



BUTEX ANNUAL GENERAL MEETING 2021

Friday 10th December 2021

Online via Zoom

Minutes

Present: Gemma Proudley, Rich Dunning, Andrew Walker, Sara Caneschi, Colette McGowan, Paulina Swann, Rohan McCarthy-Gill, Maggie Wootton, Inez Summers, Kathryn O'Connor, Claire Postill, Amber Lou, Helen Howie, Claire Belkaldi, Tomoko Endersby, Peter Hough, Lucy Stubbs, Marcus Dowse, Samantha Finegold, Liam Richardson, Jodie Renshaw, Abbie Skinner, Adam Parkin, Carlos Santa e Sousa, Katie Read, Guro Buchanan, Sarah Leach, Eliabeth Lynch, Rachel Gover, Oliver Bakewell, Rachel Bird, Anyka Webb, Alizee Cordes

Apologies: Carol Feasby, Alice McLuckie, Gemma Roberts

Agenda

1. Welcome to incoming new Committee members
 2. BUTEX Annual Report
 3. Treasurer's report and members' decision on surplus spending
 4. BUTEX Membership Fees 2022
 5. Inbound Forum-only fee
 6. NAFSA update
 7. Goodbye to outgoing Committee members and confirmation of 2022 Committee
 8. AOB
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1. Welcome to incoming new Committee members (Gemma Proudley)

Gemma welcomed and congratulated all new Committee and BUTEX members who introduced themselves. The new members are:

- **Rohan McCarthy-Gill** - Chair, University of Sussex
- **Sara Caneschi** - Events Officer, University of Sussex
- **Kathryn O'Connor** - BUTEX Administrator

As Rohan is the current Treasurer, a new person will be appointed in 2022 to take over this role from him.

We also bid farewell to the following three Committee Members, who all said a few words. They have all served on the committee for the last 4 years so will be greatly missed:

- Gemma Proudley - Co Chair
- Rich Dunning - Co Chair
- Andrew Walker - Events Officer

2. BUTEX Annual Report (Rohan McCarthy-Gill)

The Annual Report has been shared with BUTEX Members via email and will now be uploaded to the website to be available to the public.

It has been a successful year for BUTEX with well attended virtual conferences and they will continue, alongside virtual events, due to their success.

It was also a bonus that we were able to offer extra scholarships due to a surplus due to the fact that all in person events were cancelled due to Covid.

3. Treasurer's report, members' decision on surplus spending and BUTEX Member Fees 2022 (Rohan McCarthy-Gill)

BUTEX finances are normally matched with the outgoing costs equalling incoming revenue, but due to all in person events in 2021 being cancelled due to Covid, BUTEX only ran virtual events which were free and resulted in surplus money in the bank.

There was a small income loss of about £1000 due to some members being unable to pay their membership fees due to financial constraints caused by Covid but otherwise it stayed the same.

For the surplus spending decision, a poll was run offering members 7 options to choose from and results favoured using the surplus for extra scholarships resulting in an additional 13 for each of 2021/2022 and 2022/2023.

Unfortunately, two scholarship winners are no longer undertaking their placements, so a total of 22 scholarships will be given for 2021/2022 and 20 scholarships will be available for 2022/2023 meaning that all the finalists this year will be awarded a scholarship. This is a great result as all the students undertaking placements this year have had to go through a lot of hardships due to Covid to make their placements a reality.

Scholarship winners came from a total of 15 universities this year.

4. BUTEX Membership Fees 2022

Full Membership Fees for 2022 were voted to remain the same at £450 annually however, the Associate Membership will change and there will now be two options available.

Gold (£450): This will provide Associate Members with access to the mailing list and BUTEX events, access to the members area on the website and 2 NAFSA Reception tickets.

Silver (£225): This will provide access to the mailing list and BUTEX events but will not include access to the members area on the website or NAFSA Reception tickets.

5. Inbound Forum-only fee (Rich Dunning)

A proposal was put forward to provide an option for an £80 Inbound fee which will provide access to only inbound forum activity and an inbound mailing list only. We don't think there will be much uptake as this provides minimal benefits but good to have as an option for those institutions/organisations who only require this service.

Members at the AGM voted in favour of providing this option so it will be available as a membership option and advertised on the website for 2022.

6. NAFSA Reception 2022 (Andrew Walker)

A poll was run in November to get an idea of how many members are planning to travel to NAFSA in 2022. The majority said they did intend to travel to large scale events, including NAFSA in 2022. BUTEX highlighted the need to know how many universities would be able to confirm sponsorship for the reception to gauge if the event will be financially viable, and to allow BUTEX to confirm a venue and pay a deposit.

Andy asked universities to speak to their financial teams regarding this and we will send a poll in early January to see ask for sponsorship commitment from BUTEX Members. It was reminded that the cost to sponsor an event is £525.

The University of Sussex confirmed during the meeting that they will be a sponsor for the event.

It was also confirmed the reception will be the usual two-hour informal reception drinks and venues being researched are taking into consideration the continuing Covid situation and considering a large room with plenty of room for attendees.

7. **Goodbye to outgoing Committee members and confirmation of 2022 Committee**

Gemma, Rich and Andy said their goodbyes after giving their time and energy to BUTEX for the last 4 years. All members wished them well and we continue to look forward to seeing them at events as normal attendees.

8. **AOB**

There was no AOB