

## Birmingham Inter-Varsity Club Limited

Board of Directors & Committee Members

Minutes of BIVC Committee Meeting held on Monday 04 March 2013

At The Briar Rose Committee Room

Chair of meeting: Andy Turton

### 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				

No.	Content	Action
	<b>Apologies and Minutes</b>	
1a	Apologies – Brian Roberts, Kevin Ridd, John Pitcock	
1b	Minutes of Last meeting - Approved as a correct record	

No.	Content	Action
1c	Minutes of Last meeting - Review of Actions Not covered elsewhere: 3c – Cost of ad in ‘Mature Times’ – C/F to April 4c – Guidance on use of ‘Paypal – C/F to Late March/April 4d – ‘Gaming Act’, no problems, Poker can go ahead “ “ ‘Reminders’ re-phrasing, C/F 5b – Policy on ‘deposits’, C/F	RP AT  RP AT
	<b>Strategic Issues</b> (which will affect rest of meeting)	
2a	None	
	<b>Membership</b>	
3a	Applications for Full Membership - the following applications were agreed: David Cotton; David Bignell; Ramesh Parkash; Janelle Desai; Jacqueline Fairfield; Kirsty Ash; Richard Beesley. One Appl. C/F to commence at start of April, subject to C'tee approval.	PN
3b	New Members Officer's Report To date we have 43 new members over the course of this m'ship year, as opposed to 62, the figure for last year, which shows approx.. 31% drop year-on-year. 54 members have left since March 2012, so total is 3.3% lower, but with total membership at year-end at 323 (last year at same time = 334 members). Possible reasons: people staying in more, plus a wider selection of similar groups on offer. Prospective membership currently stands at 33, with 2 recruited so far in March (though still time for an increase in this number during the month.) At 3 <sup>rd</sup> month of Pros. M'ship, applicants will receive a letter inviting them to join, but no paper Bulletin. MeetUp: 16 sign-ins for 18-24 Feb, but final week of month was poor; however the ‘Comedy Night’ for MU members was well-attended last week. (8 participants). Growth of 6% last month, now has 665 members, so average of 40 per month achieved.	
3c	Increase Membership: events which are inclusive and encourage new members – ‘walks’ fulfil these criteria, John Edwards is a good organiser in this respect, (in Mike Hanson's absence) we hope his move north is delayed! Paul Cobbing is also good in this capacity, so he needs to be encouraged to do more.	All
3d	Membership Renewals: BR has confirmed that 170 members have renewed so far; BR suggests e-reminder during March, and only send ‘paper’ reminder in April as 4 <sup>th</sup> and final communication. This was agreed. RH requested that 4 members who have not re-joined in 2012-13 be allowed to renew for 2013-14 with no penalty, a suggestion which the others at the meeting supported. RH to let these members know and request immediate payment.	RH
	<b>Activities</b>	

No.	Content	Action
4a	<p>Social Secretary's Report</p> <p>There has been a positive response from members to requests for events, and the feedback from events from organisers is also encouraging and makes interesting reading – RP asked if there were any discernible 'trends' in the feedback from members? To be shared with the committee from last month's activities, AT to circulate in PDF.</p> <p>Currently there is no event yet for the (Easter) bank holiday W/E.</p> <p>An event organised by January Roberts left her £12.50 out-of-pocket due to one ticket unsold – all agreed to refund – FD to organise.</p>	<p>AT</p> <p>FD</p>
4b	<p>Activity Stats, Traffic Lights</p> <p>'RAG-rating' shows mainly 'green' for February events, with meals out being popular; current rate of daytime events for W/Es in March currently falling behind, and Saturday evenings, so more now needed. There were 33 events tabled by Bulletin deadline for March: more walks needed (5 achieved in Feb). An event in Leics (Leics IVC) this Saturday worth supporting – about Richard 3<sup>rd</sup>.</p>	
4c	<p>Major Club Events for next 12 months</p> <p>New Year W/E to be organised by Tricia Henley and RP – both visited the hotel in Harrogate, RH circulated paper about this from TH with details of costs and arrangements. TH to receive payment for her train fare to Harrogate. This event now has go-ahead from Committee: AS recommends early marketing as take-up last year was slow. Other events: Summer Barbeque agreed (green) Bonfire Party and Xmas Party - details still to be confirmed.</p>	
4d	<p>Improve Events (Quality, Quantity, Variety)</p> <p>Ideas to be invited from members via AX e-mail.</p>	AT
	<b>One-Off Items</b>	
5a	<p>Working Party Report</p> <p>No further discussion on Spreadsheet issued from Working Party. PN made reference to the AIVC Levy (on all IVCs, paid to AIVC) , he thinks it should not exceed £2 per member, which would generate an annual income to AIVC of £8,000; the current levies together bring in £12K, much of which is used to subsidise the AIVC Conference.</p>	
5b	<p>Accounts – on track to be completed after year-end, which this year falls on Sunday 31 March; all balances to be paid to Treasurer by end of April, thence to Trafalgars by end of May and review accounts at July C'tee meeting. (Timescale agreed at January C'tee Mtg.)</p>	FD
5c	<p>Club Video – Progress – None, AT to chase.</p>	AT
5d	<p>AIVC Conference – RH to let Caroline Heywood (Cardiff IVC, conf. organiser) know that PN and AT will be representing BIVC, and forwarding their own booking documents.</p>	
5e	<p>Charity event - RH: Jan Horn has requested details of BIVC charitable donation towards her 'Earth Hour' event on 23 March – FD reminded that max of £20 available, and requested details of recipient from RH.</p>	RH

No.	Content	Action
	<b>Standing Items</b>	
6a	Local Groups – Increase Activity Halesowen – Feb night poorly attended (14 <sup>th</sup> ) coincided with Party at Ian Noble's house; Coventry, number slightly down, though G Glasspole still has ideas - MU members included, theatre night at Belgrave; Solihull are trying a 'roving' quiz night; North B'ham, continues on social basis. Suggestion of targeting individual group members to request their support with an event - AT to start with Halesowen to trial this approach. Maybe another inter-group Bowling competition?	AT
6b	Bulletin – Complaint to RH from a member concerned at her photograph appearing on front cover without her permission: action for RH to remind editors and others about respecting identities and privacy, a note in April Bulletin about this to all members, as this also applies to AX. The 'Calendar' for the month should also be included, ideally on back cover.	RH
6c	Continuous Survey – suggestion from RP that members would appreciate being circulated with a summary of feedback from the survey responses, he will assemble this for next Bulletin.	RP
6d	Treasurer's Report – FD circulated the monthly budget sheet, which shows a low-ish excess of £285 above the target deficit of £3K for the year.	
6e	Secretary's Report – RH prepared flyers as agreed to promote the badminton offer to MU members at the GH, and will repeat this on Wednesday. 29 March – no badminton, KR to be reminded to send notice.	RH
6f	Sports Secretary's Report – none, KR absent from meeting.	
6g	Webmaster's Report – Paypal. 60% of usage in February was on membership renewals, costs for month is £25. 'Google Adwords' shows good return, with cost reduced to £65 but with over 400 visitors to the site.	
	<b>Final</b>	
7a	Any Other Business (After Agenda deadline) - None	
7b	Date, Time and Place of Next Meeting – Sunday 07 April at 6.00pm  Venue – to be advised	
7c	Chair of next Meeting – Kevin Ridd	