



MINUTES OF THE PROCEEDINGS
of the ninth 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 10th March 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)
RCSU President	Scott Heath (SH)
GSA President	Deena Blumenkrantz (DB)
Clubs and Societies representative	Nathanial Bottrell (NB)
Representation and Welfare Board representative	Stuart Haylock (SH)
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, Representation and Welfare Board representative Nicolas Massie, Honorary Senior Treasurer Simon Archer

1. CHAIRS BUSINESS

NOTED:

- a) A new Finance Manager has been recruited.
 - i. They are from College and will be starting late May/early June.
- b) The Commercial Services Manager's last day is the 15th March.
 - i. A part time interim manager has stepped in but a full time manager will be recruited shortly.

2. MINUTES FROM LAST MEETINGS

RECEIVED: 9th February 2011

RESOLVED:

- 1) To accept the minutes.

3. MATTERS ARISING

NOTED:

- a) The motor club involved in pouring petrol down the sink do have a proper disposal container and the incident purely was a mistake.
 - i. Petrol disposal has been included in the risk assessment of the club.

The agenda was reordered at this point to consider agenda items 5 and 6 as the next item of business

5. LOST & FOUND PROPERTY POLICY

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

NOTED:

- a) Operationally, the Student Activity Centre will implement this policy.
- b) The committee moved to a vote and the policy was passed unanimously.

RESOLVED:

- 1) To pass the lost and found property policy (see appendix i)**

6. UNION HONORARY SENIOR TREASURER

RECEIVED: The paper was presented by the President

NOTED:

- a) Dr Simon Archer steps down on the 31st July 2011.
- b) The committee moved to a vote and the policy was passed unanimously.

RESOLVED:

- 1) To advise the Trustee Board to appoint Dr Lorraine Craig as Union Honorary Senior Treasurer, for subsequent approval by the Rector, to begin office on 1 August 2011.**

4. MANAGEMENT ACCOUNTS – JANUARY 2011

RECEIVED: The accounts were presented by the Deputy President (Finance & Services)

NOTED:

- a) The decrease in gross profit in Charing Cross is a concern.
 - i. The closing early on Wednesdays and Fridays nights have impacted on profit.
- b) Income from Ents is not covering expenditure.
 - i. The 'we are metric' nights are still in the teething phase.
 - ii. Drinks promotions are on Fridays now which will encourage attendance hopefully.
 - iii. It has been decided that there is a £3 entry fee for Fridays now and the acts bought in will be less expensive.
 - iv. It was suggested that the Union should be utilising clubs, such as guitar soc, music tec and inviting them to perform.
 - v. Live music is now once a month instead of once a week.
 - vi. Ents is a lost leader at present why the loyalty and client base is trying to be built up.
- c) Lunchtime trade in catering has slowed.
 - i. It is being investigated to make the menu more seasonal.
- d) The outflow on the cash flow statement is concerning.
 - i. There are a few outstanding debtors that are still to be collected.
- e) The query was raised as to why stock is at such a high level for the shop.

5. BUDGET REQUESTS

RECEIVED: The budget requests were presented by the Faculty Unions Presidents and GSA Chair

NOTED:

- a) Voluntary cuts would be made first and then suggested cuts straight to vote is how the committee considered the request.

- b) The committee has £4000 to allocate.
- c) The GSA budget request had duplication in it; the first 5 lines were not considered.

5.1 VOLUNTARY CUTS:

NOTED:

- a) The RCSU President on behalf of Silwood removed the following:
 - i. Media table, minus £90
 - ii. 1 sofa, minus £250
 - iii. Projector, minus £550
- b) ICSMSU removed £400 from Medical Education.
- c) RCSU removed the following:
 - i. Newspapers and magazines, £400
 - ii. Publicity, minus £250
- d) GSA removed the following:
 - iv. Stationary for general publicity, minus £23.27
 - v. Handbook for training, minus £200
 - vi. Envelopes from stationary, minus £9.99

5.2 NON VOLUNTARY CUTS

NOTED:

- a) Hospitality for GSA training was paid for by the central Union and as such this can be done again next year.
 - i. The GSA Chair stated that she wanted to ensure that this will definitely happen as food and drink is a big motivator for attendance.
 - ii. The GSA want to hold a debrief session at the end of year and want to also offer food and drink.
 - iii. It was agreed to remove £186.45 from GSA training hospitality.
- b) It was stated that business cards can be obtained for free from Vista Print and as such the GSA should not be funded for business cards.
 - i. It was agreed to remove £47.50 from GSA publicity.
- c) In regards to the GSA formal dinner, funding for prizes should be generated from SGI.
 - i. It was stated explicitly that this event should be funded from SGI and not from the Executive Committee.
 - ii. The committee moved to a vote on funding the GSA Formal Dinner and the vote is as follows:

FOR	7
AGAINST	1
ABSTAIN	1
Passes	

RESOLVED:

1) To remove £160 from GSA events priority 3.

- d) It was agreed to remove £5 from GSA for popcorn.
- e) A trip is not an executive function and should be removed from the GSA budget request.
 - i. £200 was removed from GSA events.
- f) In regards to the CGCU server request, it was suggested that Harlington Trust could be applied to for funding this.
 - i. The committee moved to a vote on funding the CGCU server and the vote is as follows:

FOR	6
AGAINST	3
ABSTAIN	2
Passes	

RESOLVED:

2) To remove £500 from CGCU Equipment and Repair.

- g) In regards to GSA, it was proposed to cut £120 from consumables.
 - i. The committee moved to a vote on the cut and the vote is as follows:

FOR	6
AGAINST	2
ABSTAIN	3
 - Passes

RESOLVED:

3) To remove £184.50 from GSA consumables

- h) It was proposed to not fund any sofas for Silwood.
 - i. It was suggested that these could be obtained from Freecycle or apply to Executive Committee for contingency request.
 - ii. It was also suggested that the coffee table should not be funded. This was agreed by the committee.
 - iii. It was agreed that sofas would not be funded for Silwood and the RCSU President would bring a contingency request for funding the sofas to the next meeting of Executive Committee.

RESOLVED:

4) To remove £750 from Silwood sofa request and £100 for the coffee table.

ACTION:

1. The RCSU President to bring a contingency request for funding sofas for Silwood social space to the next meeting of Executive Committee.

- i) In regards to the RCSU Handbook, it was stated that sponsorship or the Faculty should be covering the printing cost of this.
 - i. It was agreed to remove £300 for RCSU Handbook.
 - ii. It was also agreed to remove £150 from equipment and repair for cups and what have you.

RESOLVED:

5) To remove £300 for RCSU Handbook and £150 from equipment and repair.

- j) In regards to ICSMSU consumables, the committee agreed that wristbands should not be funded as this is a club function.
 - i. It was stated that the committee will not fund wristbands for any activity.

RESOLVED:

6) To remove £200 from ICSMSU consumables and to not fund wristbands for any faculty or the GSA.

- k) Broadsheet historically has had the first issue funded from the Central Union.
 - i. Broadsheet is in debt.
 - ii. It was suggested that Broadsheet could be transferred to sit under A&E 'Magazine' club which will give Broadsheet access to printing deals and potential sponsors.
 - iii. The RCSU President stated explicitly that Broadsheet management should remain within the RCSU. Broadsheet is an identity of the RCSU and this will be diluted by handing over ownership to a club.
 - iv. It was suggested that editorial control could remain with the RCSU but the publication can benefit from utilising the Magazine network.
 - v. It was suggested that Broadsheet could move online.
 - vi. It was stated that the RAG week magazine have the magazine sponsored and that potentially this is something that Broadsheet could also do.

- vii. It was proposed to cut £400 from RCSU newspapers and magazine and the vote is as follows:

FOR	7
AGAINST	3
ABSTAIN	1
Passed	

RESOLVED:

7) To remove £400 from RCSU newspapers and magazine.

- l) It was suggested to subsidise ICSMSU telephones at the same level as RCSU.
i. ICSMSU accepted to remove 1 line rental from the Charing Cross campus.

RESOLVED:

8) To remove £100 from ICSMSU telephones.

- m) In regards to the GSA flyers for Welcome events in Freshers Week, it was stated that this can be included in the Central union mail out in September and can be printed on the PG flyer that is also produced.
i. It was stated that the GSA must get the information to the Central Union to be included in the mail out and on the flyer in adequate time.
ii. It was agreed to remove £100 from GSA welcome material.

RESOLVED:

9) To remove £100 from GSA Welcome material.

- n) In regards to GSA providing food and drink for the end of term debrief meeting for representatives, it was stated that Executive Committee should not be funding this and suggested to removed £186.45 from GSA training and hospitality.
i. The committee moved to a vote and the vote is as follows:

FOR	7
AGAINST	1
ABSTAIN	3
Passes	

RESOLVED:

10) To remove £186.45 from GSA training and hospitality.

- o) It was agreed to remove £126 from RCSU Publicity to balance the final requests to funding amount.

RESOLVED:

11) To remove £126 from RCSU Publicity.

The meeting closed at 8.00pm

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

_____ 2010/11

_____ Chair of the Meeting

Lost & Found Property Policy

Whilst Imperial College Union is unable to accept liability for lost or stolen property, it is the policy of Imperial College Union to reunite lost property with its original owner whenever possible. All found items will be entered into the Lost and Found Database and if possible the owner will be contacted as soon as possible. However, items cannot be securely stored indefinitely and as such items will only be retained for a maximum period of six months.

Property Retention Periods:

Clothing/misc	1 calendar month
Books/stationary	1 calendar month
Jewellery/money/other valuable items*	6 calendar months

*For security purposes credit or debit cards will be kept for one calendar week and then destroyed.

Reclamation of items

Any person reclaiming property will be asked for information about the item and for photographic identification will be requested. The CID number of the person claiming the property will be recorded.

Disposal of unclaimed items

When an item is not able to be returned to its original owner, and has been securely stored for the pre-set time period they will be disposed of in an environmentally friendly manner. This will include donations to nominated charities.