

**Birmingham Inter-Varsity Club Limited**  
Board of Directors

**Minutes of Meeting held at  
The Briar Rose Hotel  
(Conference Room, 1<sup>st</sup> Floor)  
23 Bennett's Hill, B2 5RE**

**Monday 10 January 2011**

**Present (X - present)**

Vacant	Chair*				
Frank Dawson	Membership & Treasurer	X			
Stephen Cox*	Bulletin Editor	X			
Alan Muddiman	Publicity/AIVC and Stourbridge Rep	X	Bernie Lennon	Halesowen Asst.	
Dave Elliott	Weekends Coordinator	X			
Janet Blick	Social Secretary				
John Gregory	Sports	X			
Peter Norris	Webmaster/New Members	X			
Rose Huish	Secretary	X			
John Smith	Vice President		Sandra Winchurch	Solihull Rep	
Andy Turton	Vice President	X			
Peter Howe	Vice President				
Maggie Whitlock	Vice President		Graham Hankins	"What's On"	

## Minutes of Meeting

No.	Content	Action
1.	Apologies: Pete Howe, Janet Blick, John Smith	
2.	<p>Minutes of Meeting - 13 December 2010            Correction – Item 6, iBike Scheme, “PH circulated others....”; Pete Norris required his disagreement with the majority vote to be noted in the minutes.            Matters Arising:            5a: SC has the Nitro pdf software on a 2-week trial, cost will be \$99 when purchased;            7c: the cost of the artwork for the leaflets for libraries will be £40 – sample design to be circulated to committee;            Taxi cards – TOA are interested, PN circulated eg's of their existing cards, the printers want £450 for complete job, including artwork, £225 on deposit, balance on delivery – how many required?            8b: DJ equipment to be itemised &amp; sold on e-bay.</p>	<p>SC  PN  AT</p>
3	<p>New Members - PN presented the following 5 applicants, all approved as new members:            Hazel Ingram, Michael Loughrey, Barry Allen, David McLaughlin, Susan Keane.            Peter Thorneycroft has re-applied for membership and paid up front for 2011-12</p>	
<b>Items for Discussion and Decision</b>		
4	Finance - Use of Paypal deferred: PN will put a case together for consideration of this for a future meeting	PN
5	Additional purchases – on-going for Bulletin Editing	SC
6	<p>*Person A's claim of victimisation (e-mail, 21/12/10): 5 Directors agreed to an apology being sent, to deal with the matter. RH commented that PN's e-mail on the subject was unnecessarily severe. PN reported that Person A still felt grievance.            iBike Scheme – PN reported that PH was still willing to show his certification to PN.            Additional insurance request: JB has suggested BIVC requires further insurance to cover injury to individual members if using bikes owned by the club: AM pointed out that a claim of 'corporate manslaughter' could be pressed; DE commented that 'reasonable steps need to be taken to protect all parties'.            Directors considered the procedures put in place by PH: Agreement that these are sufficient. Club members are recommended to join the CTC as advised by PH, for £12. A checklist is in place, users must understand what this means &amp; abide by PH's guidance.</p>	

	AM – suggested that before the AGM, the committee should receive a report detailing the instances of bike hire and the income received, to be reported in the AGM booklet. All agreed to this.	
7	Strategic Targets: (for on-going discussion)	
(a)	Increase membership – PN presented information (attached, with minutes) on Director’s Duties. Also stats on temporary & full membership.	PN
(b)	Good variety of events – key to attracting members; DE commented that in the autumn the greater % of events had been put on by new members – activities need to be offered by a greater spread of members. 57 people had organised activities – they need to be encouraged to continue this activity, maybe in pairs. The objective for all directors is to encourage more events to be offered – Bulletin deadline is a week on Wed – we need to double the number of events to 28.	All
(c)	Local groups – increased activity: AT suggested the local reps should be encouraged to flag up their activities at the Garden House, to raise their profile. (Pete Hanna has dropped out since he was not allowed to speak at a previous committee meeting – AT.)	Local Reps
(d)	Publicity: Beer mats – we have another 5K of these – suggestions for pubs needed to agree to use them. Leaflet for libraries – see Matters Arising, above, also taxi cards - Directors agreed to go ahead with this idea.	
<b>8 Progress Reports from Individual Directors’ areas of Responsibility</b>		
Treasurer: Outstanding cheques are being paid in, and also an amount is being held in reserve as petty cash for making small payments, if needed. HSBC – DE visited before Xmas to sort signatories; large cheque required for payment of NY W/E - £10,380; a guarantor was required for this amount, John Smith offered to use his American Express card for this. JB has requested a cheque for booking the venue for Dec 2011 Xmas party – large room at KH Cricket Club - £230 (agreed, cheque sent)		FD DE FD/JB
Sport: We are discussing with badminton players the idea of an AIVC competition – possible venue is the NIA. (Early April). No news on coaching for Badminton England.		JG
Publicity: AM thanked PN for ordering the additional beer mats. Committee were reminded that the ten-pin bowling contest held last year would be organised again at Five Ways – 6 lanes needed. Halesowen group to host their postponed Xmas party on Saturday 22 Jan. With a pantomime visit to Oldbury Theatre in the afternoon.		

<p>Webmaster:  An approach has been received from a website called <a href="http://www.bikes.org.uk">www.bikes.org.uk</a> to have a link to the BIVC site for mutual publicity: PN though that the link would not be very valuable to us. DE suggested that PH may have a view as to the value of the link – his view to be sought on the idea.  New Members: data presented, to be included as attachment to minutes; welcome letters included with temp. members Bulletin, with a membership form included in their third month.</p>	PH	
<p>Bulletin Editor:  SC thanked AT for his help with formatting previous bulletins since SC took over the role; with the new software he would be able to do this. 275 bulletins to be ordered from Prontaprint for the February print run, to avoid a shortage of paper Bulletins.</p>	SC	
<p>Weekends:  DE still hoping to arrange a booking in March for the YH in Stow (Cotswolds) possible compromise of some members staying in the nearby Old Stocks Hotel, B/B costs £97 pp for 2nights, hostel is £48 pp for 2 nights.  A venue for the Whitsun bank holiday still sought.</p>	DE	
10	<p>AOB:  FD asked about the Fleeces which are offered to new members – where are these ordered? PH to be consulted. A problem of storage exists if quantities are obtained, maybe a member could be co-opted to store &amp; dispense these – to be considered.</p>	<p>FD/PH  All</p>
	Chair for next meeting: Janet Blick (07/02/2011)	