

MINUTES OF THE PROCEEDINGS  
of the first ordinary meeting of  
the  
**Trustee Board**  
of the  
Imperial College Union  
in the 2009-2010 Session

The meeting of the Trustee Board was held in Student Activities Meeting room in the Union Building on Tuesday 10<sup>th</sup> November 2009 at 6.00pm

**Present:**

Lay Trustee - Chair	Julia Higgins (JH)
President	Ashley Brown (AB)
Council Chair	Mark Chamberlain (MC)
Court Chair	Hamish Common (HC)
Student Trustee	Amaury Fastenakels (AF)
Student Trustee	Esther Kang (EK)
Student Trustee	Deep Shah (DS)
Lay Trustee	Graham Howard (GH)

**Permanent Observers**

Deputy President (Finance & Services)	Danny Hill (DH)
Deputy President (Education)	Jonathan Silver
Operations Manager	Robin Pitt (RP)
ICU Honorary Senior Treasurer	Simon Archer (SA)
Governance and Administration Coordinator – Clerk	Rebecca Coxhead (RC)

**Apologies:** Lay Trustee Lewis Hands, Student Trustee Shah Rahman, Deputy President (Clubs & Societies) Jenny Wilson, Deputy President (Welfare) John James

**Observers:** Finance Manager Yildiz Kaya-Forster (YKF), Kevin Lally Knox Cropper Chartered Accountants

**1. CHAIRS BUSINESS**

NOTED:

- a) JH introduced herself to the Board and stated that she is also a member of College Council.

**2. MINUTES FROM LAST MEETING**

RECEIVED: Minutes from 14<sup>th</sup> July 2009

RESOLVED:

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

**3. MATTERS ARISING – none**

**4. MANAGEMENT ACCOUNTS**

RECEIVED: The September 2009 Accounts were presented by YKF

NOTED:

- a) Overall the Union is doing well financially.
- b) The budget was prudently planned to factor in the current economic climate.
- c) The Board moved to a vote to accept the accounts and they were passed unanimously.

RESOLVED:

- 1) To accept the accounts.

## 5. PRESIDENT REPORT

RECEIVED: The report was presented by AB

NOTED:

- a) Charity Registration is currently on hold until the Charity Commission directs the Union to do so.
  - i. Kings College London is the 'test case' in regards to registration so will be interesting to observe this process when it occurs.
- b) In regards to the building redevelopment:
  - i. The third phase is for commercial redevelopment and College are not prepared to give the Union money towards this but potentially will offer a funding loan.
  - ii. A formal proposal will come to the Trustee Board for approval once College have given approval to the project.
  - iii. The planning process for the project is lengthy due to the requirements of the Project Review Board.
- c) A report of Union Health and Safety went to the last meeting of College Health and Safety Committee.
  - i. There were a few minor club issue and no issues Union building wise.
- d) The Board moved to accept the report and it was accepted unanimously.

RESOLVED:

- 1) To accept the report.

## 6. OPERATIONAL MANAGER REPORT

RECEIVED: The report was presented by RP

NOTED:

- a) September was a quiet trading month due to it still being school holidays however October had favourable trading.
  - i. Freshers week was well attended.
  - ii. The opening of the College Bar in the new Eastside Halls of Residence has impacted on trade but only slightly.
- b) College have reduced the amount of storage space the Union has for retail stock which is proving problematic.
- c) There has been a massive increase in Clubs and Societies memberships being purchased online.
  - i. Clubs and Societies are being encouraged to promote the purchase of their memberships online.
  - ii. This has put strain on the Union website server as it is not capable of processing this amount of data.
- d) The Board moved to accept the report and it was accepted unanimously.

RESOLVED:

- 1) To accept the report.

## **7. COUNCIL CHAIR REPORT**

RECEIVED: The report was presented by MC

NOTED:

- a) There are 2 vacant positions for the GSEPS representatives on Council.
- b) The Board moved to accept the report and it was accepted unanimously.

**RESOLVED:**

- 1) To accept the report.**

## **8. COURT CHAIR REPORT**

RECEIVED: A verbal report was given by HC

NOTED:

- a) Court has not meet since the last meeting of the Trustee Board.
- b) The Court Standing Orders are currently being reviewed and revised.
- c) The position of College Staff Member on Court is still vacant.
  - i. The representative ideally will be a Senior Lecturer or above or from Senior Administration such as the College Secretary.
- d) It was suggested by the Court Chair that there is not enough awareness of Court's existence to students and there is generally accessibility issues.
  - i. It was suggested that the Court website page could be more 'friendly'.
  - ii. A Court ambassador is also a possible; an interim contact between the student and Court.
- e) The Board moved to accept the report and it was accepted unanimously.

**RESOLVED:**

- 1) To accept the report.**

## **9. CAPEX BUDGET 09-10**

RECEIVED: The budget was presented by AB

NOTED:

- a) 1 minibus is for Silwood and 2 minibuses are for the South Kensington campus and this has been agreed by the Executive Committee.
- b) The upgrading to the meeting rooms are part of the building redevelopment.
- c) The upgrading to the finance system is a one off charge.
  - i. Purchase orders and invoices are moving towards an automated system which will take burden off the finance team.
  - ii. The improvements mitigate human error and give a more professional image.
- d) The Board moved to accept the budget and it was accepted unanimously.

**RESOLVED:**

- 1) To accept the 09-10 CAPEX budget.**

## **10. IMPERIAL COLLEGE UNION BUDGET 09-10**

RECEIVED: The budget was presented by AB

- a) This budget was presented at the last meeting of the Trustee Board for information only but now the Board is to approve it.
- b) The budget was amended slightly to membership services.
  - i. This is to accommodate an increase of £3000 for handbooks which has increased from £16 000 to £19 000.
- c) Overall the budget is pessimistic.

- d) Ents may have a higher loss due to the manifesto pledges of the President and Deputy President (Finance & Services).
- e) The Board moved to accept the budget and it was accepted unanimously.

**RESOLVED:**

- 1) **To accept the Imperial College Union 09-10 budget.**

**11. IMPERIAL COLLEGE UNION 08-09 AUDITED ACCOUNTS**

RECEIVED: The audited accounts were presented by Kevin Lally and the minutes of the Audit Sub Committee were presented by GH

NOTED:

- a) The format of the accounts is the same as previous years but this will change when the Union registers with the Charity Commission.
- b) The balance sheet shows stability which is a good position for the Union to be in.
- c) The recovery of VAT is a proving to be an issue and College are helping with a review of this process.
- d) HC pointed out that the information stating that Executive Committee are trustees needs to be removed as this is incorrect.
- e) GH stated that the Audit Sub Committee was concerned with the surplus being significantly less and the salary cost increased.
  - i. YKF stated that the reduction in surplus was due to the following factors; the charges associated with the Finance Service Level Agreement, increase in security and cleaning charges, redundancies, reduction in the share fund and interest received.
- f) It was pointed that the Finance Manager should potentially be invited to the Audit Sub Committee to answer queries or to provide a written response to the committee's queries in a timelier manner.
- g) The Board moved to accept the audited accounts and they were accepted unanimously.

**RESOLVED:**

- 1) **To accept the Imperial College Union 08-09 audited accounts.**

The meeting moved in to closed session at 7.00pm

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

\_\_\_\_\_ 2009/10

\_\_\_\_\_ Chair of the Meeting