

MINUTES OF THE PROCEEDINGS
of the second ordinary meeting of
the
Trustee Board
of the
Imperial College Union
in the 2009-2010 Session

The meeting of the Trustee Board was held in meeting room 3 of the Union Building on Tuesday 12th January at 6.00pm

Present:

Lay Trustee - Chair	Julia Higgins (JH)
President	Ashley Brown (AB)
Council Chair	Mark Chamberlain (MC)
Court Chair	Hamish Common (HC)
Student Trustee	Amaury Fastenakels (AF)
Student Trustee	Deep Shah (DS)
Lay Trustee	Lewis Hands

Permanent Observers

Deputy President (Finance & Services)	Danny Hill (DH)
Deputy President (Education)	Jonathan Silver
Operations Manager	Robin Pitt (RP)
ICU Honorary Senior Treasurer	Simon Archer (SA)
Governance and Administration Coordinator – Clerk	Rebecca Coxhead (RC)

Apologies: Student Trustee Shah Rahman, Deputy President (Clubs & Societies) Jenny Wilson, Deputy President (Welfare) John James, Student Trustee Esther Kang (EK), Lay Trustee Graham Howard (GH)

Observers: Finance Manager Yildiz Kaya-Forster (YKF)

1. CHAIRS BUSINESS

NOTED:

- a) LH intends to not continue as a Lay Trustee when his term expires on the 31st July.
 - i. It is unsure what GH intentions are. RC has contacted him but is still to hear.
 - ii. It was highlighted that a mechanism for recruitment of Lay Trustees needs to be created.
 - iii. Alumni are an obvious resource to access for recruitment.
 - iv. LH offered to contact the CGCA to see how they can assist the recruitment of Lay Trustees. AB stated he will contact the RCSU to do the same.

ACTION:

1. LH to investigate how the CGCA can assist the Union in recruiting Lay Trustees and AB to also undertake this task for the RCSA.

2. MINUTES FROM LAST MEETING

RECEIVED: Minutes from 10th November 2009

RESOLVED:

- 1) To accept the minutes as a true record of the last meeting.

3. MATTERS ARISING – none

4. MANAGEMENT ACCOUNTS

RECEIVED: The November 2009 Accounts were presented by YKF

NOTED:

- a) The YTD figures are slightly up.
- b) The variances are as expected.
- c) Concern was raised in regards to the missing money from the safe.
 - i. It was explained that the petty cash and float is now counted and reconciled monthly where in the past it was done yearly so this assists in mitigating the risks.
 - ii. YKF clarified that this is not due accounting errors, it is theft.
- d) Processing of late invoices will improve once that aspect of the accounting system moves over to being electronic.
 - i. Historically the Summer Ball and Fresher's Fair have been received late.
- e) CAPA is an American student exchange programme that took over International Enrichment.
 - i. It was included in the budget that CAPA will continue renting the space used by International Enrichment but this has not been the case.
 - ii. College's International Office has expressed interest in renting out the space. HC suggested that this option be pursued with caution as they may move in and not leave; the contract would have to be quite explicit.

RESOLVED:

- 1) To accept the accounts.

5. PRESIDENT REPORT

RECEIVED: The report was presented by AB

NOTED:

- a) Charity Registration is still on hold until the Charity Commission directs the Union to do so.
 - i. The Union does have a 'way forward' plan.
 - ii. The Union accounts for 2011/12 will be completed to the charity SORP requirements.
- b) In regards to Phase III of the building redevelopment, College have set up a project team but nothing has been signed off as yet.
 - i. Currently experiencing some issues with planning permissions with placing plant on the roof.
- c) RP has met with the Director of College Estates in regards to the vandalism and security of the Union Building.
 - i. A proposal to install CCTV and swipe card readers on the at risk areas has been submitted to College.
 - ii. HC stated that it should be requested that the CCTV is a quality that is useful.

- d) Clubs have been taught how to use the online budget submission which will make the process much easier.
 - i. College are suggesting a 20% cut to Union subvention may occur.
 - ii. The amount of subvention will not be known until July/August of this year.
 - iii. The general election will affect funding.
- e) In regards to the commercial utilisation of the improved facilities, it was stated that the Union is working towards growing external clients during the summer vacation.
- f) The Board moved to accept the report and it was accepted unanimously.

RESOLVED:

- 1) To accept the report.**

6. OPERATIONAL MANAGER REPORT – considered in closed session

7. COUNCIL CHAIR REPORT

RECEIVED: A verbal report was presented by MC

NOTED:

- a) The position of Court Advocate will come back to the next meeting of Council for ratification.
 - i. The Court Advocate is a liaison between students and Court.
- b) Currently have vacancies for the Equal Opportunities Officer, who has stepped down, and 2 representatives from the Grad Schools.
- c) The Board moved to accept the report and it was accepted unanimously.

RESOLVED:

- 1) To accept the report.**

8. COURT CHAIR REPORT

RECEIVED: A verbal report was given by HC

NOTED:

- a) There has been 1 meeting to discuss the creation of the Court Advocate position and a hearing regarding a driving ban appeal.
- b) The Board moved to accept the report and it was accepted unanimously.

RESOLVED:

- 1) To accept the report.**

9. BUILDING REDEVELOPMENT – PHASE 3 FUNDING

RECEIVED: The paper was presented by AB and RP

NOTED:

- a) The phase 3 plan is different to the original Master plan created 5 years ago.
 - i. There has been a change to reflect a change in catering which will move towards bar services rather than counter service which is currently operating.
 - ii. This will reduce the amount of plant required what would sit on the roof.

- b) Currently on the whole students are dissatisfied with the night club and are not frequenting it and going elsewhere.
- c) Ultimately the Union should be providing safe social space for its members.
- d) Energy efficiency is costing approximately £200k.
 - i. Double glazing for windows is being included in this.
- e) Students have been consulted with in regards to providing better space for live acts and events.
- f) The cellars will merge to create 1 super cellar between the bar and the nightclub.
- g) RP circulated an updated 5 year plan which includes depreciation and gives a more accurate figure.
- h) The numbers are projection based on a price increase and retaining the second and third years by making this a space that they want to come back to.
 - i. The increase is a conservative projection.
 - ii. When registered with the Charity Commission, it will not be looked on favourably to make a massive amount of profit.
 - iii. The figures show costs being covered with a modest increase which is prudent.
- i) The Board moved to a vote on authorising the cash pooling arrangement and the expenditure and it was unanimously agreed.

RESOLVED:

- 1) To enter into the cash-pooling arrangement with Imperial College.
- 2) To authorise expenditure of £2.44m:
 - a. £840,000 from Imperial College Union's cash reserves.
 - b. £800,000 from cash reserves, backed by a £800,000 overdraft facility from Imperial College, as described.
 - c. £800,000 from Imperial College as a capital grant.

The meeting moved in to closed session at 7.30pm

Approved as a correct record at a meeting
of the Trustee Board on

_____ 2009/10

_____ Chair of the Meeting