

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 6<sup>th</sup> July 2009 at 6.00pm.

**Present:**

President	Jennifer Morgan – Chair
Deputy President (Clubs & Societies)	Lily Topham
Deputy President (Education & Welfare)	Hannah Theodorou
RCSU President	David Charles
ICSMSU President	Mark Chamberlain
GSA Chair	Rhys Morgan
Clubs and Societies Board representative	Samuel Furse
<b>Permanent Observer:</b>	
Operations Manager	Robin Pitt
Finance Manager	Yildiz Kaya Forster
Governance and Administration Coordinator	Rebecca Coxhead

**Observers:** President elect Ashley Brown, Deputy President (Clubs & Societies) Jenny Wilson, Deputy President (Education) elect Jonathan Silver, Deputy President (Welfare) elect John James, ICSMSU President elect, Boat Club Captain Erica Thompson, Boat Club Adam Seward, Motor Club Chris Spencer and Jeffery Salmond

**Apologies:** Deputy President (Finance & Services) Christian Carter  
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

**1. CHAIRS BUSINESS – none**

**2. MINUTES FROM LAST MEETING**

RECEIVED: The minutes from 5<sup>th</sup> May 2009

**RESOLVED:**

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

**3. MATTERS ARISING**

**NOTED:**

- a) The Felix Editor is still to provide an update on fundraising progress.
- b) It was pointed out that the Deputy President (Finance & Services) had not circulated the email pertaining to the CAG transfer error.

**ACTION:**

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

The agenda was reordered to consider agenda items 5 & 6 as the next items of business.

#### 5. ACC BOAT CEP RELEASE

RECEIVED: The paper was presented by the ACC Boat Club Captain

NOTED:

- a) The club is expecting to expand next year so would like another boat to accommodate this.
- b) The Deputy President (Clubs & Societies) stated that the Deputy President (Finance & Services) had no objection to the release.
- c) £3960 will be contributed by the club.
- d) The committee moved to a vote to accept the paper and it was unanimously passed.

RESOLVED:

- 1) To release £18,000 from the Capital Expenditure Plan for the purchase of a new racing eight from Janousek & Stämpfli Boats.

#### 6. KART CEP RELEASE

RECEIVED: The paper was presented by the Kart Club Captain

NOTED:

- a) The committee moved to a vote to accept the paper and it was unanimously passed.

RESOLVED:

- 1) To release £2214.49 from the Kart Club CEP for the purchase of one Rotax at £1,720.64 + £258.10 VAT and two Honda GX160s at £205.00 + £30.75 VAT

#### 4. MAY 09 MANAGEMENT ACCOUNTS

RECEIVED: The paper was presented by the Finance Manager

NOTED:

- a) The Union is in a prosperous position at present.
  - i. The trading surplus has contributed well.
- b) Beit office was over ambitious in the budget planning last year hence why targets have not been met.
- c) The subvention is paid in to Beit office.
- d) Charing Cross functions are not appearing in the accounts.
- e) It was pointed that the security cost distorts the bottom line figures for Charing Cross.
  - i. The Finance Manager stated that she will look in to separating this.
- f) Catering permanent staff cost has increased as one of the temporary staff members has been taken on full time.
- g) The committee moved to a vote to accept the accounts and they were passed unanimously.

RESOLVED:

- 1) To approve the May 09 management accounts.

#### 7. GSA STANDING ORDERS

RECEIVED: The paper was presented by the GSA Chair elect

NOTED:

- a) The standing orders have not been updated for a very long time.
- b) The update takes in to account the change in the Postgraduate faculty reps.
- c) In regards to formatting, point 7.4.4 needs to be removed.

- d) In regards to the postscript editor job description, it was suggested that it should be included that they actually are required to produce a Postscript magazine at least 3 times over the academic year.
  - i. The suggested text is 'be responsible for the creation and publication of postscript at least 3 times during the year.'
- e) The GSA Executive Committee have not seen this document at all nor contributed to it
  - i. The GSA Chair stated that he had been working on changes this year and these had not been put in to the document.
- f) It was suggested that the GSA standing orders be referred back to the GSA Executive Committee for discussion.

**RESOLVED:**

- 1) **To refer the GSA Standing Orders back to the GSA Executive Committee.**

**8. FRESHERS' INTRODUCTORY VIDEOS**

RECEIVED: The paper was presented by the President elect

NOTED:

- a) The actual format of introductory talks was uncertain; specifically if Faculty Unions will be participating in these talks.
  - i. The President elect stated that if Faculty Unions are not allocated times in the introductory talks, he will include these in the Union talk.
- b) The videos will be used for other publicity opportunities.
- c) Half of the funding will be from the website budget and half from the Executive Committee reserve.
- d) Stoic has indicated that they are happy to lend equipment.
- e) The President elect stated that if anyone wished to input in to the videos; contact him.
- f) The committee moved to a vote to accept the paper and it was passed

**RESOLVED:**

- 1) **To allocate up to £375 from the Executive Committee Reserve.**

***Meeting went in to closed session at 6.45pm***

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

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

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