

MINUTES OF THE PROCEEDINGS
of the fourth meeting of
the **Executive Committee**
of the Imperial College Union
in the 2011-2012 Session

The meeting of the Executive Committee was held in meeting room 6 of the
Union Building on the 24th November 2011 at 6.00pm

Present:

President - Chair	Scott Heath (SH)
Deputy President (Education)	Jason Parmar (JP)
Deputy President (Finance & Services)	Michael Foster (MF)
CGCU President	Jacky Kwan (JK)
ICSMSU President	Suzie Rayner (SR)
RCSU President	Luke Kanczes (LK)
CSB Representative	Chandana Shankar (CS)
CSB Representative	Richard Simons (RS)
RWB Representative	Steven Tran (ST)
Permanent Observer:	
Governance and Administration Coordinator	Rebecca Coxhead (RC)
General Manager	Joe Cooper

Observers: Kadhim Shubber (KS), Finance Manger Mayuri Patel (MP)

Apologies: Deputy President (Clubs & Societies) Monya Zard (MZ), Deputy President (Welfare) Nicolas Massie (NM), GSA President Robert Tang (RT), RWB Representative Mikhail Nikitin, Honorary Senior Treasurer Colin Kerr

The agenda was reordered to consider agenda item 7 first

7. PAYING FOR UNION ADVERTS IN FELIX FROM THE YEAR 2009/2010

RECEIVED: The paper was presented by KS

NOTED:

- a) There is no charge for the Union page but any extra pages advertising events or Ents are chargeable.
 - i. This is a casual agreement that has historically has 'just happened' and not been written down.
 - ii. The process that has occurred in the past is that at the end of the year, a lump sum invoice is raised for the Union.
- b) MP stated that the logistics of paying a retrospective debt is difficult.
- c) It was acknowledged that the Union greatly helps Felix with grant funding.
- d) KS conceded that the Editor at the time should have invoiced the Union but this oversight should not stop the Union from paying for advertisements that they took out; this space could have been sold to an external or used by Felix.
- e) JC questioned how Felix would use the money if the debt was repaid as by paying the outstanding adverts would impact heavily on the Unions surplus this year.
 - i. KS stated that the money would be used to go towards printing costs and bolster the Felix contingency.
 - ii. The current climate is volatile and advertising income is not guaranteed and has a high potential to be reduced.

- iii. Currently the Felix finances are 'healthy' however a contingency needs to be built up to accommodate potential lost income from advertisers.
- iv. It was pointed that Felix could apply to the Union for a contingency claim if it was deemed necessary.
- f) It was suggested that if the money is not necessary for Felix to function this year, it is possible to defer the payment of the invoice till next year.
 - i. MP stated that whatever the Executive Committee decides, the outstanding amount will need to be settled by next year at the latest.
- g) JC stated that he will investigate creating a more robust agreement between the Union and Felix so that it is clear what is expected of both parties.
- h) The committee agreed that 'something' should be paid to Felix in principle but the decision will be deferred until the meeting of the Executive Committee on the 22nd March where there will be a better indication on the state of the Union surplus.

RESOLVED:

- 1) **To defer the decision until the meeting of the 22nd March.**

The agenda resumed normal ordering at this point

1. CHAIRS BUSINESS – none

2. MINUTES OF LAST MEETING – 3rd November 2011

RESOLVED:

- 1) **To pass the minutes.**

3. MATTERS ARISING

NOTED:

- a) The Finance Department were instructed to transfer the calligraphy start up grant.

4. MANAGEMENT ACCOUNTS

NOTED:

- a) The YTD surplus is what was expected and although positive, the Union still needs to be cautious with its finances.
- b) Congratulations were given to members of staff who were instrumental to the success of the Careers Fair.
- c) Van income is down due to some of the fleet being off the road for repairs.
 - i. Demand for vans is high and it is detrimental that this demand cannot be met due to vehicles being put out of action.
- d) October is a very busy month due to Freshers.
 - i. There will be a price review to check that costs of sales are on track for bars and catering.
- e) Over heads are looking positive due to there being no General Manager salary being paid out.
- f) The SK Bars budget did not take in to account the price rises.
- g) Security staff costs have not been paid yet due to invoices being queried.
- h) Temporary staff and permanent staff costs will 'flip' in November due to staff moving on to permanent contracts.
- i) The variances in Ents is due to the expectation in having bigger acts and bigger ticket prices but this budget is being reforecast.
- j) The increase in the admin cost is due to the strategic review which was not budgeted for.
 - i. Charity registration will also be an unbudgeted expense.
- k) Executive Committee moved to a vote and it was resolved to pass the presented accounts.

RESOLVED:

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

5. SABBATICAL REPORTS

PRESIDENT REPORT

NOTED:

- a) A document is being created from the strategic review which extracts action points for Sabbaticals to work on.

DEPUTY PRESIDENT (EDUCATION) REPORT

NOTED:

- a) Attending the Council away day tomorrow with the President.
- b) SOLE is taking place 5th-16th December.
- c) A survey on Union services is being created.
- d) The NSS actions are being reviewed and seeing what progress is being made in College.

DEPUTY PRESIDENT (WELFARE) REPORT

NOTED:

- a) The bike auction raised an outstanding sum of money.
- b) Green Week planning is in progress.

DEPUTY PRESIDENT (CLUBS & SOCIETIES) REPORT (reported by the DPFS on behalf of the DPCS)

NOTED:

- a) The NCC approved the formation of BMX & Skate and podcasting.
- b) The application for University Challenge has been sent off.
 - i. It is being investigated to see the viability create to 'quiz Soc' as the time demands are high for the Deputy President (Clubs & Societies) in organising this and this may be better placed by having a member of last years team in charge of the coordination of the trials.

DEPUTY PRESIDENT (FINANCE & SERVICES) REPORT

NOTED:

- a) Interview for the Commercial Services Manager are taking place tomorrow.
- b) Ents committee is meeting on the 8th December.
- c) The Responsible Retailing of Alcohol policy and Summer Ball debrief are being taken to Trustee Board.
- d) Working office hours in SAC on an ad hoc basis.
- e) The online finance systems are going well.
- f) It was stated that on Wednesday night, pints were £2.20 after 8pm instead of £2 which is inconsistent with what is being promoted.
 - i. The Deputy President (Finance & Services) stated that he will investigate this.

ACTION:

1. **The Deputy President (Finance & Services) to investigate the inconsistency with prices charged and what is promoted on Wednesday nights.**

6. ACCIDENT REPORTS

RECEIVED: The report was presented by the President

NOTED:

- a) It was suggested that clubs who take buses off the road for an extended period through blatant negligence have some type of penalty imposed.
 - i. It was suggested that they are charged a portion of lost revenue.
 - ii. This is something that may be looked at a later point.

8. MINIBUS DRIVER

RECEIVED: The paper was presented by the President

NOTED:

- a) The fact that the accident has gone through the court system and the driver was found guilty indicated that the applicant may be a potential high risk liability.
- b) The committee moved to a vote and the vote is as follows:

FOR	0
ABSTAIN	5
AGAINST	4
Falls	

9. ENTS WORKING GROUP

RECEIVED: the paper was presented by the President

NOTED:

- a) The group will look at both Central Union and Faculty Unions.
- b) The data set can be separated by department.
- c) The committee moved to a vote on passing the paper and it was passed unanimously.

RESOLVED:

- 1) To form a Working Group of the Executive Committee to determine these unknowns and offer recommendations as to how we can ensure we deliver our beliefs.**
- 2) The Working Group shall be led by the Deputy President (Finance and Services) and will report all findings and recommendations to the Executive Committee.**
- 3) Membership of this Working Group will be voluntary; and its size subject to necessity. However it must involve representatives from the Executive Committee, Union Council and a Faculty Union.**

The meeting closed at 7.20pm

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

_____ 2011/12

_____ Chair of the Meeting