

MINUTES OF THE PROCEEDINGS
of the second 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 11th January 2011 at 6.00pm

Present:

Lay Trustee - Chair	Julia Higgins (JH)
President	Alex Kendall (AK)
Council Chair	Jennifer Wilson (JW)
Student Trustee	Jamie Henry (JLH)
Student Trustee	Melissa Lever (ML)
Student Trustee	Hoi Yeung (HY)
Student Trustee	Salman Waqar
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: Court Chair Hamish Common (HC)

Observers: Naida Dzigal, ICSMSU President David Smith

1. CHAIRS BUSINESS - none

2. MINUTES FROM LAST MEETING

RECEIVED: Minutes from 9th November 2010

RESOLVED:

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

3. MATTERS ARISING

NOTED:

- a) Financial training for Student Trustees has now been completed.

4. MANAGEMENT ACCOUNTS

RECEIVED: The October/November 2010 Accounts were presented by The Deputy President (Finance & Services)

NOTED:

- a) There are various reasons for the deficit/adverse various.
 - i. The budget is skewed due to the bars opening 3 months later than planned.
 - ii. The cost centres have different compositions compared to last year. Beit Office and Membership Services have been split.
- b) It was suggested to add an extra column to the accounts which is 'where we are compares to where we want to be'.
- c) The £3k increase in hospitality is partly due to staff leaving parties and the Metric launch.
 - i. JR suggested that a clamp down on discretionary expenditure is needed in the current economic climate.
 - ii. It was suggested that a delimited budget could be used for such events.
- d) Vans are booked on an ad hoc basis by clubs and College and as such demand prediction can only be made on a 'best guess'.
 - i. 3 new vans have been purchased recently.
- e) December accounts should be closer to the budget for commercial services as the bar and night club would have been operating for 2 months.
- f) The till shortages in the South Kensington bar are low relative to takings.
 - i. Double cash counting is now in place at the end of the evening.
 - ii. Staff were operating manual tills during Welcome Week of which 2 could not give readings.
 - iii. College Catering have a 0% tolerance for till shortages but in practice less than 1% is acceptable.
- g) In regards to the loss in catering, there was still no kitchen at the beginning of October.
- h) Charing Cross bar and retail have both done exceptionally well.
- i) The Board moved to accept the accounts and they were accepted unanimously.

RESOLVED:

- 1) To accept the accounts.

5. PRESIDENT REPORT

RECEIVED: The report was presented by AK

NOTED:

- a) The campaign against the Life Science restructure has been admirable, and in the opinion of the President, justified.
 - i. There was the potential of staff appealing against the redundancies as the correct process potentially was not followed, however SA stated that advice has recently been received that legally staff cannot challenge this.
 - ii. JR suggested that there is potential for students to make claims that as paying consumers of a service, the teaching and learning that they receive after the restructure are not what was agreed when paying fees.
- b) In regards to the extended College day, there is a consultation group that is currently being set up with the first meeting being on the 17th January.
 - i. This consultation has been driven by space demands.
- c) The Student fees consultation group hasn't been set up yet.
- d) College are committed to offer affordable accommodation within 40 minutes of College which is why Fisher Hall is in existence.
- e) The Deputy President (Clubs & Societies) would make valuable input for Harlington applications due to their knowledge of clubs.
 - i. 1 in 4 Harlington applications are rejected but that is mostly because people don't know what to apply for.

- ii. There are approximately 10/12 applications per term.
- f) Clubs and Societies events in Metric have been going well.
- g) In regards to Honorary Senior Treasurers, the Deputy President (Finance & Services) has been consulting with Clubs and Societies in regards to the changes in process and reasoning behind it.
 - i. Currently every Management Group has a HST assigned to them but potentially they are not scrutinising enough.
 - ii. HST's are often 'friends of the Union' and provide a community feel and it would be a shame to lose that aspect of HST's.
 - iii. Potentially if the centralisation goes ahead, HST's could take on more of a mentor role for Management Groups. .
- h) 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) Phase III has an extensive snagging list which is being worked through.
 - i. There is retrospective work in the central core taking place.
- b) The budget deficit from commercial services will be picked up in the next year as the refurbishment would have been in place for a year.
- c) The last Strategic Review cost approximately £50k.
 - i. A requirement of registering as a charity is to have a strategic plan.
 - ii. RP has spoken to other Universities who have used Red Brick and they have given a positive response.
 - iii. A tender process will be entered in to and it was agreed that at least 3 tenders should be considered.
 - iv. JR stated that Benchmarking should be included in the document as well as micro strategies to be able to contend with Sabbatical and Trustee Board turn around.
 - v. JR suggested that there should be a subcommittee to assess the bids. This was agreed.

ACTION:

- 1. **RP to compile a subcommittee from the Trustee Board to assess Strategic Review tender bids.**

- d) 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) It is unusual to have all positions filled on Council which is a great success.
- b) The physical layout of Council has changed to allow more open channels of communication which seems to be working very well.
- 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 update was given by the Court Chair

NOTED:

- a) There are still a few vacancies on the Court that are to be filled.

9. ANY OTHER BUSINESS

9.1 ONLINE CLAIMS

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

NOTED:

- a) Currently checking to see if legally scanned documents can be used in this process.
 - i. JR stated that this is acceptable but the claimants have the responsibility to keep the original copy for up to 7 years.
 - ii. It was suggested to accept the scanned document but then have the claimant submit the original document to finance.
- b) It was suggested that corporate credit cards could be an option, however this would be very difficult to control.
- c) The Deputy President (Finance & Services) is currently working on user requirements.

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