

MINUTES OF THE PROCEEDINGS
of the fourth ordinary meeting of
the
Trustee Board
of the
Imperial College Union
in the 2007-2008 Session

The meeting of the Trustee Board was held in meeting room 7 of the
Union Building on Wednesday 16th July at 6.00pm

Present:

Lay Trustee - Chair	Ram Gidoomal (RG)
President	Stephen Brown (SB)
Student Trustee	Daniel McGuinness (DMG)
Student Trustee	Ali-AI Hussaini (AAH)
Student Trustee	Andrew Somerfield (AS)
Lay Trustee	Graham Howard
Lay Trustee	Lewis Hands (LH)
Lay Trustee	Mandy Hurford (MH)

Permanent Observers

Deputy President (Clubs & Societies)	Alistair Cott (AC)
Deputy President (Finance & Services)	Chris Larvin (CL)
Union Manager	Peter Haldane (PH)
ICU Honorary Senior Treasurer	Simon Archer (SA)
Governance and Administration Coordinator – Clerk	Rebecca Coxhead (RC)

Apologies: Council Chair – Mark Mearing-Smith (MMS), Court Chair – Hamish Common (HC), Deputy President (Education & Welfare) – Kirsty Patterson (KP)

Observers: Felix Editor – Tom Roberts, Jennifer Morgan – President elect, Lily Topham – Deputy President (Clubs & Societies) elect, Hannah Theodorou – Deputy President (Education & Welfare) elect, Christian Carter – Deputy President (Finance & Services) elect, Finance Manager – Yildiz Kaya-Forster, Deputy General Manger Robin Pitt

1. CHAIRS BUSINESS

NOTED:

- a) The Sabbatical Officers elects were introduced and welcomed.
- b) Meetings for the 08-09 session will take place in around October, January, May and July.
 - i. The Chair will liaise with RC to get firm dates for the 08-09 meetings.
- c) It is anticipated that the audit sub committee will have the accounts by mid September.
 - i. College want the Union accounts by the 29th September.

2. MINUTES FROM LAST MEETING

RECEIVED: Minutes from 13th May 2008

RESOLVED:

- 1) **To accept the minutes as a true record of the last meeting.**

3. MATTERS ARISING – none

4. FINANCIAL REPORT

RECEIVED: Accounts and appendix were presented by PH

NOTED:

- a) Overall retail has had a very good year.
 - i. One of the contributing factors in PH opinion was the reinstating of a full time shop manager.
 - ii. The shop is looking to take approximately £1m for 07-08.
- b) Bars have had a successful year overall.
 - i. Early indicators are that June will return a trading profit.
- c) It was pointed that permanent bar staff cost is £12k over budget.
 - i. The Finance Manager stated that this is due to a duplication of costs; it will be adjusted for June.
 - ii. PH stated that staffing is actually £9k over for the year but this is still an estimate.
- d) MH queried if depreciation has been budgeted for.
 - i. SB stated that previous years accounts have been 'sketchy at best' and it is only now that the Union is starting to get regular and accurate accounts.
- e) PH pointed that the implementation of the Environmental Policy has mean that disposables have increased in cost.
 - i. Currently the costs have not been passed on to customers.
 - ii. Ultimately the bars cover the catering loss; catering is recognised as providing an important service to Union members.
 - iii. SB stated that catering is a good service but the continuing losses are not sustainable.
 - iv. The Deputy General Manager stated that catering prices have increased by approximately 20% over summer and that bar prices are looking at becoming a 2 tier system with their being a price for students and price for non students.
- f) The Finance Manager stated that core sales and function will be separated out in the next set of accounts which will provide a more 'drilled down' view.
- g) It was questioned by MH who decided on what percentage departments pay to central overheads.
 - i. PH stated that he makes the decision on what the areas should be providing.
 - ii. The Finance Manager clarified that redundancy comes out of central overheads. Commercial overheads are absorbed by 3 different cost centres.
- h) The Board moved to accept the report and it was accepted unanimously.

RESOLVED:

- 1) **To accept the report.**

5. INTERNAL AUDIT

RECEIVED: The report was presented by SB

NOTED:

- a) Formal quarterly reporting of Imperial College Union business to the Rector will start in the next academic year.
- b) The Service Level Agreement is currently sitting with College Finance but this should be ready to be presented to the next meeting of the Trustee Board.
- c) The creation of practice documents and procedure is a priority of the Finance Manager.
- d) The Board moved to accept the report and it was accepted unanimously.

RESOLVED:

- 1) **To accept the report.**

6. PRESIDENT REPORT

RECEIVED: The report was presented by SB

NOTED:

- a) Summer Ball invoices are still trickling in.
 - i. A Summer Ball debrief report will go to the August Executive Committee.

- ii. College have indicated that they wish to work with the Union in a similar manner in next year.
- b) There is a discrepancy on what the Union requested and what was received in regards to subvention.
 - i. This is due to an incongruity with the Union and College accounting practices.
- c) The turnout for the NUS referendum was adequate.
 - i. The new Sabbatical team are investigating how to redirect the resources freed up by disaffiliation.
 - ii. Notice has been given to the NUS, however the Union still has 6 months residual voting rights.
 - iii. It was pointed that it is still very important that the Union still engages with other student unions.
 - iv. College have indicated that they will not reduce the amount of subvention for the affiliation fees that the Union will not be paying to the NUS.
- d) The Board moved to accept the report and it was accepted unanimously.

RESOLVED:

- 1) **To accept the report.**

7. GENERAL MANAGER REPORT

RECEIVED: The report was presented by PH

NOTED:

- a) There is a meeting with those wishing to tender for the building works in the coming week.
 - i. Currently the contractors are at the investigation stage.
 - ii. IC Trust has pledged £500k for phase 2 of the redevelopment.
- b) There will be a new Chart of Accounts that will comply with the charity SORP requirements
- c) The Board moved to accept the report and it was accepted unanimously.

RESOLVED:

- 1) **To accept the report.**

8. COUNCIL CHAIR REPORT

RECEIVED: The report was presented by SB

NOTED:

- a) The Board moved to accept the report and it was accepted unanimously.

RESOLVED:

- 1) **To accept the report.**

9. COURT CHAIR REPORT

RECEIVED: The report was presented by SB

NOTED:

- a) The Board moved to accept the report and it was accepted unanimously.

RESOLVED:

- 1) **To accept the report.**

10. CONSTITUTIONAL 'TIDY UP'

RECEIVED: The paper was presented by SB

- a) The following changes have been approved by Union Council and Court:
 - i. The removal of transitional governance arrangements.
 - ii. A clarification of how 'New Election' is treated in elections for multi member constituencies.
 - iii. A review conducted by the Court Chair of Regulation 2.
 - iv. Ensuring consistency between how the constitutions and standing orders of subordinate committees are treated.
 - v. A small but important correction to the Financial Regulations.
- b) The Board moved to accept the changes and they were accepted unanimously.

RESOLVED:

- 1) **To approve the changes to the Imperial College Union Constitution.**

11. CODE OF PRACTICE

RECEIVED: The paper was presented by SB

NOTED:

- a) College Finance is currently considering Annex I.
- b) The Board moved to accept the changes and they were accepted unanimously.

RESOLVED:

- 1) **To approve annexes B, C, G, J and K of the Code of Practice.**

12. STUDENT MEDIA REGULATIONS

RECEIVED: The paper was presented by SB

NOTED:

- a) The paper now clarifies that departments can be discussed but not performance of individuals.
- b) The Board moved to accept the change to the Staff Student Protocol and it was accepted unanimously.

RESOLVED:

- 1) **To replace the changes made to the Student Staff Protocol section of the Code of Practice in March with the following: (changes underlined):**

12. The maintenance of the integrity of the Union as an employer precludes any staff matters, either related to work or personal matters, from being discussed in any open forum of the Union. This does not prevent the discussion of any activities undertaken by the Union, even if staff-led, as long as staff performance does not feature in said discussion.

The meeting moved in to closed session at 7.10pm

Approved as a correct record at a meeting
of the Trustee Board on

_____ 2007/08

_____ Chair of the Meeting