

**Birmingham Inter-Varsity Club Limited**

Board of Directors & Committee Members

Minutes of BIVC Committee Meeting held

at The Briar Rose Hotel

on Monday 03 December 2012

**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	X	John Gregory	Sports Assistant	X
Peter Norris*	New Members/Publicity	X	Brian Roberts	Membership Assistant	
Rose Huish	Secretary	X			
Andy Turton	Social Secretary	X			
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	X			

No.	Content	Action
1	Apologies – Alan Muddiman	
2a	Approval of Previous Minutes:  Approved	
2b.	Review of Actions: 3b – Bulletin deadline 12 December – BR to be reminded by RH, if he wants to put in an insertion re renewals; also to be requested to attend January Meeting. 4a – advertising in local ‘Free Papers’ – a scam has been identified on advert, monies paid, no ad, no papers circulated. PN to follow up. 4b – Sport, KEGS closure – KR to place notice on AX as Dec deadline missed. (Tho’ may be worth putting in Jan as earlier publication date). 4c – first Coventry pub night, to be hosted by Glenys Glasspole on 04 December; RP suggested Advert in Coventry Evening Telegraph, not a free paper but with large circulation. PN to investigate.	RH          PN
3	New Members: The following people were introduced as new members : Carey Moon; Maggie Slater	PN
	<b>Items for Discussion and Decision</b>	
4a	Strategic Targets/Increase Membership/MU Update:  This month’s stats show full member tally now at 310. Poor response to Ads in ‘Solihull News’ – these only brought in 1 new member. Meet-Up: a further 37 people have registered in the last 4 weeks, making 534 in total; this makes the BIVC MU the 2 <sup>nd</sup> best in the West Midlands in % terms. Currently very few BIVC MU members come to BIVC events when these are made ‘public’ for these people, however this is best addressed in the NY to improve on their participation.	All
4b	Good variety of events/Xmas arrangements: AT reported that ideas for events are coming forward, he is working to encourage increased momentum in quota for this month and for January. November’s rate (PN) was 28 by B’tin deadline, but only 35 across the month as a whole. Total events for each month should aim for the quota of 42, with 29 received by B’tin deadline. This month’s deadline is earlier, 12 <sup>th</sup> December, so some pressure to encourage ideas to come forward. AT expressed concern that the Walks adviser may feel ‘sidelined’ by her change of role title, but will be reminded to encourage Walks from a variety of organisers. NYE parties: 15 tickets booked for the ‘Appollo’ event, and 35 obtained for the ‘TallyHo’ venue. Respective organisers believe they can reach these targets. (Dave Parker and Paul Bagnall).	JH          DP/PB

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4c	<p>Local Groups:            Alan Muddiman has requested £35 for room hire for their Xmas meal in Halesowen; also Pam Stothard has requested £60 to pay for the wine for the Solihull Group's Xmas meal: the committee discussed the feasibility of making these 'gifts' to the sub-groups – a vote was taken by the directors who carried the decision to grant these gifts on a majority vote. This means that each sub-group will be allowed a maximum of £35 towards their Xmas meal/event.</p>	
4d	<p>Sports Target on income:            KR has been pre-occupied with 'domestics' during the past 2 months so has not generated any new members for badminton. B'ham Uni to be approached in the NY to try to encourage 'Sport-only' members; also a reminder about the 'deal' for MeetUp members who would pay £5 for 3 months as prospective members followed by the £20 annual fee.            RH has continued to provide A5 flyers to display on entrance table to Sports Hall, to publicise the BIVC badminton nights.</p>	<p>KR  RH</p>
4e	Mini Bus Hire – no requests currently under consideration.	
	<b>Forward Planning</b>	
5	<p>Finance: AT has completed paperwork for additional signatory status, this should now be approved – cheque for RH as 'test case'.            FD has forwarded £20 to 'Guide Dogs' following funding match request from member (Sharon Kendrick).</p>	
6	<p>Club Insurance:            RH circulated summary of provision from the insurance company, Hiscox, though full policy would be helpful to determine exact terms of cover. RH to obtain full policy and pass to RP for scrutiny of detail.            In context of Terms &amp; Conditions required by KEHS for use of the Sports Hall – their requirements put the onus firmly with the hirer (BIVC) to provide adequate cover. E.g. if a member was injured to the extent of missing time off work, could their employer sue BIVC for negligence? Clarification needed. First Aiders are required to be provided by the Hirer, as the school does not undertake to make this provision.</p>	RH/RP
7	Working Party to look at Costs – not yet met. RP has offered the use of his dining room, preferable to a pub venue which would be noisy at this time of year particularly. C/F to Jan. agenda.	RP
8	Club Video: A Graphic Design student from BCU ( Humaira Rasiq) has taken on the task of gathering footage from BIVC activities – he will receive the e-Bulletin to know where events are taking place to film.	
	<b>Progress Reports</b>	

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9	<p>Reports from individual Directors and their areas of responsibility:</p> <p><u>Treasurer – FD:</u> The monthly financial summary was circulated: FD was asked whether the sport income was in credit: he reported a loss on a monthly basis for the majority of this financial year – ave. £140 down pcm during the tennis season (May to August) dropping to a deficit of £80 pcm for April, then September onwards. Club Assets: scaletrix to be given to Clive Hill; AT to collect the Lazer printer from Janet Blick; the iBike report just received is to be circulated.</p> <p>Finances: Northern Rock Account = £30K; Deposit account = £5K; the current account fluctuates depending on income and withdrawals.</p> <p><u>Social Secretary – AT:</u> No further items, all has been covered and members continue to be given every encouragement to put on events.</p> <p><u>Webmaster – PN:</u> most recent Continuous Survey showed a very scant response: of 55 circulated, only 5 responses received (results have been circulated to Committee). Paypal – 30 payments totaling receipts of £1564 generated £331 cost in fee payments. Google Adwords: cost £32.77 last month, though the click rate has decreased, we only pay 16pence per click. In general the changes made to the ‘Key Words’ has proved to be successful as it is more targeted, including ‘Coventry Social Group’.</p> <p><u>Secretary – RH:</u> Reported that she has circulated the AIVC publication of ‘Newslines’ to all e-recipients. A query about the AGM minutes, RH will circulate the latest version of these for perusal and put this on the agenda for the next meeting. The committee agreed to the hire of the same room at the Old Joint Stock for the 2013 AGM. RH to action.</p> <p><u>Sports secretary – KR:</u> acknowledged that his task was to increase participation at badminton but requests that the committee ‘Brainstorm’ ideas at the next meeting .</p>	RH
10	<p>AOB</p> <p>VP John Pitcock voiced concern about the attachment with ‘Newslines’ about the BIVC Weekends away being advertised to all IVCs – he believes that this will give less opportunity for our own members to take part. RH reported that she had received 3 requests from outside BIVC to take part in the Capel Curig W/E in June 2013. Numbers on this W/E are limited to 18, of which no more than 6 would be allocated to non BIVC members.</p> <p>PN requested that we record the Committee’s agreement to fund the cost of the buffet at the ‘Plough and Harrow’ on 30 November. The agreement was for funding of £240, approved retrospectively.</p>	
	Date of next meeting: Monday 07 January at Briar Rose Committee Room	Chair: Andy Turton