

Birmingham Inter-Varsity Club Limited

Board of Directors & Committee Members

Minutes of BIVC Committee Meeting held on

04 February 2013 at the Briar Rose Hotel Committee Room

Chair of Meeting – Pete Norris

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	X			
Graham Hankins Dave Gausson	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 – Kevin Ridd	
1b	Approval of Previous Minutes – Approved	
1c	Review of Actions – all actions covered in the minutes or agenda for this meeting	

No.	Content	Action
2a	<p>Strategic Issues: How we make decisions - PN requested re-visiting this guidance (tabled at November's meeting) in relation to support for members when events are organized. He was concerned that Dave Parker had not received full support for his event at the Appollo Hotel on NYE. However, there was no indication from the committee that this event had not been fully supported, in spite of the loss incurred (£85).</p>	PN
	Membership	
3a	<p>Applications for Full Membership: only two new applications this month, both approved as members – Elaine Platt; Rebekah Hannah; one further applicant, deferred from January, will be invited to take full membership from the start of the new membership year on 01st April, subject to satisfactory behaviour.</p>	PN All
3b	<p>New Members Officer's Report There is evidence of a 38% drop in new members year on year – one third fewer this year compared to last; prospective membership has also declined with an annual drop of 18% - in numbers, now down to 86 over the year so far. Total membership stands at 316 compared to 330 this time last year, showing a drop of 4.2%. MeetUp participation has settled at an average of 10 new sign-ups per week.</p>	PN
3c	<p>Increase Membership MeetUp badminton offer for these members – KR not present to join in discussion, but RH agreed to produce a small (A6) Flyer to place on tables at GH on Wednesday eve giving notice of the £5 membership offer. KR and AT now both signed up to (BIVC) MeetUp: so KR is promoting badminton, and AT will be inviting MU members to Pub Quizzes (MU members want this). Current MU membership is 628 as of 04/02. "Mature Times" – free newspaper in libraries with 'advertorial' and articles for older people in B'ham – RP to follow up publicity costs in this paper. PN has sent out the A6-size yellow 'flyers' discussed at last meeting to all members, either through a letter (e-bulletin members) or enclosed with the Bulletin. Members requested to share with friends, at work, etc for promotion. Also to be used at libraries and free notice boards in shops.</p>	RH AT RP PN
3d	<p>Membership Renewals All members have now received an invitation to pay membership for the year starting in April. Mainly sent by e-mail, but pdf letter for the minority not on e-bivc list. 2nd and 3rd reminders to go out in Feb and March.</p>	BR
	Activities	
4a	<p>Social Secretary's Report One member has given notice of having difficulty in using 'Paypal' for funding the event she is putting on. This has had a negative effect on her enthusiasm. Immediate action for AT to prepare an advice note for members in the way to use Paypal – this to be issued at the next available 'Weekly News' published by Graham Hankins, as an immediate encouragement for all members. There will also be advice from AT in the March Bulletin on the correct way to use this system of payment. Use of Minibus not feasible for 'Snowdrop' Walks – Car sharing to be encouraged. (10th & 17th February).</p>	AT

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4b	<p>Activity Stats, 'Traffic Lights'</p> <p>January results were quite good taking account of the weather – 21 activities were offered by Bulletin deadline, with 34 events in total (one fewer than 35 target). February events showed 29 by B'tin deadline, now up to 33 by 04 Feb, so keeping up momentum. More 'Meals Out' would make welcome addition to the month.</p> <p>March AX listing already shows 15 events offered – by 04 Feb.</p>	PN
4c	<p>Major Club Events for next 12 months</p> <p>So far one definite event advertised – the 'Summer Barbeque' at Mike & Ella's house (Sat 13 July).</p> <p>In pipeline, AT has discussed with Wendy Anthony the possibility of a joint '60th Birthday' celebration club Xmas party – date considered was 21 December (RH said she thought members should be asked to pay for a 'ticket' to this event);</p> <p>New Year's W/E – possible venue has been discussed as Harrogate (Puma Hotel chain already has tentative booking) and Trish Henley has expressed willingness to be the organizer.</p> <p>AT to publish the full list of Major Events and request organisers.</p>	AT
4d	<p>Improve Events (Quality, Quantity, Variety)</p> <p>Chris Evans has promoted the offer of organizing 'Poker' for members – this has been published on AX and in the Feb bulletin; issues associated with holding such an event on unlicensed premises, e.g. in a member's house – the only charge could be the 'stake' per player – Max £10. The committee agrees to this in principle, but the 2005 Gaming Act should be checked. AT to let CE know once this has been looked into.</p> <p>Two members have commented on frequency of 'reminders' from AX as an 'annoyance' – RP has offered to look into a possible way of addressing this.</p>	AT RP
	One-Off Items	
5a	<p>Working Party Report</p> <p>An xls was issued by the WP – "...the result of many hours sweating over spreadsheets by Costs Working Party" – in summary, the costs are divided into 'Mandatory'; 'Discretionary Wanted'; and 'Discretionary Optional';</p> <p>A decision to defer discussion to March meeting & allow 15 minutes was agreed. JP & RH thanked the WP for their concerted effort on this task.</p>	C/F to March
5b	<p>Accounts: Policy on 'Deposits'; Refunds to club members; Debt collection.</p> <p>PN circulated a draft paper entitled 'Policy on Members' Deposits', which led to a brief discussion on the differing cases currently being considered regarding refunds: one member (A) who did not attend the NY W/E has requested her money back on the grounds that her place was taken by AN Other – sum of £100; another member (B) has requested her deposit of £20 back as she did not attend the NYE event at the Appollo – however both cases differ, in particular since the NY W/E has made a profit. Whereas the Appollo event incurred a loss due to this member's non-attendance. Decision taken to refund £100 in full to 'A', but withhold the £20 from 'B'.</p> <p>PN wished to have recorded his disagreement with this decision.</p> <p>AT to re-word the Draft Policy on Deposits.</p> <p>Debt collection: FD had sent recorded letter to two members requesting the outstanding sums owed to club (for failing to attend events booked for) – both these bills have now been paid, though one member engaged FD in heated phone call as she had been required to collect her letter from the local P.O. Eventually apologizing and paid up.</p>	AT

No.	Content	Action
5c	Club Video – on-going discussion with BCU filmer to move project forward.	AT
5d	Heading changed to 'AIVC Conference Attendance' (RH confirmed that the two motions put forward for AIVC Conference had been received by 20 January as required.) Conference attendance is paid for 2 members to attend. Decision taken to divide this sum by however many Directors wish to attend, with balance paid by each attendee. RH to make booking once attendees have been confirmed.	Directors/RH
	Standing Items	
6a	Local Groups – increase activity: JP reminded the committee that a Folk Dance in Coventry has been inserted in Bulletin; Coventry Pub night due on 05 February, Sarah Sharland to attend, with others.	All
6b	Bulletin – Satisfactory , but view is that pagination needs to be more effective and some dates quoted for W/Es away on Page 1 are not accurate. At has offered to discuss with editors what improvements are possible.	AT
6c	Continuous Survey 21% response from this month's survey, with very constructive comments. Most respondents identified themselves; some negative feedback, but all is relevant and gives a steer for the way forward. (Implementation of Actions?)	
6d	Treasurer's Report Scaletrix – has this been passed over yet ? – C/F; W/E vouchers – this bonus has got in to a 'bit of a mess' – on-going to sort out; HSBC – payments by bank transfer – agenda item for next mtg. (RH; PN suggests a separate account for out-goings, possible help in reducing risk.) i-Bike – nothing to report; Latest budget shows a deficit of £3K over the year; NY W/E has shown a healthy profit, with fewer W/E vouchers being claimed.	FD
6e	Secretary's Report RH reported that she has reminded head warden at Girls' School that KR is the contact for Sport-related notices. School closed on Good Friday – notice rec'd.	RH
6f	Sports Secretary - None, absent from Mtg.	
6g	Webmaster's Report Google Adwords usage has increased from 217 to 399 clicks over the month. Paypal volume: 43 transactions in January, cost approx. £50 pcm.	PN
	Final	
7a	AOB - Chris Evans has queried the change to e-mail addresses introduced in December. At requested that PN respond to CE on this matter – maybe through the Continuous Survey.	PN
7b	Date of next Meeting: Monday 04 March, Brier Rose Committee Room	8.00pm
7c	Chairman for next Meeting: Kevin Ridd	