

MINUTES OF THE PROCEEDINGS
of the first 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 13th August 2009 at 10.10am

Present:

President	Ashley Brown – Chair (AB)
Deputy President (Clubs & Societies)	Jenny Wilson (JW)
Deputy President (Education)	Jonathan Silver (JS)
Deputy President (Finance & Services)	Danny Hill (DH)
ICSMSU President	Anil Chopra (AC)
GSA Chair	Ali Mozaffari (AM)
CGCU President	Kirsty Patterson (KP)
Permanent Observer:	
Operations Manager	Robin Pitt (RP)
Governance and Administration Coordinator	Rebecca Coxhead (RC)

Observers: Deputy President (Welfare) John James, RCSU President Katya-Yani Vyas

1. CHAIRS BUSINESS

NOTED:

1. The outcomes from the Sabbatical Officers strategy workshop will be fed back.

2. MINUTES FROM LAST MEETING

RECEIVED: The minutes from 5th May 2009

NOTED:

1. The attendance list does not reflect that AM and KP were in attendance.

RESOLVED:

- 1) To accept the amended minutes as a true and correct record.

3. MATTERS ARISING

NOTED:

- a) The GSA Executive Committee are meeting next week and will discuss the GSA Standing Orders.
- b) All CEP releases have been done.

4. MAY 09 MANAGEMENT ACCOUNTS

RECEIVED: The paper was presented by the Deputy President (Finance & Services)

NOTED:

- a) A training session on how to read the management accounts will be organised for all Executive Committee members.

- i. DH is to organise this with the Finance Manager and report back to the committee when this will be taking place.

ACTION:

1. DH to organise training on reading the Union Management Accounts.

- b) It was recognised that the contribution to central overheads is confusing and distorting to the accounts.
 - i. RP stated that the formula for distribution of central overheads is extraordinary.
 - ii. Central overheads have been reduced from all centres last year which makes year on year comparison extremely difficult.
 - iii. The July accounts will have all central overheads included.
 - iv. It was suggested that this is something for the Executive Committee to consider in regards to the proportioning of central overheads. DH to talk to the Finance Manager about this.

ACTION:

2. DH to discuss the proportioning of central overheads with the Finance Manager.

- c) The committee moved to a vote to accept the accounts and they were passed unanimously.

RESOLVED:

1) To approve the June 09 management accounts.

5. IMPERIAL COLLEGE UNION BUDGET 2009-10

RECEIVED: The paper was presented by the President

NOTED:

- a) The budget is conservative with trading figures to acknowledge that the Eastside bar opening and improvement of the MDH will affect the Unions trading.
- b) The budget now includes everything; Clubs and Societies are not separate.
- c) The handbook budget was originally £21k but has been dropped to £16k.
 - i. It was suggested that a Welfare guide and an Academic Rep handbook were also wanted to be produced which would come under this budget. It was thought that this would be done non professional and cost would be minimal.
 - ii. The Club Officers handbook would be printed in January and would have year specific information taken out so that this could be used year on year.
 - iii. Feedback from Club Officers is that the information online is very helpful but it was also good to have a hard copy reference.
 - iv. £11k for the Freshers Handbook is a given cost.
 - v. Sponsorship for the Handbooks need to start being sought in March/April to try to get in companies budgets.
 - vi. The proposal is to add £3k to the budget for the handbook taking the total to £19k. The committee moved to a vote on increasing this amount and it was accepted unanimously.

RESOLVED:

1) To increase the amount budgeted to Handbooks to £19k.

ACTION:

1. DH to inform the Finance Manager and Student Services Manager of this change to the budget.

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

_____ 2009/10

_____ Chair of the Meeting