

MINUTES OF THE PROCEEDINGS
of the third ordinary meeting of
the
Executive Committee
of the
Imperial College Union
in the 2008-2009 Session

The meeting of the Executive Committee was held in meeting room 7 of the Union Building on the 6th November 2008 at 12.20pm.

Present:

Deputy President (Clubs & Societies)	Lily Topham
Deputy President (Finance & Services)	Christian Carter – Chair
Deputy President (Education & Welfare)	Hannah Theodorou
ICSMSU President	Mark Chamberlain (arrived 12.30)
RCSU President	David Charles
Clubs and Societies Board representative	Adam Baldwin
Clubs and Societies Board representative	Samuel Furse
Representation and Welfare Board representative	Tim Barrett

Permanent Observers:

General Manager	Peter Haldane
Governance and Administration Co-ordinator – clerk	Rebecca Coxhead

Apologies: President Jennifer Morgan, City and Guilds College Union President Mark Mearing-Smith, Representation and Welfare Board representative Kathryn Wright, Honorary Senior Treasurer Simon Archer

1. CHAIRS BUSINESS

NOTED:

- a) The Deputy President (Finance & Services) was Chair to the committee in the absence of the President.

2. MINUTES FROM LAST MEETING

RECEIVED: The minutes from 9th October 2008

RESOLVED:

- 1) **To accept the minutes as a true and correct record.**

3. MATTERS ARISING

NOTED:

- a) In regards to agenda item 4.1, ICSMSU transfers, it was reported that the ICSMSU President had not yet sent through the list of transfers to the Deputy President (Finance & Services).
 - i. The ICSMSU President stated that he is still seeking clarification on this information from one of his officers.
 - ii. It was decided that the ICSMSU President has until the next meeting of the Executive Committee to send this information to the Deputy President (Finance & Services).

4. HEALTH AND SAFETY REPORT

NOTED:

- a) There is the College Health and Safety in Sport committee meeting taking place next week.
- b) It was decided that the Deputy President (Clubs & Societies) is to coordinate the information and this be a standing item on the agenda.
 - i. The information reported is to be of a significant nature only.

ACTION:

- 1. The Deputy President (Clubs & Societies) to coordinate the Health and Safety report that is to be presented to the Executive Committee as a standing item on the agenda.**

5. BUDGET 08-09

RECEIVED: The paper was presented by the Deputy President (Finance & Services)

NOTED:

- a) The Constitution states that the budget is to be presented to Union Council for approval, however in the opinion of the Deputy President (Finance & Services) stated that it makes more sense to come to the Executive Committee for critique.
- b) The Deputy President (Finance & Services) stated that he is happy with the proposed budget.
- c) The budget is based on past performance history.
- d) The management accounts will be based against this budget.

6. MANAGEMENT ACCOUNTS

RECEIVED: The management accounts for August and September were presented by the Deputy President (Finance & Services)

NOTED:

- a) The Deputy President (Finance & Services) apologised for the lateness of the documents.
- b) It is anticipated that more detailed figures will be able to be provided and compared against the budget.
- c) It was pointed that the figure given for the Reynolds refurbishment is incorrect.
 - i. The Deputy President (Finance & Services) stated that he will look in to this.

ACTION:

- 1. The Deputy President (Finance & Services) to investigate the potentially incorrect figure given to the Reynolds refurbishment.**

- d) It was questioned as to what the 'other' income was in the September accounts as this was as this was greatly more significant than any of the other incomes.
 - i. The Deputy President (Finance & Services) stated that he was unsure what this was and will look in to what the 'other' income consisted of.

ACTION:

- 2. The Deputy President (Finance & Services) to investigate what the 'other' income consisted of in the September accounts.**

- e) The Careers Fair money is still to come in to the accounts.
- f) The Deputy President (Finance & Services) pointed out a misleading comment in the 'Vans' section. The VAT has been dealt with in correctly. It may have been charged twice.

- g) The General Manager stated that the trade from the Proms was down compared to previous years potentially due to the credit crunch.

7. DEPUTY PRESIDENT (FINANCE & SERVICES) REPORT

RECEIVED: The report was presented by the Deputy President (Finance & Services)

NOTED:

- a) The report presented is a resubmission of the last report.
- b) The Deputy President (Finance & Services) has double checked the presented information and confirms that the figures presented as correct.

8. GROUND HIRE FOR CLUBS RELOCATED FROM THE UNION GYM

RECEIVED: The paper was presented by the Deputy President (Clubs & Societies)

NOTED:

- a) The actual invoices have not been received from Ethos so the final amount will be less but have estimated at the highest amount.
- b) Clubs have been told that the Union will only fund for sessions that they had already booked in the Union gym; extra time will not be funded.
- c) The funding will not come from Executive Committee reserve, it will be coming from the building redevelopment pot.
- d) The committee moved to a vote and the paper was passed unanimously.

RESOLVED:

- 1) To approve the funding of ground hire up to £16745 to be paid from the Union Building Redevelopment fund.**

9. UNPROCESSED TRANSFERS

RECEIVED: The paper was presented by the Deputy President (Finance & Services)

NOTED:

- a) Representation and Welfare Board SGI was misprocessed due to the claim including food.
- b) The committee moved to a vote to approve the following transfers and it was unanimously agreed.
 - i. New clubs budget for 'Tea Society' totalling £50.
 - ii. New clubs budget for 'Be Heartful Friends' at £20
 - iii. New clubs budget for 'Book Soc' £45
 - iv. STOIC contingency claim which was not spent in time to the value of £540
 - v. RWB Claims misprocessed through SGI to the value of £465.42

RESOLVED:

- 1) To transfer the money owed to the above clubs from the Exec Reserve. Depleting the Exec reserve by £1120.42**

10. WEBSERVER

RECEIVED: The paper was presented by the Deputy President (Finance & Services)

NOTED:

- a) Several quotes have been received for the hardware upgrade.

- b) College and Union staff are looking to ensure that the right equipment is purchased to the specifications for storage capacity and reliability.
- c) The Deputy President (Finance & Services) stated that he estimates the hardware will cost no more than £3500.
- d) The committee moved to a vote to accept the increase in spend and it was passed unanimously.

RESOLVED:

- 1) **To allocate a maximum of £3,500.00 (excluding VAT) of Executive Reserve to replace the Union webserver.**

Meeting closed 12.45pm

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

_____ 2008/09

_____ Chair of the Meeting