



MINUTES OF THE PROCEEDINGS
of the thirteenth meeting of
the **Executive Committee**
of the Imperial College Union
in the 2010-2011 Session

The meeting of the Executive Committee was held in meeting room 6 of the
Union Building on the 24th June 2011 at 1.00pm

Present:

President	Alex Kendall – Chair (AK)
Deputy President (Clubs & Societies)	Heather Jones (HJ)
Deputy President (Education)	Alex Dahinten (AD)
Deputy President (Welfare)	Charlotte Ivison (CI)
Deputy President (Finance & Services)	Ravi Pall (RP)
CGCU President	Victor Du Mesnil Du Buisson (VMB)
ICSMSU President	Suzie Rayner
RCSU President elect	Luke Kazaks
Clubs and Societies representative	Nathanial Bottrell (NB)
Permanent Observer:	
Governance and Administration Coordinator	Rebecca Coxhead (RC)

Observers: President elect Scott Heath (SH), Deputy President (Finance & Services) elect Michael Foster, Deputy President (Clubs & Societies) elect Monya Zard, Council chair Jenny Wilson, Finance Manger Mayuri Patel

Apologies:, Clubs and Societies representative Ben Moorhouse (BM), GSA President Deena Blumenkrantz (DB), Representation and Welfare Board representative Nicolas Massie (NM), Honorary Senior Treasurer Simon Archer, Operational Manager Robin Pitt (RoP)

Not Present: Representation and Welfare Board representative Sahil Chugani (SH)

1. CHAIRS BUSINESS

NOTED:

- a) The new Finance Manager Mayuri Patel was welcomed to the Union.

2. MINUTES FROM MEETING

RECEIVED: 31st May 2011

RESOLVED:

- 1) To accept the presented minutes.

3. MATTERS ARISING

NOTED:

- a) The DPCS has informed Mountaineering that helmets are required at all times when climbing.
- b) The ICSMSU President is following up with ICSMSU Debate in regards to whether they are able to get a committee for next year.

ACTION:

- 1. The ICSMSU President to email out to gage if there is interest for any students to get involved so potentially a committee can be formed and increase membership and report back the outcome to Executive Committee.**

4. MANAGEMENT ACCOUNTS – MAY 2011

RECEIVED: The accounts were presented by the DPFS

NOTED:

- Concern was raised in regards to the continual till shortages.
 - The committee asked to see the bar shortages as a % of takings.
 - It was stated that roughly the bar is taking approximately the same as last year but the shortages are getting worse.
- Concern was raised in regards to the massive losses in the Ents budget heading.
 - Once the new Commercial Services Manager starts, he will be addressing issues.
 - There are no more Ents planned pas the end of the Undergraduate term ending.
 - Live music was slashed dramatically with cheaper DJ's being the headline acts for Friday nights.
 - The Union is currently in talks with Live FM which is an organisation that will bring in live acts to the Union for a percentage of door takings.
 - It was agreed that the Union can't not 'experiment' with Metric nights anymore.
 - Club and Society nights have been very successful.
 - It was suggested that there should be live music once a term on big nights; similar to what has happen in the past.
 - Ticket costs may have been off putting for students to come to Metric.
 - It questioned as to whether a report that outlines the takings in the bar against the night of entertainment can be created. The DPFS elect stated that he will investigate and report back to the committee.

ACTION:

- 1. The DPFS elect to report back the breakdown of takings against large event nights in Metric since its opening.**
- It was questioned as to why security costs are so high in Beit Office.
 - It was felt by some committee members that there is too much security on during slow times.
 - 2 door supervisors are on Monday, Tuesday and Thursday nights and this gives the clients a 'secure environment'.
 - It was felt that some of the door supervisors are intimidating and aggressive at times and as such make the environment unpleasant.
 - Security is required Wednesdays and Friday nights.
 - The DPFS stated that he will discuss this issue with the Commercial Services Manager when he starts.

ACTION:

- 2. The DPFS to discuss door security with the Commercial Services Manager once he starts his employment with the Union.**
- It was questioned as to why Stewards cannot be used during slow times and it was stated that there are personal safety issues that come with only having stewards on.
 - It was suggested that there should be a code of conduct for door supervisors.
 - The ICSMSU President elect stated that there is a procedure in that stewards step in at the first stage and then security get called in.

- ix. The DPFS and DPFS elect stated that they will draw up a draft Stewarding policy and will bring back to the committee for comment.

ACTION:

- 3. The DPFS and DPFS elect to draw up a draft Stewarding Policy and bring back to the committee for comment.**

- d) The time that food is served until is inconsistent with what is advertised.
 - i. The kitchen appears to close early on many an occasion.
 - ii. The DPFS stated that he will investigate this.

ACTION:

- 4. The DPFS to investigate why the kitchen is closing before the advertised end time of service time of 9pm.**

- e) e) Costs are lower in regards to permanent staff in SK Bar due to fewer members of staff being employed.
- f) The budget was very optimistic this year and there are more holidays in May that had not been accounted for.
- g) The budget figures are spread equally over the year but they should be more reflective of fluctuations.
- h) A half year reforecast will occur next year.
- i) The committee moved to a vote to pass the presented accounts and they were passed unanimously.

RESOLVED:

- 1) To pass the May 2011 Management Accounts.**

5. SUB AQUA/UNDERWATER MERGER

RECEIVED: The paper was presented by the DPCS

NOTED:

- a) ICSMSU Sub Aqua has not booked any training sessions in the pool for 2011/12.
- b) The Clubs and Societies Policy states that the clubs should merge due to the clubs having the same aims and objectives.
- c) The committee moved to a vote and it was resolved to merge ICSMSU Sub Aqua with RCC Underwater.

RESOLVED:

- 1) To merge ICSMSU Sub Aqua with RCC Underwater.**

ACTION:

- 1. The DPCS to work out the logistics of the merger.**

6. ANY OTHER BUSINESS

6.1 BAR PROCEDURES

RECEIVED: The paper was presented by the DPFS

NOTED:

- a) The paper is good practice and is a starting point.
 - i. Essentially the paper reiterates what should already be happening.

- b) The paper can be revisited once the Commercial Services Manger starts.
- c) The committee moved to a vote and the paper was passed unanimously.

RESOLVED:

1) For the following procedure to take place on the SK Bars.

- 1. Number the till drawers so that each one corresponds to one till. When each till is cashed up we will have a record of which till encounters any overages or shortages. In cases where there is an all day bar please stagger the cashing up of the tills at lunch times.**
- 2. Cashing up the tills after every shift – we have noted on the cashiers summary sheets that the tills are not being cashed up after each lunch time shift. This is unacceptable as the overages and shortages cannot be accurately linked to the respective shifts.**
- 3. Floats**
 - **Counting – The member of staff who counts and checks the floats every day should sign the slip to note that this procedure has happened.**
 - **Expenses - Staff who need to use their money to cover expenses should use the petty cash vouchers to record the item. A valid receipt should be attached to the petty cash voucher to reimburse the member of staff. No money should be taken from the petty cash float before the expense is incurred.**
 - **The till floats should never be used to top up the petty cash float, which should be reimbursed on a timely basis.**

6.2 TANKARDS FOR TRUSTEES

RECEIVED: The paper was tabled by the Council Chair

NOTED:

- a) It was questioned as to whether the tankards should be engraved when trustees start as they are in for a 4 year term.
- b) It was discussed as to should there should only 1 tankard for the trustees but this was deemed unfeasible.
- c) Space in the bar may be an issue.
- d) It was voted on to award the 4 lay trustees their individual tankard to be engraved after them serving for a year and it was agreed unanimously.

RESOLVED:

1) To award Lay Trustees their individual tankard to be engraved after them serving for a year

e) It was unanimously agreed not to award Student Trustees tankards.

The meeting closed at 2.15pm

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

_____ 2010/11

_____ Chair of the Meeting