

MINUTES OF THE PROCEEDINGS  
of the fifteenth 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 8<sup>th</sup> July 2011 at 2.00pm

**Present:**

President	Alex Kendall – Chair (AK)
Deputy President (Clubs & Societies)	Heather Jones (HJ)
Deputy President (Education)	Alex Dahinten (AD)
Deputy President (Welfare)	Charlotte Ivison (CI)
Deputy President (Finance & Services)	Ravi Pall (RP)
CGCU President	Victor Du Mesnil Du Buisson (VMB)
ICSMSU President	Davidson Smith
GSA President	Deena Blumenkrantz (DB)
Clubs and Societies representative	Nathanial Bottrell (NB)
Representation and Welfare Board representative and Deputy President (Welfare) elect	Nicolas Massie (NM)
<b>Permanent Observer:</b>	
Governance and Administration Coordinator	Rebecca Coxhead (RC)
Operational Manager	Robin Pitt (RoP)

**Observers:** President elect Scott Heath (SH), Deputy President (Finance & Services) elect Michael Foster, Deputy President (Clubs & Societies) elect Monya Zard, GSA President elect Robert Tang, ICSMSU President elect Suzie Rayner, Council chair Jenny Wilson, Finance Manger Mayuri Patel

**Apologies:** Clubs and Societies representative Ben Moorhouse (BM), RCSU President elect Luke Kazaks Honorary Senior Treasurer Simon Archer,

**Not Present:** Representation and Welfare Board representative Sahil Chugani (SH)

**1. CHAIRS BUSINESS – none**

**2. MINUTES FROM MEETING – not presented**

**3. MATTERS ARISING**

**NOTED:**

- a) ICSMSU Sub Aqua has not merged with RCC Underwater.
- b) It was assured that food is being served by Union catering until 9pm.
- c) The report on the correlation between Ents put on Wednesdays and Friday nights and bar take is still in draft form but will come to the next meeting of Executive Committee.

#### 4. LIFE AND ASSOCIATE MEMBERSHIP

RECEIVED: The paper was presented by the President

NOTED:

- a) The purpose of the paper is to clarify what actually happens in practice.
- b) The DPFS is currently in talks with the RSM and RCA in regards to charging a bulk amount to the College instead of taking single memberships from students.
  - i. Anecdotally, it appears that 'quite a few' students from RCA and RSM use the bars and clubs.
  - ii. The DPFS stated that he will bring back a draft paper to the committee which will outline the bulk subscription purchases for the RCA and RSM.

**ACTION:**

- 1. The DPFS to bring back a draft paper to the committee which will outline the bulk subscription purchase of associate membership for the RCA and RSM.**
- c) Already there is a policy in existence that has a flat rate of £5 for RCA and RSM students to join as associate members for the year.
- d) There is some ambiguity as to those who have joined as an associate member but graduates outside of the normal academic year.
  - i. The DPFS elect stated that he will bring back a draft paper which will clarify associate members being eligible to be life members when they fall outside of 'the norm.'

**ACTION:**

- 2. The DPFS elect to bring back a draft paper clarifying how associate members who fall out of 'the norm' are able to become life members.**

#### 5. MOVEMENT OF RUSSIAN SPEAKING

RECEIVED: The paper was presented by the DPCS

NOTED:

- a) The committee moved to a vote on the paper and it was passed unanimously.

**RESOLVED:**

- 1) To move Russian Speaking Club to the OSC from the SCC.**

#### 6. PURCHASE OF SHIPPING CONTAINER

RECEIVED: The paper was presented by the President

NOTED:

- a) It was suggested that an application should be made by the Union to the Harlington Trust for funding the container.
  - i. The DPCS elect stated that she will draft this application.

**ACTION:**

- 1. The DPCS elect to draft a funding application to the Harlington Trust for the purchase of a shipping container.**

- b) Phil Power has spoken to Nick Roalfe about the container going to the sports grounds and he is in agreement about this.
- c) It will be up to the DPCS to allocate the space in the container to clubs.
- d) It was agreed that is the funding request to Harlington Trust was not successful, the Executive Committee will fund the purchase of the container.

**RESOLVED:**

- 1) To fund up to £2300 +VAT from the Executive Committee reserve in the 2010-11 financial year for the purchase of a shipping container if the application to the Harlington Trust is unsuccessful**

**7. DESIGNATED RESERVES**

RECEIVED: The paper was presented by the DPFS elect

NOTED:

- a) The purpose of this paper is to allow clubs to save up for resources that cannot be funded over a year.
- b) It is proposed to stop CEPS but to honour the existing ones, of which there are fewer than 10.
- c) The logistics of the saving in to the designated reserves are still to be sorted out.
- d) CSB would ratify the application of a designated reserve.
  - i. The DPFS would approve the expenditure.
- e) Only SGI would go in to the reserve.
- f) This proposed format is more transparent and clubs currently with CEPS think that the current proposal is the best way forward.
- g) It was suggested that this is dealt with similar to a tours pot; Executive Committee allocating a pot for CSB to decide how this is then allocated.
  - i. It was suggested that there is a once a year meeting to discuss the reserves and this should be done independent of CSB.
- h) It was agreed to amend the final point of the appendix to read 'may not under normal circumstances receive transferred funds from club grant allocation. The Clubs and Societies Board shall determine exceptional circumstances on a case by case basis.'

**RESOLVED:**

- 1) The final point of the appendix to read 'may not under normal circumstances receive transferred funds from club grant allocation. The Clubs and Societies Board shall determine exceptional circumstances on a case by case basis.'**
- i) The process and guidelines are still to be drawn up.
- j) The committee moved to a vote on passing the amended paper and it was passed unanimously.

**RESOLVED:**

- 2) To stop providing CEPs for CSPs, while honouring any existing CEPs**
- 3) To create a new way for CSPs to save long-term in the way of designated reserves (see the Appendix for details), taking into account SORP accounting procedures**

**Designated Reserves - Appendix**

All Clubs, Societies & Projects wishing to purchase large expenditure items, which otherwise would not be feasible to purchase during one financial year, may use a designated reserve upon approval by CSB.

The designated reserve:

- Shall have an assigned funding code and activity codes specific to the designated purchase;
- Shall only be allowed to be spent on the designated purchase;
- Shall be required to be approved by the DPFS prior to purchase in order to check it will be spent on the designated purchase;

- Shall roll over each financial year, until spent. At such time, the reserve will close and any left-over funds will be transferred to SGI;
- May not, under normal circumstances, receive transferred funds from club grant allocation. The Clubs and Societies Board shall determine exceptional circumstances on a case by case basis.

## **8. ANY OTHER BUSINESS**

### **8.1 HARLINGTON GRANT MONEY**

#### **NOTED:**

- a) The Harlington Grant Money has been extended to cover specialist safety training however this change still is to go through College Council.
- b) Currently there is no requirement for a qualified first aider to be present at club activity.
- c) The Union will be given £3000 to run 2 first aid courses which will be outdoor and sport aid specific and will be run over 2 days.
  - i. It was suggested that a generic course should also be run. The DPCS elect stated that she will investigate if this is possible.

#### **ACTION:**

- 1. The DPCS elect to investigate if there is a generic 2 day first aid course that can be run through the Union and paid for through the Harlington Trust funding.**

### **8.2. POST SUMMER BALL SURVEY**

RECEIVED: The paper was tabled by Jenny Wilson

#### **NOTED:**

- a) The survey being conducted by Felix is small with free text options and is independent.
  - i. The Felix Editor is passing on the results to the Union.
- b) It is important that the survey is conducted sooner rather than later whilst the experience is still fresh in attendee's memories.
- c) It needs to be made clear that the survey is not seeking ideas for next year's ball, merely to gage experience of this year's ball.
  - i. It was stated that a question on the dress code should not be included.
- d) It was suggested that the survey should be done now or not at all.
- e) It was agreed that the DPFS will launch the survey.

#### **RESOLVED:**

- 1) The current DPFS to launch a survey requesting feedback from this year's Summer Ball.**

- f) It was agreed that the survey will open on the upcoming Monday when the last all student and will be open for 2 weeks after this.

#### **RESOLVED:**

- 2) That the survey be open for 2 weeks starting from 11<sup>th</sup> July and will be promoted in the all student email.**

- g) It was agreed that no incentive should be given to participants.

#### **RESOLVED:**

- 3) To not give incentives to participants.**

- h) It was suggested that some measurable be put in the survey such as departments etc.

- i. It was suggested to include something about the pre ball communication and whether this was effective.
- ii. It was agreed that the DPFS and DPFS elect shall amend the tabled survey to add a few extra bits and will circulate to the committee for comment.

**ACTION:**

- 1. The DPFS and DPFS elect to amend the tabled survey to add a few extra 'bits' and to circulate to the committee for comment and approval.**

The meeting closed at 3.15pm

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

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

\_\_\_\_\_ Chair of the Meeting