

MINUTES OF THE PROCEEDINGS  
of the third 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 22<sup>nd</sup> September 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)
ICSMSU President	David Smith (DS)
CGCU President	He-in Cheng
<b>Permanent Observer:</b>	
Governance and Administration Coordinator	Rebecca Coxhead (RC)
Operational Manager	Robin Pitt

**Observers:** Kadhim Shubber Felix Editor, Rob Feldstein MT Soc representative, Jenny Wilson

**Apologies** Deputy President (Welfare) Charlotte Ivison (CI), GSA Chair Deena Blumenkrantz, (DB)RCSU representative elect Scott Heath, Senior Treasurer Simon Archer

*The agenda was moved to consider 'matters for decision' firstly*

**4. MT SOC CONTINGENCY REQUEST**

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

NOTED:

- a) The equipment has been lost or stolen due to the building works.
- b) The temporary storage was shared with other clubs which did not ensure that the space was secure at all times.
  - i. The clubs was assured that the space would be secure.
- c) Equipment was frequently being moved about in the shared space; by builders or other clubs.
- d) The operations manager stated that there should be money in the Phase II under spend to accommodate this request.
- e) The committee moved to a vote and there were no objections.

RESOLVED:

- 1) **To reimburse the club from either Exec contingency pot or Building works budget to the amount £1399**

**5. CAPEX BUDGET**

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

NOTED:

- a) The information was emailed around to the committee previously but is ultimately to sign off for the SAP project CAPEX budget.
- b) This portion will be capitalised over 3 years.

- c) The Deputy President (Clubs & Societies) stated that she would rather see this money spent on this project being used to crate BACS payments for clubs rather than sales order processing (invoice creations).
  - i. The Central Union will benefit from this procedure but only a small number of clubs are going to benefit from the sales ordering processing.
  - ii. Last years audit highlighted that this is an area of financial accountability that needs improving.
  - iii. It was suggested that the next stages needs to be getting BACS working for Clubs and Societies.
- d) Concern was raised that the current phase of the project was running over time and budget and the committee wanted assurance that this should not happen in the next phase.
  - i. The original spec was not binding on anything; it was essentially a quote.
  - ii. It was anticipated that the end month is February 2011 for the current phase of the project.
  - iii. The Operations Manager stated that he will discuss with College Projects to see what can be recommended in regards to an appropriate penalty clause.

**ACTION:**

1. **The Operations Manager to discuss with College Projects to see what can be recommended in regards to an appropriate penalty clause to insert in the contract for the next phase of the SAP project.**
- e) It was suggested that the project should be run along the lines of 'Prince 2' in that there should be a project management structure.
    - i. There shall be sign off at milestone points before payment is given.
  - f) It was agreed that the SAP portion of the CAPEX budget be approved with the following provisos.
    - i. An implementation of a project structure.
    - ii. The full implantation of the original specification of the project is costed.
    - iii. A time and cost limit and penalty clause is included.

**RESOLVED:**

- 1) **To sign of the CAPEX budget for the SAP project on the following provisos.**
  - i. **An implementation of a project structure.**
  - ii. **The full implantation of the original specification of the project is costed.**
  - iii. **A time and cost limit and penalty clause is included.**

**6. CASUAL STAFF WAGES**

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

NOTED:

- a) The minimum wage has gone up.
- b) The committee moved to pass the paper and there were no objections.

**RESOLVED:**

- 1) **To pass the presented wage rates:**

*The agenda resumed normal ordering at this stage*

**1. CHAIRS BUSINESS – none**

**2. MINUTES FROM LAST MEETINGS**

RECEIVED: 27<sup>th</sup> May 2010

**RESOLVED:**

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

RECEIVED: 4<sup>th</sup> June 2010

**RESOLVED:**

- 1) To accept the minutes.**

RECEIVED: 21<sup>st</sup> July 2010

**RESOLVED:**

- 1) To accept the minutes.**

RECEIVED: 28<sup>th</sup> July 2010

**RESOLVED:**

- 1) To accept the minutes.**

RECEIVED: 3<sup>rd</sup> August 2010

**RESOLVED:**

- 1) To accept the minutes.**

RECEIVED: 27<sup>th</sup> August 2010

**RESOLVED:**

- 1) To accept the minutes.**

**3. MATTERS ARISING**

**NOTED:**

- a) In regards to the minutes of the 4<sup>th</sup> June 2010, it was pointed that the space for the extra minibus is still being negotiated.
- b) In regards to the minutes of the 21<sup>st</sup> July 2010, a member of the Finance Team has taken on the investigations on the stray Lloyds TSB account. There is an issue with just closing down the whole thing due to alumni making donations in to this account.
- c) In regards to the minutes of the 28<sup>th</sup> July 2010, the Deputy President (Clubs & Societies) is still to talk to clubs affected by CEPS.
- d) In regards to the minutes of the 3<sup>rd</sup> August, the taxi receipts are being kept in the finance system so the Deputy President (Finance & Services) does not need to keep a log book.
  - i. The Representation and Welfare Board 'project's pot has been moved to contingency which needs to be reported to Representation and Welfare Board.
- e) In regards to the minutes of the 27<sup>th</sup> August, AK needs to check with the Central Services manager as to what the total costs are for the web improvements including the 'what's on' calendar.

The meeting closed at 4.30pm

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

\_\_\_\_\_ 2010/11