



BUTEX ORDINARY GENERAL MEETING 2019

Friday 4th July 2019

**1.45 pm
University of Liverpool**

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

- Tony Emerson Award
- Four awards for posters, two incoming, two outgoing
- Four for essays, two incoming, two outgoing

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.