



BUTEX ANNUAL GENERAL MEETING 2023

Thursday 30th November 2023

Online via Zoom

Minutes

Present: This was a virtual meeting at the BUTEX Winter Workshop 2023. There were no formal agenda items requiring a vote, so no formal roll or quorum was required.

Agenda

1. BUTEX Annual Report
 2. Treasurer's Report
 3. Membership Fees Update
 4. BUTEX Scholarships Update
 5. NAFSA 2024 Update
 6. BUTEX Annual Conference 2024 Update
 7. Confirmation of 2024 Committee
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1. BUTEX Annual Report

Rohan McCarthy-Gill, the Chair, began by thanking everyone for coming. He shared that this year has been another great year for BUTEX; in 2023 our membership has continued to increase and we are really pleased with the increasing interest from third party providers in being involved with BUTEX. We had a very successful conference in Birmingham in July with 100 attendees from across the country and it was wonderful to further nurture existing relationships and create new ones.

BUTEX once again attended NAFSA 2023 in Washington, D.C., which was another highlight of the year. It was a wonderful event for us with an ever popular booth providing a meeting space for our members. We held a successful reception at the historical Decatur House that was attended by almost 300 guests and it was great to see everyone networking and enjoying being together again. It set the scene for NAFSA 2024 which we are already looking forward to and we have big plans for the reception.

2. Treasurer's Report

Isobel Mosley, the BUTEX Treasurer, presented an update on the financial year income and expenditure to date. Isobel also made sure to credit Rohan as a contributor to the report.

Our 2023 income position is positive, aided by welcoming three new full and eight new associate members this year, which highlights the continued relevance and importance of BUTEX to our sector. As mentioned this time last year, after having had no membership fee increases for 27 years, we did need to respond to the high inflationary environment by increasing the 2023 membership fees by 10%. Inflation in the UK for the last quarter has softened somewhat to 6.3%, and with regard to the forecast that inflation will drop over the next 12 months we will fix the 2024 fees increase to this figure. We will continue to review this each year.

A key component to our positive financial position is the generous major sponsorship we received from Duolingo English Test for our 2023 BUTEX reception at NAFSA. Their sponsorship allowed us to offer member sponsorship at a much lower price point than would otherwise be expected in the high-cost location of Washington D.C.

Our expenditure this year is reflected in the updated BUTEX manager's remuneration, which was aligned to indexation of the equivalent UK HE pay spine, and advanced deposit payments to secure the booth and reception events for NAFSA 2024. Not yet indicated in the financial statement, but important to account for, are the 2023 BUTEX scholarships. A total of £4,500 funding nine incoming and outgoing scholarships, including an award for the Tony Emmerson scholarship for an American Studies student, will be awarded December.

We expect that once all scholarships have been paid our annual surplus will be just under £2,000 across the 2023 financial year.

Although our conferences are in-person again, we are continuing to offer the one-day Winter Workshop online and free of charge for the time being, not only to offset paid in-person events, but also to widen access to members, for whom travel for one day might be unsustainable. We also recognise it also enables more colleagues from individual members to participate, who may not otherwise attend such events in-person.

3. Membership Fees Update

Membership fees were increased by 10% in 2023, which was the first increase since 1996 and was done to keep up with the cost of operations in line with the increasing rate of inflation. Looking forward to 2024, inflation in the UK for the last quarter has softened somewhat to 6.3%, and with regard to the forecast that inflation will drop over the next 12 months we will fix the 2024 fees increase to this figure.

Therefore in 2024 BUTEX Membership fees will be as follows:

Full Membership

Annually: £526

Half Year: £263

Associate Membership (Gold)

Annually: £526

Half Year: £263

Associate Membership (Silver)

Annually: £263

Half Year: £131.50

Inbound Forum

Annually: £93

No half year subscription available

4. BUTEX Scholarships Update

Thank you to all the members for their effort in promoting the scholarships this year. This year the Scholarships had a sustainability-related theme. We wanted to make sure our scholarships are topical of the time and try to ensure students are thinking about the impact of their international placements. This change seemed to help elevate the standard of applications received. We received 529 applications, a significant number showing that there is a real need for financial support for students undertaking international study experiences.

Out of the 529 entries we received, 188 were from incoming students and 341 were from outgoing students. After having 24 scholarships to award in 2023, funded out of our Covid-era surplus, we were back to the standard allocation of 8 scholarships. We awarded 3 scholarships to incoming students and 6 scholarships to outgoing students. These scholarships also included an outbound student who was awarded the Tony Emmerson Award, given to an American Studies student in honour of our late Treasurer.

The blog option was replaced by a Creative Writing Piece with the aim to encourage students to be more creative with their applications. Previous entries seemed to follow a very similar blog style, which was not conducive to interesting or inspiring applications.

The 9 winners are affiliated with 8 different full BUTEX member institutions, and out of the 529 entries received, the students represented 59 full member institutions

In 2024, we will once again only have 8 BUTEX Scholarships to offer including the Tony Emmerson Award. We will search for sponsorship opportunities to hopefully increase this number. It has been seen across the board that students are beginning to doubt study abroad opportunities due to the increasing costs, so BUTEX wants to respond to that and aim to support more students to continue to undertake international opportunities.

All the BUTEX scholarship winners have now been notified of their win and their details and entries are available to view on the BUTEX website.

5. NAFSA 2024 Update

We are excited for NAFSA 2024 and have confirmed our booth at the event. The booth number is 2308. We are also pleased to announce that we will partner with the British Council in 2024 to have a joint presence. BUTEX and the British Council have previously shared a booth at NAFSA and with the British Council returning to NAFSA after an absence, we believe the collaboration is timely and appropriate. We have closely looked at how this collaboration will benefit both parties, and we believe BUTEX can benefit the British Council with our extensive links and contacts, and BUTEX will benefit from being associated with the British Council brand. We will reach out in the coming weeks to ask once again for any volunteers to support us with managing the booth next year, which we expect to be incredibly popular and constantly busy once again.

We are in the process of a rebrand for BUTEX as we recognise it needs refreshing after so many years. We hope to have some new collateral ready to go early in the new year and look forward to using this at NAFSA to showcase the new BUTEX look.

We can confirm that the BUTEX Reception will be held on Tuesday 28 May. We can confirm that the venue will be the Toulouse Theatre in the French Quarter of New Orleans which has a colourful musical history. We can also confirm that we will be having a band which we are very excited about. Duolingo English Test has indicated they will return as a major sponsor of the event and we will invite members to sponsor the event once again. We look forward to having many of our members support the event to make this another wonderful and unforgettable reception.

We will also hold informal BUTEX welcome drinks on Monday 27 May before NAFSA gets under way. The location and details will follow soon.

6. BUTEX Annual Conference 2024 Update

We have received 6 tenders from BUTEX members to host the next BUTEX Annual Conference in 2024. As the review process is still underway we are unable to share details, however a panel will meet the week commencing 4 December to review the tenders and make a final decision, which will be shared with the BUTEX members in due course.

7. Confirmation of 2024 Committee

We are pleased to announce that all of the BUTEX Committee will remain in their posts as we enter 2024.

We will hold an election in May for the following committee positions:

- Events Officer
- Treasurer

If you have any questions about the positions above, please contact Rohan McCarthy-Gill or Paulina Swann.

The AGM ended with Rohan thanking everyone for being a BUTEX member and he also thanked the BUTEX Committee for their hard work. It has been a great year for BUTEX and we are looking forward to continuing to support our members in 2024.