

## Birmingham Inter-Varsity Club Limited

Board of Directors

Minutes of meeting held on Monday 09 April 2012

At The Briar Rose – 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	X	John Gregory	Sports Assistant	X
Peter Norris*	New Members/Publicity	X	Brian Roberts	Membership Assistant	X
Rose Huish	Secretary	X			
Graham Hankins	Bulletin Editor		Graham Hankins	"What's On"	
Ray Parry	Vice President		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 – Ray Parry; Jane Gripton arrived late due to work (21.25pm)	
2a	Approval of Previous Minutes: The minute for 05 March were agreed as a correct record.	
2b	Review of Actions: Item in 4b, arranging 'Jungle Challenge' event, c/f to next month; AT confirmed that he has set a date and arranged a venue for the BIVC choir to take place, in May. 4d – mini-bus hire cancelled due to lack of interest.	PN AT
	<b>Items for Decision</b>	
3a	New members: The following 8 people were approved as new members : Karen Collins; Andy Shortland-Webb; Mike Heathcote; Mark Reuben; Leena Rennie; Mary Muxworthy; Nick Pinchbeck; Janet Von-Anrep	PN
4	<b>Forward Planning: Strategic Targets</b> (for on-going discussion)	
(a)	Increase membership: 50% of the 8 new members agreed in item 3 above, are 'returning' past members – a sign that the current range and quantity of activities are attracting people back to the club; current membership numbers are 273 (BR reports that he has received 238 payments); 72 members have not renewed so far but have until the end of April before they are deemed to be 'lapsed' and can renew any time until March 2013 without going through the 'new member' procedure. Renewals stand at 78%. FD gave a vote of thanks to BR for his hard work on managing the renewals process. BR raised the issue of emergency contact numbers on members' records –BR to place a reminder on this in May Bulletin. BIVC Meet-Up: so far 51 people have signed up (web-based) but may be 'put off' when they see age of existing members; lots of different events will be key to keeping their interest; we can use their photos along with the 'agreed' members' ones.	PN  BR  PN
(b)	Good variety of events: in March there were 28 activities by Bulletin deadline, and 42 across the month (B'tin target is 20) so still healthy quota of activities offered. Summer Party still in planning – would be in August: possible venue is the premises next door to the Garden House, which has an outside garden. Jungle Challenge still in planning – possMay/June; Looking forward, Julie Fearon has volunteered to host a Bonfire Party in her garden in Kings Heath in November.	PN
(c)	Rewards process for 2012-13 members: anyone qualifying must have renewed their membership; maximum of 2x£5 rewards per member, for one-off events which have to be planned, advertised & attended by the organizer. Claims to be pro-active; any queries to be referred to the Committee . Claims will be paid to members by the Treasurer using his 'small payments' account. Spreadsheet of payments will be maintained, so no more than two claims per member per year to be accepted.	FD

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(d)	Local Groups activity: north B'ham re-launch incentive (£5 for event organiser) – no claims made as no events planned. Solihull – hope to be joined by 4 Meet-Up members at their monthly pub night tomorrow (10 April); Halesowen this Thursday (12 <sup>th</sup> ) continues to be well-supported. New BIVC Video – AT has located the original one made in 2009, needs to be updated. A video company at Aston University to be approached to quote for an updated version based on original.	PH SW  AM AT
(e)	Hire a Mini-bus: Purity Brewery visit has been cancelled due to lack of interest (£25 cost was rather high – RH). A reminder will be placed in May Bulletin about this initiative.	DE
<b>Items for Discussion and Decision</b>		
5	AIVC Conference: G Hankins will also attend, so 5 members from BIVC will be present. The AIVC Nat. Development Officer, Graeme Mount, wrote to clubs asking for AIVC Committee nominations – this letter was circulated to BIVC via AX to encourage interest. No volunteers so far.	RH
6	Bulletin for May to be edited by GH this month. RH to send the names of the new members to GH for inclusion. Deadline is 18 April, publication 25 April. E-mail reminder for events to be circulated.	RH  PN
7	Small Payments Account: FD has set this up & inserted £80 of his own money into the account – to be used for payments up to £10. Two £5 payments already made. A second director to 'oversee' financial regularity. FD will obtain his money back through an expenses claim.	FD
8	Santander Account: A list of alternative accounts with different banks offering better rates of interest has been sourced from Google; directors are unwilling to submit all the personal details required for a change of account with Santander. Discussion to be continued on possible bank change.	FD/All
<b>Progress Reports</b>		
9	Reports from individual Directors and their areas of responsibility: <b>Secretary – RH:</b> Annual Return has been completed on Co House Website, charge of £14 paid; RH has brought copy of minutes from October 2010 to the meeting for advice on removing names: FD to advise her on this, once she has carried out re-draft. Then inserted onto AX website. <b>Treasurer – FD:</b> see attached report of accounts for March 2012.	RH/FD
	<b>Weekends – DE:</b> The bunkhouse W/E in August to the Gower Peninsula will be organized by Kevin Ridd, who has placed advanced notice on AX; DE still to contact Foel Ortho in mid-Wales for possible July date; consideration of a city break for August Bank W/E – maybe Norwich; Easter W/E - two justified late cancellations - all recorded on Spreadsheet with £0.60p profit made and £170 worth of W/E vouchers claimed. <b>Webmaster – PN:</b> Paypal shows regular use - 39 transactions in March, over £1K in receipts, 34 membership renewals used this system. Cost to club so far = £187.60. Google Adwords - £75 cost in March.	

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	<p><b>Sport – J Grip:</b> reminder that Sport at KEGS cancelled on Friday 27 due to major event at schools – possible alternative may be the Hadley Stadium - Pete Baggot to be approached about organizing this.</p>	JGrip
	<p><b>AOB</b>  RH presented a request from joint Birthday party organizers on 18 February for club finance: their cost was £400+ - RH suggested a payment of £200 but was outvoted by other Directors - £100 agreed. RH given a £100 cheque for organizers.  Jan Horne to be advised to draft a motion to the AGM in September regarding her wish to formally adopt the idea of automatic charitable donations from profit-making club events. RH to respond.  DE raised the issue of continuing with the £10 monthly 'reward' given randomly at Garden House – is this now redundant as we have £5 incentive scheme? Vote taken by directors and voted 3:2 to drop the £10 reward.  Discussion about Member X – has membership been renewed? Committee unlikely to agree further finance for this member to organize events as funding has been mismanaged during last year.</p>	RH  RH  All
	Date and time of next meeting: Tuesday 08 May (correction RH) Venue: Briar Rose Committee Room. 8.00pm	Chair: Dave Elliott