

MINUTES OF THE PROCEEDINGS
of the first ordinary meeting of
the
Trustee Board
of the
Imperial College Union
in the 2008-2009 Session

The meeting of the Trustee Board was held in meeting room 7 of the Union Building on Tuesday 11th November 2008 at 6.00pm

Present:

Lay Trustee - Chair	Ram Gidoomal (RG)
President	Jennifer Morgan (JM)
Council Chair	Afonso Campos (AC)
Student Trustee	Jamie Henry (JH)
Student Trustee	Ravi Pall (RP)
Student Trustee	Kadhim Shubber (KS)
Student Trustee	Ton Van Den Bremer (TB)
Lay Trustee	Lewis Hands (LH)
Lay Trustee	Graham Howard (GH)
Lay Trustee	Mandy Hurford (MH)

Permanent Observers

Deputy President (Clubs & Societies)	Lily Topham (LT)
Deputy President (Finance & Services)	Christian Carter (CC)
Deputy President (Education & Welfare)	Hannah Theodorou (HT)
Union Manager	Peter Haldane (PH)
ICU Honorary Senior Treasurer	Simon Archer (SA)
Governance and Administration Coordinator – Clerk	Rebecca Coxhead (RC)

Apologies: Court Chair – Hamish Common (HC),

Observers: Finance Manager – Yildiz Kaya-Forster

1. CHAIRS BUSINESS

NOTED:

- a) The College Audit Committee invited RG and JM to attend the committee meeting however RG did not attend as he did not feel it to be appropriate that he should attend being the Chair of the Union Trustee Board.
 - i. SA, CC and the Finance Manager attended this meeting to present the Union's audited accounts and they deemed this meeting very successful.

2. MINUTES FROM LAST MEETING

RECEIVED: Minutes from 16th July 2008

RESOLVED:

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

3. MATTERS ARISING

NOTED:

- a) In regards to the Union Catering Strategy, the 2 tier pricing system was not implemented during the summer vacation in the Union bars due to it being too late to put into operation due to the proms having started already, but was implemented in catering.
 - i. This will be implanted for next years summer vacation.

4. MANAGEMENT ACCOUNTS

RECEIVED: The September Accounts were presented by CC

NOTED:

- a) Overall the Union is doing well financially.
- b) Executive Committee have approved the presented accounts.
- c) The accounts have been reconciled to the bank balances.
- d) Charing Cross bar permanent staff costs are not budgeted for as the bar is operated by part time staff members.
 - i. Contracts for these part time members of staff commence in October.
- e) It was pointed that September is the month before the students start back.
- f) The difference in the South Kensington bar actual against budget is due to the hiring of 2 new staff members.
 - i. MH requested an updated copy of the management structure. PH to circulate.

ACTION:

1. PH to circulate the current staff management structure of Imperial College Union.

RESOLVED:

- 1) To accept the accounts.

5. AUDIT SUB COMMITTEE

RECEIVED: The report was presented by LH

NOTED:

- a) LH stated that there was some confusion as to who is eligible to be a member of the committee.
 - i. It was suggested to seek clarification from JM, who interprets the Constitution, and the Court Chair.
 - ii. SA expressed his wish to be on the committee as an observer.
 - iii. RG stated that he was happy for members to be co-opted on to the sub committee.
 - iv. It was suggested that now the Board has full student membership, they may wish to join.
 - v. LH to discuss the membership of the Audit Sub Committee with JM and HC.

ACTION:

1. LH to discuss the membership of the Audit Sub Committee with JM and HC.
- b) CC corrected the £52k spend was actually for NUS affiliation, not for website redevelopment and the correct amount was £54k.
 - c) The Finance Manager comment on the following points raised by the sub committee.
 - i. The reason for the deficit on Entertainments being approximately double against budget is due to extreme overspend from this department.
 - ii. Under 'Other Income', 'Life Membership (net)'; the (net) is a typographical error.
 - iii. The van hire income is a surplus and not 'profit' as such.
 - d) The Board moved to accept the report and it was accepted unanimously.

RESOLVED:

- 1) To accept the report.

6. PRESIDENT REPORT

RECEIVED: The report was presented by JM

NOTED:

- a) The President welcomed all new Student Trustees.
- b) No information has been received from the Charity Commission in regards to the Union having to register as a charity.
 - i. To date, all information in regards to this topic has been received from the NUS; the President assured that the Union will still be 'in the loop' even though they are not part of the NUS due to disaffiliation in June.
- c) An outstanding invoice for residual affiliation fees has been negotiated to not be pursued by the NUS on the provision that Imperial College Union will send a delegation to the extra ordinary conference of the NUS which has been called to discuss the governance of the NUS
- d) The role of the Deputy President (Education & Welfare) is currently being looked at in regards to splitting the role in to Deputy President (Welfare) and Deputy President (Education).
 - i. Funding for this role may potentially come from the money that is not being paid to the NUS affiliation for 08/09 which College have stated that they will not take away from the Union.
 - ii. A paper will be presented to the next Union Council meeting.
- e) The financial position of the Union overall is better in comparison to where it was last year.
- f) The Board moved to accept the report and it was accepted unanimously.

RESOLVED:

- 1) To accept the report.

7. GENERAL MANAGER REPORT

RECEIVED: The report was presented by PH

NOTED:

- a) PH is seeing weekly accounts and is confident in Union trading.
 - i. Breakfast and lunch in Db's is now breaking even.
- b) In regards to the building works, activity with in the building is managing to be kept going during the redevelopment.
 - i. Some clubs have been displaced but this had been budgeted for and the Union is covering the cost of alternative location hire.
 - ii. The works are currently running approximately 6 weeks behind schedule as many 'unknowns' being discovered by the building team due to the complex nature and age of the building.
 - iii. An under spend on phase II is anticipated which may lead to some of the work from phase III being completed in phase II.
- c) In regards to the End of Year Accounts, SA suggested that the Union needs to look at the College deadlines and how they can be met for next year.
- d) LH suggested that the Audit sub committee meet twice a year but questioned what would the committee consider.
 - i. RG suggested that the mid year meeting will stop the end of year 'panic' and perhaps the auditors informal comments can be considered then.
- e) The Board moved to accept the report and it was accepted unanimously.

RESOLVED:

- 1) To accept the report.

8. COUNCIL CHAIR REPORT

RECEIVED: The report was presented by AC

NOTED:

- a) Council ordinary members have been elected, however there are still some outstanding places available which will be filled with a by election.
- b) A motion regarding Zohair Abu-Shaban was presented by the Islamic Society and seconded by the Jewish Society.
 - i. Information received on the day of the Council meeting made the motion slightly inconsequential.
 - ii. There were many political allusions in the paper which were deemed ultra vires.
 - iii. RG recognised that this was a good mitigation of risk.
- c) The Board moved to accept the report and it was accepted unanimously.

RESOLVED:

- 1) To accept the report.

9. COURT CHAIR REPORT - nothing to report

10. 08-09 BUDGET

RECEIVED: The paper was presented by CC

- a) A 5% incremental increase has been applied to most budget headings.
 - i. MH stated that it would have been useful to have seen last years budget to compare the benchmarks.
- b) It was questioned as to what heading the expenditure for the Summer Ball came under.
 - i. The Finance Manager explained that it came under 'Cost of Sales' under 'Union Office' and is not looking at making a loss this year.
- c) The Board moved to accept the budget and it was accepted unanimously.

RESOLVED:

- 1) To approve Imperial College Union budget of the 08-09 period. .

11. SERVICE LEVEL AGREEMENT

RECEIVED: The paper was presented by JM

NOTED:

- a) The document went to College finance in June 08 for consideration but it has only be received back with comments recently.
 - i. One of the changes made was the penalty clause being removed.
- b) JM suggested the following changes to the document
 - i. Changing 'Imperial College London' to 'College'.
 - ii. Elimination unnecessary office equipment.
 - iii. Changing 'Head of Finance' to 'Finance Manager'.
 - iv. Removing 'suitably appointed auditors'
 - v. Adding the 'Union Constitution and Finance regulations' to point 1.2.
 - vi. Adding a sunset clause of 3 years.
- c) RG stated that ultimately this document will be overridden by the Charity Commission finance rules.

- i. A proviso needs to be inserted that states that this agreement needs to adhere to the regulations of the Charity commission.
- ii. It was decided that point 1.2 will read 'Adherence to the Union Constitution and Finance regulations and any other appropriate regulation pertaining at the time'
- d) Point 1.8 should read 'Management and development of the Union finance team.
- e) Union Council and Court should be included in to point 1.9 as they are also scrutiny bodies of the Union.
- f) It was suggested to compile points 1.2 and 1.10 together as they are similar in nature.
- g) JM to circulate to the Board the redrafted SLA once the comments and suggested have been included.

ACTION:

1. **JM to circulate the redrafted Service Level Agreement to the Board.**

The meeting moved in to closed session at 7.00pm

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

_____ 2008/09

_____ Chair of the Meeting