

MINUTES OF THE PROCEEDINGS
of the seventh meeting of
the **Executive Committee**
of the Imperial College Union
in the 2010-2011 Session

The meeting of the Executive Committee was held in meeting room 6 of the
Union Building on the 27th January 2011 at 6.00pm

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)
CGCU President	Victor Du Mesnil Du Buisson (VMB)
ICSMSU President	David Smith (DS)
GSA President	Deena Blumenkrantz (DB)
RCSU President	Scott Heath (SH)
Clubs and Societies representative	Nathanial Bottrell (NB)
Representation and Welfare Board representative	Nicolas Massie (NM)
Representation and Welfare Board representative	Sahil Chugani (SH)
Permanent Observer:	
Governance and Administration Coordinator	Rebecca Coxhead (RC)
Operational Manager	Robin Pitt (RoP)

Apologies: Clubs and Societies representative Ben Moorhouse (BM), Honorary Senior Treasurer Simon Archer

1. CHAIRS BUSINESS

NOTED:

- a) In regards to the function of the Executive Committee, the President stated that he wished for the committee to become more dynamic and operationally involved.
 - i. Meetings will be fortnightly, alternating between lunchtimes and evenings with the evening meetings considering the management accounts.
 - ii. The Sabbatical Officers will be submitting updates to every Executive Committee meeting.
 - iii. Wednesday lunchtimes work best for the committee.
- b) Simon Archer is leaving the employment of Imperial College and as such a HST will be required to replace him.
- c) Currently have 6 vacancies on Union Court, 3 faculty reps, 2 recommended from Executive Committee and 1 member of staff.
 - i. The Constitution is being amended to have the Union advocate as the first point of contact for appeal.

2. MINUTES FROM LAST MEETINGS

RECEIVED: 9th December 2010

RESOLVED:

- 1) To accept the minutes.

3. MATTERS ARISING

NOTED:

- a) The Deputy President (Finance & Services) had informed CSC's of the minimum finding level for budgeting.

At this point the agenda was reordered to consider agenda item 5 as the next item of business.

5. TURNING CLUBS IN TO PROJECTS

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

NOTED:

- a) Whilst projects are still in the developing stages, it is best not to force clubs to become projects.
 - i. It is best to wait to show that the 'projects' work as an entity.
- b) The reason that one club gave to not become a project was that they will lose access to medics mailing lists.
- c) 2 of the clubs have been moved to CAG and 2 have been moved to RAG.
- d) It was agreed that the clubs be reviewed at the end of the year to assess if clubs are better suited to be moved in to projects.

ACTION:

- 1. To review the suitability of clubs to be moved to projects at the end of the academic year.

6. MINIBUS USAGE RATES

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

NOTED:

- a) It was questioned if College get charged more than students.
 - i. The Deputy President (Finance & Services) stated that he was unsure but will investigate this.

ACTION:

- 1. The Deputy President (Finance & Services) to investigate how much College is charged for hiring the Union mini buses.
- b) The vans budget will not break even if this charge does not get implemented due to the increase in costs in running the vans.
- c) It was suggested that potentially drivers could go on a defensive driving course so as to bring down the cost of insurance.
 - i. It was pointed out that the Union is on a commercial insurance scheme which this does not apply to.
- d) It was agreed that the charges come in to place on the 1st August 2011 and not have an end date of the 31/07/12.
 - i. It was stated that this will need to be highlighted to the 2011/12 Executive Committee.
- e) The committee moved to a vote on the amended paper and it was passed unanimously.

RESOLVED:

- 1) To implement the rates below effective from 1st August 2011:

Time	Current charges		Proposed 5% increase	
	9 seater	15 seater	9 seater	15 seater
Up to 2 hours	£16	£21	£17	£22
2-4 hours	£27.50	£40	£29	£42
4-6 hours	£44	£61	£46	£64
6-12 hours	£56	£78	£59	£82
12-24 (weekdays)	£76	£99	£80	£104
12-24 (weekends)	£95	£110	£100	£115
Weekend	£190	£220	£200	£230
Extra days	£32	£44	£34	£46

7. PROJECTS, VOLUNTEERING AND THE WEBSITE

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

NOTED:

- a) The paper pertains to changing the tab and URL on the website.
- b) It was decided at Clubs and Societies Board that it is best to have all student activities grouped together.
- c) Discussion on content and layout will be discussed at CSB along with CAG and RAG.
- d) Operationally, the Deputy President (Clubs & Societies) manages projects as per the policy.
- e) The Union is not at the change to have a separate volunteering tab.
- f) The committee moved to a vote on the paper and it was passed unanimously.

RESOLVED:

- 1) To change the name of the Clubs & Societies tab to "Activities" as soon as possible.
- 2) To grant CSB with CAG and RAG the power to approve the changes in structure in the new tab, including content.

ACTION:

1. The Deputy President (Clubs & Societies) to advertise the change to club officers and the President to include the change in the all student email.

The agenda was reordered to consider agenda item 4 as the next item

4. SABBATICAL OFFICER UPDATES

RECEIVED: The paper was presented by the Sabbatical Officers

NOTED:

- a) In regards to the President, the following points were highlighted:
 - i. Applications for the role of Finance Manager close on the 31st Jan.
 - ii. Tenders are being received for the planning of the strategic plan. Meeting with 3 companies.
 - iii. Staff office moves are being negotiated at present.
 - iv. The meeting for Executive Committee budgeting has been moved.
- b) In regards to the Deputy President (Education), the following points were highlighted:
 - i. Meeting with Lorraine Craig today to discuss the feedback policy.
 - ii. The current document for Engineering is a 3 page feedback policy with a 'good feedback guide' as an appendix to the policy.
 - iii. It appears the students potentially do not recognise that they are getting feedback, i.e. lab reports, problem sheets etc.
 - iv. The issue with ICT being able to compile bar charts with the NSS participation rates have been ironed out.
- c) In regards to the Deputy President (Finance & Services), the following points were highlighted:
 - i. Currently have recruited approximately 25/30 'secret eaters' to undertake market research for the Union.
 - ii. 18th of June if the draft date for the Summer Ball but this is yet to be confirmed.
- d) In regards to the Deputy President (Welfare), the following points were highlighted:
 - i. Working with College to coordinate 'green reps' who are categorised in to 3 areas; 'step change' ambassadors, 'student switch off' reps (only in some halls) and halls green reps.
 - ii. In regards to measuring the success of campaigns, the Deputy President (Welfare) stated that she will devise a short survey to assess if students have been aware of the campaigns being on.

ACTION:

1. The Deputy President (Welfare) to devise a short survey to assess if students have been aware of the campaigns around campus taking place.

The meeting moved in to closed session at 7.20pm

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

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