

MINUTES OF THE PROCEEDINGS
of the sixth 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 26th February 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)
ICSMSU President	Anil Chopra (AC)
RCSU President	Katya-Yani Vyas (KV)
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, Adrian Giordani

Apologies: John James Deputy President (Welfare), CGCU President Dan Lundy

Not present:, Clubs and Societies Board representative Henry Debens, Representation and Welfare Board representative Tim Barrett, GSA Chair Ali Mozaffari

1. CHAIRS BUSINESS – none

2. MINUTES FROM LAST MEETING – 14th January 2010

RESOLVED:

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

3. MATTERS ARISING

NOTED:

- a) The President is meeting with senior College staff to discuss the moving forward on the Prayer room.
 - i. The room will act as a multi faith room with the logistics of the booking system still being sorted out.

4. JANUARY 2010 MANAGEMENT ACCOUNTS

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

NOTED:

- a) The information on page 11 pertains to the staffing restructure.
- b) Reynolds Bar have a policy of 2 people working at times for safety which came in to force at the beginning of the year.
- c) It was questioned as to why the consumables in the shop was so high.
 - i. It was suggested that it was due to the high cost of carrier bags.
 - ii. Also the budget for the shop was submitted late and as such had no time scrutinise and amend the budget.
- d) Stock take recently taken place in the shop has written off £12 000 worth of stock.

- e) In regards to RWB showing a profit, this is due to RAG being processed under this category which does have income.
- f) Currently not bring in income with advertising due to the recession.
- g) The money left in the Ents budget is due to thrifty spending.
 - i. This category was over budgeted for originally.
 - ii. The cost of sales has increased.
 - iii. Wages are heavily budgeted for in Ents.
 - iv. Still awaiting some income from Freshers week.
 - v. The Public Performance licence was underprovided for in the budget originally.
- h) In regards to the £150k Clubs and Societies overspend, some of this is WCUS debt.
 - i. It is still to be decided what to write off in the way of WUCS debt.
- i) The depreciation on Vans mistake was sorted at the last meeting of Executive Committee.
- j) The variances in membership services is due to Clubs and Societies not spending until the last term which is when many events, activity and tours take place.
 - i. Some activities have been transferred from Beit Office to Membership Services.
- k) The purchase of 2 new vans has given rise to the depreciation charge.
- l) 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 8 and then 7

8. WEB SERVER UPGRADE

RECEIVED: The paper was presented by the President

NOTED:

- a) 'Pinky and Perky' can be redeployed to another section of the Union if necessary so they won't lay idle.
- b) The Executive Committee reserve is approximately £26k.
 - i. The Snooker room security upgrade is being funded by College and not by the Union so the money approved by Executive Committee will not be necessary to this project.
- c) The President suggested that he sees option 2 as the best way forward.
- d) ICT would run the system with the Union being the 'users'.
- e) The disruption why the server is being switched over would be a few hours.
- f) The Committee moved to a vote on accepting option 2 and it was passes unanimously.

RESOLVED:

- 1) **To approve the purchase two new servers, one web, one DB.**
- 2) **The purchase to be funded from the Executive Committee reserves at a cost of £3,380.00 exc. VAT and shipping with the addition of +/-10% as contingency.**

7. I SCIENCE CONTINGENCY REQUEST

RECEIVED: The paper was presented by the I Science Editor Adrian Giordani

NOTED:

- a) The cost for printing 2000 copies if approximately £1800.
- b) Sponsorship has been sought from local business however this has proven to be unsuccessful.
- c) It was pointed that the Media Board has not been approached for contingency.
 - i. The paper was referred to the Media Executive Committee to start the contingency application process but it was suggested that if the contingency claim was rejected by them and also Clubs and Societies Board then the Executive Committee will make a decision over email rather than waiting to meet again.

The agenda returned to normal ordering at this point

5. HEALTH AND SAFETY REPORT

RECEIVED: The report was presented by the President

NOTED:

- a) This is something that should be looked at by the Executive Committee and it will become a standing agenda item.
- b) A report is submitted termly to the College Health and Safety Committee.
- c) Sport Imperial report due to the sports partnership.
- d) It was pointed that getting minibuses out of the College grounds is somewhat precarious due to where they are parked.
- e) There is no training on loading and tethering on to the roof racks.
 - i. It was suggested that there needs to be a process when the tarpaulin is signed in that they should also be instructions given on how to load and tie.
 - ii. The Deputy President (Clubs & Societies) is to discuss with the Membership Services Manager.

ACTION:

- 1. The Deputy President (Clubs & Societies) to discuss with the Membership Services Manager the potential training of loading and tethering of tarpaulins to the roof racks.**

- f) The committee moved to a vote to accept the report and it was accepted unanimously.

RESOLVED:

- 1) To accept the report.**

6. ICSMSU ELECTION TIMETABLE

RECEIVED: The timetable was presented by the ICSMSU President

NOTED:

- a) The timetable was received by the committee.

9. FACULTY UNION/GSA FUNDING

RECEIVED: The paper was presented by the President

NOTED:

- a) The cut in College subvention is anticipated to be 12.5%.
- b) The committee are to decide on the allocation of the subvention to RWB and Executive Committee to then distribute to Faculty Unions and the GSA.
- c) The budgets submitted by the RCSU and CGCU to Clubs and Societies Board were mediocre.
- d) It was suggested to give a block amount to the buddies' schemes across the faculties.
 - i. It was pointed that not all buddies' schemes are equal. Some dep socs are very successful and it doesn't make sense to give money to dep socs that don't do well.
 - ii. POLE indicates that ICSMSU are very successful in their buddy scheme.
 - iii. It was reminded that dep socs are not just about 'welfare' they are 'social' also.
- e) The ICSMSU Executive Committee request for funding is high due to photocopying costs.
- f) It was suggested that £4000 be allocated to Executive Committee from the 2011-12 College subvention to the Union for distribution to the Faculty Unions and GSA Executive Committees. This was agreed by the committee.

RESOLVED:

- 1) To allocate £4000 to Executive Committee from the 2011-12 College subvention to the Union for distribution to the Faculty Unions and GSA Executive Committees.**

- g) £1500 is to be put aside for the GSA.

- h) It was suggested that £7000 be allocated to Representation and Welfare Board from the 2011-12 College subvention to the Union for distribution to the Faculty Unions and GSA Executive Committees. This was agreed by the committee.

RESOLVED:

- 2) To allocate £7000 to Representation and Welfare Board from the 2011-12 College subvention to the Union for distribution to the Faculty Unions and GSA Executive Committees.**

10. STAFF WAGES

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

NOTED:

- a) The paper is to give structure to the current ad hoc awarding of wage rates.
- b) The document will need to be updated on the 1st October each year to reflect wage increase.
- c) The committee moved to a vote on accepting the paper and there were no objections.

RESOLVED:

- 1) To adopt the suggested pay scale.

The meeting closed at 7.30pm

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

_____ 2009/10

_____ Chair of the Meeting