



MINUTES OF THE PROCEEDINGS
of the eight 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 9th February 2011 at 12.30pm

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)
RCSU President	Scott Heath (SH)
Clubs and Societies representative	Ben Moorhouse
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: ICSMSU President David Smith (DS), GSA President Deena Blumenkrantz (DB), Honorary Senior Treasurer Simon Archer

1. CHAIRS BUSINESS

NOTED:

- a) Save the Children wish to sell food outside Metric after the club has closed.
 - i. This will be pre packed food that will be donated, most probably from Pret a Manger, and will meet food safety requirements.

2. MINUTES FROM LAST MEETINGS

RECEIVED: 11th January 2011

RESOLVED:

- 1) To accept the minutes.

3. MATTERS ARISING

NOTED:

- a) College get charged the same rates for hiring the minibuses.
 - i. This does not happen very frequently.
 - ii. It was suggested that potentially the Union should be advertising to College to get a better uptake in the Unions minibus hiring down time.
 - iii. It was pointed that divers from College still have undertake the driving test.
 - iv. It was questioned as to how staff drivers are disciplined if they break the rules. It was suggested that they sign a contract of agreement and pay a deposit which

outlines penalties. The Deputy President (Finance & Services) stated that he will talk to the Membership Services Manager to investigate this.

ACTION:

1. **The Deputy President (Finance & Services) to discuss what the disciplinary procedure is when College staff breaks the rules when using Union minibuses.**

b) The Welfare Survey will be published next week.

4. CLUBS AND SOCIETIES ACCIDENT REPORTS

RECEIVED: The report was tabled at the meeting.

NOTED:

- a) Concern was raised that a club poured petrol down the sink.
 - i. It was questioned as to whether the club had accesses to organic waste disposal.
 - ii. The Deputy President (Clubs & Societies) stated that she will investigate the rules around organic waste disposal and check if the disposal of petrol was in the clubs risk assessment.

ACTION:

1. **The Deputy President (Clubs & Societies) to investigate College procedure for organic waste disposal.**
2. **The Deputy President (Clubs & Societies) to investigate if the disposal of petrol was in the clubs risk assessment.**

5. 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. There is a third company sending through a tender for the strategic review.
 - ii. The Trustee Board drinks on the 8th of March are also being attending by the Rector.
 - iii. The Union has the opportunity to join in the college bottle water scheme with One Water. A survey is being run and findings and proposal will be taken to Council.
- b) In regards to the Deputy President (Clubs & Societies), the following points were highlighted:
 - i. Working with the Fire Officer to potentially train club officers to work as 'stewards' for their events.
 - ii. Working with College conferences, commercial services in regards to external catering potentially being able to be used in College.
 - iii. Club storage is becoming more of a premium and the lift being out of action is becoming more of an issue.
 - iv. A space audit will be completed in the near future.
- c) In regards to the Deputy President (Education), the following points were highlighted:
 - i. The department wikis will be hosted on the Union server. Chris Birkett has stated that it will be possible for the Union Server to cope with this.
 - ii. It is still uncertain who would moderate the wikis.
 - iii. Any person with an IC address can log in and can track who is logging in and uploading content to the wiki.
 - iv. It was stated due to the cross collaboration across degrees, the wikis would not be restricted by departments.
 - v. AD will work with others to come up with usage guidelines.
- d) In regards to the Deputy President (Finance & Services), the following points were highlighted:
 - i. Counter Culture is advising in regards to the legalities of accepting scanned documents for online claims.

- ii. Need to get the elect the casual workers union representatives.
 - iii. The preliminary budget for the Summer Ball has been completed. The provisional date is the 18th June.
 - iv. Payroll is not paying students who have worked over 20 hours a week and those on bursaries are restricted to working 8 hours a week. This is a College regulation.
 - v. Charity Status should be achieved by July.
- e) In regards to the Deputy President (Welfare), the following points were highlighted:
- i. Currently awaiting 'new projects' to be given names so the website changes me set up.

6. MINIBUS DRIVER TEST APPROVAL

RECEIVED: The paper was presented by the Minibus Inductions Officer

NOTED:

- a) A driver can get a maximum of 12 points against their licence.
- b) The driver is to also produce their counterpart to their licence and any decision make by the Committee will be on the proviso that the Minibus Inductions Officer is presented with this.
- c) The points will be cleared off the applicants licence in August.
- d) It was agreed that the applicant can do the minibus test now but it should be recorded that he has a speeding offence.
 - i. There were 3 abstentions from the vote.

RESOLVED:

- 1) To allow the applicant to undertake the minibus drivers test on the proviso that the Minibus Inductions Officer sees the applicant's counterfoil.

7. CSB, RWB, EXEC BUDGETING FIGURES 2011/12

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

NOTED:

- a) The only increase is to Clubs and Societies and not to tours and contingency.
- b) The Operations Manager stated that the Union can sustain a 5% increase.
- c) Representation and Welfare Board are still 'finding their feet' and as such was decided was to keep the same amount.
- d) Sports clubs can't claim VAT back.
- e) The committee moved to a vote and the paper was unanimously passed.

RESOLVED:

- 1) To increase the awards by CSB from £310506.25 to £326000.00 equating to an approximate 5% increase. This is to cover VAT and general inflation. Total CSB allocation will then be £337200.00
- 2) That Representation and Welfare Board remain at £17000.00 and Executive Committee £4000.00

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

_____ 2010/11