

MINUTES OF THE PROCEEDINGS
of the first ordinary meeting of the
Trustee Board
of the Imperial College Union
in the 2012-2013 Session

The meeting of the Trustee Board was held in meeting room 6 in the
Union Building on Thursday 27th September 2012 at 6.00pm

Present:

Lay Trustee - Chair	Julia Higgins (JH)
President	Paul Beaumont (PB)
Council Chair	Michael Foster (MF)
Court Chair	Stephen Brown (SB)
Student Trustee	Nathaniel Bottrell (NB)
Lay Trustee	Simon Maddison (SM)
Lay Trustee	Janet Rogan (JR)

Permanent Observers

Deputy President (Clubs and Societies)	Henry Whittaker (HW)
Deputy President (Education)	Jason Parmar (JP)
Deputy President (Finance & Services)	Stefan Nubert (SN)
Deputy President (Welfare)	Becky Lane (BL)
ICU Honorary Senior Treasurer	Colin Kerr (CK)
Managing Director	Joe Cooper (JC)
Governance and Administration Coordinator – Clerk	Rebecca Coxhead (RC)

Apologies: Student Trustee Lejon Chua, Student Trustee Hitesh Hassani, Student Trustee Nicolas Massie, Lay Trustee George Palos, Head of Finance Malcolm Martin (MM)

1. CHAIRS BUSINESS

NOTED:

- a) The coming year is an important time for the Union due to moving forward with charity registration and the Board is in a good position with the Union having a full staff membership and a positive balance sheet.
- b) The Management Accounts circulated are for the Boards information only and a summary will come once the Finance and Risk Committee (FRC)

2. MINUTES FROM LAST MEETING

RECEIVED: Minutes from 10th July 2012

RESOLVED:

- 1) To accept the minutes as a true record of the last meeting.

3. MATTERS ARISING

NOTED:

- a) In regards to the budget, the cost of living increase was slightly higher than anticipated and the budget was amended accordingly along with the contingency amount which was reduced.

4. PRESIDENTS REPORT

RECEIVED: The report was presented by PB

NOTED:

- a) It was questioned if the website will be accessible should changes need to be made, if the people who built it aren't around.
 - i. PB stated that the Union has learnt a lesson with having limited people having access to the system; the system is now accessible by many and is a well known system rather than bespoke.
 - ii. A web developer is currently being recruited and this will give continuity.
 - iii. The team were congratulated for doing an outstanding job in developing the new website and building from scratch.
- b) The links with other Unions are useful due to their members proving extra income through associate memberships, joining Clubs and Societies and using the commercial outlets.
- c) The first meeting of Council will have the proposed constitutional changes presented there but no decisions will be asked of Council until the ordinary members have been elected which will be by the second meeting on the 30th October.
 - i. JH will be attending and other Trustees were asked to attend this meeting if possible to represent the Trustee Board and to see the workings of Council.
- d) The Board moved to a vote to accept the presented report and it was passed unanimously.

RESOLVED:

- 1) To accept the presented report.**

5. MANAGING DIRECTORS REPORT

RECEIVED: The report was presented by JC

NOTED:

- a) Welcome week went extremely well.
 - i. Success is vital to this week as it shapes the impression of the Union to Freshers.
- b) In regards to staff recruitment, this has been held up slightly by HR processes taking longer than anticipated.
 - i. The lesson learnt is to start the planning process a lot sooner and to write this in to the budget development timeline.
 - ii. CK suggested that cultivating relationships with key people in HR is useful to help move things forward.
 - iii. Workforce planning will be embedded in the budgeting process.
- c) College have highlighted that they are content with how the moving is moving forward with financial controls.
 - i. MM has developed an action plan that will completed before spring and this will be taken to the next FRC.
- d) The Board moved to a vote to accept the presented report and it was passed unanimously.

RESOLVED:

- 1) To accept the presented report.**

6. COUNCIL CHAIR REPORT

RECEIVED: An oral report was given by MF

NOTED:

- a) Training will be given to Council members and this is being planned at present.
- b) Elections for the Ordinary Members are in progress.
- c) The Board moved to a vote to accept the report and it was passed unanimously.

RESOLVED:

- 1) To accept the report.**

7. COURT CHAIR REPORT

RECEIVED: An oral report was given by SB

NOTED:

- a) A meeting will take place at the start of the new term as a general get together for Court members.
 - i. Sabbaticals were invited to attend.
- b) It was questioned when the vacancies will be filled.
 - i. This will take place as soon as Council is fully populated.
- c) The Board moved to a vote to accept the report and it was passed unanimously.

RESOLVED:

- 1) To accept the report.**

8. OPERATIONAL PLAN UPDATE

RECEIVED: The update was presented by JC

NOTED:

- a) There were a few typographical errors and misprints pointed out in the document.
- b) The document is a draft that may be amended if the strategy differs drastically once it's completed.
- c) This document helps shape targets for staff and these will be appearing in development reviews.
- d) It was suggested that the statement pertaining to elections - 'amount of students'- have a number attached to it so it is measurable.
 - i. JC stated that there is no number attached to this target as the number is high already.
- e) It was questioned by CK if students have 'bought in' to this.
 - i. It was stated that this is not a document that students see, it is a management tool for internal use, however students should be buying in to the strategic objectives once the document is completed and been circulated to the student population.
- f) SO8 needs to have 'external' removed.
- g) This document will come to every meeting of the Board with an update.

9. CHARITY REGISTRATION AND GOVERNANCE

RECEIVED: The paper was presented by PB & JC

NOTED:

- a) It was highlighted that the window of reticence has now closed in regards to charity registration for the Union.
- b) JR stated that she disagreed with the statement in the paper that trustees were 'happy to continue holding this liability for the Union'.
 - i. PB apologised for this but that was the impression he got from the informal discussions that he had with some trustees.
- c) The suggestion at the moment is not to go down the incorporated charity route at this stage, but this does not stop the Union from pursuing this option in the future.
- d) The constitution will be made as simple yet informative as possible; the bye laws will be where the details are which will not be required to be passed by the Charity Commission should they wished to be amended unlike the constitution which does need to be passed by the Charity Commission should it be changed.
- e) Discussions have begun with John Hancock and John Neilson in regards to the impact this will have with college relations.
- f) It was stated that when considering the charitable status, future trustees need to be considered and what assurances they may need.
- g) It was agreed that investigations should be focusing on the unincorporated route and then assess if this is where the Union should be aiming for.

RESOLVED:

- 1) **To investigate registering with the Charity Commission as an unincorporated association.**

The meeting moved in to closed session at 8.00pm

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

_____ 2012/13

_____ Chair of the Meeting