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## BUTEX ANNUAL GENERAL MEETING 2022

Friday 17<sup>th</sup> November 2022

Online via Zoom

### Minutes

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**Present:** This was a virtual meeting at the BUTEX Winter Workshop 2022. There were no formal agenda items requiring a vote, so no formal roll or quorum was required.

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#### Agenda

1. BUTEX Annual Report
  2. Treasurer's Report
  3. Membership Fees Update
  4. Virtual EGM Results
  5. BUTEX Scholarships Update
  6. NAFSA 2023 Update
  7. BUTEX Summer Forum 2023 Update
  8. Confirmation of 2023 Committee
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#### 1. BUTEX Annual Report

Rohan McCarthy-Gill began by sharing that this year has been a great one for BUTEX. Being able to return to in-person engagements was fantastic, and we were thrilled with the successful running of the BUTEX 16<sup>th</sup> International conference in York from 6-8 April. It was a nervous undertaking as there was still a lot of uncertainty around in person events following the pandemic but we had an amazing turnout and received wonderful feedback that reminded us, although there are many benefits from virtual events, they simply can't replace in-person events.

Following on from the successful conference in York, BUTEX also attended NAFSA 2022 which was another highlight of the year. It was a wonderful event for us where we were able to meet once again with our international and national colleagues. We had a very popular booth providing a meeting space for our members and held a successful reception at the Grand Hyatt Hotel that was attended by over 200 people networking and simply enjoying being together again! It set the scene for NAFSA 2023 which we are already looking forward to!

Despite the fantastic in-person events we have held and attended this year, we are not losing sight of how to engage with more people, more sustainably, and this is why we are continuing with our Winter Workshop as a virtual event to ensure inclusivity.

#### 2. Treasurer's Report

Isobel Mosley, the current BUTEX Treasurer, presented an update on the financial year income and expenditure to date. Isobel also made sure to credit Rohan McCarthy-Gill as a contributor to the report as she took over the Treasurer role from Rohan in May 2022.

Our income and expenditure has increased due to the easing of restrictions, which means a return to in-person events such as the 16th International Conference in York and NAFSA in Denver. We decided to keep the Winter Workshop online and free of charge this year to offset the costs of in-person events and make

the workshop accessible for members, for whom travel for one day may be unsustainable or not cost effective but we will continue to revisit the format of such events in future.

We have met our scholarship commitments for the last two years, awarding eight scholarships per year to incoming and outgoing exchange students, plus an additional 26 scholarships from our 2020 and 2021 surplus, which shows a major investment of £21,000 in student scholarships for both UK-based students going on exchange to another country and students from other countries who are choosing the UK as their exchange destination. We will be returning to eight scholarships per year going forward.

### **3. Membership Fees Update**

Membership fees are increasing by 10%, which will be the first increase since 1996 and has been done to keep up with the cost of operations in line with the increasing rate of inflation. Therefore in 2023 BUTEX Membership fees will be as follows:

#### **Full Membership**

Annually: £495

Half Year: £247.50

#### **Associate Membership (Gold)**

Annually: £495

Half Year: £247.50

#### **Associate Membership (Silver)**

Annually: £247.50

Half Year: £123.75

#### **Inbound Forum**

Annually: £88

No half year subscription available

### **4. Virtual EGM Results**

This year we decided to change the format for meetings and introduced a virtual EGM, supported by videos, to allow for greater flexibility and to allow more time for members to participate in decisions.

The Virtual EGM was proposing six amendments to the current constitution, and we are pleased to announce we reached quorum for the decisions to be made and the results are as follows:

- 1. Executive Committee positions may be shared by two people nominated and elected on a joint ticket.**

#### **Results:**

93.5% Agreed

6.5% Disagreed

- 2. The Executive Committee may co-opt up to 10 additional members for a period of one year, with the possibility of further co-option. And one member must represent the interests of inbound study abroad marketing, recruitment and programme management.**

#### **Results:**

100% Agreed

- 3. Annual General Meetings (AGM) or Extraordinary General Meetings (EGM) able to be held in person or virtually, in either a synchronous or asynchronous format.**

#### **Results:**

100% Agreed

- 4. Nominations procedure for Executive Committee Positions**

#### **Results:**

100% Agreed

#### **5. Associate Member Representative**

##### **Results:**

96.8% Agreed

3.2% Disagreed

#### **6. BUTEX Secretariat**

##### **Results:**

100% Agreed

#### **5. BUTEX Scholarships Update**

Thank you to all the members for their effort in promoting the scholarships this year. The extra promotion, along with an increased BUTEX presence on social media and an increase in demand from students looking for an international opportunity after the pandemic took away the ability to travel, meant that we saw our highest number of applications ever. We were overwhelmed to receive a total of 1184 entries and want to thank everyone who helped with the marking process as it as a mammoth task!

Out of the 1184 entries we received, 476 were from incoming students and 708 were from outgoing students. We had 24 scholarships to award this year, as we were only able to award 18 in 2021 due to three students having their placements cancelled due to the pandemic. We awarded 11 scholarships to incoming students and 13 scholarships to outgoing students and chose to offer extra scholarships to outgoing students due to receiving a higher number of entries in this area.

The 24 winners are affiliated with 19 different Full BUTEX members, and out of the 1184 entries received, the students represented 71 Full member universities.

In 2023, due to no longer having a surplus, we will only have 8 BUTEX Scholarships to offer, and will be searching for sponsorship opportunities to hopefully increase this number.

All the BUTEX scholarship winners have now been notified of their win and their details and entries will be shared on the BUTEX website shortly.

#### **6. NAFSA 2023 Update**

We are very excited for NAFSA 2023 and have confirmed our booth at the event. The booth number is 207. We will be reaching out in the coming weeks to ask once again for any volunteers to support us with managing the booth, which we expect to be incredibly popular and constantly busy once again!

We can confirm that the BUTEX Reception will be held on Tuesday 30<sup>th</sup> May. We are still finalising the location but are looking into the possibility of holding it once again at the Decatur house, which is where the BUTEX reception was held in 2019. We will also be inviting members to sponsor the event once again and look forward to having many of our members support to make this another wonderful reception.

We will also be holding informal BUTEX welcome drinks on Monday 29<sup>th</sup> May before the madness of NAFSA gets under way! The location and details will follow soon.

#### **7. BUTEX Summer Forum 2023 Update**

The Summer Forum will take place at the University of Birmingham from 12-13<sup>th</sup> July 2023. We will announce the theme soon, and if our members have any suggestions of anyone internal or external who you think would have some interesting topics to share at the forum, please let us know.

We also wanted to clarify that we were very aware of budget issues at this time and are taking this into this account during the planning of all future upcoming events to ensure they are as accessible as possible.

As the event is being held in Birmingham, Claire Belkadi has offered her help to anyone who has any questions regarding the area, and things to see and do so please reach out to her with any Birmingham sightseeing related questions.

**8. Confirmation of 2023 Committee**

We are pleased to announce that the majority of the BUTEX Committee will be remaining as we enter 2023. However, we will be holding an election before the end of the year for the following committee positions:

- Marketing and Communications Officer
- Associate Member Representative

We will be in touch shortly with the details regarding the election and how to nominate and vote.