

MINUTES OF THE PROCEEDINGS
of the fifth 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 15th January at 6.00pm.

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
City and Guilds College Union President	Mark Mearing-Smith
RCSU President	David Charles
GSA Chair	Rhys Morgan
Clubs and Societies Board representative	Adam Baldwin
Clubs and Societies Board representative	Samuel Furse

Permanent Observers:

Governance and Administration Co-ordinator – clerk	Rebecca Coxhead
Student Services Manager	Phil Power

Apologies: Representation and Welfare Board representative Tim Barrett, Representation and Welfare Board representative Kathryn Wright, Honorary Senior Treasurer Simon Archer

General Manager	Peter Haldane
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1. CHAIRS BUSINESS - none

2. MINUTES FROM LAST MEETING

RECEIVED: The minutes from 27th November 2008

RESOLVED:

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

3. MATTERS ARISING

NOTED:

- a) The Deputy President (Finance & Services) is still to investigate the retrospective discount that was in the August accounts for the South Kensington bars.

ACTION:

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

4. HEALTH AND SAFETY REPORT

NOTED:

- a) A report will be bought to the next meeting of the Executive Committee.

At this point the agenda was changed to consider agenda item 6 as the next item.

6. PROPOSED DEPUTY PRESIDENT (EDUCATION & WELFARE) ROLE SPILT

RECEIVED: The paper was presented by the President

NOTED:

- a) The College Secretary has suggested making the job descriptions less prescriptive to allow for future 'tweaks' without having to make Constitutional changes.
- b) Executive Committee has the responsibility for prioritisation of subvention funding.
- c) The Deputy President (Clubs & Societies) questioned as to what level of assurance from College the President is expecting.
 - i. The President stated that there needs to be a level of trust that she will get this assurance from high level College staff.
 - ii. The Deputy President (Education & Welfare) was hesitant to put in specific names.
- d) Julia Buckingham and Rodney Eastwood have indicated that it's good that the Union will be using the money for representation.
- e) Postgraduates do not have specific Welfare Officers which is why they are specified in the job description for the Deputy President (Welfare).
- f) The City and Guilds College Union President stated that point 18 should be a 'Union notes' and point 17 should read 'additional Sabbatical'.
- g) The ACC Chair suggested that the ordering of the notes should be changed to reflect the importance of each note.
- h) It was questioned if the name Deputy President (Education and Development) should be changed to just Deputy President (Education).
 - i. It was suggested that this should be debating at Council.

The agenda returned to normal ordering at this point

5. MANAGEMENT ACCOUNTS

RECEIVED: The November accounts presented by the Deputy President (Finance & Services)

NOTED:

- a) The areas of concern highlighted by the Head of Finance are ents, catering and vans.
 - i. There is not strategy for ents as of yet.
 - ii. Catering is currently with a strategy that is being reviewed. Any changes won't be implemented before Easter or end of the term.
 - iii. There is £13k worth of income for vans in November that has not been processed. This will show in the December accounts.
- b) This is traditionally the time where Clubs and Societies spend.
- c) It was pointed that comparing to last years figures is not effective as the accounts were not truly reflective.
- d) The Deputy President (Clubs & Societies) stated that points 6 and 7 on page 10 are not relevant and point 8 bears no concern.
 - i. The ICSMSU President stated that point 4 on page 9 should read £12k and not £13k.
- e) The Head of Finance is looking to break down the '@Union office' in to smaller categories.
- f) Ents is offset against the bar; has mostly been a lost leader.
 - i. It was requested that a breakdown be provided on the bar income on ents nights and non ents nights to see if this is the case.

ACTION:

- 1. The Deputy President (Finance & Services) to provide a breakdown on the South Kensington bar income on ents nights and non ents nights.**

7. ANY OTHER BUSINESS

7.1 SPONSORSHIP

NOTED:

- a) A external exams revision course company have approached a ICSMSU club in regards to offering them sponsorship in return for advertising and the opportunity to come and talk to students.
 - i. The ICSMSU President stated he did not want to be restrictive to what the club can do but is proving to be an ethical dilemma as these companies prey on students who are scared in to paying money for extra revision classes which are not affordable for all.
- b) The Rector and Head of Undergraduate Medicine have expressed that they will not have any interaction with these types of companies in regards to promotion of them.
- c) The ICSMSU President sought the Executive Committee opinion as to whether he should allow the clubs to take the sponsorship.
 - i. The committee agreed that if the Rector has indicated he does not wish to promote the companies then that should be enough to stop them from sponsoring the clubs.
- d) It was suggested that a matrix of organisations that the Union accepts donations from should be created.

7.2 PURPOSE OF EXECUTIVE COMMITTEE

NOTED:

- a) The Deputy President (Education & Welfare) reminded the Executive Committee that the purpose of it is to act as financial body of the Union and should be having input as to how money is spent and Union finances in general.
- b) The CGCU President stated that none of the committee has the financial background.
- c) The Deputy President (Finance & Services) stated that the Executive Committee approves any spend over £50k.

Meeting closed 7.30pm

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

_____ 2008/09

_____ Chair of the Meeting