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## BUTEX ORDINARY GENERAL MEETING 2022

Friday 8<sup>th</sup> April 2022

At the University of York

### Minutes

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**Present:** As this was an in-person meeting at the BUTEX Conference in York and there were no formal agenda items requiring a vote, no formal roll or quorum was required.

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#### Agenda

1. Financial Report
  2. Vacant Committee Roles
  3. Rebranding Consultation
  4. Scholarships
  5. AOB
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#### 1. Financial Report

Rohan presented an update on the financial year income and expenditure to date. Rohan emphasised that it is a snapshot of transactions from 23 November 2021 to 5 April 2022, and our bank balance as at 5 April 2022 – and as such does not fully reflect upcoming expenditure, such as paying the final bill for the conference or NAFSA costs, such as the partner reception. However, Rohan noted that BUTEX remains in a very healthy financial position.

The summary will be emailed to all members.

#### 2. Vacant Committee Roles

There are currently two positions available to join the BUTEX Committee: The Treasurer and Events Officer positions. A brief outline of each role was detailed:

##### ***Treasurer:***

- Requires 1-2 hours on average per week
- Prepare the Association's accounts for all OGM's and AGM's and present them
- Arrange the Association's accounts audited as necessary
- Ensure transparency of accounts
- Help formulate spends on Events alongside the Events and Conference Officers
- Make payments on behalf of the Association and manage the bank account/debit cards
- Seek sponsorship for events

##### ***Events Officer:***

- Requires 1-2 hours on average per week
- Coordinate and organise the BUTEX Winter Workshop
- Coordinate and organise the BUTEX Reception at NAFSA and attend in person to help execute the reception and help at the BUTEX exhibition booth
- Any other events considered necessary
- To attend executive meetings

The roles will shortly be emailed to the BUTEX members, and a nomination form will be available for those interested in applying for the positions.

### **3. Rebranding Consultation**

The BUTEX Committee has been discussing the idea of rebranding BUTEX in 2022. The current design has not changed since its inception and, as it is the 30<sup>th</sup> Year of BUTEX, the Committee has proposed to use this opportunity to look at ways to provide a fresh new look to the BUTEX brand and make it more current. We believe this is important to ensure BUTEX stands out in the crowd and receives the recognition it deserves. We will be in touch with members about ideas around rebranding, which could include a student-focussed competition that could lead to a paid project for the winner/s.

### **4. Scholarships**

For the 2021/2022 BUTEX Scholarship Round, due to having a surplus, the members voted in favour of offering an additional 13 Scholarships for 2021/2022 and 2022/2023.

This meant we had a total of 21 scholarships available for 2021/2022. However, we had 24 finalists, so the BUTEX Committee decided to use a further £1500 of BUTEX funds to provide a further three scholarships so all the finalists were successful this year.

Due to Covid, 4 of the inbound students and 2 outbound students had their placements cancelled. We agreed that we would defer their scholarship to next year but only 3 of them will be deferring.

Therefore, at this stage for 2021/2022 we have awarded a total of 18 Scholarships (8 inbound students and 10 outbound students)

For 2022/2023 we will have 21 scholarships available plus hopefully be able to award the 3 deferred scholarships from this year.

Note that we have decided to offer scholarships based on a Calendar Year moving forward to ensure that students have more opportunities to apply for the scholarship. We will be opening the scholarship at the beginning of May and it will be open till the end of July.

### **5. AOB**

There was no AOB