

## Birmingham Inter-Varsity Club Limited

Board of Directors & Committee Members

Minutes of BIVC Committee Meeting held on

Monday 03 September 2012

At The Briar Rose Hotel, Birmingham

### Minutes

**Present (X - present)**

**Chair of Meeting \***

Vacant	Chair				
Frank Dawson	Treasurer	X	Resigned as Director 20/04/2012 – continues as Treasurer		
Dave Elliott	Weekends Coordinator	X	Jan Horn	Walks Advisor	
Jane Gripton	Sports Secretary		John Gregory	Sports Assistant	X
<b>Peter Norris*</b>	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 Howe	N.B'ham/Sutton Rep	
Peter Howe	Vice President				
Alan Muddiman	Vice President		Bernie Muddiman	Halesowen Rep	

No.	Content	Action
1	Apologies – Jane Gripton	
2a	Approval of Previous Minutes <u>Approved</u>	
2b.	Review of Actions: 4a – A further explanation on how Meet-Up works in relation to BIVC was given to members via e-mail. 4b – DE to approach Julie Fearon to check if a Bonfire Party in November At her house in Kings Heath is planned to take place. (C/F from August)	PN  DE
	<b>Items for Decision</b>	
3	New members. The following people were approved as new members :  Helen Macaskill; Liz Green; Gary Jenkinson	PN
	<b>Strategic Targets for Discussion</b>	
4a	Increase Membership: The total membership currently stands at 298; since the start of the membership year in April 2012, 19 new full members have joined, which is 4 fewer than this time last year (23 in 6 months in 2011); however the re-join rate has sustained numbers to their present rate. The prospective members rate has also declined, from a 6-month total of 53 at this time last year, to 38 since April this year, with 16 currently on the books. Possible reasons – financial factors, since the economy is flat. Meet-Up: “B’ham 30’s and 40’s” has current membership of 373, with average sign-up each week of 10 people, 11% growth. Two other local groups show better results: “Go” and “B’ham Social” each have 1000 members, with 18 sign-ups per month; so how to explain this success? Many more events per month - though whether this can be sustained remains to be seen, as each group appears to have only one organizer! A recent walk organized by John Edwards had 4 MU members; there are also separate events organized by MU members, e.g. Comedy Club visits. 13 MU have suggested they will come to the Garden House on 05 September.	

No.	Content	Action
4b	<p>Good variety of events:  Events tally is down due to seasonal factors and the Olympic Games; 20 events had been received by Bulletin deadline, though members continue to offer extra activities through AX more continuously. Andy T to stand for election as Social secretary. If elected, he will consider suitable venues for a Xmas meal and NYE event. (AT himself already has a commitment for NYE.)</p>	AT
4c	<p>Local sub-groups: Halesowen group have agreed to delay their September meeting by one week in order to enable members to attend the club AGM; the Solihull group are taking part in a Pub Quiz, which falls on a Wednesday; the Erdington group will hopefully benefit from a resurgence now that Hilary Brown has moved to Birmingham to support Pete Howe in hosting this group.</p>	
4d	<p>Hire a Minibus: Rob Harding has requested the use of the minibus facility to take a group to the Much Markel Apple Day in October – the committee approved this request – PN to let RH know of approval. Plaza Hire will be used again in spite of recent poor service, they remain the cheapest option. So they will have one more chance to redeem themselves.</p>	PN
	<b>Forward Planning</b>	
5	<p>BIVC Accounts – Trafalgars:  RH passed the correspondence from Trafalgars to FD, which includes the bill for settlement of the recent work carried out on behalf of BIVC. It appears that they will undertake responsibility for submitting the accounts to Companies House on our behalf. (FD has confirmed this to RH by e-mail.)  AIVC Levy: this account has allowed £123 towards the cost of travel to the AIVC Conference, which will be divided equally between RH &amp; PN. A further payment of £61.50 was approved by the committee to be paid by FD to Graham Hankins to cover his travel costs for his attendance at conference.</p>	FD
6	<p>AGM:  Special motions – poll papers: 4 sets remain from last year, can be used; otherwise PN to prepare any extra required.  PN requested a ‘Proxy Count form’ – to record who held proxies and the number held by each appointee. (RH to bring to meeting)  Chairman of meeting: Mike or Ella Beetlestone – RH to request their taking this on; otherwise Ray will chair the meeting, with FD as reserve.  PN requested a large screen for use at the front of the stage – RH has passed on this request to OJS and it has been agreed; BIVC to provide our own IT equipment and leads.  Hospitality – RH has confirmed sandwich buffet/wedges/dips with OJS @ £5.95 X 35 – total cost of £208.25. to be paid on the night, cheque made payable to Fuller Smith and Turner PLC.  BR will provide full membership list – to be printed by RH ready for meeting.  RH will be selling the remaining fleeces @ £5 each.  Unless otherwise agreed, committee motions to be seconded by RH.</p>	

No.	Content	Action
7	AIVC – Regional meeting? A proposal for this to take place in late October was made by Northants IVC at the AIVC Conference, now cannot host this – PN to sound out other IVCs in this region to assess the ‘appetite’ for a meeting of this sort. Birmingham would be a suitable venue for a 1-day event of this sort.	PN
7b	<p>Reports from individual Directors and their areas of responsibility:</p> <p>Finance – FD: A 1-page report on September’s accounts was tabled;</p> <p>Secretary – RH: two speculative e-mails received, the first, canvassing support for an alternative Disco to the Cadbury Club event – this has been passed to Paul Bagnall who has agreed to liaise with sender (Dave Thomas); the second, RH will send a response to give more info on IVC &amp; our event organizing policy.</p> <p>Webmaster – PN: recent usage on Paypal fairly light – incurring an £8.02 fee; over a 12-month period the fee has reached £240 for costs of a £6K turnover.</p> <p>Continuous survey: 27 sent out, 4 received back, a 15% response.</p> <p>Google adwords - £75 added for September, average 250 clicks, so extra words have been added associated with ‘Spice’ eg ‘Spice Solihull’.</p> <p>Weekends – DE: Karen Collins – no progress or info on her proposed visit to Portugal; PH has an event in Essex in November; DE will try to source a final event for October. PH has offered to take over Weekends coordinator role, but DE says he will continue to give technical support associated with operating the Spreadsheet. PN noted his disagreement with DE’s comment in his report in AGM booklet (‘...performance not quite up to scratch.....’) PN stated that DE has done a brilliant job as W/Es coordinator.</p>	
8	<p>AOB:</p> <p>A payment has been made on behalf of an ‘Andy Lloyd’ by a ‘Graham Lloyd’ – some confusion over membership status of the first person (Andy) – it appears that a refund may be payable. FD advised not to make any refund until such a refund is requested.</p>	
	<p>Date of Next Meeting:</p> <p>Provisional arrangement made for Monday 08 October at the Briar Rose Hotel, Bennett’s Hill.</p>	