Imperial College Union
Deputy President (Finance & Services) Council Report May 2013
A note by the DPFS – Stefan Nubert

Summer Ball

The Summer Ball plan is being finalized. We will be releasing the acts around the time of this council meeting. I have completed a number of planning tasks.

Union Events

We have held a new Friday Night called Indigo. This has been promoted via Felix. The first of these proved to be very popular, with much positive feedback received in terms of the music being played throughout the night.

We will have further varying events during the remainder of the summer term.

I have also been covering a number of evening shifts at the Union on Wednesdays and Fridays due to staffing issues, acting to assist the assistant venue manager and duty bar manager in the absence of a venue manager.

I have also been tasked with reviewing some of the issues that have been occurring with cashing up. I am working with the finance manager to finalize and implement new guidance.

Drinks Offers

A new cheaper limited range of wines has been introduced to the South Kensington Bars. In addition we are now selling a cheaper Pimms offer than previously, and it should be produced correctly (fruit). We are also selling jugs of Mojito, Sex on the Beach and Grand Esprit. These have been in place as of Friday 17 May, much later than I previously reported. This is due to a delay on the part of commercial services and leave. Luckily the assistant venue manager and myself resolved this a few hours before the advertised launch.

Finance Training Materials

Henry Whitaker (DPCS) and myself have been reviewing the drafts of the new finance training materials. We have added various comments and changes to the material. The format is somewhat different from previous years in an attempt to condense the number of training manuals and simplify things.

The VAT training appendix will be added at a later date.

Casual Staff Recruitment

I have organized a round of casual staff recruitment with the assistant venue manager for June 4 at 6pm in Metric. We will be mainly recruiting for bar staff. I will be coordinating the recruitment event (and future one) with the assistant venue manager.

Applications have been live for about a week (at time of writing) and we are receiving a steady flow of applications.

Charing Cross (Reynolds) Casual Staff Wages

I am currently working with the commercial services managers, and with the advice of the student bar managers of the Reynolds bar in regards to implementing staffing guidance for future years. This has come as a result of high spending levels on 'supervisor' rates.

Student Staff Feedback Mechanisms

I am looking to implement a simple student-staff feedback mechanism to allow student staff to contact the DPFS anomalously in regards to any issues with their employment by the end of my term in office. Some initial discussions in regards to the practicalities of this have taken place

CSB Tours

Following the summer CSB tours meeting 35 tour applications were submitted. These were reviewed and 31 were accepted as valid tours. I have contacted all the successful clubs and have collated the information required for calculating the funding allocations. This should be completed for the start of June.

Union Budgeting

The initial stages of central Union budgeting have taken place. Paul Beaumont (President) and myself have met with the senior management team (budget holders), general manager and finance manager on a number of occasions to review the initial budget proposals. Comments and questions have been raised as part of the process for further review. This process is currently on going, but will ultimately be presented to Exec before moving to the Trustee Board for final approval.

Recycling

I met again with college facilities in regards to recycling. College has agreed to provide us (free of charge) a number of bins and items of equipment to assist with our waste sorting.

Leave

I was on leave for the 20, 24 and 28 May.