

Birmingham Inter-Varsity Club Limited

Board of Directors

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

Monday 14 March 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	Stourbridge sub-group	
Dave Elliott	Weekends Coordinator	X			
Janet Blick	Social Secretary	X			
John Gregory	Sports	X			
*Peter Norris	Webmaster/New Members Coordinator	X			
Rose Huish	Secretary	X			
Andy Turton	Vice President	X	Sandra Winchurch	Solihull sub-group	
John Smith	Vice President		John Pitcock	Archivist	
Peter Howe	Vice President				
Maggie Whitlock	Vice President		Graham Hankins	"What's On"	

Minutes

No.	Content	Action
1	Apologies: John Smith	
2	Minutes of last meeting	Action 4c – Local group leaders to have local membership lists (e-mails/tel.nos) to contact local members, lists still to be supplied
		FD/PN
Items for Decision		
3	New Members: The following temporary members were approved: Paula Akhimiehs / Panagiota('Yiota')Stavrou / Neil Haddon / Monika January('Jan Jones')Roberts /Roseanne Finnegan / Diane Anderson / Susan Mitchell / Mike Tighe / Christopher ('Chris') Mitchell / Patricia Kane / Beverley Stewart PN pointed out that this quantity (11) of full members now took BIVC membership to over 300, numbers not reached since 1999	Proposed by PN
Items for Discussion and Decision		
4 (a)	Increase membership: PN presented Data showing steady increase in membership since 'Artsfest' in September. RH pointed out that her sports club gives a small remuneration for introducing new members – after discussion it was decided to offer members a £5 'reward' if they introduce a prospective member who takes out full membership after 3 months – offer to be inserted in April Bulletin & on AX. An extra incentive will be a £5 Temporary membership offer for April/May/June.	PN PN
(b)	Good variety of events: PN requested that each Director try to host an additional event during March, and he further expressed the view that Directors should take the lead by each doing an event a month; JB spoke for all when she suggested that this requirement should be every 2 months. (RH's "members' holiday photos" event now on AX for 26/03)	ALL RH
(c)	Local Groups: AM reported that Halesowen sub-group continues to attract good turn-out; SW helped by Pam, though the Solihull group has smaller numbers – list of names to be supplied by FD for tel/e-mail contact. N B'ham group faltered as PHanna dropped out. RH suggested that Brian Roberts (new-ish member from S.C.) be approached.	FD PN
(d)	Bulletin: Difficulty of SC having no internet on his boat; AT to prepare bullet point guidance for B'tin assembly; B'tin deadline Wed 23 March	AT/SC
New Ideas		
5 (a)	Alternative venue for Wednesday night: SC raised the possibility of an alternative venue at Fletcher's Walk, near the Town Hall – the location is being developed by his church group as a Community Vegetarian Cafe. Directors will visit the venue once it's in operation to assess suitability. General discussion on alternatives to Bennett's – possible solution to be trialled is Bennett's 2 nd & 4 th Weds each month & alternative every 3 rd Wed, e.g. try Bacchus Bar again as a one-off, & others. Garden House still best for 1 st Wed each month.	SC to advise JB
(b)	Automatic continuous Survey – Committee agreed this was worthwhile and suggestions for questions for inclusion be sent to PN by Sunday 20 th . Responses can be anon. & 5% of members selected randomly each month. PN to circulate Directors with Questionnaire for approval.	PN

(c)	Website update – straw poll of members showed that some preferred the existing layout. On-going as time permits. Issue raised regarding removal of 'Google Ad-words' – RH to find out why this happened.	PN RH
(d)	Hire a mini-bus each month: members to be invited to submit ideas for use of a 16-seater mini-bus and driver, one per month.(Supplier – Plaza Cars, Stockland Green) Cost: £200 for 6 hours, which would be feasible for a one-way walk, a pub night, visit to place of interest (Chatsworth etc). One drop-off & 1 pick-up point. Members to be invited to submit suggestions to JB. Essential to have varied use. 3-month trial: May/June/July.	PN JB
Progress Reports from Directors		
6	JB – Social Sec: Will put call out for more events for coming months on AX before Bulletin deadline; so far, 'Dancing on Ice' at NEC mid-April, a Bournville Walk, and Fort Belan at end of April.	JB
	RH – Sec: Still to send letter to Helen Palmer regarding text for annual accounts, & Companies Act 2006.	RH
	JG – Sports Sec: Nothing to report.	
	AM – Publicity: No further progress on Radio Ads; other local events to be investigated – Artsfest? – the Sandwell Show? Also to find out about Billboard advertising, costs, availability.	AM
	PN – New members/Website: latest report to be sent to RH for attachment to minutes. Good conversion rate this month – current membership 303. Beer mats Ads – little response from these. Taxi Cards will be printed this Wednesday. Facebook Page – to be closed down? Google Adwords – 5c above.	PN
	SC – Bulletin – in preparation. Deadline 23 March for publication on 30 th . Distribution from Bennett's	SC
	DE – Weekends Coord: Portsmouth W/E went well. Cheddar W/E (25 th – 27 th) well supported, though 4 places still available in Hostel. End of May, Whitsun Bank Holiday in S Wales near Swansea: 4 x 8-bed chalets booked, self catering, with option for kitchen/diner for whole group evening meals. 'Extreme' activities available,(though RH reminded Committee that terms of our insurance does not cover members for these.) New Year's W/E: Anne Smith has selected Thornton Hall Hotel on the Wirrall, will accommodate 80 @ £57 per night per person. (To be advertised from June onwards.)	
	FD – Treasurer/Membership: presented a table for Directors showing profit/loss, together with a report, to be attached to minutes. A report on the iBike Scheme to be requested from Pete Howe – RH to action. Subject to auditing, the figures indicate a potential profit of £1,400. Renewals: see report as above. FD circulated examples of membership cards and the 'Premier Cards' 2xcolour design was the preferred option at £281.40 for 300 printed with name & number, plus an extra 200 with blank strip for written name/number. FD to order.	RH FD
A.O.B.		
7 (a)	Making Committee Meeting minutes available to members – this was agreed as being a good idea, to be facilitated through an e-mail group to be called 'Minutes'.	PN
(b)	Financial management review – see (6) above & attached report; Directors are satisfied with the finances and the reporting of these; a budget will be considered for the next financial year to reflect potential outgoings as deemed appropriate by the Committee.	
(c)	Accounting Services of Helen Palmer – retention of services helps with continuity and is affordable (approx £500) – see (6) re letter from RH relating to Companies House correspondence.	RH

(d)	AIVC Conference – BIVC to be represented by JB, RH, JG and PN. All have booked full places and paid for themselves. Since they will be representing the club and taking part in the Conference, the four non-attendees (DE, FD, SC and AM) voted unanimously to agree full payment of fees to representatives.	
(e)	Recent conduct of Member A: After discussing the matter, Directors agreed to take no further action.	
(f)	AM raised the issue of two members being unable to take part in Bernie Lennon's Mystery W/E in London in February: in the first instance, a member had been injured in a collision with another car; in the second instance, a member's car had broken down on the way to the W/E. Directors agreed to a full refund for the first member, and half the sum for the second member. AM reminded the Committee that an invitation to wedding reception of John and Brenda had been placed on AX. RH pointed out that the event coincided with the 'Barn' W/E in Snowdonia booked for 17-19 June. Limiting numbers at both events should ensure success at each.	BL/FD
Date of next meeting: Monday 11 April	Chair of next meeting: Dave Elliott	