W/E at end of Sept.)? Paypal should give better accountability to treasurer on club funds.</p>	<p>FD RH/PN DE</p>
7	<p>Artsfest: RH thanked PN on behalf of BIVC for his hard work over the 2-day event, and putting in extra time on Saturday night to prepare extra leaflets; AM also present all day Saturday, & RH/JG all day Sunday, PN full-time both days. 1000+ leaflets given, 11 temp members signed up over W/E. Banner stands damaged by rain, so 2 new ones to be obtained, 1 with existing artwork, the other to have new artwork photos. Pens – new order needed. 40 ‘new member’ packs to be prepared for meet/greet team for GH evening on 5 Oct. – RH/JB/JG/DE will all be absent on that occasion, due to other commitments.</p>	<p>PN</p>
8	<p>Bulletin: Diary for Oct still has many ‘gaps’ – events needed – members to be approached. 15/16 & 22/23 W/E’s are free. JB to continue to offer different pub venue for 3rd Wed each month; possible Halloween event for 29/30?</p>	<p>ALL</p>
9	<p>Directors’ Progress Reports</p>	
	<p>Treasurer – FD: circulated a sheet showing current balance sheet, showing credit balance of £2748.61; Santander Account – DE suggested that records show Anne Simcox and Andy Turton were nominated signatories – FD to get them to sign ‘change of signature’ forms. iBike not up-to-date on accounts – no record of income; this is likely to be raised at AGM so PH needs to give an update to his report from May & provide the Committee with a record of income from members’ hiring the bikes. RH to request an updated report.</p>	<p>RH</p>
	<p>Social Secretary – JB: Alvechurch Marina briefing event, Tues 20 Sept – refreshments to be requested, coffee & biscuits. Still no successor identified to take over as Social Sec – canvassing to continue. (Vicki Eatwell declined requests to take over – RH,PN)</p>	<p>JB</p>
	<p>Secretary – RH: To prepare ballot boxes for AGM in preparation for a poll of members present to vote on the ‘special’ motions, also paper for ballot. Reminder that 75% or over need to vote ‘Yes’ for these to be carried. Some members would demand a paper ballot rather than simple show of hands, so be prepared! Buffet & room – RH to check final arrangement with OJS pub – may require payment in advance for the buffet.</p>	<p>RH</p>

	Web/New Mems – PN: Reports to be sent to RH; request to increase ‘ad-words’ spend – up to £100 pm.	PN
	Weekends – DE: there are still places on the ‘Walking’ W/E at Birchover this month; bookings for Tenby W/E, 21-24 Oct, now up to 18. 30 needed to break even. Now being hosted by JB.	
	Sport – JG: nothing to report	
	ALO/publicity – AM: following another successful Artsfest, BIVC need to have a promotional stand to use at ‘Farmers’ Markets’ – prices to be obtained.	AM
10	AOB	
	AT commended effort of PN at Artsfest. FD: Suggestion that the BIVC fleece jackets are given away at the AGM – all agreed.	
	The meeting closed at 10.30pm	
	Provisional date for Oct meeting: Monday 10 th . RH to arrange for room hire at Briar Rose Hotel	RH