

MINUTES OF THE PROCEEDINGS
of the fourth ordinary meeting of
the
Executive Committee
of the
Imperial College Union
in the 2007-2008 Session

The meeting of the Executive Committee was held in meeting room 7 of the
Union Building on Friday 12th October 2007 at 12.25pm

Present:

President	Stephen Brown – Chair
Deputy President (Clubs & Societies)	Alistair Cott
Deputy President (Education & Welfare)	Kirsty Patterson
Deputy President (Finance & Services)	Chris Larvin
RCSU President	Jennifer Morgan
GSA Chair	Jon Matthews

Permanent Observers:

General Manager	Peter Haldane
Clerk to the committee – Administration Co-ordinator	Rebecca Coxhead

Observers: Clubs and Societies Board representative Lily Topham, Clubs and Societies Board representative Danny Hill, Tom Roberts Felix editor, Knox Cropper Auditors Kevin Lally

Apologies: ICSMSU President Tim Wills Honorary Senior Treasurer Simon Archer

Not present: C & G CU President Tristan Sherliker

1. CHAIRS BUSINESS

NOTED:

- a) Sections of the meeting are closed session items and the Executive Committee and the committee approved of the Felix Editor sitting through the meeting providing this what not reported.

The agenda was reordered to hear agenda item 4 as the next item of business

4. IMPERIAL COLLEGE UNION ANNUAL REPORT

RECEIVED: The report was presented by Kevin Lally

NOTED:

- a) Mr Lally drew the committee's attention to page 11 of the accounts and highlighted the following:
 - i. Overall operating surplus of £38k is a increase on last year.
 - ii. Trading/refectory overall was disappointing.
 - iii. Summerball was a great success.
 - iv. The Masterplan is sitting on the balance sheet.
 - v. The accounting system needs to be a major revision to simplify processes; this is currently being investigated.
- b) Mr Lally highlighted the following in regards to the covering letter from the Auditors:
 - i. The RAG income should be paid out to the relevant charities as soon as collected; the President stated that this has been noted.
 - ii. The process of reporting till 'z' readings to the finance department needs to be improved.
 - iii. Overall the audit process for this year has gone smoothly.
- c) It was questioned by the Deputy President (Finance & Services) as to why Sabbatical Officer accommodation and salaries have increased.
 - i. In regards to salaries, it was suggested that this is due to the annual salary increase. In regards to the accommodation, it was suggested that this may be due to unpaid bills fro the previous year being rolled in to this years account.

- d) In regards to the increase in bank charges, it was suggested that potentially this is due to increased activity, such as joining Clubs and Societies, occurring through the website.
 - i. Although bank charges have increased, this saves a large amount of staff time which offsets this cost and is a more secure process.
- e) It was pointed that the GSA Chair has been omitted from the composition of the Executive Committee on page 3.
- f) The President stated that in regards to the Reserves held by the Union, the current level is quite high and that 3-6 months is potentially more appropriate.
 - i. This is currently being investigated by the President and Deputy President (Finance & Services) and will recommend to Executive Committee what a appropriate level will be.
- g) The Executive Committee moved to accept the report and it was passed unanimously.

RESOLVED:

- 1) **To accept the Imperial College Union Annual report and accounts for 2006-07.**

The agenda resumed normal ordering at this point.

2, 3. MINUTES OF PREVIOUS MEETINGS + MATTERS ARISING

RECEIVED: Minutes from meetings 19.07.07, 6.07.07, 13.09.07, 25.09.07

NOTED:

- a) In regards to the meeting of 19.06.07, it was pointed that the Union Bars Customer Discipline policy is inconsistent with what has been occurring in the bars, specifically in regards to ejection of customers.
 - i. It was reported that at a recent event, an event organiser requested that a participant be removed due to behaviour that he deemed inappropriate and it was questioned if this could occur.
 - ii. It was stated that someone can be requested to be removed from an event by the event organiser only licensee can eject from the premise.
- b) In regards to the meeting 6.08.07, 2. Awning in Beit Quad, it was stated the side in which the awning was to be erected on was not resolved and this was to be referred to a steering committee.
 - i. The configuring of an Awning Steering Committee did not occur and the RCSU President expressed her disappointment with this.
 - ii. It was reported by the Deputy President (Education & Welfare) that College Residences were not obliging to fund part of the awning with the justification that this is not done for any other Halls of Residence.
- c) It was questioned if the new tills for Reynolds bar have been ordered.
 - i. The President stated that he had spoken to the ICSMSU President and he assured that the tills have been ordered.
- d) The Trustee Board will analyse the Risk Register once quorum has been achieved which is anticipated to be at the end of October once Student Trustees have been elected.
- e) Student member to Court as recommended by the Executive Committee is still to be appointed; the committee were asked to forward on any potential members to the President.

RESOLVED:

- 1) **To accept the minutes from 19.07.07, 6.07.07, 13.09.07, 25.09.07**

The meeting closed at 1.05pm

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

_____ 2007/08

_____ Chair of the Meeting