

Birmingham Inter-Varsity Club Limited

Board of Directors & Committee Members

Minutes of BIVC Committee Meeting held on

Monday 07 January 2013 at The Briar Rose

Chairman for Meeting – Andy Turton

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	X	John Gregory	Sports Assistant	X
Peter Norris	New Members/Publicity	X	Brian Roberts	Membership Assistant	X
Rose Huish	Secretary	X			
Andy Turton*	Social Secretary	X			
Graham Hankins Dave Gausson	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				

No.	Content	Action
1	Apologies – John Pitcock	

No.	Content	Action
2a	<p>Approval of Previous Minutes: Approved, with minor amendments – 2b - RH did not remind BR to put insertion in January Bulletin re renewals of membership.</p> <p>10 – AOB the buffet cost of £240 (paid by BIVC) for 30 November was for the 'Wake' following the funeral of John Smith; the wake took place at the Plough and Harrow Pub, in Roughley, Sutton Coldfield.</p>	
2b.	<p>Review of Actions:</p> <p>2b – BIVC advertisements in the local free papers – Birmingham News, no insertions appeared and the £48 cost was refunded by Trinity Mirror Group.</p> <p>9 – AT has not yet collected the Lazer Printer from Janet B; RH has not yet circulated the latest AGM minutes – both items C/F</p>	AT & RH
	Items for Decision	
3a	<p>New members:</p> <p>The following people were approved as new members : Chris Amies; Sheena McKenzie-Bishop; Karen Hanna. One prospective application was deferred for 1 month. Of the three new members joined above, 2 were recruited through MeetUp.</p>	PN
3b	<p>Membership renewals: to keep costs down, this will be conducted using e-mail rather than postage. There will be first and second reminders on the 14th of January and 14th February. A postal reminder will be sent out in March if no response received. A 4th and final reminder would follow on 21st April if required. The committee agreed to offer a past member, Angela Hayes, 15 months membership for £20 – her membership had lapsed.</p>	BR PN
3c	<p>PN has put forward an alternative wording for the committee meeting agenda. His suggested format has more focus on the key issues for discussion, so this format will be tried out at the next meeting. In addition a running total of the time of each item is suggested. RH thought this over-prescriptive, so a compromise will be tried, whereby the running total (of time) will be stated at the start of each sub-heading.</p>	PN/All RH
4	Items for Discussion and Decision (Strategic Targets)	
4a	<p>Increase Membership: prospective membership rates are below those of last year; in 2011 there were 140 at this stage, now there are 83, half what we want it to be. This month's new members (3) compares badly with this time last year when 15 were presented for January. Total membership is now 313, compared to 322 in January 2012. BIVC MeetUp continues to attract new joiners, but this is offset by high leaver totals too. On the plus side, the re-started 'Coventry sub-group' attracted 14 members at its' first meeting. The Garden House Wednesday is busiest, and may benefit from more 'management' of the room – e.g. a table near the entrance to greet newcomers and direct them appropriately – also, use the round table area in the window as a more 'social' area for talking to newcomers.</p>	All

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	<p>At the GH on Wed 02 Jan, 10 prospective members were signed up, of which 4 attended through the MU group; BIVC MU now has 590 members. PN suggested use of A5 cards for marketing purposes: use of strapline "SuperCharge Your Social Life"; members liked the idea but were less sure about the wording. KR offered to informally canvass the views of friends on alternative forms of words. If 500 cards were produced, these could be circulated by members in libraries, works notice boards, shop windows etc. The committee agreed to the cards being produced.</p> <p>KR was requested to join MeetUp so that he can invite these members to attend Wed/Fri badminton for a £5 membership 'deal' and first attendance play for free.</p>	<p>KR Members KR</p>
4b	<p>Good variety of events: Results for December : 29 events by Bulletin deadline; 39 events by the end of the month. Early deadline for the Jan Bulletin so target was missed. Major events need to be diaried and organisers sought well in advance. End-of-month meeting now moved to Edmunds Bar where corner room will be booked for Bulletin night. 'Roving Wednesdays' to continue.</p>	
4c	<p>Local groups: the £35 gift for each group for Xmas wine was much appreciated (PN) ; the Coventry meeting was well-supported for a first night; Halesowen group continues to attract high numbers but no events arise from this apart from the monthly get-together – organisers to be encouraged to think about hosting additional events.</p>	AT
4d	<p>Bulletin – some consideration of alternative printers for a cheaper print rate – Harlequin (based at Kings Norton) would produce a 200 print run of 32-page for £163. Concern at whether they could arrange for the additional elements (labels, envelopes, delivery to the town-centre pub). Ideas needed for making the front cover have more impact. - Editors/All</p>	
	Forward Planning	
5	<p>Review of 2012, Major club events for 2013: PN circulated a sheet entitled 'Review of 2012' which detailed the highs and lows in terms of membership and club events: In Jan 2012 there were 15 new members, and 45 one-off events in the same month. The remaining items on his review were 'lows': high % of non-renewals in April, few events in August, AGM poorly attended, with declines in numbers of full and prospective members in December. These stats emphasise the need to plan ahead for the major club events (summer parties, Bonfire Night, etc) and obtain commitment from organisers to these dates.</p>	PN
6	<p>Working Party – the 3-man team has met once; a reminder to the committee that the running costs of the club currently stand at £5K per annum, not including Bulletin costs. FD reported some specific examples of losses: the club Xmas party lost £200; smaller amounts from individual members still outstanding – Trish Johnson owes £15 for Much Markel, Steve Powell owes £20 for the Xmas party; Heather Griffiths has requested the refund of her £20 deposit for the Appollo NYE event – it has been suggested that HG should be required to accept a £10 refund as Appollo event broke even. (Subsequently it appears that this event made a loss of £65).</p>	

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	Club Accounts: all balances to be paid to Treasurer by end of April, thence to Trafalgars by end of May and review accounts at July C'tee meeting.	FD
7	Club Video: Now that the BCU has returned this term, the student commissioned to carry out the work should be attending events to do some filming.	AT/BH
8	Money Laundering Regs, Passport copies; & Data Privacy Statement (DP): Item 2 is a legal requirement that our accountants are entitled to request of each Director to comply with item 1 above; however they are prepared to verify our identities without this evidence being provided. A draft BIVC Privacy Statement was circulated, for possible inclusion on the BIVC Website, and on AX; this matter was raised by the late John Smith earlier last year in connection with the wording on the prospective membership form; PN had suggested that this matter was not sufficiently represented on the full membership form either. An abbreviated DP reference to be inserted on both forms, to contain reference to the location of the full Privacy Statement on our website. PN's draft wording for this was agreed.	PN PN
9	Motions from PN for AIVC AGM: Two motions were submitted to the committee which PN believes are necessary to reduce the running costs of AIVC and hence the levy required of each IVC. As we have 300+ members, our levy is higher than most clubs. The committee agreed these motions, to be submitted by RH to AIVC Secretary by 20/01/2013.	PN RH
10	Reports from individual Directors and their areas of responsibility: Treasurer – FD: the budget sheet dated 07/01/2013 was circulated. Secretary – RH: confirmed that the room has been booked at the OJS theatre for this year's AGM on 19/09/2013. PN reminded RH that the minutes for meetings in Aug, Oct, Nov & Dec 2012 were not yet on AX. RH apologized for not yet circulating the draft of the AGM minutes from Sept 2012. Webmaster – PN: Paypal has received 27 transactions totaling £1251.95. 2 repayments have been required. Google Adwords – click tally has increased to 217 @ 16p each. Gumtree is suspended as there is now an increase of £5 in their charge. Continuous Survey – response poor, only 5 in latest dispatch.	RH
11	AOB AT requested payment for the gift for Ann Smith for all her work in organising the NY W/E in Cheltenham. BIVC to fund in line with past practice.	FD
	Date of next Meeting: Monday 04 February, Briar Rose Hotel Committee Room.	Chair of meeting: Kevin Ridd