

MINUTES OF THE PROCEEDINGS
of the fifth meeting of
the
Executive Committee
of the
Imperial College Union
in the 2009-2010 Session

The meeting of the Executive Committee was held in meeting room 6 of the
Union Building on the 14th January 2010 at 6.00pm

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)
Deputy President (Welfare)	John James (JJ)
CGCU Representative	Steve Long (SL)
RCSU President	Katya-Yani Vyas (KV)
GSA Chair	Ali Mozaffari (AM)
Clubs and Societies Board representative	Andrew Mclellan (AMC)
Representation and Welfare Board representative	Chris Darby (CD)
Permanent Observer:	
Governance and Administration Coordinator	Rebecca Coxhead (RC)

Observer: Finance Manager Yildiz Kaya Forster, Membership Services Manager

Not present: ICSMSU President Anil Chopra, Clubs and Societies Board representative Henry Debens, Representation and Welfare Board representative Tim Barrett

1. CHAIRS BUSINESS

NOTED:

- a) Phase 3 funding has been approved by the Trustee Board.
 - i. College still need to give approval to the project and this should be known on the 21st January.

2. MINUTES FROM LAST MEETING – 10th December 2009

RESOLVED:

- 1) To pass the minutes as a correct record.

3. MATTERS ARISING

NOTED:

- a) The Deputy President (Finance & Services) stated that he had received an email from the former Finance Manager what stated that the stock on the accounts is at sale price and not at cost which indicates the amount of stock held is high.
 - i. This is not an ideal situation.
- b) In regards to VAT in the October Management accounts, there is a timing difference which makes the year on year comparison skewed.

- i. This was due to the accounts being processed late last year.
- ii. VAT can never be calculated completely accurately due to the many variables.

4. NOVEMBER MANAGEMENT ACCOUNTS

RECEIVED: The paper was presented by the Finance Manager

NOTED:

- a) The Finance Manager is now providing a summary sheet highlighting the 'ups' and 'downs' of the month and year comparison.
- b) The December catering promotions did not lose the Union a lot of money.
 - i. Promotions will now be put in less popular items.
 - ii. It was pointed that promotions should not be run at a loss.
- c) Room bookings are down due to CAPA not using the space that was previously occupied by International Enrichment, building works and loss of rent from the Walkway space.
 - i. When CAPA took over International Enrichment, they stated that they would carry on using the space but this has not been the case.
- d) The President asked if the preferred receiving £1k rent a year that was currently being received by the occupation of Blackwells in the space or Blackwells contract should be terminated and the Union use the space.
 - i. The contract terminates in June.
 - ii. There will be legal repercussions if the Contract is terminated any earlier.
 - iii. It was suggested to extend the Union retail opportunities in that space or a drop in space for the Sabbaticals or selling ICT equipment.
 - iv. If the Committee had any strong views on this issue, they should email the President.
- e) The committee moved to a vote to accept the accounts and they were accepted unanimously.

RESOLVED:

- 1) To accept the accounts.**

The agenda was reorder to consider agenda item 5 later.

6. PRAYER ROOM

RECEIVED: The paper was presented by the President

NOTED:

- a) College have now said that they want the prayer room to be secular and controlled by the Chaplaincy.
- b) College are hesitant about allocating money and resource to one specific faith society.
- c) The paper was withdrawn until the President knows further information.

7. WEB POLICY

RECEIVED: The paper was presented by the President

NOTED:

- a) The policy is valid for 3 years but can be reviewed when needed.
- b) It was agreed that point 34 should have 'in the case of misuse' added to the end so clarify the intention of the point.

RESOLVED:

- 1) To add to the end of point 34 'in the case of misuse'.**

- c) It was questioned as to what happened if a Sys Admin cannot be recruited.
 - i. It was agreed that it should be the role of the Deputy President (Finance & Services) to recruit a suitable person to fill the vacancy and this should be added as point 13.

RESOLVED:

- 2) To add point 13 to read ' In the case of a vacancy of a System Administrator, it is the role of the Deputy President (Finance & Services) to recruit for this position'.
- d) The committee moved to a vote on the amended policy and it was unanimously accepted.

RESOLVED:

- 3) To accept the following as the Web Policy

General

1. This policy applies to all Union web activity, including commercial activity and that of Clubs and Societies.
2. The Union is responsible, and ultimately liable, for the content of Clubs and Societies' websites both to College and legally so therefore must retain control of these sites.

Definitions

3. The Union owns and controls the following public web-servers, defined as:
 - *Old Clubs Server:* heeps.su.ic.ac.uk (aka www.union.ic.ac.uk)
 - *New Clubs Server:* dougal.union.ic.ac.uk
 - *Club Activities Server:* workbench.union.ic.ac.uk
 - *Main Server:* imperialcollegeunion.org
4. City & Guilds College Union maintains the following servers, for which Imperial College Union is ultimately responsible:
 - guildsserver.su.ic.ac.uk
 - guilds.me.ic.ac.uk
5. The Union also operates a number of test servers which are administered at the discretion of the Business Systems Support Consultant.
6. The position of Systems Administrator refers to a volunteer systems administrator, typically a full member of the Union.
7. Exchange distribution lists refer to mailing lists made available by the College which can only be used with internal email addresses
8. Mailman lists refer to mailing lists made available by the College which are not restricted by Imperial College only addresses.

Roles and Responsibilities

9. The President has ultimate responsibility for the content and administration of the webservers.
10. The President shall delegate day-to-day operation of the web facilities to the DPFS.
11. The Systems Administrator(s) shall maintain and the Clubs & Societies web-servers and should report to the DPFS.
12. The incumbent Systems Administrator(s) shall recruit a replacement before they leave, to be ratified by the DPFS.
13. In the case of a vacancy of a System Administrator, it is the role of the Deputy President (Finance & Services) to recruit for this position.

Access and Administration

14. All access requests to the Union web-servers shall be directed to the DPFS.
15. All mailing lists and login requests shall be directed to the DPFS.
16. Clubs with existing logins may request additional logins at the discretion of the DPFS.
17. The President may remove, without warning, any website that is defunct or out of date.
18. The Union Systems Administrator(s) may remove, without warning, any website which is found to have security flaws.

Hosting and Addresses

19. All Clubs and Societies websites must be hosted on a Union-administered server.
20. All Club and Society web addresses must be in the format
http://www.union.ic.ac.uk/<CSC/FU>/<club name>
21. All Club and Society contact email addresses must end @imperial.ac.uk
22. Clubs may request additional email storage through the DPFS. The cost of such storage will be charged to the club.
23. That all club and society mailing lists must be hosted by Imperial either as a Mailman list or an Exchange distribution list as appropriate.
24. Clubs with existing external domain names must not advertise such names but are permitted to redirect from them.
25. No Club shall set up new external domain names for the purpose of redirection.

Software

26. All website software must be kept up to date. The Club Chair will take responsibility for any action arising from out of date software.

Content

27. All Union web content, including that of individual clubs, is subject to College's codes of practice and ICT regulations.
28. All Union web content must comply with all other current Union Policy.
29. No un-moderated fora may be hosted on Union web servers.
30. All advertisements must comply with College Policy and Regulations.
31. All advertisements must be approved by the DPFS.
32. All content must be in English or have an English translation of anything said in a foreign language, the translation being equal or greater in prominence.
33. No content should contain any offensive language, including implied offensive language.
34. No content should contain material that may bring the Union or College into disrepute or is of a libellous nature.
35. All members should be made aware that content hosted on all external sites (such as YouTube, Flickr, Facebook and Myspace etc.) has the potential to bring the College into disrepute and further disciplinary action may be taken in the case of misuse.

Disputes and Disciplinary Action

36. All disputes with regards to the operation of Union web facilities that cannot be addressed by the DPFS and the President shall be considered by the Executive Committee.
37. The President may issue a fine to a Club or Society which does not adhere to terms set out in this policy.
38. The President may also suspend indefinitely, all web facilities made available to the Club or Society in breach of the terms of this policy.
39. Action in sections 34 and 35 constitute summary punishment under the Disciplinary Policy and are subject to appeal and written notification, as detailed in that policy.
40. A serious breach may involve an individual or club or society being referred to the Disciplinary Committee as per the Disciplinary Policy. Action of this nature shall be reported to the Clubs and Societies Board.

Exemptions

41. The President may exempt a Club or Society, or any other constituent part of the Union from any of these rules.

8. ASSOCIATE MEMBERSHIP OF ROYAL COLLEGE OF ART AND ROYAL COLLEGE OF MUSIC STUDENTS

RECEIVED: The paper was presented by the Deputy President (Welfare)

NOTED:

- a) This helps strengthen relations with the Colleges.
- b) Imperial College Union clubs will benefit from the extra club members.
- c) The College have indicated that they may wish to rent Union space also.

- d) Good to have a mix of different students.
- e) £5 covers the admin cost.
- f) There will be a form specific to the RCA/RSM for the students to complete.
- g) The licence covers them using the bars.
- h) The committee moved to a vote and there were no objections.

RESOLVED:

- 1) **To make associate membership of Imperial College Union available to students of the Royal College Art and Royal College Music for £5 per year.**

9. MINIBUS CHARGES

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

NOTED:

- a) The Committee moved to a vote to accept the paper and there were no objections.

RESOLVED:

- 1) **To implement the following charging plan for the hiring of Imperial College Union minibuses**

Period	9 seater	15 seater
Up to 2.00 hours	£16.00	£21.00
2.01 – 4.00 hours	£27.50	£40.00
4.01 – 6.00 hours	£44.00	£61.00
6.01 –12.00 hours	£56.00	£78.00
12.01 – 24.00 hours (weekdays)	£76.00	£95.00
12.01 – 24.00 hours (weekends)	£95.00	£110.00
Weekend (Fri 3pm – Sun 23.59)	£190.00	£220.00
Extra Days (On top of w/e hire only)	£32.00 per day	£44.00 per day

10. MINIBUS DEPRECIATION

RECEIVED: The paper was presented by the Membership Service Manager

NOTED:

- a) This is rectifying a mistake that was made 3 years ago.
- b) Essentially it is moving money around the system rather than paying anything.
- c) It was suggested to change the central overheads in the next budget.
- d) The Committee moved to a vote to accept the paper and there were no objections.

RESOLVED:

- 1) **To make an additional one off depreciation charge of £3733 in the January 2010 accounts.**

The agenda was reordered to consider agenda item 5 as the next item.

5. BUDGETING – FACULTY UNION FUNDING

RECEIVED: The paper was presented by the President

NOTED:

- a) Currently Representation and Welfare Board does not deal with budgets; they fund campaigns.
- b) This will give extra responsibility to Representation and Welfare Board.
- c) It was suggested that option 3 is dictatorial and that it is important to give Faculty Unions some autonomy to operate.
- d) The Membership Services Manager stated that the creation of additional cost centres for Faculty Unions can be done relatively easily.
- e) If the committee agrees the go ahead on the split, this will take place for 2010/11 budgeting i.e. this year.
- f) It was clarified that the GSA will also be included in this process.
- g) The logistics will need to be sorted out but essentially it will be the budget sheet being split in to 3 sections.
- h) It was suggested that there should be a flat rate for stationary funding across the faculties.
- i) ICSMSU do have higher running costs for their offices as they have satellite sites.
- j) The Deputy President (Welfare) questioned how the contingency amount would be calculated for Representation and Welfare Board.
- k) It was suggested that it may not be a productive use of Executive Committee's time to be negotiating the funding of pens.
- l) Concern was raised that Faculty Unions may get crafty and use DepSocs to get more money.
- m) Faculty Unions may still apply to Clubs and Societies Board for contingency.
- n) It was highlighted that it is essential that there is transparency between the 3 allocating bodies to ensure no duplication of payments.
- o) The committee moved to a vote and were unanimously in favour of option 3.

RESOLVED:

- 1) **Faculty Unions are to approach Clubs and Societies Board for their clubs budget, Representation and Welfare Board for their representative and the budgets for purely executive functions (stationery, office equipment and supplies) will be assigned by the Executive Committee.**
- p) The logistics of the split are to be figured out but it is expected that the divide will be relative to last year; money will be transferred from Clubs and Societies Board to Representation and Welfare Board to cover this.

The meeting closed at 7.20pm

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

_____ 2009/10

_____ Chair of the Meeting