

MINUTES OF THE PROCEEDINGS
of the first meeting of
the **Executive Committee**
of the Imperial College Union
in the 20010-2011 Session

The meeting of the Executive Committee was held in meeting room 6 of the
Union Building on the 3rd August 2010 at 2.00pm

Present:

President	Alex Kendall – Chair (AK)
Deputy President (Clubs & Societies)	Heather Jones (HJ)
Deputy President (Education)	Alex Dahinten (AD)
Deputy President (Finance & Services)	Ravi Pall (RP)
Deputy President (Welfare)	Charlotte Ivison (CI)
ICSMSU President	David Smith (DS)
GSA Chair	Deena Blumenkrantz (DB)
Permanent Observer:	
Governance and Administration Coordinator	Rebecca Coxhead (RC)
Operational Manager	Robin Pitt

Observers: Finance Manager Yildiz Kaya-Forster

Apologies RCSU representative elect Scott Heath, Senior Treasurer, Simon Archer

1. CHAIRS BUSINESS

NOTED:

- a) College will not fund the remainder of the WCUS debt so this needs to be written off.
 - i. This has not been ‘assumed’ for in the budget.
- b) 2 potential Lay Trustees have been found to replace the 2 who have served 3 years already.
- c) The Deputy President (Finance & Services) stated that he will email around the draft Ents planner to the committee.

ACTION:

1. **The Deputy President (Finance & Services) to circulate the draft Ents planner to the committee**

2. PETTY CASH CLAIM PROCEDURE & TAXI ALLOWANCES

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

NOTED:

- a) The paper essentially is a ‘tidy up’ of procedure.
- b) This information will be passed on at the training session.
- c) The Deputy President (Finance & Services) will keep a log book of
- d) The committee moved to a vote to pass the presented operational policy and there were no objections.

RESOLVED:

- 1) **While individual petty cash claims (vouchers) will be passed by outlet managers, all petty cash reimbursements are to be authorized by the Deputy President (Finance & Services).**
- 2) **Only staff members (including casual staff members) with shifts ending on or after 12AM are automatically entitled to a taxi allowance.**
 - **Note:**
 - **Casual staff members can claim a maximum of up to £10**
 - **For permanent staff members there is no limit, however the amount claimable is at the discretion of the DPFS within reason.**

- 3) All Union card holders must have their Union card payments authorized by the Deputy President (Finance & Services).

3. CHARING CROSS BAR REFURBISHMENT

RECEIVED: The proposal was presented by the ICSMSU President

NOTED:

- a) The figures provided for the building works are accurate however the furniture figures are variable.
- b) No amounts were available in regards to the what the level of the Executive Committee reserve was or the ICSMSU Clubs and Societies under spend is.
 - i. The Committee were hesitant to make any decision on allocating money when exact figures are unknown.
 - ii. Figures will be known before next week.
 - iii. The committee decided that they would approve the principal of the paper but want to reserve any decision on funding until exact figures are known.
 - iv. The ICSMSU President is to bring the paper back to the committee once exact figures have been established.

RESOLVED:

- 1) To approve in principal the refurbishment of Charing Cross bar.

ACTION:

1. The ICSMSU President to bring back the paper once exact figures of Executive Committee reserve and ICSMSU Clubs and Societies under spend has been received.

4. IMPERIAL COLLEGE UNION OPERATIONAL BUDGET 2010-2011

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

NOTED:

- a) On page 5, under the 'income' heading, this should read 'membership services' instead of 'subvention'.
- b) Sabbatical accommodation was calculated prior to the election of the Deputy President (Welfare).
 - i. Sabbaticals living in Halls are a greater expense than sabbatical living out.
 - ii. It was agreed to remove £2000 from 'sabbatical accommodation' provision.

RESOLVED:

- 1) Remove £2000 from 'sabbatical accommodation' provision

- c) The cleaning charge is for cleaning in public areas.
 - i. This may change after negotiations with Nick Roalfe.
- d) It was pointed out the BUCS conference had not been budgeted for.

RESOLVED:

- 2) Add provision for BUCS conference/travel under Beit Office, Sabbatical Officers.

- e) In regards to Charing Cross bar, the cost of stock taking has not been budgeted for.
 - i. It was agreed that the sales assumptions are confusing and the committee would like clarification on this.
 - ii. Stocktaking at the Reynolds Bar has not been budgeted for.
- f) The business case for phase III Beit redevelopment is based on 25% increase on the 08/09 figures.
- g) In regards to South Kensington bar, it was queried as to why there is 3 bar shift leaders instead of 2.
 - i. Stock taking will be consolidated with Reynolds Bar and will be done monthly by external stock takers.
 - ii. It was pointed out that the figures don't match for the replacement renewals.
 - iii. The equipment services are based on the cooking units and the fridge.
 - iv. The TV licence is that amount due to this being a public viewing licence needed to show Sky.
- h) Figures for the Conference Centre are estimated due to this being a new venture.
 - i. It was decided that subsistence should be taken out of this heading due to it being such a small amount.

- ii. The 'replacements' is for the specific areas used by the conference trade.
- iii. Currently the defects are covered by the 12 month defect plan from phase 2 of the building master plan.
- i) In regards to the Ents budget, it was stated that there was not enough information and justification.
 - i. The winter carnival is budgeted to make a loss.
 - ii. The Operational Manager stated that he could not explain the budget and that what was presented did not mirror the business case for phase 3.
 - iii. The budget includes the full time member of staff's wages which has not previously been accounted for within this heading.
 - iv. It was suggested that the amount for advertising/subscriptions be reduced and increase the amount spent on live acts.
 - v. The Deputy President (Finance & Services) stated that he would prefer to see a loss incurred to make the venue better and thus having a knock on effect for the student experience and that there should be a contingency.
 - vi. The Executive Committee agreed that the Ents budget was not detailed enough to make a decision on and that this should be bought back with more detailed information.

RESOLVED:

3) To approve the Ents bottom line and use as an operational budget until the budget is bought back to the committee with more detailed information.

- j) In regards to Clubs and Societies SGI, this has been budgeted for on previous years.
 - i. NCC has been cut from £1000 to £700 and it was suggested that more be given to this pot.
 - ii. It was suggested by the Deputy President (Finance & Services) that Sabbatical Discretionary pots be abolished.
- k) Concern was raised that Representation and Welfare Board has no contingency amount where Clubs and Societies Board does.
 - i. It was suggested that £2000 be moved from 'projects' to 'RWB contingency'.
- l) In regards to the GSA stipend, it was queried as to why the Central Union is funding this of which no response was given.
 - i. The agreement to pay the GSA Chair is not documented anywhere.
 - ii. It was pointed that there is no process or accountability on the GSA Chair that once the money has been paid that they will continue doing the role.
 - iii. The GSA requested that this be given to her in 1 lump sum payment.
 - iv. It was agreed that the GSA Chair be paid a lump sum of £2000 in Sept and that a process should be bought back to the committee.

RESOLVED:

4) To pay the 2010/11 GSA Chair £2000 in September as a one off payment.

ACTION:

- 1. **The President to bring back a process to the Executive Committee of why and how the GSA stipend should be paid.**
- m) In regards to retail, it was queried as to what the 'other expenses' category was under 'e commerce'.
 - i. It was suggested that this may be postage and packaging which is based on the number of sales.
- n) In regards to vans, it is not good practice to budget for fines.
- o) The Executive Committee moved to approve the presented budget, excluding the ents section and it was passed unanimously.

RESOLVED:

5) To pass the presented budget, excluding the ents section.

The meeting closed at 4.30pm

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

