

## Birmingham Inter-Varsity Club Limited

Board of Directors & Committee Members

Minutes of BIVC Committee Meeting held on Sunday

07 April 2013 from 6.00pm

At The Briar Rose, 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	
<b>Kevin Ridd*</b>	Sports Secretary	X	John Gregory	Sports Assistant	X
Peter Norris	New Members/Publicity	X	Brian Roberts	Membership Assistant	X
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 – Ray Parry will be late (from 7.00); Pete Howe	
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 – C/F again 4c – C/F again Reminder – C/F again (AT) 6c – Reminder, C/F (RP)	
2a	<b>Strategic Issues</b> (which will affect rest of meeting)	None
	<b>Membership</b>	
3a	Applications for Full Membership: There are 7 applications to be circulated, as follows – Eva Alos Melchor; Janet Greenhill; Cathy Anne Gregory; Anne Birch; David Hatfield; Diana Webb. Stephen Sharp, appl. C/F from last month, was approved by a vote of 2:1 for full membership.	PN
3b	New Members Officer's Report FD raised the issue of vouchers being used to claim £10 discount from a W/E during the last m'ship year – FD thinks there may have been some double-claiming, as voucher was 'virtual'. Particular discrepancy on the 'Oxford' W/E organised by Bal Saini. What did the committee want to do at this late stage? Collective decision to write off the loss. For new members the offer still stands as it is written on the appl. form for prospective members. At year end 31 March, full m'ship stood at 327; with renewals for year commencing 01 April 2013, we currently have 246 renewals, with the total of prospective members in the pipeline standing at 45, which includes 8 in April. MeetUp, Facebook, and A5 post cards – MU Easter week saw a further 10 names signed up (ave 10 weekly) – MU members enjoy taking part in MU-only events, but it relies on members to be responsible for letting people know the details; Facebook & post cards generating single-figure recruitment.	PN
3c	Increase Membership AT suggests hosting a MU night at the Garden House for new recruits, when the option of IVC membership could be introduced. Currently some IVC members have noted 'tension' on the GH Wednesday as each group has conspicuous age bias. However prospective members for both groups will continue to be encouraged; a banner 'pull-up' stand to be obtained for GH night to promote MU and give a focus.	All
3d	Membership Renewals BR had circulated brief report on e-mail, & issued a 7-point report to members present, which mainly focussed on members' views on the use of repeated e-mail reminders. BR will take their suggestions on board where practicable. To date 246 renewals (an impressive tally at this stage – RH) with a potential 74 still to renew. The suggestion from one member to BR, that event organisers could have a list of current members to check validity at 'events' was deemed impractical.	BR
	<b>Activities</b>	

No.	Content	Action
4a	<p>Social Secretary's Report</p> <p>AT circulated committee members with a summary of event organisers' feedback from Jan 2013 to early April – reminding us that the feedback is entirely voluntary: an impressive 57 responses, which gives plenty of 'food for thought' on what works! Worth circulating a selection of 'quotes' to members via the Bulletin...? May encourage others who have not put anything on to make a contribution (see below, 4d, 6a).</p>	AT
4b	<p>Activity Stats, Traffic Lights</p> <p>A better month – March – with 29 events by B'tin deadline (5 over) and 44 by end of month (9 over) though the 'walks' target not reached, tho' in April 4 are planned. 20 more events needed between 07<sup>th</sup> and 17<sup>th</sup> Apr, B'tin deadline for May. W/E daytime events are needed. BR pointed out that there are good places for meals out, but a deposit is required for a table booking to be made – difficult to estimate take-up. (the 'George' in Lichfield does 3 courses for £10.99 – requires £3 deposit for bookings). Negotiation with venue a possible solution, or use of 'Groupon' voucher.</p>	PN
4c	<p>Major Club Events for next 12 months</p> <p>Summer Barbeque – yes (Mike &amp; Ella B)</p> <p>Bonfire Party – Yes (Julie Fearon)</p> <p>Summer Party ?????? appeal in B'tin</p> <p>Halloween ??????? appeal in B'tin</p> <p>Xmas Party – AT still working on joint 60th Birthday, late December</p> <p>Xmas meals – posh and bargain – organisers needed – B'tin</p> <p>NY W/E – Yes, Harrogate, Tricia Henley/RP needs marketing early!</p>	All
4d	<p>Improve Events (Quality, Quantity, Variety) – see 4a – members to be encouraged through 'shared feedback'.</p>	
<b>One-Off Items</b>		
5a	<p>NY W/E refund – member C</p> <p>The background to this belated request was relayed briefly; conclusion is that the club – via the committee – are entitled to keep the £50 originally paid, but this member will receive half this amount for 'goodwill' – this decision decided on a vote by directors.</p>	FD/All
5b	<p>Accounts: – 2013–2014 expenditure, the committee looked at the updated spreadsheet prepared by the 'Costs Working Party' &amp; considered what savings could be made: AGM expenses – booklet must be sent but can be e-mailed, with small print run for those not on e-mail; the Club will continue to offer a Buffet at the start; Trafalgars – do we continue with them for the auditing? Letter of engagement applies "until cancelled" - so FD to check with Dennis Muxworthy who has offered to do the auditing – no conflict though he is a member, he can still be 'independent' – can he meet the timescale this year? If so, cancel Trafalgars. £20 agreed as expenses for DM – plus honorary membership though he is not seeking remuneration.</p>	FD/All
5c	<p>Accounts timetable – Trafalgars, continued use - see 5b</p>	
5d	<p>Bank Transfers – though some advantages, a limit is set for transactions which would be unhelpful – so decision to continue with cheques.</p>	FD/All

No.	Content	Action
5e	AIVC Conference Agenda Items PN re-iterated the two put forward; in addition proposal made to reduce the club Levy to £2 per member.	PN
5f	Club Video – BCU student showing no interest; AT to approach Richard Keogh from Plymouth IVC who prepared ‘Newslines’ for AIVC – to discuss at Conference with a view to preparing this for BIVC.	AT
5g	AGM preparation – Timelines RH reminded committee members about the need for ‘succession planning’ in cases where the current director/postholder wishes to step down at the AGM in September. RH to begin insertions to remind members in May Bulletin onwards.	RH
	<b>Standing Items</b>	
6a	Local Groups – Increase Activity – Continue with varied success	
6b	Bulletin – April’s edition better, more professional, calendar was placed on the back cover, let Dave G know we approve!	RH
6c	Continuous Survey Results shared in advance of meeting and covered point by point in the meeting – Angela Hayes offered a range of constructive feedback; others gave rather vague or negative comments – anon. Though in general answers err on the positive side. RP has suggested the event of a ‘Speed Meeting’ – a bit like dating, but for existing members, to get them talking and mixing. Committee were in favour of this good idea. To be offered.	PN RP
6d	Treasurer’s Report – no monthly summary as FD working on Year-end accounts. All monies to be paid ASAP.	FD
6e	Secretary’s Report – Annual Return – will Trafalgars do this? No, RH to do it as before.	RH
6f	Sports Secretary’s Report – Julie Ward has flagged up KEGS Badminton on the B’ham Uni website; recent nights have shown much better turn-outs, resulting in profit, i.e. above £52.50 per night.	KR
6g	Webmaster’s Report – Google Adwords cost for month £60.97, works out at 16p per click; Facebook Page – more members to be encouraged to register they ‘like’ the page; Paypal – still numerous transactions going through mainly for renewals.	PN
	<b>Final</b>	
7a	Any Other Business (After Agenda deadline) Request from Paul Bagnall for £210 for 10 theatre tickets - approved	All
7b	Date, Time and Place of Next Meeting – Sunday 12 May, venue to be advised	RH
7c	Chair of next Meeting – Pete Norris	