Minutes

Present: Gemma Proudley, Jane Atkinson, Rich Dunning, Andy Walker, Inez Summers, Gemma Barnes, Angela Phoenix, Claire Astle, Sophie Atton, Tracy Bennison, Parveen Bhatti, Chris Bonham, Rosie Bonny, Katie Britton, Karen Crolla-Barker, Maddie Fine, Becky Kidner, Susannah Kyte, Genievre Laurent, Sarah Leach, Christine Monks, Sean O’Rouke, Adam Parkin, Emma Pearce, Claire Postill, Alessandra Poti, Owen Sheridan, Rachel Skittery, Viviane Stephenson, Lucy Stubbs, Jane Wallis, Maggie Wootton,

Apologies: Alice McLuckie, Hazel Lander.

1. Minutes of the last meeting
   - There were no matters arising.

2. Finance report
   - Angela Phoenix, BUTEX Treasurer, gave the BUTEX Finance report.
   - Financially, BUTEX is where it expects to be. Membership fees are coming in.
   - Those institutions who haven’t paid will be receiving a phone call soon from the BUTEX Administrator.
   - Members can pay their 2020 membership fees early if they wish. Email info@butex.ac.uk
   - University of Liverpool, Terra Dotta and Think Pacific were thanked for sponsoring the BUTEX 2019 Symposium.
   - More student scholarships to be awarded for 2019/2020
3. **Membership update.**

   BUTEX has
   
   - 79 Full members
   - 17 Associate members

   BUTEX welcomes returning *Full members*
   
   - St Mary’s Twickenham

   and new *Full Members*
   
   - Loughborough University

   BUTEX also welcomes *New Associate members*
   
   - Terra Dotta
   - Learn International Education, Consultants Ltd,
   - ULodging Inc

4. **NAFSA**

   *Review of NAFSA 2019*

   - Andy Walker, BUTEX Events Officer, reported that BUTEX just about broke even on the 2019 reception at NAFSA with 21 sponsors.
   - The venue was excellent.
   - Feedback was excellent from both sponsoring institutions and guests.

   - **NAFSA 2020**

     BUTEX is looking at looking at APAIE v NAFSA for 2020.
     
     - Members will shortly receive a survey asking where they would prefer to be represented by BUTEX.

5. **Forthcoming events**

   *The BUTEX Winter Workshop 2019*

   - Venue: University of the Arts, London.
   - Date: Tuesday 10 December 2019.
   - Theme: Generation Z: Supporting our staff to support students.
   - Call for papers will be sent out soon.
The BUTEX Conference 2020
- Venue: University of York
- Date: 15 -17 July 2020

The BUTEX Symposium 2021
- Venue: University of Birmingham

6. BUTEX Committee Elections 2019
The following BUTEX Committee roles are due for election/re-election in December 2019
- Chair
- Vice Chair
- Events Officer

Details will be available shortly on the BUTEX website.

7. BUTEX Scholarships
- Rich Dunning reported that the BUTEX poster finalist entries will be available online to give a chance to all BUTEX members to vote for their favourite. Rich will email members details about how to vote online.
- Members were asked to volunteer to assist with marking BUTEX essay scholarship entries. This may be done by emailing info@butex.ac.uk.
- Entries to be marked will be anonymous and markers will not be asked to mark entries from their own students.

8. AOB
- Inez Summers, University of Salford, has been co-opted to the BUTEX Executive committee and is currently working with Julie on the BUTEX website.