

MINUTES OF THE PROCEEDINGS  
of the second ordinary meeting of the  
**Trustee Board**  
of the Imperial College Union  
in the 2011-2012 Session

The meeting of the Trustee Board was held in meeting room 6 in the  
Union Building on Tuesday 6<sup>th</sup> March 2012 at 6.00pm

**Present:**

Lay Trustee - Chair	Julia Higgins (JH)
President	Scott Heath (SH)
Council Chair	David Smith (DS)
Court Chair	Stephen Brown (SB)
Student Trustee	Nathaniel Bottrell (NB)
Student Trustee	Eugene Chang (EC)
Student Trustee	Ravi Pall (RP)
Student Trustee	Abdul Patel (AP)
Lay Trustee	George Palos (GP)
Lay Trustee	Janet Rogan (JR)

**Permanent Observers**

Deputy President (Education)	Jason Parmar (JP)
Deputy President (Finance & Services)	Michael Foster (MF)
ICU Honorary Senior Treasurer	Colin Kerr (CK)
General Manager	Joe Cooper
Governance and Administration Coordinator – Clerk	Rebecca Coxhead (RC)

**Apologies:** Lay Trustee Simon Maddison (SM), Deputy President (Clubs & Societies) Monya Zard,  
Deputy President (Welfare) Nicolas Massie

**1. CHAIRS BUSINESS**

NOTED:

- a) It was reported that the recommendations that were circulated after the last meeting by email were passed unanimously by those not present at the meeting.
- b) It was noted that Nathaniel Bottrell and Abdul Patel are both standing in the current Sabbatical and Student Trustee elections.

**2. MINUTES FROM LAST MEETING**

RECEIVED: Minutes from 11<sup>th</sup> November 2011

**Recommendation:** To accept the minutes as a true record of the last meeting

### 3. MATTERS ARISING

#### NOTED:

- a) The working group on charity registration have met and although there is no time pressures to register, this process is still moving forward.

### 4. CONSOLIDATED QUARTERLY ACCOUNTS NOV-JAN 2012

RECEIVED: The summary of the Finance and Risk Committee were presented by CK

#### NOTED:

- a) The general financial picture is positive for the Union.
- b) The F&R Committee did not see any areas of major concern and the issues that have arisen are being dealt with.
  - i. 2 of these issues are depreciation and how it is being dealt with and how items appear on the accounts as profit and cost, for example Ents complementing the bar take but appearing as constant losses.
- c) Another area of concern is CSP (Club, Societies and Projects) and the amount of SGI sitting in their accounts.
  - i. Subvention may be at risk it this is giving the impression that clubs do not need financial support to undertake their activity.
  - ii. It was pointed that some of this money is genuine saving for large expenditure such as equipment or tour.
  - iii. The majority of this money is held by a few of the clubs and is not proportionate across all clubs.
  - iv. The issue is with the outflow of SGI which is slower than what has been budgeted for.
- d) The Union surplus (the positive variance to budget) shows £93k which does not include clubs SGI funding.
- e) The F&R Committee are aware that a Reserves Policy is required and is on the 'tasks' list.
- f) JC suggested that instead of producing quarterly accounts for the F&R Committee, the monthly management accounts should be circulated to the entire board and the F&R Committee meet monthly to consider.
  - i. This will mean that quarterly accounts will not be produced but JC stated that he will check with the auditors whether this is prudent.

#### ACTION:

1. **JC to check with Deloitte if not producing quarterly accounts is acceptable.**

- g) The Board moved to a vote to pass the presented accounts and they were passed unanimously.

#### RESOLVED:

- 1) **To pass the presented accounts.**

### 5. PRESIDENTS REPORT

RECEIVED: The report was presented by SH

#### NOTED:

- a) The RSMU amended Constitution was recently passed at the Executive Committee.
  - i. The amendments included the creation of new positions and changes in role description for others.
- b) The budgeting process for CSB, RWB and the Executive Committee went extremely smoothly.

- i. CSB received a 10% cut in cash amount which will be redistributed to the central Union providing more administrative support for clubs.
  - ii. The DPCS felt that although the clubs will struggle with the cut, they will benefit from the added administrative support.
  - iii. There are discussions in regards to setting up a hardship fund for clubs to apply to.
- c) Currently looking at how subventions can be linked to projects that the Union apply to College to run and receive the funding for.
- d) A General Meeting will be called for the summer term to discuss the potential governance reforms.
  - i. Essentially the meeting will discuss 'what we want to do and how we can deliver it'.
- e) The new staff appointments are settling in well with some very positive outcomes already being produced.
  - i. JH suggested that an organisational chart should be produced.
  - ii. JR stated that there is always an intelligence risk with staff and that there should be a Risk Register and an action log produced.
  - iii. Staffing is one a topic that the F&R committee considers.
- f) The Board moved to a vote on passing the presented report and it was passed unanimously.

**RESOLVED:**

- 1) **To accept the presented report.**

**6. GENERAL MANAGERS REPORT**

RECEIVED: The report was presented by JC

NOTED:

- a) Ents and retail had a very positive January.
- b) Till shortages have dramatically dropped through December and January.
- c) In regards to Charity Registration, it was stated that the currently looking for the best way to move forward without committing any expenditure.
  - i. JC has experience in this process as he led this at Kent Union.
- d) The recent furore with Felix and the sexist and objectionable material being printed highlighted that there is fine line between editorial independence and the reputational risk to the Union.
- e) The Board stated that they would like to see a monthly dashboard for the Management accounts and this is a very useful document.
- f) The Board moved to a vote on passing the presented report and it was passed unanimously.

**ACTION:**

- 1. **JC to produce a monthly dashboard document to compliment the management accounts.**

**RESOLVED:**

- 1) **To accept the presented report.**

**7. COUNCIL CHAIR REPORT**

RECEIVED: The report was presented by DS

NOTED:

- a) The Board moved to a vote on passing the presented report and it was passed unanimously.

**RESOLVED:**

- 1) **To accept the presented report.**

## **8. COURT CHAIR REPORT**

RECEIVED: The report was presented by the SB

NOTED:

- a) Court appointed Michael Foster as the Returning Officer for the current Sabbatical and Student Trustee elections.
- b) The Board moved to a vote on passing the presented report and it was passed unanimously.

**RESOLVED:**

- 1) To accept the presented report.**

## **9. OPERATIONAL PLAN UPDATE**

RECEIVED: The plan was presented by JC

NOTED:

- a) The Board moved to a vote on passing the presented plan and it was passed unanimously.

**RESOLVED:**

- 1) To accept the presented plan.**

## **10. STRATEGIC REVIEW UPDATE**

RECEIVED: The paper was presented by JC

NOTED:

- a) SH stated that the work produced by Red Brick has been used partly throughout the year and this will help draft a Sabbatical 'Impact Report'.
- b) JC has drafted a new vision mission with 4 headline themes being worked on.
- c) CK stated that there are a lot of defined aims which may be detrimental when the Union is being judged on the specifics.
  - i. JC stated that it needs to be measurable and give direction for operational planning. Also College has asked for a set of long term objectives which is linked to the subvention bid.
  - ii. SB suggested to put in measurable targets
- d) JR suggested that the document should be outcome orientated with the outcome and impact included in each section.
- e) The presented document will go to Executive committee and Council for consultation and then will come back to the Board.
- f) The Board moved to a vote on passing the presented plan and it was passed unanimously.

**RESOLVED:**

- 1) To accept the presented plan.**

## **11. SUMMER BALL**

RECEIVED: The paper was presented by JC

NOTED:

- a) JC apologised for the late submission of the document but he wanted the Board to see the most accurate document and figures were late in getting finalised.

- b) There has been student engagement in regards to giving them the ball that they most wanted that fits within the budget model parameters.
  - i. There has been a Summer Ball forum group and have taken a lead from the Summer Ball survey that was undertaken after that last ball.
- c) Students indicated that they wanted a value for money black tie ball.
- d) There are still exams that are taking place after the ball which is unavoidable.
- e) Sponsorship is still being sought but indications so far have not been positive.
- f) EC stated that there may be a plan to encourage PG attendance.
  - i. It was suggested that EC meet with JC to discuss encouraging PG attendance to the ball.
- g) College have indicated that they will underwrite the ball but JC stated that if the amount is small, the Union will probably 'suck it up'.
- h) F&R Committee will be reviewing the Summer Ball financials each month.
- i) The Board moved to a vote on passing the presented plan and it was passed unanimously.

**RESOLVED:**

- 1) To accept the presented plan.**

The meeting moved in to closed session at 7.30 and closed at 7.55pm

Approved as a correct record at a meeting  
of the Trustee Board on

\_\_\_\_\_ 2011/12

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