

MINUTES OF THE PROCEEDINGS
of the third meeting of
the **Executive Committee**
of the Imperial College Union
in the 2011-2012 Session

The meeting of the Executive Committee was held in meeting room 6 of the
Union Building on the 3rd November 2011 at 12.30pm

Present:

President - Chair	Scott Heath (SH)
Deputy President (Clubs & Societies)	Monya Zard (MZ)
Deputy President (Education)	Jason Parmar (JP)
Deputy President (Welfare)	Nicolas Massie (NM)
Deputy President (Finance & Services)	Michael Foster (MF)
CGCU President	Jacky Kwan (JK)
ICSMSU President	Suzie Rayner (SR)
RCSU President	Luke Kanczes (LK)
GSA President	Robert Tang (RT)
CSB Representative	Chandana Shankar (CS)
CSB Representative	Richard Simons (RS)
RWB Representative	Mikhail Nikitin
RWB Representative	Steven Tran (ST)
Permanent Observer:	
Governance and Administration Coordinator	Rebecca Coxhead (RC)
General Manager	Joe Cooper

Observers: Finance Manger Mayuri Patel, Central Services Manager Alex McKee

Apologies: Honorary Senior Treasurer Colin Kerr

1. CHAIRS BUSINESS

NOTED:

- 1) The General Manager was welcomed to the committee.
- 2) The September management accounts were passed by Chairs actions after the training in reading management accounts.

The agenda was reordered to consider Sabbatical reports at this point

4. PRESIDENT REPORT

NOTED:

- a) A Memorandum of Understanding is currently being drafted for Student hubs.
 - i. Information will be sent out once received and a paper will be bought to the next meeting.
- b) Involved in 'Helping Students Adapt' pilot scheme which is being trilled with freshers not in halls this year but is anticipated to be rolled out to all freshers next year.
- c) Elections are currently open for outstanding dep rep positions.
- d) Dealing with club disciplinary issues.

5. DEPUTY PRESIDENT (WELFARE) REPORT

NOTED:

- a) The bike auction raised an outstanding sum of money.
- b) Green Week planning is in progress.

6. DEPUTY PRESIDENT (CLUBS & SOCIETIES) REPORT

NOTED:

- a) Space and room usage audit is currently taking place in the Union.
- b) University Challenge – first round of selection has taken place.
- c) Working on the rules for clubs selling food.
- d) Looking to move all club constitutions on to E activities with a standardised template.
- e) Non standard membership of clubs; how to deal with this issue.

7. DEPUTY PRESIDENT (FINANCE & SERVICES) REPORT

NOTED:

- a) Events budget database and debrief template.
- b) Responsible Retailing Policy and Summer Ball debrief are being taken to the next meeting of Trustee Board.
- c) Court has been mandated to investigate the 2011 Summer Ball.

8. DEPUTY PRESIDENT (EDUCATION) REPORT

NOTED:

- a) Meeting with College to discuss the Union Wiki.
- b) Rep training has been extremely successful with very good turnout of reps attending.
- c) Examples of 'good things' are being sought from Dugs and HOD's.
- d) 'Useful websites' are being published in the next Felix.
- e) E Learning is being re-piloted.
 - i. It is unsure if College are prepared to fund Echo 360.
 - ii. Some lecturers are hesitant to the change.

The agenda resumed normal ordering at this point

2. MINUTES OF LAST MEETING – 20TH OCTOBER 2011

RESOLVED:

- 1) **To pass the minutes.**

3. MATTERS ARISING – NONE

4. A&E CALLIGRAPHY START-UP GRANT

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

NOTED:

- a) The committee moved to a vote on passing the paper and it was accepted unanimously

RESOLVED:

- 1) To transfer £82.00 to A&E Calligraphy to act as a start-up grant from Executive Committee reserve.**

9. ANY OTHER BUSINESS

9.1 RESPONSIBLE RETAILING POLICY

NOTED:

- a) It was questioned if the sale of 4 pint jugs can be bought back to the Union and also promotions on jägerbombs or other 'shots'.
- b) It was stated that promotions are usually done in conjunction with the brewery that any changes should wait until the Commercial Service Manger is recruited.
 - i. Drinks promotions are not for the purpose of getting clients drunk cheaply and quickly.
- c) It is difficult to monitor the consumption of 4 pint jugs.
 - i. Practically there is no difference in serving from a 4 pint jug or 4seperate pints however the Union needs to make an effort to attempt to monitor consumption.
- d) It was stated that the security have commented on the reduction of incidents.
- e) A code of conduct is being thought about i.e. what to expect from the venues and what behaviour is expected of clients.
 - i. It was warned that if confines are published then it may be a benchmark to try to push to the limit and that it is better to make a service level agreement something 'positive'.

9.2 SECURITY TENDER REVIEW

NOTED:

- a) There are no conditions on the Union's licence that requires that the Union uses security but it is felt that their presence protects students and staff by promoting a safe and secure environment.
 - i. It was disputed that their presence creates an uncomfortable atmosphere.
- b) It was stated that the Commercial Services Manager will be responsible for the contract in the future.
- c) It was stated that it is felt unnecessary for the security staff to be in the Union on typically quite nights.

9.3 CGCU PRESIDENT REPRIMAND

NOTED:

- a) The CGCU President stated that he accepted that reprimand but he is pursuing with Union Court the way that he was treated by the President.
- b) The CGCU President stated that he had spoken to people in the Engineering Faculty and that some members have been disappointed in the way in which he was treated.
 - i. The President stated that he is looking forward to the Court determination to see if the process could be improved or lessons learnt but pointed that the Faculty have no input in to the Governance of the Union.

9.4 MEAT FREE MONDAY

NOTED:

- a) College are participating in meat free Monday on the 21st November and the Deputy President (Welfare) requested that the Union also participate by taking meat off the menu and potentially offer some different vege options.

The meeting closed at 1.20pm

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

_____ 2011/12

_____ Chair of the Meeting

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