

Minutes of the Imperial College Union
Trustee Board
4 July 2013
Meeting rooms 4&5, 5.30pm

Present:

Lay Trustee - Chair	Julia Higgins (JH)
President	Paul Beaumont (PB)
Council Chair	Michael Foster (MF)
Student Trustee	Nathaniel Bottrell (NB)
Student Trustee	Lejon Chua (LC)
Student Trustee	Nicolas Massie (NM)
Lay Trustee	Simon Maddison (SM)
Lay Trustee	Janet Rogan (JR)
Alumni Trustee	Andy Heeps (AH)
Deputy President (Clubs and Societies)	Henry Whittaker (HW)
Deputy President (Education)	Doug Hunt (DH)
Deputy President (Finance & Services)	Stefan Nubert (SN)
Deputy President (Welfare)	Becky Lane (BL)

Permanent Observers

Managing Director	Joe Cooper (JC)
ICU Honorary Senior Treasurer	Colin Kerr (CK),
Finance Manager	Malcolm Martin (MM)
Governance and Administration Manager – Clerk	Rebecca Coxhead (RC)

Apologies: Student Trustee Hitesh Hassani (HH), Lay Trustee George Palos (GP)
Observers: David Goldsmith President elect, Kieron Creagh DPFS elect, Marissa Lewis Deputy President (Welfare) elect, Natalie Kempston Deputy President (Education) elect,

1. CHAIRS BUSINESS & APOLOGIES

NOTED:

- a) Apologies were received from GP and HH.
- b) JH thanked those for who this meeting was there last and that they are leaving the Union is a very good shape.

2. MINUTES OF LAST MEETING – 13 May 2013

NOTED:

- a) The committee agreed to pass the presented minutes, as an accurate reflection of the last meeting.

RESOLVED:

- 1) To pass the minutes of the last meeting.

3. MATTERS ARISING

NOTED:

- a) The Procedures for Dealing with Complaints were circulated after the last meeting with the suggested amendments and the paper was passed unanimously.

RESOLVED:

- 1) **To pass the Procedures for Dealing with Complaints.**

4. DECLARATION OF INTEREST – none

5. FINANCE AND RISK COMMITTEE MINUTES 27 JUNE 2013

RECEIVED: The accounts were presented by JR

NOTED:

- a) The last meeting of the Finance and Risk Committee considered and scrutinised the Budget for 13/14 and it was felt that the document was in a position where the Committee recommend to pass. This is being addressed as a later agenda item.
- b) The presented budget is quite ambitious so the committee pressed as to how the budget was drawn together and it was satisfied that it is robust in the composition and the new budget holders had sufficient input.
- c) The Summer Ball may be bringing in a small loss but the operational implementation and expenditure was well controlled – it was ticket income that had the greatest impact.
- d) The Risk Register is now at the top of the list of works of the committee to get sorted.
- e) The Board moved to a vote to accept the presented minutes and subsequent Management Accounts and they were passed unanimously.

RESOLVED:

- 1) **To pass the presented minutes of the FRC and Management Accounts.**

6. PRESIDENTS REPORT

RECEIVED: The report was presented by PB

NOTED:

- a) Will know the result of the Green Bid application at around the beginning of August.
 - i. ICU has a 1 in 5 chance of being successful.
- b) A paper regarding the monies attached to the Harlington Fund will go to College Council in September.
- c) The Felix Editor is on board to have the advertising being done centrally and it was stressed that the agreement will in no way impact on the editorial independence of Felix.

RESOLVED:

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

7. MANAGING DIRECTOR REPORT

RECEIVED: The report was presented by JC

NOTED:

- a) JC reiterated that the Ball will be making a loss and that costs were managed to budget – low ticket sales were due to not getting the act offer right.
 - i. Decisions were made late as to the line-up which anecdotally impacted in poor ticket sales.
 - ii. Lesson learnt is to ensure that the acts are booked early.
 - iii. The event operationally was extremely well executed and the experience of the students who did attend have indicated 85% satisfaction of the event.
 - iv. Overall, the loss will impact the budget slightly but the year will still end in profit.
 - v. A review and plan will be presented to the next FRC.

- vi. It was suggested that the ball doesn't benefit all members in the event is an 'alcohol fuelled music fest'.
- b) The upcoming capital projects should offer limited disruption in phase 1.
 - i. Funding has not been secured for phase 2 however it is highly likely that this will go ahead.
- c) Handover for Officer Trustees has been reduced to 2.5 weeks which is anticipated to be more effective. A debrief will be included in the next MD and President Report that will come to next Board.

RESOLVED:

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

8. OPERATING PLAN

RECEIVED: The plan was presented by JC

NOTED:

- a) The plan has changed slightly to recognise where situations have changed or was 'too ambitious'
- b) JH stated that she has gone through the plan with JC and PB and she is content as to where things are at and the appropriate adjustments.
- c) The Board moved to a vote to accept the plan and it was passed unanimously.

RESOLVED:

- 1) **To accept the Operating Plan.**

9. COUNCIL CHAIR REPORT

RECEIVED: The report was presented by MF

NOTED:

- a) MF has spoken to the incoming Felix Editor about assembling a Felix 'code of conduct' and the Felix Editor elect had stated that this is something that he had intended to pursue.
- b) The Board moved to a vote on accepting the report and it was passed unanimously.

RESOLVED:

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

10. STUDENT ACADEMIC CHOICE AWARDS DEBRIEF

RECEIVED: The report was presented by DH

NOTED:

- a) Natural Sciences and Engineering Faculty have expressed interest in rolling their respective faculty teaching awards in to the SACA's scheme.
- b) The Board moved to a vote on accepting the report and it was passed unanimously.

RESOLVED:

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

11. VISITING SPEAKERS REPORT

RECEIVED: The policy was presented by PB

NOTED:

- a) The room booking system and procedure that exists is robust enough to pick up issues.
- b) Clubs have been extremely accommodating in regards to swiftly dealing with complaints when they have been raised.
- c) It was noted that the Board found the report extremely useful and stated that there is a balance between democracy and free speech.
- d) The Board moved to a vote on accepting the report and it was passed unanimously.

RESOLVED:

- 1) To accept the presented report.**

12. STRATEGIC PLAN

RECEIVED: The strategy was presented by JC

NOTED:

- a) The presented version of the strategy is the end product of a prolific amount of consultation to key stakeholders.
 - i. It was questioned as to whether there is a way to quantify the amount of consultation from students has gone in to shape this document.
 - ii. It was suggested that this is a difficult thing to do and it is hoped that it comes across in themes.
- b) The Strategic plan is fundamental to governance and management of the Union.
- c) It was suggested that the language could be changed to replace 'amount' to 'number' when referring to students.
- d) Various small amendments and typographical errors were pointed out.
- e) The Board moved to a vote to accept the document with the minor amendments and it was passed unanimously.

RESOLVED:

- 1) To pass the Strategic Plan with suggested amendments.**

13. BUDGET 13/14

RECEIVED: The budget was presented by JC and MM

NOTED:

- a) The Finance and Risk Committee tested the robustness of the budget through ensuring that the consultation process was far reaching and relevant to the new budget holders and existing budget holders. Looking at the risks and that budget holders have 'buy in' which they are assured that they do.
- b) The budget presented to Board was changed slightly to what was agreed by Finance and Risk Committee; changed to reflect their suggested amendments.
- c) The budget has a degree of stretch and risk.
- d) The contingency has been built to reflect the income challenges that may arise.
 - i. The contingency has been calculated at 2% but ideally should be 3-5%.
 - ii. The Union is currently not in the position to do this.
 - iii. If the contingency is not utilised, this will be absorbed in to the surplus.
- e) It was stated that the Union needs to be cautious in regards to how much reserve is held.
 - i. The Charity Commission do not specify an exact amount but set out a frame work for Trustees to consider.
 - ii. A Reserves Policy is being bought to Finance and Risk Committee.

- f) College are looking for assurance that the Union is buoyant and currently this is the case.
- g) The Board moved to a vote on passing the presented budget and it was passed unanimously.

RESOLVED:

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

14. CONSTITUTIONAL AND BYE LAW CHANGES

RECEIVED: The paper was presented by PB

NOTED:

- a) AH stated that the consultation that went in to the changes was excellent and good example of how the process for these changes should happen.
- b) The Board moved to a vote on passing the presented Constitution and Bye Laws and they were passed unanimously.

The meeting closed at 7.45pm
Approved as a correct record at a meeting
of the Trustee Board on

_____ 2012/13

_____ Chair of the Meeting