

MINUTES OF THE PROCEEDINGS  
of the second 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 13<sup>th</sup> January 2009 at 6.00pm

**Present:**

Lay Trustee - Chair	Ram Gidoomal (RG)
President	Jennifer Morgan (JM)
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), Council Chair Afonso Campos (AC)

**Observers:** Finance Manager – Yildiz Kaya-Forster

**1. CHAIRS BUSINESS**

NOTED:

- a) The Chair declared that he also Chairs the Georges Medical School Trustee Board and they have requested for input from him in regards to registration to the Charity Commission.

**2. MINUTES FROM LAST MEETING**

RECEIVED: Minutes from 11<sup>th</sup> November 2008

RESOLVED:

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

**3. MATTERS ARISING**

NOTED:

- a) The Union staffing structure had been circulated by PH.

#### 4. END OF YEAR ACCOUNTS

RECEIVED: The End of Year Accounts were presented by CC

NOTED:

- a) The Board were asked to consider the accounts for approval.
  - i. There was no objection and they were approved.

RESOLVED:

- 1) To accept the accounts.

#### 5. MANAGEMENT ACCOUNTS

RECEIVED: The accounts were presented by CC

NOTED:

- a) December's management accounts were tabled at the meeting.
- b) Overall Imperial College Union is doing well and is on budget for now.
- c) The November accounts have not been presented to the Executive Committee yet.
- d) RG reiterated that once registration with the Charity Commission occurs, Imperial College Union accounts will need to comply with their reporting stipulations.
- e) The November accounts for the minibuses are not available.
- f) The accounts are circulated in advance to operational managers, the HST, College Head of Finance and the Executive Committee for comment.
  - i. RG requested that a summary of process and procedure on the creation of accounts be circulated to the Board.

ACTION:

1. **The Finance manager to circulate a summary document outlining the process of production of management accounts to the Board by the next meeting.**
- g) MH expressed concern over Ents and Charing Cross and questioned if managers are getting the information and support that they need.
  - i. The Head of Finance stated that they are part of the budget setting process and they are provided with the monthly accounts.
  - ii. Charing Cross bar is managed by Students with and overview from the food and beverage manager and regular meetings.
  - iii. CC stated that he has some concerns that he is looking to in both these areas.
- h) The capitalisation of Charing Cross bar has been reduced to £5k instead of £10k.
- i) The Board moved to accept the report and it was accepted unanimously.

RESOLVED:

- 1) To accept the report.

#### 6. COURT OPINION

RECEIVED: The opinion was presented by JM

- a) The Board moved to accept the paper and it was accepted unanimously.

RESOLVED:

- 1) To accept the opinion.

## 7. PRESIDENT REPORT

RECEIVED: The report was presented by JM

NOTED:

- a) It is anticipated that registration to the Charity Commission will start in October 09.
- b) Meeting with the Rector next week and will discuss the Finance SLA.
  - i. It was suggested and agreed that the Audit sub committee should undertake a value for money exercise on the SLA.

**ACTION:**

- 1. The Audit sub committee to meet before the next meeting of the Trustee Board and conduct a 'value for money' exercise on the Finance Service Level Agreement.**

- c) The President directed the board to see her Council reports if they wished for more in depth information.
- d) The Board moved to accept the report and it was accepted unanimously.

**RESOLVED:**

- 1) To accept the report.**

## 8. GENERAL MANAGER REPORT

RECEIVED: The report was presented by PH

NOTED:

- a) No changes in Union trading are detected at present but it is hard to predict for the future.
- b) In regards to the Unions contribution to the building, it is not foreseeable that the Union will be able to make the revised increase in contribution to the project.
  - i. PH is meeting with Andrew Murphy shortly and he will question as to why this amount has been increased.
  - ii. It was mentioned that the Proms interval trade could be make the most of in terms of them using Union commercial services.
- c) The Board moved to accept the report and it was accepted unanimously.

**RESOLVED:**

- 1) To accept the report.**

***Agenda item 9 (Council Chair report) and 10 (Court Chair report) were not submitted***

## 11. DEPUTY PRESIDENT (EDUCATION & WELFARE) SPILT

RECEIVED: The paper was presented by HT

NOTED:

- a) The splitting of the role has been in the pipeline for the past few years.
- b) At the last meeting of Union Council where this was discussed, 20 voted in favour of the spilt and 12 were against and so the motion fell.
  - i. The motion has been amended to reflect the concerns of Councillors.
- c) It was suggested that the roles of the other sabbatical positions should be reviewed also.
- d) A major issue highlighted was that more clarification from College in regards to the funding of the positioned need to be confirmed.
  - i. Concern was raised that money would be taken from Clubs and Societies.
  - ii. Rodney Eastwood has stated that the Union will not lose the NUS affiliation fee from the subvention but written assurance is still to be received on this.
  - iii. The additional Sabbatical would cost approximately £25k.
  - iv. Funding of the role is a high risk and thus is why the paper has come to the Trustee Board.

- e) The proposal is being taken to Council with the concerns raised at the last meeting being addressed in the updated paper.
  - i. The paper has been changed to reflect the concerns on funding; a proviso has been included that if College do not give assurance that they will find, the spilt will not go ahead.
- f) CC expressed concern that the Trustee Board were being asked for comment on a policy paper.
  - i. RG stated that the purpose of trustees is to asses the risk and not to amend the paper and can judge the sustainability of the proposal.
- g) HT stated that Julia Buckingham, Pro Rector Education, is 100% in support of this proposal as it may bring positive change to the student experience at Imperial College.
- h) It appears that the Union subvention will have no change but most likely will be decreased.
- i) The Court opinion will be compiled after the Constitutional change and the Trustees will be circulated with this.
- j) CC is of the opinion that the position should be elected after the College have confirmed what the Union subvention will be.
- k) Council is the only body that can scrap the position and this has no budgetary control.
- l) The issue of timing was pointed out in that there is not another meeting of the Trustee Board before College Council where the paper needs to be approved by.
  - i. It was suggested that if the motion is approved at the next meeting of Council the Trustee Board will have the paper circulated for comment and if comments are not received it will be assumed that the member is happy with the paper. This was agreed by the Board.

**RESOLVED:**

- 1) If the motion is approved at the next meeting of Council, the Trustee Board will have the paper circulated for comment back to the Chair and if comments are not received it will be assumed that the member is happy with the paper. This was agreed by the Board.**

The meeting moved in to closed session at 7.10pm

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

\_\_\_\_\_ 2008/09

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