

MINUTES OF THE PROCEEDINGS
of the fifteenth 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 28th July 2011 at 2.00pm

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 elect	Suzie Rayner
GSA President (elect)	Robert Tang
RCSU President and President elect	Scott Heath (SH)
Clubs and Societies representative	Nathanial Bottrell (NB)
Representation and Welfare Board representative and Deputy President (Welfare) elect	Nicolas Massie (NM)
Permanent Observer:	
Governance and Administration Coordinator	Rebecca Coxhead (RC)

Observers: Deputy President (Finance & Services) elect Michael Foster, Deputy President (Clubs & Societies) elect Monya Zard, Deputy President (Education) elect Jason Parmar, Finance Manger Mayuri Patel

Apologies:, GSA President Deena Blumenkrantz (DB), Clubs and Societies representative Ben Moorhouse (BM) Honorary Senior Treasurer Simon Archer,

Not Present: Representation and Welfare Board representative Sahil Chugani (SH), Operational Manager Robin Pitt (RoP)

1. CHAIRS BUSINESS

NOTED:

- a) The General Manager position has been filled.
 - i. Joe Copper was the successful Applicant and will join ICU from Kent Union.
 - ii. Alex McKee will be acting General Manger in the interim.

2. CHOIR SPLIT

RECEIVED: The paper was presented by the President

NOTED:

- a) This paper has been discussed with the affected parties.
- b) The activity is different and is undertaken at different times.

c) The committee moved to a vote and it was passed unanimously.

RESOLVED:

1) To split Chamber Choir from Choir

3. CLUBS TO CLOSE AT THE END OF THE ACADEMIC YEAR 10/11

RECEIVED: The paper was presented by the Deputy President (Clubs and Societies) elect

NOTED:

- a) The Deputy President (Clubs and Societies) elect has been in contact with all the clubs involved.
- b) In regards to the debt from CGCU Lord Mayors Show of £2165.21, it was queried if this could be taken from the CGCU SGI as a repayment over a few years.
 - i. It was suggested not to close the CGCU Lord Mayors show until a plan of debt repayment has been decided.
 - ii. It was agreed that the Deputy President (Clubs and Societies), CGCU President and Clubs and Societies Finance Administrator will meet to discuss a repayment plan.

ACTION:

1. The Deputy President (Clubs and Societies), CGCU President and Clubs and Societies Finance Administrator to meet to discuss a repayment plan to the CGCU Lord Mayors Show debt repayment plan.

c) The committee moved to a vote on passing the presented paper and it was passed unanimously with the exception that CGCU Lord Mayor's show is not to be closed just yet.

RESOLVED:

1) To close the following clubs:

<u>Code</u>	<u>Club name</u>	<u>SGI</u>	<u>Subvention</u>
342	OSC Ukrainian	£0.25	nil
336	OSC West Indian	£490.17	nil
724	ICSMSU Debating	£293.71	nil
451	SCC Jain	£744.25	£140.00

2) To absorb the SGI and Grant of all of the above clubs into the Central Union reserve, according the Clubs & Societies Policy apart from SCC Jain subvention which is to be returned to SCC Executive Committee.

4. LIFE AND ASSOCIATE MEMBERSHIP

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

NOTED:

- a) The policy has been update to reflect that some Postgraduate students do not study for a full year or sit outside of the academic calendar.
- b) The committee moved to a vote and it was passed unanimously.

RESOLVED:

1) To change the first eligibility criterion, which currently reads as 'A Full or Associate Member of the Union for at least one academic year', to 'A Full or Associate Member of the Union for at least one academic or calendar year'.

- 2) To allow Associate Members of the Union to continue purchasing subscription until they have accrued one calendar year's worth, even if they cease to be eligible before that year. (see appendix)

6. AMENDING THE SABBATICAL ACCOMMODATION POLICY

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

NOTED:

- a) There is currently a discrepancy in the tax implications having not been taken in to account.
- b) The Deputy President (Finance & Services) elect declared a conflict of interest due to himself living out of halls this year.
- c) Practically the implications will add an extra £3000 for sabbatical accommodations this year which has not been budgeted for.
 - i. The Finance Manager stated that the Union are able to absorb this increase.
- d) It was agreed that any change in Sabbatical pay should not be backdated for this or previous years.
- e) As the paper was for discussion only, no decision was required.

7. ENVIRONMENTAL OPERATIONAL POLICY – WITHDRAWN

The paper was postponed as it will be redrafted to make it more practical to implement.

8. PROCUREMENTS OF IPADS

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

NOTED:

- a) It was stated that the General Manager had been using a Union owned I pad and since his resignation and subsequent departure has freed up an I pad for use.
- b) The Deputy President (Welfare) and Deputy President (Education) often have meetings together or at the same time and so it would be much more practical to have 2 devices.
- c) It was suggested that the tablet does not necessarily need to be an 'Apple' and there are many other comparable devices on the market that are just as good.
- d) The committee moved to a vote on accepting the principle of purchasing a tablet device up to the value of £434 and the Deputy President (Welfare) elect and Deputy President (Education) elect to investigate the best product for the best price and the Deputy President (Finance & Services) will sign off and report back to Executive Committee the outcome.

RESOLVED:

- 1) Executive Committee accept the principle of purchasing a tablet device up to the value of £434 and the Deputy President (Welfare) elect and Deputy President (Education) elect to investigate the best product for the best price with the Deputy President (Finance & Services) to sign off and report back to Executive Committee the outcome.

ACTION:

1. The Deputy President (Finance & Services) to report back the cost of what tablet was purchased by the Deputy President (Education) and Deputy President (Welfare).

At this point the meeting went in to closed session for 10 minutes and then went back in to open session

10. IMPERIAL COLLEGE UNION 11-12 BUDGET

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

NOTED:

- a) The assumptions explain the reasoning behind most of the amounts and where they are placed in the budget.
- b) In regards to Beit Office, it was stated that Sabbatical Uniforms should be budgeted for approx £500 and should sit under 'July'.
- c) The Sabbatical accommodation cost also includes Aldwych meetings which at most will be 4 sabbaticals and should sit in 'July' instead of 'September'.
- d) The deferred capital grant release is for the refurbishment.
- e) Training included staff development.
- f) 'Sabbatical Pots' have been removed completely.
 - i. If a Sabbatical wishes to claim miscellaneous expenditure, just as the cost of running a project, this would come to Executive Committee for approval.
 - ii. Concern was raised that the removal of pots makes more bureaucracy; the reason that the pots were created in the first place was to give a certain amount of freedom for ad hoc costs that arise during sabbatical tenures.
- g) Sabbatical Accommodation is based on the assumption that half of the officers will live and half will live out.
- h) Bank charges for credit cards are calculated per card and the Union has 2 credit cards.
- i) Inflation has been calculated at approx 2.5%.
- j) In regards to Central Services, it was suggested that the hospitality budget should be removed as we are about to register as a charity and this would not be looked on favourably.
 - i. December includes the Staff Christmas party and July is the summer day out, which are both truly appreciated by all staff and a token to recognise the hard work and effort that is put in by staff to the Union.
 - ii. It was suggested to half this amount to £50 per month and it is reasonable to provide some hospitality.
 - iii. This year is not a reasonable reflection on what hospitably should be as this year has have a large number of staff leaving and their leaving parties and gifts were included in this cost.

RESOLVED:

- 1) To cut hospitality from £100 per month to £50 per month from Central Services.**

- k) Irrecoverable VAT is such an amount as not all VAT can be reclaimed.
- l) Currently a cap on cleaning charges is being negotiated with College.
- m) Policy states that the Union gets 1 free page per issue and that the Union then pays half the cost of any further pages.
- n) In regards to Membership Services, it was suggested to remove the Motor club Reserve and put it under Clubs and Societies Board.
 - i. It was agreed that the Motor Club Reserve be removed from Membership Services budget and to move £1000 giving Clubs and Societies Board contingency a total of £2500.
- o) Representation and Welfare Board contingency is split between Clubs and Societies Board and Representation and Welfare Board £400/£400 due to Projects being moved under the jurisdiction of Clubs and Societies Board now.
- p) The Union is receiving £3000 from the Harlington Trust for first aid training of members. This has not been included in the budget and should be.

ACTION:

1. To add £3000 to membership services for first aid training with the income coming from the Harlington Trust.

- q) It was suggested that the Handbooks not be sent out, instead they should be put in packs in halls.
 - i. It was stated that the experience of receiving the handbook in the post and the opportunity to read before coming to University is valuable and that if it was first received once the freshers are in halls, this experience would be diminished as so much information is given then.
 - ii. Having a purely online handbook with the URL being sent on a post card is not engaging enough it was decided.
 - iii. The cost also includes the printing of a Postgraduate handbook.
- r) The temporary staff cost is for Clubs and Societies administration assistants.
- s) The GSA stipend has been removed.
 - i. It was suggested that this be kept but the cost to sit in the GSA.
 - ii. It was pointed that this would still ultimately come from the Union as this would be applied for during club budgeting.
 - iii. There is an issue in that there is not accountability on the officer with the stipend payment being given with not formalised agreement.
 - iv. The principle of some officers being paid is a massive equality issue.
 - v. It was reminded that the Medic President and CGCU President are paid for by their faculty alumni donations.
- t) ULU is still a subscription that needs to be paid as there are still some students on ULU programmes.
- u) It was stated that the amounts for minibus tests should be £11.25 (excl VAT) and £15.41 (excl VAT) instead of £7 and £11.
- v) March will reforecast the budget and as such inflation and the implications of the Budget can be taken in to account.
- w) In regards to retail, it was questioned as to why till shortages are not budgeted for. It was stated that the Retail Manager has no tolerance for till shortages and runs very efficient retail outlets.
- x) In regards to Ents, the committee was extremely concerned that there is a budgeted loss of such a tremendous amount.
 - i. It was informed that this amount includes depreciation of sound equipment.
 - ii. The Finance Manager stated that depreciation of equipment over 10 years is not an accounting practice and as such is irregular.
 - iii. Security costs are absorbed by Ents.
 - iv. The issue with Ents this last year as come about through no budget being kept to and not truly reflective as the new facilities were late in opening.
 - v. Ents is an expenditure budget with is a compliment to the bars budget.
 - vi. The Deputy President (Finance & Services) elect suggested that he sales figures are too optimistic. The best solution it was suggested, is to leave the sales strategy to the Commercial Services Manager who has the best experience and knowledge.
 - vii. It was questioned if the cost of sales could be reduced but it was stated that this will be reforecast on a quarterly basis.
 - viii. It was stated that there needs to be a culture change in students wanting to pay to attend Union Ents which potentially does not come through the raising of the ticket price but by getting members through the door in the first place and giving an experience that they want to return for.
 - ix. The Deputy President (Finance & Services) elect stated that the analysis that he recently undertook of bar sales to Ents offered showed that the Ents on offer does not make much difference to bar takes.
 - x. It was agreed that the Finance Manger will discuss with the Commercial Services manager what assumptions have already been made with Ents and Bars and these will be reported back.

ACTION:

2. The Finance Manger to discuss with the Commercial Services manager what assumptions have already been made with Ents and Bars and these to be reported back.

- y) In regards to Charing Cross Bar, it was suggested that it should be investigated closing during May due to the exams meaning that customers are sparse.
 - i. It was suggested that it could open in May only by request.
 - ii. It was reminded that the budget is being reforecast in 6 months time and this will be taken in to account then.
- z) It was pointed that till shortages have not been budgeted for this year in South Kensington bars.
 - i. It was agreed that £2000 should be included in the budget for till shortages and these should be spread equally over the 12 months.

RESOLVED:

2) £200 to be included in the South Kensington Bars budget for till shortages and to be spread equally over the 12 months.

- aa) Catering has many fixed costs.
 - i. It was suggested tor remove lunch time service but it was pointed that this is absurd due to the resources being there and as such should be utilised to their maximum potential.
- bb) It was agreed to pass the budget for August and that the Finance Manager will send out to the committee an updated budget which will include the updated assumptions.

The meeting closed at 5.00pm

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

_____ 2010/11

_____ Chair of the Meeting

Appendix

Life and Associate Membership

This paper is intended to clarify in one place the arrangements which are in operation regarding Life and Associate Membership of the Union. Certain aspects are the gift of the Executive Committee, as are setting of the various charges which are made for these memberships.

Associate Membership

Requirements for Associate Membership are defined in the constitution:

“The Executive Committee may grant Associate Membership to College or Union staff, or to any Further or Higher Education student over the age of eighteen under such conditions as it may establish, entitling them to use the facilities of the Union.”

The working practice for granting associate membership is as follows:

- College staff are able to become Associate Members upon payment of a fee of £4/month. College staff are taken to be those individuals supplied on a regular electronic feed to the Union by ICT. College staff who are also registered as students are taken to be Full Members of the Union.
- Permanent staff of the Union are automatically made Associate Members for the duration of their employment.
- College staff on long term secondment to the Union are automatically made Associate Members for the duration of their secondment.
- Students of the Royal College of Music and Royal College of Art are able to become Associate Members upon payment of a fee of £5 per academic year or part thereof¹.
- Students of any of Further or Higher Education Institution are able to become Associate Members upon payment of a fee of £4/month

If an Associate Member leaves their post or ceases to be a student, they would normally be ineligible to continue to purchase Associate Membership. However, if they have not yet accrued a full calendar year's worth, they may continue to subscribe until that point. This will then qualify them for Life Membership.

Life Membership

Requirements for Life Membership are also defined in the constitution:

A person shall be entitled to become a Life Member of the Union upon payment of subscription if they have been:

- a. A Full or Associate Member of the Union for at least one academic or calendar year,*
- b. A Research or Teaching Assistant for at least two academic years,*
- c. A member of the full time Union staff for at least two years, or*
- d. A member of the Imperial College staff for at least two years.*

Life Membership is charged at £50 (one off charge for life) in all but two instances, which are also defined in the constitution:

3. Life Membership shall be bestowed upon Lay Trustees, the Union Honorary Senior Treasurer and other Honorary Senior Treasurers without payment during their tenure.

4. Honorary Life Membership may be awarded without payment of subscription by the Council.

¹ Agreed by the Executive Committee 14/01/10