

Birmingham Inter-Varsity Club Limited

Board of Directors

Minutes of meeting held on Monday 05 December 2011

At Briar Rose Hotel, Committee Room

Minutes

Present (X - present)

Chair of Meeting *

Vacant	Chair				
Frank Dawson	Treasurer	X			
Dave Elliott	Weekends Coordinator	X	Jan Horne	Walks Co-ordinator	
Jane Gripton	Sports Secretary				
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 – Jane Gripton, John Gregory	
2a	Approval of Previous Minutes: Draft Approved with small amendments to following minute items: 1b – Paul Bagnall agreed to be known as ‘unofficial assistant’; 4 – ‘It was agreed to <u>confirm</u> via the Bulletin.....’ 7a – Publicity – PN’s report has been circulated as agreed	
2b.	Review of Actions: Video for the Website – this item to be included in Jan mtg; (AT) Write brief letter to Charles Harris. (RH)	AT, RH
3	New Members: The following were confirmed as new members: Stephen Devlin; Conrad Clayton; Caron Chandler; John Edwards.	PN
4	Items for Discussion/Decision	
(a)	Increase membership: there have been 38 new members signed up since start of new m’ship year (01 April) – 1 better than last year; we have about 50 prospective mems, current total is 305 full mems. ‘Meet-Up Group’ invitation to Bennett’s on 16/11 resulted in signing up 2 new prosp. – maybe better signage to direct newcomers is needed? There are 4 ‘Meet-Up groups in B’ham, with combined m’ship of 1500; suggestion of BIVC sponsoring the group....from Jan 2012 a new group leader will take over, more positive towards BIVC participation. RAG – rating: 18 prosp. In Nov. Dec ‘full’ at 4 – amber for Yr on Yr data. BIVC Facebook entry: the current senior administrator is Pete Hands – it would help to replace him with a Committee member – agreement for RH to approach him to ‘resign’ this responsibility; we could then appoint a dedicated site ‘owner’ to promote club events on the ‘wall’. Other ideas still current: bumper stickers, bus advertising, business cards – this one could be addressed immediately thro’ use of TOA taxi cards.	PN RH
(b)	Good variety of events: Dece Bulletin has good quota of events, tho’ no Pub night or Theatre visits (mainly ‘Pantos’ so not really surprising.....) January is showing very few events in the pipeline – PN suggests that we as committee members show a lead by hosting 2 events each; reminder that Bulletin deadline is 14/12/11. DE mentioned that Ann Smith has suggested hosting a ‘Summer W/E’ - along the lines of the NY W/E – posh hotel-type venue, in the summer.	ALL
(c)	Local Groups: suggestion of ‘branding’ events, e.g. monthly pub quiz hosted by AT or ANO. Also idea of ‘Inter- Group competitions, e.g. ten-pin bowling, or skittles as in SPT – PH to be approached for this.	PH
(d)	Hire a mini-bus: Neil L has arranged Oxford market for 17/12/11 – almost full now so good event, @ £10 pp. No requests yet for 2012.	FD
(e)	Assistants to the committee: John Gregory confirmed as Sports Asst. Dave Gausson agreed as second Bulletin editor to alternate with GH.	

No.	Content	Action
Forward Planning		
5	Club Insurance – RH confirmed that this has been retained at same level of cover as existing contract, with a slight increase in cost: up by £16.50 to £174. The renewal date was 04/12/11 and had been carried out at the end of Nov, due to RH missing the last mtg.	RH
6	Paypal update: 19 transactions in Nov, at cost of £20 pm for the service; it is becoming the preferred method of payment for some events, NY W/E has seen use, also this coming W/E away.	FD/PN
7	<p>Working Party Update: RP summarized main findings as indicated in the Report* circulated prior to the committee meeting, as follows: There is no clear-cut outcome in the evidence from members; other suggestions for use of BIVC finance included a yacht (JS) or a property, e.g. mobile home, but the greatest interest continues to be in a canal narrow boat, though not sufficient support for the idea of a time-share. Alternative idea would be for a self-financing week-long hire of a narrow boat 2/3 times per year. So no need for an EGM as there is no decision to be taken as yet. RP can arrange for his IFA to visit the committee to discuss a medium-term investment of BIVC funds for a financial return. This idea to be on agenda for Jan mtg. The Working Party have achieved what they set out to do, so there will be no further meetings. However RP suggested that point 6.2.3. of report was significant, and PN suggested that Paul Bagnall to be approached with these ideas for development. DE would have in-put also as weekends may be involved. PN as chair for this meeting wished to record the thanks of the committee to the Working Party and RP for the work undertaken. *'Capital Resources – Options for Use'.</p>	RP
8	Bulletin: David Gausson has agreed to become a second Bulletin editor, with the suggestion that both assistants could edit on alternate months, starting with the January Bulletin. Bulletin deadline: 14/12/11.	GH/DG
9	<p>Committee Meetings – to revert to the dates agreed at October's committee meeting as follows: 09 January; 06 February; 05 March; 09 April; 08 May; 07 June; 09 July; 06 August; 03 September; AGM: 13 September. RH to make necessary cancellations with Briar Rose and approach the manager of the Old Royal for use of their upstairs room. The venue will always be indicated on the Agenda, so please note this when attending meetings.</p>	RH
9a	<p>Reports from individual Directors and their areas of responsibility: PN: He will arrange collection of the Scaletrix set, maybe an event to use the set can be put on in January. (suggest Feb as kit needs to be tested!) DE: this W/E the event will show a slight loss as only 13 are attending.(£20). Stone Croft Lodge in Wales booked for Easter; The venue for end of May venue confirmed. Nothing between NY & Easter, so suggests Feb 18th for Snowden Ranger – agreed. FD: Reported that the Blackpool event was showing a loss on the SS as all the monies had not yet been paid in for this W/E arranged by PH. I-Bike – see AOB</p>	

No.	Content	Action												
10 (a)	<p>AOB</p> <p>i-Bike: A report has been circulated by i-Bike co-ordinator, Pete Howe (PH) which gives a brief report of a meeting of the i-Bike Steering group, consisting of Pete Brook, Greg Coombes and Graham Hankins.</p> <p>FD also circulated accounts received from the I-Bike treasurer. These stated that a lot of information was missing, and that some payments due had been written off, with no reasons given.</p> <p>It was agreed that committee members should contact people believed to have hired bikes to ask them how much they paid and when. (<i>Action - DE,FD</i>) FD has also received £100 from C Harris, allegedly towards the purchase of a bike. It is not clear whether the bikes can be sold – AT to clarify by checking the original terms of reference for the scheme. RP said it was in any case wrong to sell the club's only ladies' bike to a man. (<i>Action – AT</i>) RH to write to PH (via e-mail)* to advise him that he is not authorized henceforth to accept cash or cheques payable to himself.</p> <p>*Later amended to FD to write to PH via e-mail – Done on 19/12/11.</p>	<p>DE, FD</p> <p>AT</p>												
(b)	Data Protection – e-mail instruction from John Smith: RH advised that his request has been actioned. To let him know.	RH												
(c)	Bulletin labels: Prontaprint can produce these at cost of £4.50pcm so we shall authorize them to do this. For security purposed the labels must be put in the boxes which should then be taped down prior to delivery to Bennett's.	PN												
(d)	<p>Data access of electronic records on AX as follows:</p> <table border="1" data-bbox="263 1064 1252 1310"> <thead> <tr> <th>Name</th> <th>To What</th> <th>Type of Access</th> </tr> </thead> <tbody> <tr> <td>DE</td> <td>Activities</td> <td>Master</td> </tr> <tr> <td>GH/DG</td> <td>Activities</td> <td>Master</td> </tr> <tr> <td>FD/BR</td> <td>Full access to personal records</td> <td>Master</td> </tr> </tbody> </table>	Name	To What	Type of Access	DE	Activities	Master	GH/DG	Activities	Master	FD/BR	Full access to personal records	Master	
Name	To What	Type of Access												
DE	Activities	Master												
GH/DG	Activities	Master												
FD/BR	Full access to personal records	Master												
	PN Overall Master Access to Club info (as advised 06/12/11)													
(e)	Sport attendance: 100% audit of members on night to be agreed in NY	JGripton												
(f)	Help the Heroes – Disco held in Aug 2010 – PH has asked RH if the money for the charity could be identified: AT confirmed that there was still money to be paid for this charity, amount to be confirmed.	RH/AT												
Date of next meeting	Monday 09 January – Venue: The Old Royal – upstairs room	Chair: Frank Dawson												