

Birmingham Inter-Varsity Club Limited

Board of Directors

Minutes of meeting held on 08 May 2012

At The Briar Rose – Committee Room

Minutes

Present (X - present)

Chair of Meeting *

Vacant	Chair				
Frank Dawson	Treasurer	X	Resigned as a Director 20/04/2012 – will still be 'Treasurer' and attend mtgs		
Dave Elliott *	Weekends Coordinator	X	Jan Horne	Walks Co-ordinator	
Jane Gripton	Sports Secretary	X	John Gregory	Sports Assistant	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 – Brian Roberts; FD gave apologies for leaving the meeting early, but wished to support the Solihull sub-group Pub night – he presented his budget sheets and dealt with queries; also a sheet about the i-Bike finances. Left the meeting approx. 8.20 pm.	
2a	Approval of Previous Minutes: The minute for 09 April were agreed as a correct record.	
2b.	Review of Actions: 4b – Jungle Challenge and Summer Party both C/F to June - PN 4c – ‘Rewards’ scheme – one claim rec’d for an event in March, therefore claim invalid, as scheme dates from 01 April, start of 2012-13 m’ship year	PN FD
	Items for Decision (& Discussion)	
3	New members. The following 4 people were approved as new members : Paul Coleyshaw; Denise Palmer; Benjamin Thornber; Evan Watson (JGrip requested an agenda item for next month to discuss criteria for full membership & use of directors’ signatures for approval.)	PN
4	Use of e-mail in Committee decision-making – accountability; relating to handling of recent Disciplinary Matter: (PN circulated copies of Standing Orders Appendix D, the BIVC Disciplinary Process, etc). RP suggested that in the light of the widespread use of e-mail, a new set of guidelines would be helpful if drawn up, to be followed by committee members on the use of this medium for decision-making without a face-to-face meeting. (The current constitution requires 7-days’ notice of a meeting; whilst somewhat lengthy, this helps to avoid the potentially ‘destructive’ effect of haste.) Following perusal of the hand-outs, it was decided that henceforth, the secretary would circulate the committee with any such ‘big’ decisions, which would require 3 of the remaining 4 directors to agree. VP’s can advise, but do not have a vote. In addition, any of the 4 directors can request that the decision be discussed at a face-to-face meeting, at which a 3 to 1 majority would still be required. It was agreed that what we got wrong with the recent case, was not to issue a verbal warning in the first instance. DE suggested that members may benefit from a reminder about ‘corporate responsibility’ – to be inserted in June Bulletin by the secretary.	RP/All RH
5	Forward Planning: Strategic Targets (for on-going discussion)	

No.	Content	Action
(a)	Increase Membership – Wednesday Nights: DE – Garden House best kept for first Wednesday of month for new members; Bennett's is okay for last Wednesday, Bulletin Night, as there is space for dealing with envelope stuffing/address labels. Agreement that the middle two/three Wednesdays should henceforth be 'roving', with hosts/organisers drawn from member volunteers. E-mail to be circulated to all members with this decision, with informal invitation encouraging hosts to come forward for roving Wednesdays. To be actioned ASAP to meet next B'tin deadline. (see also separate attachments on m'ship stats & officer reports from PN)	RH
(b)	Good Variety of Events: Only 7 events so far for next month – June – many more needed (no cinema or theatre events were offered in May – reminder to members).	All
(c)	Local Groups – increase activity/Meet-Up involvement: once 3 meet-up members agree to an idea, this goes to the entire group, hence recently the suggestion of an 'outdoor' activity, which would most likely be a ramble or a cycle. Solihull sub-group meets each month, and Halesowen group continues to attract highest numbers – this group have recently received enquiries from prospective members, who have been signed up on their club night.	AT/AM
(d)	Mini Bus: A reminder about this facility is to go to members; AT wants to arrange visit to the 'secret' Nuclear Bunker in Cheshire.	AT
Forward Planning		
6	Party grant for Mike Beetlestone – all agreed to allow £120 grant towards half the cost of the steel pan drummer for the summer barbeque.	FD
7	BIVC Video: AT has discussed this with Bob Hunter, who worked on similar promotions for B'ham Uni, pre- his retirement; BCU have also been approached with a view to their students submitting ideas and costings for an update to the existing video, as a 3 rd year project.	AT
8	Finance: FD circulated budget sheets and i-Bike report at beginning of meeting so he could leave the meeting to attend the Solihull sub-group. Membership option – payment on-line: this facility already exists via Paypal and has been used for renewals this year. Two additional ideas are: (a) to allow prospective members to submit their full membership payment through Paypal (directors agreed to this request); and (b) suggestion of newcomers being able to take out prospective membership on-line: this requires further consideration – what about Data Protection? Also, what is the level of demand for this? C/F to next meeting. (Also see AOB for DP query from John Smith).	PN/All
9	AGM: the deadline for receipt of AGM motions is the 01 August, 6 weeks and 1-day before the date of the meeting – 13 September. RH to insert an announcement in June Bulletin about the AGM & deadline.	RH

No.	Content	Action
	Progress Reports	
10	<p>Reports from individual Directors and their areas of responsibility: Sport – J Grip: there has been a recent significant decline in attendance at badminton on both evenings of the week – no single reason, though injury accounts for some absence. Maybe a Bulletin reminder needed? Club insurance – confirmed as being Public Liability (members are protected if they cause an injury to a third party, who makes a claim). Query as to whether the school offers any cover to us as hirers – Jane to check with Mick Jones.</p> <p>Secretary – RH – AGM already covered.</p> <p>New members/Webmaster – PN: BIVC Meet-Up is attracting people in their 20's – too young for current BIVC; suggestion to re-brand group as 'B'ham 30's and 40's' as a more realistic age group – all agreed.</p> <p>Google Ads – 284 clicks last month, so VfM maintained; Paypal usage has diminished – usage will see peaks & troughs in line with events.</p> <p>Weekends – DE: mid-Wales W/E at Foel Ortho now confirmed for 27-29 July. (close to Olympic Games date so some members already booked for this event in London etc.).</p>	<p>J Grip</p> <p>PN</p>
	<p>AOB</p> <p>Query from John Smith on Data Protection – 'prospective membership form' has no ref to DP Act – are we vulnerable to DPA infringement? PN confirms that Information on AX is 100% under the control of BIVC and cannot be accessed by any outside party. He described it thus: BIVC is the data controller, AX is the service provider.</p> <p>DE suggested that this sentence should be re-instated onto the prospective membership form, once the current batch have been used.</p>	
	<p>Date and time of next meeting: Due to Jubilee Bank Holidays in June, the next meeting will take place on Thursday 07 June, Committee Room, Briar Rose Hotel.</p>	<p>Chair for next meeting: Pete Norris</p>