



## BUTEX ANNUAL GENERAL MEETING 2019

Tuesday 10th December 2019

University of the Arts London, London College of  
Communication

Elephant and Castle, London SE1 6SB

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### Minutes

**Present:** Gemma Proudley, Jane Atkinson, Rich Dunning, Andy Walker, Inez Summers, Gemma Barnes, Alice McLuckie, Maggie Wootton, Sophie Atton, Ivana Belenova, Claire Belkadi, Jessica Benham, Rachel Bird, Guro Buchanan, Shaun Butcher, Emma Darcy, Harry Gibney, Chloe Green, Allison Handley, Helen Johnson, Kate Kenyon, Genievre Laurent, Sarah Leach, Tim Lunardon, Rohan McCarthy-Gill, Isobel Mosley, Magda Radwanska, Abbie Skinner, Zoe Stevenson, Lucy Stubbs, Jane Wallis, Anyka Webb, Denise Whitehead, Tom Whitehead

**Apologies:** Angela Phoenix

#### 1 Minutes of the AGM 2018

- The Minutes of the 2018 AGM were ratified.

#### 2 Annual Report 2019

- Gemma Proudley, BUTEX Chair, reminded members that the Annual report is available on the BUTEX website and that the Chair's Report is included in this.

#### 3 Membership Update

*Julie Leverett, BUTEX Administrator, reported that:*

- BUTEX has 77 Full Members and 16 Associate members.
- New Members 2019: Loughborough University and St Andrews University.
- New Associate Members 2019: Learn International and ULodging.
- Associate Member Think Pacific were thanked for sponsoring the Winter Workshop.

#### **4 Finance Report**

- Angela Phoenix, BUTEX Treasurer sent her apologies.
- Jane Atkinson, Vice Chair, presented the Treasurer's report on Angela's behalf.
- BUTEX has a healthy bank balance at the moment but there is lots of NAFSA expenditure in January 2020.
- It was requested that members pay their membership fees on time in January.

#### **5 Announcement of New BUTEX Executive Committee Members**

- There were no nominations for Chair and so Gemma Proudley has agreed to continue for the next two years.
- Rich Dunning, outgoing Symposium Officer is co-opted as Co-Chair for the next two years.
- Jane Atkinson has been re-elected as Vice-chair for the next two years.
- Andy Walker is re-elected as Events Officer for another two years.
- Alice McLuckie continues as Conference Officer for another year.
- Gemma Barnes continues as Marketing and Comms Officer for another year.
- Inez Summers to continue as a co-opted BUTEX Officer for another year.
- Maggie Wootton was welcomed to BUTEX Executive committee as Symposium Officer for two years.
- Angela Phoenix continues as Treasurer for another year and Inez Summers has agreed to assist with this as required.

#### **6 BUTEX Priorities for 2020**

##### ***Rich Dunning reported that:***

- BUTEX is continuing to be member led and members views are very important to the committee.
- This has led to delegates for WW doubling in two years.
- Brand and messaging are very important; the BUTEX committee will be discussing at this January meeting.
- There will be new BUTEX events in 2020 e.g. webinars.
- More BUTEX members are going to APAIE so the committee is considering how to support this.
- There is a members' only access page being set up on the BUTEX website.

##### ***Gemma Barnes reported that:***

- LinkedIn is being developed for BUTEX.
- Instagram is being used to involve students with scholarship competition.
- A Members only access area on website will include videos of sessions at BUTEX events.

#### **7 Events**

##### ***Andy walker reported that:***

## **NAFSA 2020 -**

### **BUTEX reception**

- the BUTEX reception at NAFSA 2020 is being held at the Randall Gallery, St Louis.
- BUTEX is looking to keep the cost down as exchange rates continue to be unfavourable.
- Members were asked to sponsor the event and to sponsor early so that the reception can be made as good as possible.
- BUTEX is holding back on placing a catering order until it is known how many members are sponsoring the event.
- A poll was running in the background to assess how many members are likely to be sponsoring the BUTEX 2020 reception. Members were encouraged to participate in this on Mentimeter.

### **BUTEX booth 2020**

- A double booth, #507, has been booked for NAFAS 2020. This is paid for from BUTEX membership fees.
- News is circulating that the British Council is not offering a booth for British Universities to book at NAFSA 2020 so the BUTEX booth will be very busy.

### **APAIE 2020**

- BUTEX is planning to have a small presence at APAIE 2020 in Vancouver
- There will be no BUTEX booth.
- It is hoped that a table will be booked in a venue close to APAIE where BUTEX members can meet with partners.

## **8 The BUTEX Conference 2020**

### ***Alice McLuckie reported that:***

- The BUTEX 2020 Conference will take place at the University of York Wednesday 15 to Friday 17 July 2020.
- The theme is "Emerging Trends".
- Deadline for session proposals Monday 6 January 2020.
- Listed suggestions for sessions which were also sent out via email previously.
- Could make a long weekend of it as York has lots to offer in terms of culture and lots of hotels and B&B's available.
- Accommodation on campus.
- Negotiating rates at local hotels for duration of conference and weekend.

## **9 The BUTEX Summer Forum 2021**

- Maggie Wootton, University of Birmingham was introduced as BUTEX Summer Forum Officer who explained that the location at the University of Birmingham will be great.

- More about what Birmingham and the University have to offer, the theme, etc. will be communicated and decided in due course.

## **10 The BUTEX Scholarships**

### ***Inez Summers reported that:***

- the BUTEX Scholarships are open until 15 June 2020.
- There is a Poster and an Essay competition.
- 2019 markers were thanked and members asked to volunteer for this again in 2020.
- BUTEX may launch a new scholarship for BUTEX rebrand.

## **11 AOB**

There was no AOB.