

Birmingham Inter-Varsity Club Limited

Board of Directors & Committee Members

Minutes of BIVC Committee Meeting held on

Monday 08 October 2012

At The Briar Rose Hotel, Bennett's Hill

Minutes

Present (X - present)

Chair of Meeting *

Vacant	Chair				
Frank Dawson	Treasurer	X	Resigned as Director 20/04/2012 – continues as Treasurer		
Pete Howe (non-director)	Weekends Coordinator		Jan Horn	Walks Advisor	
Kevin Ridd	Sports Secretary		John Gregory	Sports Assistant	X
Peter Norris	New Members/Publicity	X	Brian Roberts	Membership Assistant	
Rose Huish	Secretary	X			
Andy Turton	Social Secretary				
Graham Hankins Dave Gaussen	Bulletin Editor Bulletin Editor		Graham Hankins	"What's On"	
Ray Parry	Vice President	X	Sandra Winchurch	Solihull Rep	
Alan Muddiman	Vice President		Bernie Muddiman	Halesowen Rep	
John Pitcock	Vice President				
John Smith	Vice President				

No.	Content	Action
1	Apologies – Andy Turton, Kevin Ridd, John Pitcock, John Smith	
2a	Approval of Previous Minutes: Approved – minor corrections required to draft on items 5 &6.	RH
2b.	Review of Actions: Item 2b – query on Bonfire Party offered by Julie Fearon still not resolved, DE to be asked if this has been followed up. Item 4b – AT to be asked if any progress on Xmas Meal or NYE event.	DE AT
	Items for Decision	
3a	New members. The following people were approved as new members : Stephen Bryan; Cheryl Buxton-Sait; Linda Shepherd; Frank Furlong; Ann Dolan; Nicola Newton; Francis Patrick Mendez-Sutcliff.	PN
3b	Continuous Survey – agreement to double sample size, so members will be polled approx. every 5 months.	PN
3c	Dates agreed for Committee Meetings and AGM 2012 – 2013, as follows: 05 November; 03 December; 2013: 07 January; 04 February; 04 March; 08 April; 13 May; 10 June; 08 July; 12 August; 09 September. Date for AGM: Thursday 19 September. Deadline for AGM motions to be submitted to Secretary: Wednesday 07 August 2013. Review of 2012 AGM: Decision to ask about the start time in the ‘Continuous Survey’; cabaret-style seating agreed as improvement – less formal; Time taken up by ‘polls’ – PN suggested obtaining a bar-code reader to speed this process up – others not in favour – too complex, better to go for earlier start time. RH thought HB had made a good job of chairing the AGM. RH to check available venues for 2013 AGM.	RH RH
	Strategic Targets for Discussion	
4a	Increase membership/BIVC MeetUp: Artsfest leaflets – 7 new prospective members, total has recently increased by 18 – now ‘amber’ rating. Advertising: following suggestion from Ann Loughney, we will try a 6 x week insert in the Solihull News (weekly freebie) at cost of £453.60 – PN to do artwork & circulate to C’tee for agreement. BIVC MU: attracting 40-50 new ‘members’ pcm, total of 439 members, with 4% per week net growth; MU members now putting on their own events (comedy night, walk, ‘Gin-tasting’, music at Roadhouse)	
4b	Good variety of events: PN suggested a target for Social Secretary (AT) of a 20% increase in events total, subject to his agreement: October 1-off events, 24 by Bulletin deadline; then a target of 42 events for the whole month.	AT

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4c	Local groups/ Sports targets: Solihull continues to tick over (FD); Halesowen also maintains successful event; Erdington gradually picking up from weak start. Sports targets – C/F as KR is absent from meeting.	
4d	Hire a minibus: Rob Harding has increased price per person to £10 for the trip, as they are having the bus for longer. (Much Market Apple Day) No further suggestions for bookings currently.	Rob H
	Forward Planning	
5	January 2013 – Cheltenham NYWE: Request from ‘guest’ from London IVC to attend – following issues arising from behavior at Wirrell W/E, BIVC will not accept a booking. In addition, PN has ascertained that they are no longer a member of London IVC. RH to send e-mail.	RH
6	Finance: New Bank signatory – AT. Register of Assets: decision to write off all assets dating from before 2006; Laser printer – purchased for Jan B in 2010 – to be collected by PN, (and passed on to AT if he wishes to have it.) Software purchased in 2010 – PDF intro – to be passed to Dave Gausson; copy of ‘Publisher’ to Brian Roberts. Hilary Brown – complaint against a member who allegedly booked to travel on Yeoford narrowboat to Alvechurch Beer Festival – member was ‘no show’ and has refused to pay for booking (£14.39). FD to e-mail both parties requesting evidence of booking made, or not. (either person may be wrong). Allowable spend for C’tee - £3,000 agreed again at AGM. Charity funding match – to be decided once the WP has examined costs (see item 8) FD to e-mail SK in response to her recent request . Request for expenses for ‘Pudding Party’ – RH to e-mail hostess with polite reminder of guidelines for party grant and vote of thanks for the event – pay expenses in full (£92).	AT/DG/ BR FD RH
7	AIVC – Regional Meeting – No further action, too late to organize on this occasion. (RH to let Jane Holland of Northants know).	
8	Working Party: working party set up to examine BIVC ‘costs’ – members of WP: Ray Parry/Pete Norris/Frank Dawson.(AGM motion 7).	RP/PN/ FD
9	Reports from individual Directors and their areas of responsibility: Accounts – FD: the treasurer’s report for October was circulated for discussion – Website costs shown as 225.79. PN may have claimed for this in error, as Pete Hands has already been paid – PN claim to be checked. Stamps for bulletin postage: RH has 166 2 nd class remaining, BR has 700 2 nd class – half to be passed to RH. No re-print of prospective member literature, just about enough to last ‘til end of March. Secretary – RH: Companies House – changes of directors to be registered. KR & AT to be asked for details required by CH.	FD/PN BR/RH RH

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	Webmaster – PN: Google Adwords – a change in the key phrases to include ‘Birmingham/West Midlands/Solihull’ has resulted in significant increase in clicks to 4K pm; Club Video – members to be asked to send small filmed clips of BIVC activities to PN to start the process of assembling a video.	PN
10	AOB RH asked when ‘Bridge’ would stop being offered as a club activity – PN thought that it would be the end of October. RH to remove further entries from AX.	RH
	Date of next meeting: Monday 05 November at Briar Rose Hotel. Chair TBA	