

The In-house Magazine of the Association of IVCs

August 2020



Thorpeness, Suffolk

For the latest news and up to date information, look at our website or check out our Facebook pages.

AIVC Website www.ivc.org.uk



https://www.facebook.com/aIVC.org.uk

To post reviews of events, photographs etc that might appeal to prospective members

https://www.facebook.com/groups/181221324419/?fref=ts

Our closed group for discussing issues relevant to IVC. E-mail Nick, our National Development Officer at Development@ivc.org.uk if you would like to be added to the group

Contents

Editor's Note	2
Chairman's Chat	3
Secretary's Update	6
Treasurer's Update	8
aIVC Website Project	8
Future Holidays and Events	9
aIVC Conference and Weekend 2021	11
Dates for your diary	12
Updating Your Club Details	13
Logging on to the AIVC Web Site (www.ivc.org.uk)	13
Registered users	13
Non Registered users	13
Adding Events	14
Newslines Contributions	16
AIVC Committee 2020 -2021	17

Editor's Note

Mark Johnson

Hello and welcome to the August 2020 edition of Newslines.

As we edge slowly out of lockdown, I'm very keen to hear how individual clubs are finding ways to meet and host events. Do let me know your experiences for inclusion in the next edition of Newslines.

Chairman's Chat

Graeme Mount

There's supposed to be a Chinese curse "May you live in interesting times" ...

We now know that the cursed virus will affect all our lives for the foreseeable future, but we must look forward to happier days. As social clubs we and our members have been badly impacted with members meeting physically at first banned and now severely limited when it is allowed. Some clubs seem to have gone into near total hibernation while others have risen to the challenge and continued to meet online with gardening clubs, 'pub' quizzes etc. I'd particularly like to thank London and Basingstoke for generally welcoming aIVC members to a wide variety of activities and lectures, via the aIVC online bulletin thereby showing the true spirit of IVC.

Please think about visiting the 'Lockdown Arms' on Wednesday evenings for the chance to chat with other IVC members.

It seems that lockdown has taken a heavy toll on some clubs. Particularly those with small, aging memberships. The aIVC committee is doing its best to help those that we know of but please let us know asap if we can help your club.

The world we knew may not return and aIVC and our clubs must prepare for the slowly evolving 'new norm'. Zoom and similar software have shown that committee meetings and some events can take place online and with greater frequency. I hope clubs will continue to make the most of this post pandemic. Almost everyone is currently looking at screens for much of their entertainment and there are now many former technophobes that we need to attract. We've had a good response to our request for people to guide the revised web presence and marketing, but please contact Bob Clifford if you can help. We will be seeking some professional help in certain areas that we will pay for. If you wish to quote for this – or know anyone outside IVC that you can recommend, please contact Bob.

Communication between clubs, members and prospective members is the key to survival and growth.

aIVC are currently talking to two clubs that feel they may have run their course, though we hope we can help them through current difficulties. If the worst should happen, we will invite their members to consider joining another club. Should this prove difficult geographically we are seeking to form a 'no-frills' low cost national club membership giving access to events that are shared via aIVC and allowing visits to other clubs in line with the reciprocal agreement. If you have any friends who might be interested in IVC membership but who are not well placed to join an existing club, please ask them to contact secretary@ivc.org.uk.

Finally, I'd like to thank all those that supported the AGM substitute Zoom meeting, the clubs for re-electing the aIVC committee members and my fellow officers for agreeing to continue in office in such 'interesting times'.

Below please find a copy of the email sent out regarding the outcomes of the 'AGM' meeting with clarifications requested by our Treasurer to sections 7 and 9.

"AGM replacement SGM

I'd like to thank all who supported this meeting. Twenty clubs were represented by 32 members. I must admit I dreaded facing a wall of postage stamp sized images on my PC and trying to judge the 'mood of the room'; but I think it went well and Zoom (or similar) may provide a good way of getting more clubs to take part in future.

The recording of the meeting will be available online and 'official' minutes will be published but I'd like to precis my understanding of the outcomes of the meeting. This is from memory without notes so please forgive any omissions.

Working through the items in the order of the final published agenda (not all items were discussed thus to fit items in before the scheduled break).

- 1-3. The meeting was agreed quorate, minutes of 2019 AGM accepted, no matters arising.
- 4-5. Officers' reports as published in Newslines were accepted. Only the Treasurer was asked for clarifications. For this precis I'll only give the decisions made. The 2019 accounts were unanimously accepted.

6. It was agreed that aIVC and its clubs need to prepare for the post lockdown era and key to this will be better marketing and communications between clubs. To this end aIVC will need to invest in its website and encourage clubs to find a more uniform 'look and feel'. Bob Clifford has done a straw poll of clubs' current web presence and found that Agoria, Meetup, and WordPress are favoured by our clubs. Bob and Mike Timmis advised Meetup has recently been taken over and the new owners may change its target market making it less useful to our clubs.

Bob then gave a presentation giving his vision of how aIVC and its members web presence should develop and the anticipated costs if Agoria is thus developed for aIVC. The slides from this presentation are being made available.

I felt that this issue warrants far more detailed consideration and it was agreed that Bob will organise a separate web-based meeting to consider this. Ideally each club should be represented, and a working group will result.

It must be stressed that time is of the essence but aIVC welcome any other IT proposals for consideration.

Bob's costings were used in the later budget decisions as any work is likely to cost at least as much.

It was also suggested that WhatsApp, Groups.io or similar be established to facilitate discussion and messaging between clubs and with aIVC. It would be very helpful if every club

could provide a contact email address to facilitate this. It would only be made available to other IVC clubs and aIVC.

- 7. Constitutionally the amendments to clause 5 of our constitution must be accepted at a 'physical' AGM, however it was agreed that they will now be used until this can be done. Cardiff's motion on a flat 25% discount on the aIVC levy was debated and defeated in a vote. However, a greater levy subsidy than originally suggested was later agreed in budgetary discussions making the total subsidy 75p per member.
- 8. Conference 2021 in Telford was formally agreed. This will be the 75th anniversary of the first IVC movement. Let's make it a big one!
- 9. There was lengthy budgetary discussion regarding the need to finance aIVC's expenses and the enhanced marketing and web costs. The need to help clubs, particularly smaller clubs whose incomes suffer as a result of the pandemic was acknowledged. aIVC will consider possible loans or grants if approached and the 2020 NET LEVY IS £2.75 PER MEMBER. Joan Parkinson. Our Treasurer asked that clubs advise their treasurers that aIVC has a new bank account and the one previously used has been closed.
- 10-11. The 2020 Officers and Scrutineer were unanimously re-elected and thanked for their service.
- 12. The future of Conference was briefly discussed, and it was asked that clubs ask their committees to make suggestions and give support for 2022 and beyond. Future events were also briefly discussed. Val from Milton Keynes would like to hear from anyone interested in a November trip to Iceland ASAP to ascertain its viability.
- 13. I thanked all for their support and wished all clubs well for the year.

At various times in the meeting aIVC Committee members asked for suggestions and support from clubs. aIVC needs you! It was also noted that items on the aIVC website were not always easy to find. PLEASE do contact the Webmaster Bob Clifford or relevant officer if you need help and if unsure Mike Timmis as Secretary, or me, and we'll help or direct you. Our contact details are in every Newslines and on the website."

Graeme Mount, Chairman aIVC

Secretary's Update

Mike Timmis

Over the last couple of months, a number of Clubs have approached me with questions relating to our Insurance Policy and Risk Assessment.

As we endeavor to return to some level of normality in these very difficult and tragic times, please see the sections below:

Public & Employers' Liability Insurance - Covid-19 Questions posed by IVC Clubs and Answers from our Insurance Brokers and Advisors for your consideration.

Q/ Are there any limitations to the aIVC/IVC insurances policy because of Covid-19?

A/ The policy does not provide cover for COVID-19 specifically.

However, it is important that each Event or Activity is organised and run in accordance with the latest Government and Health Authority Guidelines, Rules and Laws in place at the time and location of the Event or Activity.

To enable IVC Clubs to continue running as near to normal as possible with organisation of Events or Activities, it is a case of checking that these are COVID safe. It would be an idea to carry out Risk Assessments before undertaking events, just to ensure that any risk is minimal.

Following Government and Health Authority advice in respect of meeting up with others should strictly be adhered observed.

Q/Travel insurance policies have been massively affected but I am not sure about ours?

A/ The policy continues to provide cover for Public and Employers Liability insurance. Again, we just need to ensure that Government and Health Authority advice is followed and no undue risks are taken.

Q/ Public Liability Insurance / Employers' Liability Insurance – how do we stand if a Member catches Covid-19 through attending an Event / Activity or if someone else outside of IVC catches Covid-19 from an IVC Member?

A/ Where possible, the group will have a duty of care to do what they can to keep their members safe. As mentioned above, Risk Assessment should be deployed when arranging Events and Activities to ensure these can pass with minimal issues. In line with a number of other places, it would be an idea to have a Track and Trace type system in force. For instance, any attendees to Events or Activities should have their name and contact details taken down, just in case they present symptoms further down the line. In respect of if an IVC member passes on COVID to a member of the public, the likelihood here would be that they have done so unknowingly. Appreciate if say, a wine tasting event took place, there may be other members of the public in attendance. In this instance, the location housing the event (restaurant / bar) should have a Track and Trace system in place. Outside of situations like these, it would be difficult to determine who transmitted the illness.

If at an Event or Activity it is impossible to abide by the Government and Health Authority guidelines due to actions of other people outside of your control, it would be prudent to leave the Event or Activity and Stay Safe, which is paramount. Please do not challenge these misplaced actions, as it has been known to turn violent sometimes with tragic consequences. Report the situation to the venues security, management and the appropriate authorities. - Stay Safe.

Risk Assessment.

This is mostly common sense, for example on a walk, ideally the Organiser should walk and become familiar with the walk course, the conditions of the ground and any obstacles etc., identify suitable footwear and clothing for the terrain and weather conditions. Briefing the walk attendees prior to starting the walk with your risk assessment and the latest Government and Health Authority COVID Stay Safe guidance would be good practice.

The Walking for Health website has some excellent advice and please see: https://www.walkingforhealth.org.uk/running-health-walks/scheme-resources/scheme-management/insurance-and-risk-assessments/risk

A good source of example Risk Assessment guidance and templates are available from the Government website:

https://www.hse.gov.uk/simple-health-safety/risk/risk-assessment-template-and-examples.htm https://www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc

I have requested any Risk Assessment guidance and templates that may be available from our Insurers which when available, I will email out to all IVC Clubs.

Incorporated and Unincorporated Associations.

We are looking into ways that will enable IVC Clubs and the aIVC to be eligible for grants and financial assistance to enable Clubs to grow and expand IVC Clubs around the country. Unfortunately, as we understand the situation, Unincorporated Associations are not eligible for claiming grants.

Indeed, we were twice approached by our Insurers to inform us of grants to help Associations through the pandemic but on investigation, we unfortunately did not qualify.

An Incorporated status would enable us to be eligible to apply for grants and other financial help plus it could assist us in limiting our exposure to Financial Liability.

We are therefore investigating the options for Associations similar to ourselves to setup an incorporated entity such as a Community Interest Company (CIC) or a Company Limited by Guarantee.

We will update everyone as our investigation continues and I would welcome any comments and feedback from anyone who has experience in this field.

A good source information is available at these websites:

https://www.resourcecentre.org.uk/information/legal-structures-for-community-and-voluntary-groups/https://www.resourcecentre.org.uk/information-category/starting-a-group/choosing-a-legal-structure/https://www.communitycompanies.co.uk/what-is-a-company-limited-by-guaranteehttps://www.communitycompanies.co.uk/community-interest-companies-cic

As we gradually return to the new normal, may I wish you all an enjoyable time as more Events and Activities become possible as we become familiar with this new normal and hopefully in due course more normality will follow as humanity and society recovers from the current very difficult and tragic times. Keep Well, Stay Safe - Keep Calm and Carry On!

Mike Timmis

aIVC Secretary

Treasurer's Update

Joan Parkinson

Your club should have received its levy notice and thanks to those who have already paid. Last year we opened a new online bank account so all the payment information has changed, if you paid by internet banking last year please make sure you use the new details, which are —

Lloyds Bank A/C Name - Association of IVCS A/C Sort Code - 30-90-90 A/C Account Number - 35747468



For those clubs that don't do internet banking it is something you should consider. It works well for AIVC because the committee are scattered across the country but with the current situation, making it difficult to meet with others and get cheques signed, it would also work well for a local situation.

The new bank account is an online Treasurers account and there are 3 of us that can operate the account, you can have more people. One of us, normally me, creates a payment and then sends an email to the other operators asking them to approve the payment. One of the other operators logs on and approves the payment and the payment is made. Each person has their own user and password and for our account we all have card readers. I do get statements but it is also easy to check the current situation online.

I know many of the clubs do internet banking already, so this is all old news. If you don't use a 2 person approval system then you should consider changing as it gives security for all involved.

Joan Parkinson

aIVC Treasurer

aIVC Website Project

Bob Clifford, aIVC Webmaster



During the recent AGM, I proposed a project to provide a simple set of aIVC branded club pages as part of the aIVC web site. The club pages would be **FREE** to the clubs as they are an extension of the aIVC Web site and would be a branded advance on the Club information pages that were at one time contained in ActivityExchange.

Project Discussion...

An initial meeting of those club members interested in the project will be organised after the latest version of Agoria is released. We are hopeful that this will happen sometime before the end of August so that we can do the initial work

of reviewing the project options using the latest version of the software.

The first project meeting will discuss the common landing page design for each club and the range of tools to be included within the club pages such as Meetup, Facebook, groups.io, wherecanwego, simple lists and Wordpress plus ideas for the banner designs. We will also have a look at how the project is to be resourced in terms of who will be doing what and when ...

How to participate ...

Please let me know as soon as possible at webmaster@ivc.org.uk if you are interested in participating in the project, particularly if you have experience working on site building with Agoria or Wordpress. I would also like to know what days and times you would likely be available to discuss this project with other interested IVC members.

Please contact me about this project asap if you want to take part. Training in the Agoria software will be provided where required to those with web site design/building experience in other systems that need it.

Bob Clifford

aIVC Webmaster

Future Holidays and Events

Nick Wilkinson, National Development Officer

The lifeblood of IVC is the events. We are confronted with a problem that is not quite what it seems. When it comes to booking holidays and events, the pandemic has changed the rules of engagement. The new rules are not the issue but it is inevitable that some members will try and play to last year's rulebook. As an organisation, we have to adjust the expectations of our members.



In the wider world, people go on holiday

and unexpectedly at short notice, are required to quarantine, or social distancing regulations are applied. It is nobody's fault and is unpredictable but people will lose time and money. It will be the new normal.

Who will stand the loss? Commerce may either charge a lot more in order to gather money for compensation or contractually make the customer take the risk. One way or another it will be the customer who pays and if IVC is running the event it will be members taking the risk.

Merseyside IVC has booked two narrow boats for a week in 2021. The pandemic distancing regulations will be unknown until a day or so before travel and may cause cancellation or reduced capacity. Insurance to compensate for such an eventuality is prohibitively expensive, if it is available at all. The premium will approach the cost of the potential loss. The harsh reality is that if it goes wrong, the members will lose money. Naturally, many will find this difficult to accept and undoubtedly there will be those who will be dissatisfied. The expectations of members have to be managed before they sign up to the event.

Although yet to be finalised, here are the ideas for the canal trip. There must be a hierarchy among the members in case the numbers are to be reduced. It will be last in, first out. In Merseyside's case it will be based on the date that the deposit is transferred to the club's account. If restrictions are based on households rather than individuals then a degree of priority will be afforded to co-habiting couples. For this, there are two strong reasons and they are firstly, the more people going the greater the income so reducing the loss per head, which in turn improves viability. Secondly, it is for the greater good; two people can go instead of one. If anyone is denied travel then they will receive a full refund. It is easier to state the terms when first publishing the event, rather than later. For confidence in the organisation, it is important that the club will make no profit. Also, that those who travel will equally share the financial burden. Although, I hate to use a government strap line, 'We Are All in this Together.'

Initially, there will be resistance to the ideas but attitudes will change with the realisation that without taking the risk then there will be no travel or it will be nearly twice as expensive.

The pandemic makes the 2021 National Conference a far more attractive event. It is in Telford a short bus ride from Blist's Hill and the Ironbridge Gorge Museums. It is a beautiful area, with little industry. It is an IVC weekend in an interesting place. There is absolutely no requirement to attend the conference hall. It is expected that prices will increase, so early booking is recommended.

The canal trip is first being offered to those who committed to the cancelled 2020 trip. In September, details will be published on the AIVC National Events pages. If you are an organiser of events then take a look. It may afford some ideas in terms of the expectation management.

Although it is tempting to rest and wait for things to pan out, IVC needs to plan events now. Advice is available directly but the favoured forum is the IVC Network page on Facebook.

Nick Wilkinson

aIVC National Development Officer

aIVC Conference and Weekend, Friday 11 - Sunday 13 June 2021

Save the date for what will be the event of the year!



This is the Intervarsity Club event of the year. It is an opportunity to meet members from all over the country. In June, the Association of IVCs is visiting the birthplace of the Industrial Revolution.

Accommodation is reserved at the Mercure Telford Centre Hotel from Friday, 11th June to Sunday, 13th June 2021. The hotel is well equipped with restaurant, swimming pool and health club. On Saturday evening is the exclusive IVC Gala Dinner. The weekend coincides with the annual AIVC conference.

The hotel is 0.3 miles from the railway station and a similar distance from the bus station. It has a large free car park. The Telford Shopping Centre is nearby.

There are a tremendous number of attractions in Telford and nearby.

Attractions include

The World Heritage Site, Ironbridge Gorge Museums including Blists Hill Victorian Town, Coalbrookdale Museum of Iron, Furnace Kitchen, Iron Bridge Tollhouse, Jackfield Tile Museum, Darby Houses, Broseley pipeworks, Tar Tunnel, Coalport China Museum & Museum of The Gorge.

The National Trust is at Benthall Hall, Morville Hall, Attingham Park, Wrightwick Manor, Dudmaston and Wilderhope Manor. English Heritage has Lilleshall Abbey, Buildwas Abby, Wenlock Priory, White Ladies Priory, Wroxeter Roman City and Boscobel House.

Walking areas include the Wrekin, Apley Woods, Granville Country Park, Dothill and Town Park. To the north is Long Mynd.

Revised Prices and booking details will be released shortly.

Dates for your Diary

Check out these fantastic events, full details of all events can be found on the aIVC website.

Iceland Trip Organised by Val Gommon Mon 16 Nov – Fri 20 Nov 2020

The cost is between £900 - £1050 dependent upon numbers (18 minimum and 25 maximum) and if we book quickly while flights are very cheap.



AIVC National Conference Organised by aIVC

Fri 11 June – Sun 13 June 2021
You are invited to join us for our
2021 AGM & Conference. Enjoy
meeting other IVC members, catch
up with what's going on in the IVC
world. Put your glad rags on for
our party of the year.



A week at the Edinburgh Festival Sat 7 Aug – Sat 14 Aug 2021 Organised by Dave Lawrence

Join us at the world's greatest entertainment festival. After a terrific week at the Edinburgh Fringe Festival every year since 2014 we will return in 2021 after missing 2020 because of coronavirus. We will stay in value for money, student accommodation a short (and cheap) bus ride from the city centre.



Updating Your Club Details

Please help us to stay in touch.

To update your club details, whenever your club officers change, please contact the web master Bob Clifford on bob clifford@email.com .

Logging on to the AIVC Web Site (www.ivc.org.uk)

Registered users

Anyone registered with AIVC, can logon to the website using their e-mail address and this will allow you to add events and change their details.

If you don't know your password, select the forgotten password option (at the top right of the screen just under the login options) and a new password will be generated and emailed to you.

Updating your Password or User ID

Once logged in -

- a) select user area from the top menu selections
- b) select 'my security settings' from the drop down menu on the left
- c) change your User ID & Password to that of your choice in the user name & password settings section
- d) scroll down the page and save your changes

Non Registered users

These will be the ordinary members of IVC clubs around the country who wish to log on to the AIVC website. They should use the following settings:-

uid = aIVCevents

password = brighton18

This allows access to the private areas of the calendar showing full details of all AIVC events as well as contact details.

Adding Events on the aIVC Website

In order to add an event, you must be able to login to the AIVC web site and have at least full member permission within the AIVC group. This means that all officers from member clubs can add events. Anyone logging in using the members <u>view only</u> username; "aivcevents" is NOT able to add events. Provided you have a live registered email address with the AIVC as a club contact, you can obtain a password to the AIVC site by doing the following.

DON'T HAVE A PASSWORD OR FORGOTTEN IT?

Obtain a new or replacement password by clicking the login button and then clicking the "forgotten Password" link to have a new generated password sent to you by email.

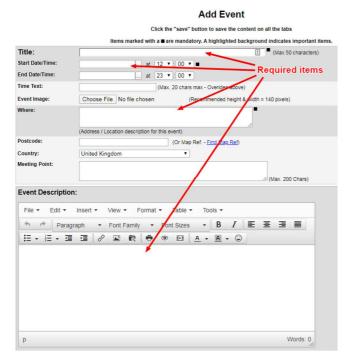
OPENING THE ADD EVENT SCREEN

Select the "Add National Event" menu option under the "Events" section of the top menu:



This will open the Add Event entry screen

ADDING THE EVENT DETAILS



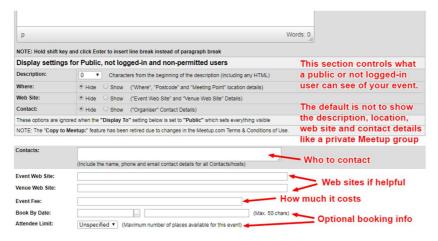
Only the Event Title, Date and Location are required items of information ... that is

- WHAT Title of event
- WHEN Date of event
- WHERE Location of event

Although the description is not a required item, an event is likely to be of little use without some kind of event details

All other details above the description box are at the discretion of the organiser.

GDPR NOTE: Do not include any personal data in the description (including bank details). If someone will require such details, then ask them to contact you.



HIDE DETAILS FROM THE PUBLIC

Below the description is a section to allow you to decide how much of the event details to show to public and not logged-in users if saved as a **PRIVATE** event.

Ordinary members of other clubs can see all the event details as long as the "Display To" option is set to no higher than "PRIVATE".

Any event with a "Display To" option (described below) that is set to higher than **PRIVATE** will NOT be shown to public or not logged in users or ordinary members of other clubs. Only **club officers** in IVC clubs will be able to see such events, which will be hidden to other lower level users.



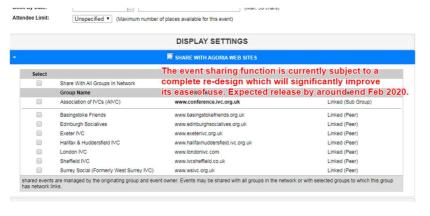
DISPLAY SETTINGS

The first drop down section is the "DISPLAY SETTINGS" which sets who the event owner is so they can change the event in addition to AIVC officers.

The person that adds the event by default is the owner so they can modify the event details. Only the event owner and AIVC officers will be able

to alter the details of an event once saved.

The Display Settings also define who can see the event details. This enables the AIVC site to include a mix of both public and private events in its diary. Using this diary feature offers AIVC a significant advantage over Meetup, which only allows groups to have ALL their events either Public or Private to Members.



EVENT SHARING

The current Event Sharing feature is subject to a complete re-design, which should greatly improve its functionality and ease of use. The updated code, which will also include bootstrap mobile features and HTTPS secure sockets, is expected to be released around the end of Feb / early Mar 2020.

NOTES AND COST DETAILS

Click "Add Event" to save event details from all the tabs above.

Add Event **Cancel** Click to save

Click the "Add Event" button to save. REMEMBER ... THERE IS A 20 MINUTE TIMEOUT FEATURE. You are advised to pre-prepare any long event descriptions in notepad or similar if you can.

Newslines Contributions

Please, please, please.....Newslines needs more contributions. What do you want to see?

Feel free to contact me with your ideas or contributions.

Send any correspondence to Mark, at markjohnson873@gmail.com

AIVC Committee 2020 - 2021

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