

Birmingham Inter-Varsity Club Limited

Board of Directors & Committee Members

Minutes of BIVC Committee Meeting held on

At The Briar Rose Hotel

On Monday 05 November 2012

Minutes

Present (X - present)

Chair of Meeting *

Vacant	Chair				
Frank Dawson	Treasurer	X	Resigned as Director 20/04/2012 – continues as Treasurer		
Pete Howe (non-director)	Weekends Coordinator		Jan Horn	Walks Advisor	
Kevin Ridd	Sports Secretary		John Gregory	Sports Assistant	X
Peter Norris	New Members/Publicity	X	Brian Roberts	Membership Assistant	
Rose Huish	Secretary	X			
Andy Turton*	Social Secretary	X			
Graham Hankins Dave Gaussen	Bulletin Editor Bulletin Editor		Graham Hankins	"What's On"	
Ray Parry	Vice President	X	Sandra Winchurch	Solihull Rep	
Alan Muddiman	Vice President		Bernie Muddiman	Halesowen Rep	
John Pitcock	Vice President	X			
John Smith	Vice President				

No.	Content	Action
1	Apologies – John Smith, Kevin Ridd	
2a	Approval of Previous Minutes: Approved, with minor change to item 6 – AT to collect laser printer from JB.	
2b.	<p>Review of Actions:</p> <p>Item 2b – J Fearon unable to host Bonfire due to family illness.</p> <p>Item 5 – PN took unilateral decision to e-mail AA to confirm ‘ban’ only applied to NYWE, subject to IVC membership. (No prior approval from C’ttee for this action).</p> <p>Item 9 – RH Action: AT & KR still not registered as Directors with CH as KR has still not supplied his details.</p>	
	Items for Decision	
3a	<p>New members.</p> <p>The following people were approved as new members : Sandra Glenn; Shelagh Dougan; Chris Collett.</p>	PN
3b	<p>Membership Renewals:</p> <p>It was confirmed that the revised base fee of £20, voted by majority at AGM, was with immediate effect. PN has e-mailed all non-renewers from April 2012 pointing this out, with limited success. Further discussion on renewals deferred until December as BR not present.</p>	
3c	<p>“How we make decisions”</p> <p>PN justified his draft – ‘Committee Decision Making Policy’ based on discussion at October meeting about the member from London (see minutes item 5 from October, and 2b, item 5, above); RP and RH did not support his view that this discussion had been ‘emotional’ – there should always be space for robust discussion; the issue of ‘natural justice’ was raised, in respect of ‘code of conduct’ – no support for this to be sent to BIVC member; in addition, there was no support for the draft policy.</p>	PN
	Items for Discussion and Decision	
4a	<p>Strategic Targets: Increase membership/update on MeetUp:</p> <p>The advertising agreed in October is taking place – 6 insertions in the ‘Solihull News’ for £500. A further £48 has been spent on an additional 6 insertions in the ‘B’ham News’ - there has been a small positive response from this spend. B’ham 30’s & 40’s (BIVC/MU) has been the fastest-growing MU group in W Mids – 73 new members since Oct C’ttee mtg – so in 9 months there are just short of 500 members. PN plans to continue to run MU in parallel with BIVC, as to attempt to ‘merge’ MU with BIVC may ‘kill’ the current interest; reminder of cost: \$72 per year for right to run the group. There have been 200 ‘visits’ in the last 4 weeks.</p>	PN

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	RH suggested an initiative to link badminton to BIVC/MU members, whereby they could be encouraged to attend one session for a £5 introductory fee (which would be prospective m'ship for 3 months), the £5 would include their court fees for the night. This would then entitle them to attend and pay/play like any BIVC prospective member for 3 months.	KR/JG /RH
4b	Good variety of events/Xmas arrangements: Target on volume of events – currently 20 by B'tin deadline – should this be increased? AT as social sec. prefers to have good quality events and stick to current target numbers – already has launched initiative to encourage use of AX through form in B'tin. Maybe 'suggestions' for events could be added to the weekly news put out by G Hankins, - worth trying this idea. Sport closure to be inserted in Dec. B'tin.	AT KR
4c	Local Groups – increased activity: Solihull continues to show satisfactory attendance, with regular pub quiz; Halesowen ticks over as well-supported by loyal group; Erdington showing small improvement but still needs more support. Glynis Glasspole has offered to start a Coventry pub night on the first Tuesday of each month – venue to be advised.	GG
4d	Sports targets: KR absent so nothing decided apart from suggested idea in 4a with MU group. RH mentioned new Terms/Conditions paper received from head warden Mick Jones at Girls' Sch. RH has not passed these to KR (as she has not seen him) – PN requested that these be circulated to all C'tee mems. for perusal. Action for RH.	RH
4e	Minibus – no current requests.	
4f	Continuous Survey – PN shared most recent set of responses. To be circulated to C'tee.	PN
	Forward Planning	
5	Finance: New Bank signatory – AT, agreed to be 4 th signatory. Charity Funds Match: all agreed to total sum of £100 for this year for this initiative. Maximum for any one payment agreed at £20. So this sum will be allocated to S Kendrick for her event on 22 September. Party Grant: Mike & Ella requested £10 for items for the recent Halloween Party – payment agreed.	FD
6	Working Party to look at Costs – no meeting as yet. – C/F	

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7	<p>Members' details – changes to AX to enable additional communication:</p> <ul style="list-style-type: none"> (i) Showing first part of members' postcodes to other members, e.g. B23 - this will enable lists of members to be sorted by postcode, to encourage car sharing and participation in local activities. (ii) Setting up members' own mailbox names, e.g. rose.birminghamivc@activityexchange.com (iii) Channeling BIVC e-mail through Activity Exchange, e.g. rose@birminghamivc.org.uk This to apply to e-mail groups too, e.g. EmailGroup@birminghamivc.org <p>These changes would involve all such e-mails passing through the Activity Exchange servers. Members will be informed of these changes in the December Bulletin, offering an opt-out option, with implementation two weeks after publication of the announcement.</p> <p>The above changes would need to be implemented across all members (with opt-out option offered) otherwise there would not be sufficient take-up to make it useful.</p>	PN
	Progress Reports	
8	<p>Reports from individual Directors and their areas of responsibility:</p> <p><u>Secretary – RH:</u> RH reminded the C'tee that the request for payment for the BIVC annual insurance, currently a continuous policy as follows, would be due shortly:“ A Public Liability policy to indemnify club members should they cause damage to third party property/persons, including member to member liability.” RH was requested by the committee to find out what cover is offered through AIVC. (The reminder arrived at the registered office on 07 November, and will cost £174 for renewal, which falls due on 04 December.)</p> <p><u>Treasurer – FD:</u> AT is owed £12.50 – to be paid via Paypal. Pete Brook has e-mailed FD with brief monthly report on iBike: it appears that PH has hired a bike to a member, but no details/documents have been forthcoming – PH to be e-mailed requiring this, by PB.</p> <p>Update on fixed assets: the double turntable to be scrapped; the 750 'singles' records currently with Bill Richmond; Bar Code Reader – to be written off as KB has no knowledge of whereabouts of this. The speakers have been given to Neil Lakin as a gift. Scaletrix set – Clive Hill has requested this, agreed.</p> <p>Narrow boat payment, C/F from last month – Barbara Green has agreed to pay this.</p> <p><u>Webmaster/new mems – PN:</u> Paypal has cost the club £272.48 to handle 33 cheques so far. Google Adwords – click rate is increasing; as this is district-specific, clicks may be fewer but the overall cost is cheaper, now £25.34 with 8k key words. Members have been requested to provide video clips for the Video.</p> <p><u>Social secretary – AT:</u> the Xmas party on 08 December has a sit-down meal at the start of the evening, followed by the disco. There may be scope for 1 additional meal to be offered; currently the best nights for events are Fri to Sun as week nights are less successful at this time of the year. AT has had a request from GH to be responsible for sending out the e-bulletin each month.</p>	RH

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9	AOB Club Video: Bob Hunter has contacted the tutor at BCU – we will decide how to proceed with this at the next meeting depending on whether any progress has been made on this by then.	AT/BH
Date of next Meeting: Monday 03 December at Briar Rose Hotel		Chair: Kevin Ridd