

MINUTES OF THE PROCEEDINGS  
of the fifth 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 12<sup>th</sup> January at 6.00pm

**Present:**

President - Chair	Scott Heath (SH)
Deputy President (Clubs & Societies)	Monya Zard (MZ),
Deputy President (Education)	Jason Parmar (JP)
Deputy President (Finance & Services)	Michael Foster (MF)
Deputy President (Welfare)	Nicolas Massie (NM)
ICSMSU President	Suzie Rayner (SR)
RCSU President	Luke Kanczes (LK)
GSA Representative	Florian Rathgeber
CSB Representative	Chandana Shankar (CS)
RWB Representative	Steven Tran (ST)
<b>Permanent Observer:</b>	
Governance and Administration Coordinator	Rebecca Coxhead (RC)
General Manager	Joe Cooper

**Observers:** Finance Manger Mayuri Patel (MP)

**Apologies:** CSB Representative Richard Simons (RS), GSA President Robert Tang (RT), RWB Representative Mikhail Nikitin, Honorary Senior Treasurer Colin Kerr

**Not Present:** CGCU President Jacky Kwan (JK)

**1. CHAIRS BUSINESS**

**NOTED:**

- a) The decision from the vote pertaining to minibus usage charges was passed with 7 votes for.

**RESOLVED;**

- a) **To increase the minibus hire fees by 5% (to the nearest whole number) for the 12/13 academic year, effective from 01/08/12 (see appendix for table)**
- b) Some Trustee Board members have had a discussion in regards to the purpose of the Executive Committee and how its remit can be utilised better.
  - i. SH stated that he wanted to increase the number of frank and open discussions making sure that the committee is meeting its requirements of the Constitution.

**2. MINUTES OF LAST MEETING – 24<sup>th</sup> November 2011**

**RESOLVED:**

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

### **3. MATTERS ARISING**

**NOTED:**

- a) The charging of £2.20 instead of £2.00 for a pint on Sports Night was down to human error.

### **4. MANAGEMENT ACCOUNTS – November 2011**

**NOTED:**

- a) Commercial areas are generating an increase in deficit.
- b) The YTD surplus is what was expected and although positive, the Union still needs to be cautious with its finances.
- c) The new online systems are working well but there are still some teething issues being ironed out.
- d) MZ and the Membership Services manager are investigating how to recoup the Union's lost income from clubs for minibuses that have been taken off the road due to incidents.
  - i. Investigating also the correlation in club usage and incidents.
- e) Looking to get a retrospective discount from Matthew Clarke (drinks supplier).
- f) The till shortages are starting to recede which is felt is a combination in better training and tighter controls.
- g) It was recognised that Ents compliment other commercial areas and it has been accepted that that budgeted revenue is not going to be met this year so expenditure has been decreased.
  - i. An Ents op plan will be presented to Executive Committee at some stage in the near future which will have the Ents Strategy group contributing to this.
- h) The Olympics may disrupt revenue in the commercial areas due to clients and deliveries not being able to access the areas.
- i) A half year reforecast of the budget is taking place after the January accounts have been closed.
- j) Staffing levels and costs are being looked in to in SK Bars.
- k) It was pointed that the GP margin was lower in November.
- l) Ents admin costs have Felix advertisements included.
- m) It is unsure what the 'functions' income is in SK bar.
- n) Executive Committee moved to a vote and it was resolved to pass the presented accounts.

**RESOLVED:**

- 1) To pass the presented accounts.**

### **5. SABBATICAL REPORTS – not presented due to Council reports being presented earlier in the week.**

### **6. OPERATIONAL PLAN**

**RECEIVED:** The report was presented by the General Manager

**NOTED:**

- a) The plan has been pulled out of the strategic review as this is on hold at present.
- b) It has been highlighted that there is no mechanism for client feedback.
- c) The staff survey is moving forward.
- d) College need to be assured of the Union using its subvention fund responsibly and showing sound fiscal habits.

## **7. ELECTIONS TIMETABLE**

RECEIVED: The paper was presented by the President

NOTED:

- a) The nominations period is over 4 weeks and it also running alongside Rep week which will assist in its promotion.
- b) Faculty Unions elections are also taking place over this time to create a 'big election' period.
  - i. CS Expressed concern that the large amount of elections may dilute the significance of the elections
- c) The committee moved to a vote on the paper and it was passed unanimously.

RESOLVED:

- 1) **That the election timetable will be as below:**

<i>Nominations Open:</i>	<i>Friday 10<sup>th</sup> February</i>
<i>Nominations Close:</i>	<i>Sunday 4<sup>th</sup> March</i>
<i>Initial Candidates Meeting:</i>	<i>Monday 5<sup>th</sup> March</i>
<i>Voting Opens:</i>	<i>Monday 12<sup>th</sup> March</i>
<i>Voting Closes:</i>	<i>Friday 16<sup>th</sup> March</i>
<i>Final Candidates Meeting:</i>	<i>Monday 19<sup>th</sup> March</i>
<i>Results Announced:</i>	<i>Tuesday 20<sup>th</sup> March</i>

- 2) **To approve the use of electronic voting**

## **8. RCC PILOTS START UP GRANT**

RECEIVED: the paper was presented by the DPCS

NOTED:

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

RESOLVED:

- 1) **To transfer £200 to RCC Pilots to act as a start-up grant.**

## **9. ANY OTHER BUSINESS**

### **9.1 BUCS merger**

NOTED:

- a) MZ and SR gave back ground to the IC-ICSMSU BUCS merger.
- b) Kings College are holding referendum in February whether to merge or not.
  - i. MZ suggested holding off ICU's response until after the outcome of the referendum.
- c) The BUCS AGM is in July.
- d) It was agreed that a paper be taken to Union Council to get a discussion and a steer in the interim.

ACTION:

1. **The Deputy President (Clubs & Societies) to draft a paper seeking Council's opinion on the IC-ICSMSU BUCS merger.**

## 9.2 Summer ball

NOTED:

- a) A preliminary budget has been drafted and will come to the next Executive Committee.

## 9.3 SK Bar

NOTED:

- a) CS expressed concern with the amount of wastage that she has viewed when pints have been pulled.
- b) CS also expressed concern in regards to large event evenings being understaffed and that general speed of service is slow and this impacting on repeat custom in the form student loyalty. .
  - i. It was agreed that the way that the bar is set up does not help with speed of service.
- c) The exam timetable for all College exams is being sought so that staffing levels can be better managed over the busy times.

The meeting closed at 7.20pm

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

\_\_\_\_\_ 2011/12

\_\_\_\_\_ Chair of the Meeting

### **Appendix i** **Minibus charges**

Time	Current charges		Proposed 5% increase	
	9-seater	15-seater	9-seater	15-seater
Up to 2 hours	£17	£22	£18	£23
2-4 hours	£29	£42	£30	£44
4-6 hours	£46	£64	£48	£67
6-12 hours	£59	£82	£62	£86
12-24 (weekdays)	£80	£104	£84	£110
12-24 (weekends)	£100	£115	£105	£121
Weekend	£200	£230	£210	£242
Extra days	£34	£46	£36	£48