

MINUTES OF THE PROCEEDINGS
of the third ordinary meeting of the
Trustee Board
of the Imperial College Union
in the 2011-2012 Session

The meeting of the Trustee Board was held in meeting room 6 in the Union Building on Thursday 17th May 2012 at 6.15pm

Present:

Lay Trustee - Chair	Julia Higgins (JH)
President	Scott Heath (SH)
Council Chair	David Smith (DS)
Deputy Court Chair	Jaimie Henry (JH)
Student Trustee	Nathaniel Bottrell (NB)
Student Trustee	Eugene Chang (EC)
Lay Trustee	Janet Rogan (JR)

Permanent Observers

Deputy President (Education)	Jason Parmar (JP)
Deputy President (Clubs & Societies)	Monya Zard (MZ)
Deputy President (Finance & Services)	Michael Foster (MF)
Deputy President (Welfare)	Nicolas Massie
ICU Honorary Senior Treasurer	Colin Kerr (CK)
General Manager	Joe Cooper
Governance and Administration Coordinator – Clerk	Rebecca Coxhead (RC)

Observer: Tim Arbabzadah

Apologies: Student Trustee Ravi Pall (RP), Student Trustee Abdul Patel (AP), Lay Trustee George Palos (GP), Lay Trustee Simon Maddison (SM), , Court Chair Stephen Brown (SB)

1. CHAIRS BUSINESS

NOTED:

- a) It was reported that the recent imperial Festival was an excellent occasion with a good amount of visitors.

2. MINUTES FROM LAST MEETING

RECEIVED: Minutes from 6th March 2011

NOTED:

- a) CK referred to point 10.6 (Strategic Review) in regards to his intention was to voice that the specific objectives may have too many unrealistic expectations.
 - i. JC stated that the published targets should be achievable and realistic.
 - ii. CK stated that he was happy with how the minute 10.6 was written.
- b) The Board moved to a vote to accept the minutes as a true and accurate record and they were passed unanimously.

RESOLVED:

- 1) **To accept the minutes as a true record of the last meeting**

3. MATTERS ARISING

NOTED:

- a) JC is meeting Deloitte soon and he will check with them in regards to the production of quarterly accounts is acceptable.
- b) JC stated that he will produce a monthly dash board to be circulated with the next lot of Management Accounts.

4. CONSOLIDATED QUARTERLY ACCOUNTS NOV-JAN 2012

RECEIVED: The summary of the Finance and Risk Committee were presented by CK and JR

NOTED:

- a) JR stated that the F&R Committee are in a position where they are able to note the trends which is extremely positive.
- b) It was noted that the Finance Team are doing an outstanding job in light of the current Finance Manager vacancy.
- c) The general financial picture is positive for the Union.
- d) It was stated that Ent's carry costs with the income generated mostly reflected in bar take rather than Ent's income.
 - i. It was recognised that this is never going to be 'perfect' in the reporting and Ent's is not a revenue generating budget.
 - ii. NB queried if comparing against capacity is a way of measuring the success of Ent's. It was stated that getting this data is difficult without the appropriate tools. However, a new POS system is being investigated so that this data can be gathered.
- e) Retail took a slight hit in March.
- f) There have been some delays in transfers for clubs due to the staff shortage in Finance.
 - i. A number of purchase orders have not been closed which is a concern.
- g) It was stated that the Trustee Board have the ownership of the Finance Manual which is why it went to the F&R committee to have the proposed changes considered.
 - i. JR stated that it is not anticipated that all minor changes are considered by the F&R Committee.
 - ii. It was noted that the F&R Committee approved all the proposed amendments to the Finance Manual.
- h) The Board moved to a vote to pass the presented accounts and they were passed unanimously.

RESOLVED:

- 1) **To pass the presented accounts and accept the changes to the Finance Manual.**

5. PRESIDENTS REPORT

RECEIVED: The report was presented by SH

NOTED:

- a) It was excellent to see such a strong student presence at the Imperial Festival with a lot of students showcasing their work.
- b) There may be a change to the way that College pay casual workers; making it a monthly payment instead of weekly.
 - i. This will affect students greatly and will lose the Unions appeal as an employer.
 - ii. The Union may take on the payroll of casual student's role if College do go ahead with moving to monthly payments.
- c) The General Meeting scheduled for the 6th June is intended to be a far reaching consultation forum.

- i. The suggestion of putting Sabbaticals on the Trustee Board raised the concern that the Board may become too big and that there is an issue with having such a large number of short term trustees. It was suggested that lay trustee membership could be raised by 1 to counteract the increase in short term trustees.
 - ii. The increase to the membership would make the Board at the end of the 'ideal' number of members scale.
 - iii. The Sabbatical Officers have a greater understanding as to the workings of the Union and will be an informed voice on the board.
 - iv. Concern was raised that the Sabbatical team may undermine Council by going to the Board and trying to get controversial items passed here. It was pointed that the Council Chair is on the Board and as such can rectify if the Sabbaticals are 'spinning' a line to the Board.
 - v. It was stated that there needs to be a clear separation between democracy and governance.
 - vi. The intention with having an external Returning Officer for elections is to provide a completely impartial body to the process.
 - vii. The Board will be made aware of any financial repercussions of the creation of the PG Sabbatical position. It was made explicit that any creation of a new role should be cost neutral to the Union.
 - viii. The PG Sabbatical role will be predominantly representation and defined separately from the GSA.
 - ix. Those students at the end of their PhD's or masters will be targeted to stand for the role. PG's may take time out of their studies but this needs to be negotiated with supervisors.
 - x. International students may be interested in standing for the PG Sabbatical position as it gives them an extra year of studentship.
 - xi. It was queried as to questioning PG student's motivation however it was pointed that you have to trust in democracy.
- d) The Board moved to a vote on passing the presented report and it was passed unanimously.

RESOLVED:

- 1) To accept the presented report.**

6. GENERAL MANAGERS REPORT

RECEIVED: The report was presented by JC

NOTED:

- a) Indications of the April Management accounts appear to be a decrease in surplus but this is expected due to the holidays impacting on trading.
- b) Finance Manager interviews are taking place this week and it was clarified that if it is deemed that not of the candidates are suitable, they will not be appointed.
 - i. It is possible to get a person on secondment from Deloitte if required.
 - ii. JR was thanked for her assistance in the recruitment process.
- c) In regards to the draft budget, it was stated that funding has been assured for a flat subvention but a meeting in 2 weeks offers the possibility for this to increase.
 - i. The F&R committee will consider the draft budget before the next meeting of the board.
- d) The PDR system is in the process of being rolled out and early indications are positive.
- e) The Summer Ball is on track and JC has a reasonable level of confidence that this will be a success.
- f) The Board moved to a vote on passing the presented report and it was passed unanimously.

RESOLVED:

- 1) To accept the presented report.**

7. COUNCIL CHAIR REPORT

RECEIVED: A verbal report was given by DS

NOTED:

- a) DS apologised for submitting a verbal report but he has had time pressures with exams and assessments being due.
- b) The Board moved to a vote on passing the verbal report and it was passed unanimously.

RESOLVED:

- 1) To accept the presented report.**

8. COURT CHAIR REPORT

RECEIVED: The report was presented by the JH

NOTED:

- a) The Board moved to a vote on passing the presented report and it was passed unanimously.

RESOLVED:

- 1) To accept the presented report.**

9. OPERATIONAL PLAN UPDATE

RECEIVED: The plan was presented by JC

NOTED:

- a) The turnout for Elections was an outstanding success and a fantastic team effort.
- b) The Student Survey is being launched soon and this will be an important tool for the Union to measure satisfaction and see areas for improvement.
- c) The Board moved to a vote on passing the presented plan and it was passed unanimously.

RESOLVED:

- 1) To accept the presented plan.**

The meeting moved in to closed session at 7.20 and closed at 8.55pm

Approved as a correct record at a meeting
of the Trustee Board on

_____ 2011/12

_____ Chair of the Meeting