

MINUTES OF THE PROCEEDINGS  
of the third meeting of  
the  
**Executive Committee**  
of the  
Imperial College Union  
in the 2009-2010 Session

The meeting of the Executive Committee was held in meeting room 6 of the  
Union Building on the 5<sup>th</sup> November 2009 at 6.00pm

**Present:**

President	Ashley Brown – Chair (AB)
Deputy President (Clubs & Societies)	Jenny Wilson (JW)
Deputy President (Education)	Jonathan Silver (JS)
Deputy President (Finance & Services)	Danny Hill (DH)
ICSMSU President	Anil Chopra (AC)
RCSU Representative	Katya Vyas
GSA Chair	Ali Mozaffari (AM)
Clubs and Societies Board representative	Henry Debens
Representation and Welfare Board representative	Chris Darby
Representation and Welfare Board representative	Hannah Theodorou
<b>Permanent Observer:</b>	
Operations Manager	Robin Pitt (RP)
Governance and Administration Coordinator	Rebecca Coxhead (RC)

**Observer:** Yildiz Kaya Forster Finance Manager

**Apologies:** Deputy President (Welfare) John James, Clubs and Societies Board representative Andrew Mclellan

**Not present:** CGCU President Kirsty Patterson (KP)

**1. CHAIRS BUSINESS**

**NOTED:**

- a) The Chair welcomed the representatives from Clubs and Societies Board and Representation and Welfare Board

**2. MINUTES FROM LAST MEETING – 30<sup>th</sup> September 2009**

**RESOLVED:**

- 1) To pass the minutes as a correct record.

**3. MATTERS ARISING – none**

#### 4. EXECUTIVE COMMITTEE RESERVES

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

NOTED:

- a) Clubs and Societies are getting more efficient at not under spending and this is reflected in the decrease in amount available.
- b) ACC have done especially well with their spending efficiency.
- c) Media's massive under spend is being dealt with.
- d) Silwood is an ongoing issue.
  - i. The Deputy President (Finance & Services) is meeting the Chair next week.

RESOLVED:

- 1) **To accept the report.**

#### 5. SEPTEMBER MANAGEMENT ACCOUNTS

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

NOTED:

- a) The Committee were given training from the Deputy President (Finance & Services) and Finance Manager in regards to reading the accounts and understanding content.
- b) It was requested that the comments in the summary should be numbered for easier reference.

ACTION:

1. **The Finance Manager to number the comments in the summary in further management accounts.**
- c) Adverse variances are the difference between money not spent but planned to be spent.
- d) The catering loss is significantly higher than budget.
- e) A correction on page 7 was pointed out; it is pounds, not £000.
- f) The procedure has been changed at Reynolds in that there has to be 2 members of staff on at all times.
  - i. This has increased staffing cost.
  - ii. £3000 has been spent on a till.
  - iii. The bar has been closing earlier.
- g) The increase in South Kensington equipment was racking for the refurbished storage rooms.
- h) In regards to room hire, the budget had rent for STA travel space accrued which never eventuated.
- i) The committee moved to a vote on accepting the accounts and they were passed unanimously,

RESOLVED:

- 1) **To accept the accounts.**

*The agenda was changed to consider agenda item 9 as the next item of business.*

#### 9. TRANSFER OF FUNDS REQUEST

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

NOTED:

- a) Subvention does not get paid in June and July.
- b) The committee moved to a vote to pass the paper and it was accepted unanimously.

RESOLVED:

- 1) **To make a money transfer from the ICU Reserves to the General Short Term Deposit account for the amount of £175,999.31.**

## 6. SECURITY ACCESS FOR THE SNOOKER ROOMS

RECEIVED: The paper was presented by the Deputy President (Clubs & Societies)

NOTED:

- a) The snooker rooms are a thoroughfare for meeting room 1.
- b) Swipe cards will control access.
- c) External guest will be given guest cards.
- d) It was suggested to have it open access from 10am to 6 pm Monday to Friday and this was agreed.

RESOLVED:

- 1) To allocate a maximum of £4000 from the Exec Reserve to pay for swipe card readers for the snooker room.
- 2) To have open access from 10am to 6 pm Monday to Friday.

## 7. REISSUING OF CHEQUES

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

NOTED:

- a) It was agreed that point 10. b. should be changed to clarify that the person requesting a reprinted cheque will incur a £10 charge per cheque.

RESOLVED:

- 1) Point 10.b. to state the following  
*'if the request is for a cheque issued less than 6 months ago and greater than £10 in value this will be reissued, and the original cheque cancelled on both the finance system and with the bank, the person requesting the cheque will incur a £10 charge per cheque requested to cover the bank charges.'*

- b) The committee moved to a vote to pass the paper including the amendment and it was passed unanimously.

RESOLVED:

- 2) No active chasing of cheque payees will be undertaken in future. Requests for reissues of cheques will be dealt with as they arrive. This is a passive approach to this process.
- 3) Regular reminders will be sent to Club & Society (and CSC/FU) Treasurers to:
  - i. encourage them to ensure cheques are getting to the payees
  - ii. highlight the fact that cheques become invalid after 6 months from the issue date
- 4) Cheques on the finance system which are greater than 6 months old will be cancelled on the finance system, and the money written back to the Club or Society issuing the payment. This process will be conducted on a monthly basis.
- 5) When a request for a cheque reissue arrives, the following will be carried out:
  - i. if the request is for a cheque issued more than 6 months ago this will be reissued, and the original cheque cancelled on the finance system only;
  - ii. 'if the request is for a cheque issued less than 6 months ago and greater than £10 in value this will be reissued, and the original cheque cancelled on both the finance system and with the bank, the person requesting the cheque will incur a £10 charge per cheque requested to cover the bank charges.'
  - iii. if the request is for a cheque issued less than 6 months ago and less than £10 in value this will be reissued, and the original cheque cancelled on the finance system only.

## 8. FELIX DIGITAL ARCHIVE FUNDS TRANSFER

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

NOTED:

- a) The committee unanimously accepted the paper.

RESOLVED:

- 1) **To transfer the money back to Felix from the Exec Reserve. Depleting the Exec Reserve by £8,336.51.**

## 10. C&S DEBT COLLECTION

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

NOTED:

- a) Currently there is no procedure for debt collection.
- b) Clubs and Societies will be encouraged to consult with the finance team for help and advice in settling the debt.
- c) The committee agreed that 10% is a fair amount to charge but as there are always variables to the situation decided to add in the phrase 'normally charge' to point a.
  - i. It was also suggested to add that appeal on this charge can be to the Executive Committee and this was agreed by the committee.
- d) The committee moved to a vote to accept the paper with the suggested amendments and it was unanimously agreed.

RESOLVED:

- 1) **As of 31/01/2010 any outstanding debt owed to ICU clubs and societies older than 90 days becomes the Unions responsibility to chase.**
- 2) **The Union will charge a fee of 10% of the total debt being chased upon securing the club or society's debt to cover staffing costs. An appeal against this charge can be made to the Executive Committee.**
- 3) **A club/society report will be produced every month to indicate to club officers all unpaid invoices and debt.**
- 4) **Each club or society will be able to access a page on workbench which contains details of all unpaid invoices and the date they were issued.**
- 5) **A consultation period will run between 0 – 90 days where clubs and societies can seek advice and help from the Union finance department.**

The meeting moved in to closed session at 7.25pm

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

\_\_\_\_\_ 2009/10

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