

MINUTES OF THE PROCEEDINGS
of the first ordinary meeting of
the
Executive Committee
of the
Imperial College Union
in the 2008-2009 Session

The meeting of the Executive Committee was held in meeting room 7 of the
Union Building on the 21st August 2008 at 4.05pm.

Present:

President	Jennifer Morgan
Deputy President (Clubs & Societies)	Lily Topham
Deputy President (Education & Welfare)	Hannah Theodorou
City and Guilds College Union President	Mark Mearing-Smith
ICSMSU President	Mark Chamberlain
GSA Chair	Killian Frensch

Permanent Observers:

Deputy General Manager	Robin Pitt
Governance and Administration Co-ordinator – clerk	Rebecca Coxhead

Observers: Student Services Manager Phil Power

Apologies: Deputy President (Finance & Services) Christian Carter, RCSU President David Charles, Honorary Senior Treasurer Simon Archer

1. CHAIRS BUSINESS

NOTED:

- a) The Chair welcomed the committee to the first meeting of the year.

2. MINUTES FROM LAST MEETING

RECEIVED: The minutes from 30th June and 29th July 2008

NOTED:

- a) The minutes from the 30th June were written by the Deputy General Manager and were missing the attendance list.
- b) The committee accepted the minutes as true and correct.

RESOLVED:

- 1) To accept the minutes from the 30th June and 29th July as a true and correct record.

3. MATTERS ARISING

NOTED:

- a) The Deputy President (Clubs & Societies) raised concern that clubs may not have been informed of the change to the IC Trust application procedure.

ACTION:

- 1. The Deputy President (Clubs & Societies) to send out an email to Clubs and Societies informing of the procedure of applying to the IC Trust

- b) In regards to the Electronic Communications Device policy, it was pointed that all reference to mobile phones had not been replaced with personal electronic devices.

The agenda was reordered to consider 'Any Other Business' as the next item of business.

10. ANY OTHER BUSINESS

RECEIVED: The paper was presented by the President and the Student Services Manager

NOTED:

- a) Any applicant who has over 3 demerit points would normally go to Clubs and Societies Board for consideration, however as it is currently the holidays, Executive Committee were asked to make the decision.
- b) There were no objections and it was passed to let the minibus test applicant with 6 demerit points sit the minibus test.

RESOLVED:

- 1) To let the minibus test applicant with 6 demerit points sit the minibus test.**

4. INTERNAL CHARGING FORM

RECEIVED: The paper was presented by the Deputy President (Clubs & Societies)

NOTED:

- a) It was suggested that the wording 'from and to' were too ambiguous as to whether it was a claim being transferred or money.
- i. The Deputy President (Clubs & Societies) stated that the purpose of the form is to transfer money between accounts; the claim is 'negative money'.
- ii. The ICSMSU President stated that the Medics deal with this issue by having 2 forms; one to deal with 'money' and the other to deal with wrongly transferred claims.
- b) The President stated that this form should only be used for internal charging and incorrect transfers should be emailed to the Deputy President (Finance & Services) for correction.
- c) The committee moved to a vote to accept the form and it was passed unanimously.

RESOLVED:

- 1) To approve the presented form and accept it as the standard method of making Internal Transfers.**

5. HONORARY SENIOR TREASURER FOR WYE CAMPUS UNION

RECEIVED: The paper was presented by the President

NOTED:

- a) The committee moved to a vote and it was passed unanimously to appoint Carol Jovanovic as Honorary Senior Treasurer of Wye Campus Union.

RESOLVED:

- 1) To appoint Carol Jovanovic as Honorary Senior Treasurer of Wye Campus Union**

6. RECOMMENDATION OF UNION HST

RECEIVED: The paper was presented by the President

NOTED:

- a) The President has interpreted the Constitution that Dr Archer can be reappointed.

- b) The committee moved to a vote and it was passed unanimously to recommend to the Trustee Board re-appoint Dr Archer as Honorary Senior Treasurer.

RESOLVED:

- 1) **To recommend to the Trustee Board that they reappoint Dr Simon Archer as the Union Honorary Senior Treasurer.**

7. STOIC CONTINGENCY CLAIM

RECEIVED: The paper was presented by the Deputy President (Clubs & Societies)

NOTED:

- a) College have stated that they will pay for the flood damages, however the Union has not received the money and Stoic need the equipment to function.
- b) Once College has paid, the money will remain in the Union accounts to cover what will be paid out for equipment replacement.
- c) The City and Guilds College Union President suggested looking at the Union Risk Register to see how contingency for such events is covered in the future.
- d) The committee moved to a vote and it was passed unanimously to accept the contingency claim.

RESOLVED:

- 1) **To approve this contingency claim of up to £335.82 and deduct this cost from any monies repaid to the club from the ongoing insurance claim.**

8. OVERSEAS SOCIETY EXECUTIVE COMMITTEE APPOINTMENTS

RECEIVED: The paper was presented by the Deputy President (Clubs & Societies)

NOTED:

- a) The Deputy President (Clubs & Societies) stated that historically the OSC has been poorly managed to due to an ineffectual committee or having no committee at all.
- b) A large amount of money flows though the OSC accounts on big events.
- c) It is not possible to hold an AGM to elect the committee as the majority of members are not in the country.
- d) There is no one standing for the positions of Secretary, Honorary Junior Treasurer and Assistant Junior Treasurer.
- e) It was agreed that Eugene Chang fits the role of Chair best.

RESOLVED:

- 1) **To appoint Eugene Chang to the role of OSC Chair.**

- f) It was agreed that Alexander Balikhin fits the role of Treasurer best.

RESOLVED:

- 2) **To appoint Alexander Balikhin to the role of OSC Treasurer.**

- g) It was suggested appointing Andrew Holland to the role of International Night Chair and Heng Lee to Secretary.
 - i. It was suggested and agreed that the Executive Committee appoint the people to the positions in theory and the Deputy President (Clubs & Societies) approach Andrew and Heng to see if they wish to take up these positions.

RESOLVED:

- 3) **To appoint in theory Andrew Holland to the role of International Night Chair and Heng Lee to Secretary.**

ACTION:

1. **The Deputy President (Clubs & Societies) to contact Andrew Holland and Heng Lee to offer them positions to the OSC Executive Committee.**

9. REYNOLDS BAR PROPOSAL

RECEIVED: The paper was presented by the ICSMSU President

NOTED:

- a) The revised proposal refurbishes 2 areas instead of the original 3.
- b) The option presented is cheaper but no less quality.
- c) The ICSMSU President stated that the majority of the seating replaced will be hard seating.
- d) Concern was raised about the faux leather not being durable enough.
 - i. The faux leather is a high quality and has been tested to at least 100,000+ Martindale rubs
- e) The President acknowledged and thanked the hard work in seeking and presenting the alternative quote.
- f) The committee moved to a vote and it was accepted unanimously to pass the paper.

RESOLVED:

- 1) **That the ICU Executive committee to agree to fund Reynolds seating improvements up to £12,000 with the remainder to come from ICSMSU Executive funds.**

Meeting closed 4.45pm

Approved as a correct record at a meeting
of the Executive Committee on

_____ 2008/09

_____ Chair of the Meeting