

MINUTES OF THE PROCEEDINGS
of the first ordinary meeting of
the
Trustee Board
of the
Imperial College Union
in the 2010-2011 Session

The meeting of the Trustee Board was held in Student Activities Meeting room in the Union Building on Tuesday 9th November at 6.00pm

Present:

Lay Trustee - Chair	Julia Higgins (JH)
President	Alex Kendall (AK)
Council Chair	Jennifer Wilson (JW)
Student Trustee	Jamie Henry (JH)
Student Trustee	Melissa Lever (ML)
Student Trustee	Hoi Yeung (HY)
Lay Trustee	Simon Maddison
Lay Trustee	George Palvos (GP)
Lay Trustee	Janet Rogan (JR)

Permanent Observers

Deputy President (Clubs & Societies)	Heather Jones (HJ)
Deputy President (Education)	Alex Dahinten (AD)
Deputy President (Finance & Services)	Ravi Pall (DPFS)
Deputy President (Welfare)	Charlotte Ivison (CI)
Operations Manager	Robin Pitt (RP)
ICU Honorary Senior Treasurer	Simon Archer (SA)
Governance and Administration Coordinator – Clerk	Rebecca Coxhead (RC)

Apologies: Student Trustee Salman Waqar, Court Chair Hamish Common (HC)

Observers: Lewis Hands

1. CHAIRS BUSINESS

NOTED:

- a) Members introduced themselves to the other Board members.
- b) Training for reading and interpreting the Imperial College Union management accounts will be arranged by the Deputy President (Finance & Services) before the next meeting.
- c) Thanks were given to Lewis Hands for taking on the role of Chair for the Audit Sub Committee.

2. MINUTES FROM LAST MEETING

RECEIVED: Minutes from 13th July 2010

RESOLVED:

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

3. MATTERS ARISING – none

4. MANAGEMENT ACCOUNTS

RECEIVED: The September 2010 Accounts were presented by AK

NOTED:

- a) The accounts contain a few inaccuracies due to the Finance Manager leaving the employment of Imperial College Union and the Finance team members having to compile the accounts.
- b) Bar and catering trading areas were relocated due to the building works.
 - i. The revenue from the bar is better than what was budgeted for.
- c) The deficit will be offset by the October profits.
- d) Vans are up against last year.
- e) Beit conference is a large growth area.
 - i. Beit Conference cost centre covers the hiring of the large rooms, meeting rooms and functions.
 - ii. It was questioned in regards to insurance liability for externals using Union facilities. RP stated that he was unsure about what the unions insurance covers in these cases.
- f) Early indications for October trade are favourable.
- g) Historically September is a low period of trade due to it being the summer vacation.
- h) Metric will be a cost covering venue.
 - i. Entry will be charged on Wednesday and Friday nights but only for entry to the nightclub.
- i) The Board moved to a vote to accept the accounts and they were passed unanimously.

RESOLVED:

- 1) To accept the accounts.**

5. PRESIDENT REPORT

RECEIVED: The report was presented by AK

NOTED:

- a) Bursaries are currently being funded through endowments and Imperial Innovations companies.
 - i. It is good that College are taking the Union's input on this matter.
- b) The partnership between the RCA and RCM and Imperial College were commended.
 - i. Other collaborative projects are also being planned.
- c) The Board moved to accept the report and it was accepted unanimously.

RESOLVED:

- 1) To accept the report.**

6. OPERATIONAL MANAGER REPORT

RECEIVED: The report was presented by RP

NOTED:

- a) The soft launch of Metric is taking place on the 18th November.
 - i. The delay on construction is due to the finding of asbestos, supplier and sub contractor issues, the unplanned removal of a pillar and other issues that are beyond the control of the project management team.
 - ii. The main contractors will be absorbing the extra costs.
 - iii. Now entering the 12th month defect stage for phase II.

- b) The rubbish compound in the quad is College property which means that they will bear the cost for the refurbishment of this area.
 - i. An application to have the quad refurbished and is currently being considered by the College Project Review Board
- c) Apparel is the largest area of growth in relation to the Union Shop and will potentially benefit from having a larger retail area.
 - i. The retail areas are, in their current state, not DDA compliant due to the layout of fittings and amount of stock limiting the accessibility within the shop and newsagent.
 - ii. A business case will be compiled to justify if an apparel only retail space is the best move forward.
 - iii. The space currently occupied by Blackwells books is Union space under the College space agreement.
 - iv. Currently working with College Communications on a 'sensible' brand for apparel.
- d) The Noise Abatement order received during the Summer Ball was justified.
 - i. The Operations Manager has spoken to the local Council and they have given a list of requirements for future events.
 - ii. A good relationship has been built up with the surrounding neighbours and the Union are keen to ensure this remains.
- e) It is concerning that College are scheduling lectures on the day of Freshers Fair.
- f) The Board moved to accept the report and it was accepted unanimously.

RESOLVED:

- 1) To accept the report.**

7. COUNCIL CHAIR REPORT

RECEIVED: The report was presented by JW

NOTED:

- a) The CGCU President has now been elected after the resignation of the previous President was tendered at the beginning of the academic year.
- b) The training for Ordinary Members of Council was very well received.
- c) The Council Chair is attempting to encourage inclusive debate in meetings.
- d) Felix is publicising Union meetings and reporting on issues which is positive.
- e) It was suggested that many International Students are unaware of the role of Council and that Council should be engaging more with this student demographic.
- f) The Board moved to accept the report and it was accepted unanimously.

RESOLVED:

- 1) To accept the report.**

8. COURT CHAIR REPORT – not received

9. ICU END OF YEAR ACCOUNTS 09-10

RECEIVED: The budget was presented by AK and RP

NOTED:

- a) A large proportion of the deficit pertains to writing off of club debt; the majority being that of Wye clubs.
 - i. Half of the debt from Wye has been drawn back from a Wye trust fund; approximately £38k.
 - ii. Loss of trading due to building works also impacts on this deficit.
 - iii. An accounting error in 2006/07 saw the overpayment to a few clubs and this has now been recognised in this set of accounts, which also impacts on the

- deficit. This process has now been automated which assists in eliminating similar errors.
- iv. It was suggested that a more transparent explanation of the deficit would have been useful in the presented report; the information was included but 'hidden'.
 - b) The reduction in subvention funds has also impacted on the bottom line figure.
 - c) The cleaning charge is as such due to the College finally billing the Union at a figure that is in line to what is delivered. Previously the amount charged has been erratic and as such proved to be difficult to budget for.
 - i. Currently working with Estates to bring down the cost of cleaning.
 - d) In regards to the Deloitte report, the following points were raised:
 - i. It was suggested that an offline meeting can be arranged for those interested in discussing the report in more detail.
 - ii. RP stated that Deloitte did not update the report with information after this had been given to them, specifically pertaining to the recommendations.
 - iii. The Finance SLA has now been signed off.
 - iv. The Rector will be presented with quarterly reports.
 - v. Operational polices and procedures are in place however these are not particularly comprehensive not necessarily written down. RP and The DPFS are working towards documenting these.
 - vi. Clubs and Societies were not considered by Deloitte which was a massive oversight as policies and procedures are in place and well documented for this area.
 - vii. Management accounts will include relevant forecasting in the future.
 - viii. It has been formalised now through Executive Committee that budget holder's level of authority for signing off has been reduced from £10k to £5k.
 - e) JH stated that she would like to see a follow up to this report. RP assured that this would be done by December 2010.
 - f) The Board moved to accept the Audited Accounts and they were passed unanimously.

RESOLVED:

- 1) To pass the Imperial College Union Audited Accounts 09-10.**

The meeting moved in to closed session at 7.30pm

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

_____ 2010/11

_____ Chair of the Meeting