

MINUTES OF THE PROCEEDINGS
of the ninth 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 5th May 2009 at 12.15pm.

Present:

President	Jennifer Morgan – Chair
Deputy President (Clubs & Societies)	Lily Topham
Deputy President (Finance & Services)	Christian Carter
Deputy President (Education & Welfare)	Hannah Theodorou (arrived 1.10pm)
ICSMSU President	Mark Chamberlain
RCSU Representative	Andreas Esau
Clubs and Societies Board representative	Samuel Furse
Permanent Observer:	
Honorary Senior Treasurer	Simon Archer
Governance and Administration Coordinator	Rebecca Coxhead

Observers: Felix Editor Jovan Nedic, Marketing and Sponsorship coordinator Alex McKee

Apologies: Representation and Welfare Board representative Tim Barrett, Representation and Welfare Board, representative Kat Wright Clubs and Societies Board representative Adam Baldwin, City and Guilds College Union President Mark Mearing-Smith, RCSU President David Charles, GSA Chair Rhys Morgan, Representation and Welfare Board representative Kathryn Wright

1. CHAIRS BUSINESS

NOTED:

- a) The meeting was deemed to have started without meeting quorum however this was reached at 1.10pm when the Deputy President (Education & Welfare) joined the meeting.

2. MINUTES FROM LAST MEETING

RECEIVED: The minutes from 2nd April 2009

NOTED:

- a) Correction to the heading of agenda item 4 from lightening to lighting.

RESOLVED:

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

3. MATTERS ARISING – none

4. MANAGEMENT ACCOUNTS

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

NOTED:

- a) The Union is on target figure wise.

- b) The presentation of the accounts is currently being discussed and will appear different at the next meeting.
 - i. This is to make it clearer for the committee to process.
- c) Sabbatical accommodation has been included in this budget which wasn't last year.
- d) Irrecoverable VAT is sizeable due to the building works.
- e) The committee moved to a vote to accept the paper and it was unanimously passed.

RESOLVED:

- 1) To accept the accounts**

5. SUMMER BALL BUDGET

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

NOTED:

- a) The Deputy President (Finance & Services) is not managing the budget; the Deputy General Manager is doing this but the Deputy President (Finance & Services) is project leading.
- b) The budget is based on last years.
 - i. There was overspend on last years acts but the budget has been increased for this year.
- c) The VIP area will not be available this year and it was not profitable.
- d) The donation from College is the same as last year but have been informed that this will be reduced next year.
 - ii. The marquee will be funded by College.
- e) The budget is less VAT but VAT will be charged as this is not a charitable event.
- f) Some money has been spent on acts already.
- g) A sound stage will be situated in the quad.
- h) Half the dinner tickets have been sold already.
- i) Any suggestions for guest speakers should be made to the President/ Deputy President (Finance & Services)
- j) The committee moved to a vote to accept the budget and it was unanimously passed.

RESOLVED:

- 1) To approve the presented Summer Ball budget**

6. FELIX DIGITAL ARCHIVE

RECEIVED: The paper was presented by the Felix Editor

NOTED:

- a) This is the Felix Editors major project for the year.
- b) This will be a good resource for the alumni.
- c) There are some issues with the older copies in that some of the text is faded and thus can't be read by the scanner.
- d) The IC Trust has given £6k but has also applied for funding fro the JISC and Old Centrilians trust.
 - i. It was suggested applying to the Harlington Trust also.
- e) Creating DVD's and on selling is another revenue possibility.
- f) No other University in the UK has an online archive.
- g) There is enough money to get them just digitalised.
- h) The archive will be Union branded.
- i) The archive will be of benefit to both present and past members.
- j) This will be backed up at the British Library and College archive.
- k) It was pointed that future technology changes would also need to be considered.
 - i. The Felix Editor stated that the archive will be held in different mediums; pdf's, microfilm etc.
- l) It was suggested that a pay per view system can also be an option for when people access the archive.
- m) The Alumni office is being approached to see how they can assist with fundraising for the project.
- n) Overall the cost will be £55k.
- o) The general consensus of the committee were that they were in favour of the project but aware of the cost.

- p) It was suggested that the Executive Committee fund £7.5k on the proviso that College match this funding.
 - i. This could be used as a negotiation tack with College.
 - ii. It was suggested that this was perhaps risky if College don't fund.
- q) It was suggested that Executive Committee contribute £7500 to the project.
 - i. This was agreed and it was suggested that the Felix Editor bring a progress report to the committee by the end of July.

RESOLVED:

- 1) To fund the Felix electronic archiving project £7500 from the Executive Committee reserve.**

ACTION:

- 1. The Felix Editor to produce a progress report by the end of July and circulated to the Executive Committee.**

7. PROPOSAL FOR THE REDESIGN OF THE ICU WEBSITE

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

NOTED:

- a) The redesign is focused more on Clubs and Societies which are the main users.
- b) The 'my media' tab is an opportunity to show life at Imperial College and College communisations are working with the Union on this.
- c) The larger advertising banner will provide extra revenue.
- d) The cost will be approximately £26k.
- e) The login will be a pop up window.
- f) The navigation of the clubs shops will be through navigation through web pages.
 - i. This is to encourage Clubs and Societies to navigate through and look at information on the way rather than just type in the URL.
- g) The ICSMSYU President suggested the reimplementaion of daily sales reports.
 - i. It was agreed that this would be discussed separately.
- h) Registry feeds will be more regular.
- i) It was noted that prices are different on items for different users; Imperial College Union members and non members.
- j) It was reminded that this is not money being spent from the Executive Committee reserve, this will come fro the office budget and will 'self fund' to a point through advertising.
- k) The committee moved to a vote to accept the paper and it was passed.

RESOLVED:

- 1) To accept the paper.**

8. MINIBUS REPLACEMENT STRATEGY

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

NOTED:

- a) The replacement plan was implanted last year.
- b) Trade has been increased with clubs using the new minibuses.
- c) Essentially the minibuses are self funding.
- d) There is a possibility that the Union may be charged £600 per annum for parking at Charing Cross.
- e) The Membership Services Manager is currently investigating parking options for the new minibuses.
- f) The committee moved to a vote to accept the paper and it was passed on the provision that parking spaces will be found for the new buses.

RESOLVED:

- 1) To formally approve the ordering of two additional minibuses for delivery in September 2009 on the provision that parking spaces can be found for the buses.**

9. ANY OTHER BUSINESS

9.1. GSA elections

NOTED:

- a) The GSA Chair wishes to hold the elections in the autumn term but the Deputy President (Education & Welfare) feels that it is better for them to be held with the central Union elections to ensure that some positions are filled and things get done over summer.
- b) The issue with holding them in the summer term with the central union elections is that the masters students don't get a chance to stand.
 - i. It was pointed that they can stand when the mop up elections are held in the autumn term.
- c) It was decided that the elections should be held in the summer term to ensure that some positions are filled and work can be done over summer.

RESOLVED:

- 1) **The Executive Committee support undertaking the GSA elections in the summer term alongside the central union elections.**

9.2 CAG reimbursement

NOTED:

- a) A transfer inaccuracy happened with the CAG account at the beginning of the year which equated to approximately £1k.
- b) The Deputy President (Finance & Services) stated that he will circulate the email with the exact information.

ACTION:

1. **The Deputy President (Finance & Services) to circulate the email to the Executive Committee pertaining to the CAG transfer mistake.**

Meeting closed 1.35pm

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

_____ 2008/09

_____ Chair of the Meeting