

MINUTES OF THE PROCEEDINGS  
of the fourth 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 27<sup>th</sup> November 2008 at 12.40pm.

**Present:**

President	Jennifer Morgan – Chair
Deputy President (Clubs & Societies)	Lily Topham
Deputy President (Finance & Services)	Christian Carter
Deputy President (Education & Welfare)	Hannah Theodorou
ICSMSU President	Mark Chamberlain
GSA Chair	Rhys Morgan
Clubs and Societies Board representative	Adam Baldwin
Clubs and Societies Board representative	Samuel Furse

**Permanent Observers:**

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

**Apologies:** City and Guilds College Union President Mark Mearing-Smith, RCSU President David Charles, Representation and Welfare Board representative Tim Barrett, Representation and Welfare Board representative Kathryn Wright, Honorary Senior Treasurer Simon Archer

**1. CHAIRS BUSINESS - none**

**2. MINUTES FROM LAST MEETING**

RECEIVED: The minutes from 6<sup>th</sup> November 2008

**RESOLVED:**

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

**3. MATTERS ARISING**

NOTED:

- a) The figures for Reynolds are correct but were accounted for in a different manner.
- b) Nothing has been received in regard to the ICSMSU transfers.

**4. HEALTH AND SAFETY REPORT**

NOTED:

- a) The next meeting of the Union Health and Safety Committee is on the 16<sup>th</sup> December at 12.30pm.
  - i. A report will come to the Executive Committee after this has meet.

**5. MANAGEMENT ACCOUNTS**

RECEIVED: The August, September and October 08 Management Accounts were presented by the Deputy President (Finance & Services)

NOTED:

- a) The August retail sales were roughly off budget but this was due to the cost of stock being higher than anticipated.
  - i. Generally retail was not as good as the last year.
  - ii. The retail net profit was above budget.
  - iii. The cost of part time retail staff is high.
- b) In regards to mini vans, there have been issues with the irrecoverable and recoverable VAT being put in the wrong category and so has been coming in and out over the past few months. This will be corrected in November.
  - i. The 4 new vans have been accounted for twice.
  - ii. Vans are slightly above budget.
- c) In August, the South Kensington bars were in a brilliant position with the cost of sales decreasing and the gross profit increasing.
  - i. This is surprising considering the Proms trade was down.
  - ii. There have been a lot of external functions during that time.
  - iii. It was questioned what the 3% retrospective discount was. The Deputy President (Finance & Services) said he was unsure but will look in to it.

**ACTION:**

**1. The Deputy President (Finance & Services) to investigate what the 3% retrospective discount was in the South Kensington bars accounts in August.**

- iv. The high expenditure in September is due to the equipment for the refurbishment.
- v. October saw the biggest Freshers take ever. Factors for this were that there is a new supplier and a slight price increase.
- vi. A new ice machine and glass washer have been purchased which explains some of the £4000 for equipment servicing in October.
- d) In regards to catering, the gross profit for August was good.
  - i. Temporary core staff was not budgeted for in August or September which destroyed the accounts.
  - ii. Cost of sales were up in September but the gross profit was ok.
  - iii. It was anticipated to take more in October through functions trade.
  - iv. Disposables are now being budgeted for.
  - v. Catering overall could be in a worse position; it is better than last year.
  - vi. The Deputy President (Finance & Services) and Deputy General Manager are looking at how to improve the catering situation.
- e) In regards to the Charing Cross bar, the bar was closed in August but managed to take money during this time.
  - i. The bar opened late in September due to the late Freshers start.
  - ii. Profits were down £2k against budget in October but also paid out £12k for new seating.
  - iii. The new suppliers to the South Kensington bars are also coming in to Reynolds.
- f) Overall the bottom line on Ents is not good.
  - i. September saw the pre sales for Freshers events.
  - ii. Stewards are not being charged to Ents; they are going in to office, however their expenses are being taken from Ents. The Deputy President (Finance & Services) is looking in to why this is.
  - iii. October was not as good as last year.
  - iv. There are still outstanding invoices for October so sales may be higher.
  - v. Have not had to pay for the public performance licence in October; this is still to come in.
- g) Before the next meeting of the Executive Committee, the management accounts will be circulated to the committee but this will be under restricted circulation.

**6. PURCHASE ORDER APPROVAL – SPORT IMPERIAL**

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

NOTED:

- a) This is a one off payment for the year so that the Union will be working in credit and will be refunded for unused bookings at the end of the period.
- b) It was confirmed that all the clubs have the money to cover the bookings.
- c) The committee moved to a vote and the paper was passed unanimously.

**RESOLVED:**

- 1) **To approve the purchase order for bookings to Sport Imperial to the value of £93,562.00.**

## **7. FUNDING FOR SAILING CLUB USE OF ULU BOATHOUSE**

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

NOTED:

- a) When the Union was part of ULU, the bulk of the cost of use of the Sailing Boathouse was covered by subvention.
- b) The history of this lies with the Union never giving the money to the club but ULU not invoicing the club either.
  - i. ULU have not charged for the past 2 years but are only charging for 1 year of use.
  - ii. The figures given were proposed by the President at the time and not actually figures
- c) The sailing club have now found a new Boat House to re-house to.
- d) The committee moved to a vote and the paper was passed unanimously.

**RESOLVED:**

- 1) **To award £600 from Exec reserves to IC Sailing Club under ground hire in order to pay for the invoice issued by ULU.**

## **8. ANY OTHER BUSINESS**

### **8.1 GSA Office**

NOTED:

- a) The GSA Chair stated that he had been going through previous minutes of the Executive Committee and that there was discussion in regards to the GSA getting an office.
- b) It was stated that currently there is a space shortage and it is not possible to offer the GSA committee office space.
- c) The Union offices have now been moved in to phase II of the redevelopment and that it may be possible to readdress this request then.
- d) It was suggested to ask College for space as they have done for the Faculty Unions.

### **8.2 Posters**

NOTED:

- a) The Deputy President (Clubs & Societies) has met with the Head of Conferences and it was discussed that when the JCR and Sheffield walkway were redeveloped, the Union was supposed to fund wrap around space on pillars, however we got lockable posterboards instead.

***Meeting closed 1.30pm***

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

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

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