

Birmingham Inter-Varsity Club Limited

Board of Directors

Minutes of meeting held on Monday 06 February 2012

At the old Royal Pub – Upstairs Room

Minutes

Present (X - present)

Chair of Meeting *

Vacant	Chair				
Frank Dawson	Treasurer	X			
Dave Elliott	Weekends Coordinator	X	Jan Horne	Walks Co-ordinator	
Jane Gripton	Sports Secretary	X			
Peter Norris	New Members/Publicity	X	Brian Roberts	Membership Assistant	
Rose Huish*	Secretary	X			
Graham Hankins	Bulletin Editor		Graham Hankins	"What's On"	
Ray Parry	Vice President	X	Sandra Winchurch	Solihull Rep	
Andy Turton	Vice President	X	Peter Hanna	N.B'ham/Sutton Rep	
Peter Howe	Vice President				
Alan Muddiman	Vice President		Bernie Muddiman	Halesowen Rep	

No.	Content	Action
1	Apologies – None Received	
2a	Approval of Previous Minutes – Approved, with minor alteration to 4e: Insert the phrase ‘PN withdrew from the room whilst discussion took place regarding Membership renewal for Member B.’	RH
2b.	Review of Actions: 4b – ‘Summer Party’ - C/F to next month, PN; 4c – AM has spent some of the £100 subgroup allowance for Halesowen; 9 – iBike, no monthly spreadsheet received from PH/PB for January 10 – P Hands has confirmed he no longer controls BIVC Facebook page. (He has deleted himself as ‘creator’, PN is ‘Administrator’). 25/01/2012	
	Items for Decision	
3a	New members. The following 5 people were approved as new members : Angela Prophet; Michael Smith; William Orr; Gabrielle Smith; Alison Perks.	PN
3b	Review of Committee Duties Policy PN wished to have this 1-page document (created June 2011) re-visited by the current committee, as it contains useful reminders of what our aims as a club are about – for the benefit of new director, VP, & M’ship assistant. Points from Companies Act 2006 helps us to focus a strategic view on what we should be doing; suggestion from DE that a motion to the AGM would be appropriate, to change the wording of the Memorandum of Association, as the club no longer attracted ‘Young Graduates’ – this agreed for next AGM.	PN/All DE
4	Forward Planning – Strategic Targets for on-going discussion	
(a)	Increase membership: Comparative stats between 2011 & 2012 show a 12% increase in membership numbers year-on-year; current full members now 327, with 58 signed up during this membership year since April 2011, the total for last year was 49. Prospective membership (PM) numbers are ‘down’, though the conversion rate is better. Comparative stats over a four-year period indicate that overall numbers of new members year-on-year has been relatively static. The suggestion of a ‘Rolling’ membership year was mooted, but little support for the idea as it would require continuous administration and be more difficult to monitor. The issue of requiring PMs to pay for 15 months membership if they came to club as a PM from September onwards, a sum of £56, could be a turn-off, once they have been presented with selling points which include VFM. Suggestion made of ‘waiving’ their 3 months’ fees so they only pay for 1-years’ subs if a full application is made in Dec/Jan/Feb. This idea was approved by the committee, as an incentive to become a full member.	PN All

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(b)	<p>Variety of Events – Quality versus Quantity: Events ‘ideas’ list from Working Party questionnaire has been circulated to Committee by RP – these are what members would like to have. The list has 33 suggestions (some already take place under different headings) – Paul B to be approached to insert 11 off list in next 3 bulletins to remind members what they can organize, and encourage existing ‘organisers’ to take on responsibility for one or more of these. PN requested that committee members take their share of event organizing – more ‘adventurous’ ones, eg tank driving etc. (DE offered to look up a list which Hannah McKinlay published.) Traffic lights rating table highlights need to keep up momentum of events. BR suggested other members take on ‘his’ event at Walmley Social Club as lead. DE suggested paragraph needed in Bulletin about event ‘ownership’ – others can take on same events, no member should feel they are ‘treading on toes’. (DE inserted in March Bulletin)</p>	
(c)	<p>Local Groups: Halesowen Group still well-attended – meets 2nd Thursday of each month; Pete Howe is now leading the Sutton/Erdington Group; Solihull Group has a meal bi-monthly, which has helped to keep up interest in this group, which meets 2nd Tuesday each month. BIVC ‘Meet-Up Group’: (BMUG) It is possible to create an interface between AX and BMUG (via an API) to enable ‘public’ events from AX to be viewed through BMUG – visibility would be limited initially to the 8 pub nights per month, plus the three sub-group meetings. Cost of BMUG will be \$150 pa, paid to MU HQ in New York, USA.</p>	PN
(d)	<p>Assistants to the Committee: No issues, although the list needs to be checked to correct any inaccuracies or omissions.</p>	RH
Items for Discussion/Decision		
5	<p>Membership Renewal: BR tabled a set of questions relating to his role as membership assistant: Laser printer – currently with J Blick – PN has agreed to take this as BR has no facilities to keep it. Remainder of questions related to the incentives for renewal, and the renewal process: Starting from the new membership year (01 April 2012) members who renew will be eligible for a ‘reward’ of £5 for organizing a one-off event, on two separate occasions during any one membership year.(i.e. maximum of 2x £5 rewards per member). No paper vouchers, rewards will be claimable from the treasurer, who will keep a tally of which members claim a ‘reward’. The ‘£10-off a weekend’ voucher will not be paper voucher (this agreed by directors on a vote of four to one against issuing a paper voucher again.) DE confirmed that all accounting for weekends away will be on a spreadsheet, which will show which members are claiming their entitlement to a £10-off offer. This entitlement is only available to members who renew before 31 March 2012.</p>	<p>FD W/E Organisers /FD/BR</p>
6	<p>Santander Account: The bank have responded with forms to be completed with evidence from current signatories re resignation, and evidence from new signatories. All completed by RH, returned to bank on 20/02/2012.</p>	RH

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7	Bulletin for March: Events needed – usual appeal on e-mail; DG to prepare the March edition, with AT support. Deadline 22 Feb, publication 29 Feb, last day of month so 1 st class postage to be used.	All DG RH
8	iBike: e-mail received today (06 Feb) from PH which included a brief query from C. Harris regarding the price of the iBike he has been using for several months. So far he has paid £150 towards this cost. However £50 of this is rental, therefore he still owes £160 if he wishes to purchase. RH to e-mail him on behalf of Committee requesting this balance within 2 weeks. (sent on 07 Feb, balance requested to Pete Brook by 21 Feb.)	RH
Reports from individual Directors and their areas of responsibility		
9	<p>Weekends – DE: Stackpole W/E now sold out, including extra spaces; Easter W/E – places still available for females (shared room/s) – 19 needed to break even, payment has been made. Kevin Rudd has 15 interested in his Amsterdam trip, he has also offered to source a YHA W/E in mid-summer – still looking.</p> <p>Webmaster/New Mems – PN: Report shared at meeting, to be e-mailed to RH as sep.attachment; Paypal stabilized, now used regularly as an alternative method of payment for members. Inktree (prontaprint) now supplying the envelopes on receipt of 2 e-mails pm, the first is (AX automated) for bulletin labels, no. of envelopes, & print run, the second is from the Bulletin Editor with the Bulletin contents.</p> <p>Sport – J Gripton: Low numbers so far on Wed/Fri in January – one member arrived on recent Fri but left due to lack of high-calibre competition – RH felt this action was not in the spirit of BIVC badminton. Attendees membership to be checked – JG to obtain list from AX.</p> <p>Treasurer – FD: A report was circulated detailing the club accounts for January. AM (Hales-owen sub-group) to be encouraged to spend the balance of the £100 incentive on attracting new members, & keeping them.</p> <p>Secretary – RH: Confirmed that any works tel no. on AX for her now out of date – should only show home land line & her mobile. RH has been requested to check the BIVC insurance to confirm the cover we have. (Policy details passed to J Gripton on 17/02/12, discuss next meeting.)</p>	
	AOB – Reminder of discussion with IFA on Monday 13 Feb, 07.30 venue, RP's house.	
Date & Time of next meeting: Monday 05 March at 8.00pm (venue TBA)		Chair: DE