

MINUTES OF THE PROCEEDINGS
of the fourth 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 13th July 2010 at 6.00pm

Present:

Lay Trustee - Chair	Julia Higgins (JH)
President	Ashley Brown (AB)
Council Chair	Mark Chamberlain (MC)
Court Chair	Hamish Common (HC)
Lay Trustee	Lewis Hands (LH)
Lay Trustee	Graham Howard (GH)

Permanent Observers

Deputy President (Clubs & Societies)	Jenny Wilson (JW)
Deputy President (Education)	Jonathan Silver (JS)
Operations Manager	Robin Pitt (RP)
Governance and Administration Coordinator – Clerk	Rebecca Coxhead (RC)

Apologies: Student Trustee Shah Rahman, Student Trustee Amaury Fastenakels (AF), ICU Honorary Senior Treasurer Simon Archer (SA), Deputy President (Finance & Services) Danny Hill (DH), Deputy President (Welfare) John James

Observers: Finance Manager Yildiz Kaya-Forster (YKF), Lay Trustee elect Simon Maddison (SM), President elect Alex Kendall, Deputy President (Education) elect Alex Dahinten, Deputy President (Finance & Services) elect Ravi Pall, Student Trustee elect Salman Waqar

Not present: Student Trustee Esther Kang (EK), Student Trustee Deep Shah (DS)

1. CHAIRS BUSINESS

NOTED:

- a) The Chair welcomed Simon Maddison who was elected in to the position of lay trustee at the last meeting of Union Council.
 - i. SM's term of office begins on the 1st August 2010.
- b) The Chair expressed disappointment at the papers being circulated late.
- c) In regards to the decision of the Constitutional changes that were made by the board by email, it was reported that there were no opposition to these and that so were passed.
 - i. Courts view to the changes was not received and as such was not circulated to the Board.
 - ii. HC reported that in courts view, the changes were acceptable apart from the RSM changes which had some 'shaky' point.
- d) HC proposed that JH be appointed Chair to the Trustee Board for the 2010-11 session.
 - i. The board unanimously agreed to appoint JH to Chair the Trustee Board for the 2010-11 session.

RESOLVED:

- 1) To appoint JH to the Chair of Trustee Board for the 2010-11 session.

2. MINUTES FROM LAST MEETING

RECEIVED: Minutes from 11th May 2010.

RESOLVED:

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

3. MATTERS ARISING

NOTED:

- a) In regards to the recruitment of Lay trustees, 2 responses had been received by AB.

4. END OF YEAR REPORT

RECEIVED: The report was presented by the President

NOTED:

- a) The presented document is what was presented at the last meeting of College Council.

5. MANAGEMENT ACCOUNTS MAY 2010

RECEIVED: The accounts were presented by the President

NOTED:

- a) Catering have made a massive turn around and is now breaking even.
- b) May is the last month that College give subvention to the Union.
 - i. Subvention is paid in 10 monthly instalments.
- c) A source for half the WCUS debt has been found.
 - i. There is a grant that can only be used for Wye campus clubs which the Union has applied to.
 - ii. AB/AK are in negotiations with College in regards to College funding some of the rest of the debt.
- d) The £90k Clubs and Societies overspend is mostly due to procedures not being followed.
 - i. Some Clubs and Societies have outstanding income from events still to be paid in.
- e) There is a major issue with till shortages.
 - i. The lost money bag that was lost between the bar and the bank has been found
- f) The Finance Manager stated that the procurement process is currently being worked on.
 - i. It was suggested that the Union may be able to utilise the College system and to benefit from economies of scales.
- g) Forecasting will not be included in the June accounts.
 - i. There will be a proper forecasting process for next year as the budget will be more accurate.

RESOLVED:

- 1) To accept the accounts.

The board moved in to closed session at this point and resumed open session at 6.45pm

7. PRESIDENT REPORT

RECEIVED: The report was presented by AB

NOTED:

- a) The President explained that papers were circulated late due to College making a mess of the budgeting process.
 - i. The Union were not told to prepare a budget incorporating a 5% cut.
 - ii. AB has expressed his dismay to the Deputy Rector and Chief Financial Officer of how the budgeting process was communicated to the Union. They have agreed that this process has not been handled well.
 - iii. In future budgeting, it would make sense for the Union to be part of the Central Secretariat.
 - iv. It was suggested that this experience should be argued in the Unions favour at the next budgeting round and argued to remain 'flat funded'.
- b) Election for the post of Deputy President (Welfare) will be completed on the 19th July.
- c) The Board moved to accept the report and it was accepted unanimously.

RESOLVED:

- 1) To accept the report.

8. OPERATIONAL MANAGER REPORT – considered in closed session

9. COUNCIL CHAIR REPORT

RECEIVED: A verbal report was presented by MC

NOTED:

- a) The Board moved to accept the report and it was accepted unanimously.

RESOLVED:

- 1) To accept the report.

10. COURT CHAIR REPORT

RECEIVED: A verbal report was given by HC

NOTED:

- a) There are still vacancies for some court positions.
 - i. The Court advocate is still to be elected but this will be done in the Autumn term.
- b) The Board moved to accept the report and it was accepted unanimously.

RESOLVED:

- 1) To accept the report.

11. ANY OTHER BUSINESS

11.1 FINANCE SERVICE LEVEL AGREEMENT

NOTED:

- a) AB stated that College are 'dragging their feet' in regards to getting this document completed and signed.
- b) It was suggested that once this has been received back from College, this can be circulated to the board electronically for comment and approval .
 - i. The board agreed that this is an acceptable way to approve the document.

RESOLVED:

- 1) **Once the Finance SLA has been received from College, this is to be circulated to the board electronically for comment and approval.**

The meeting closed at 7.00pm

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

_____ 2009/10

_____ Chair of the Meeting

DRAFT