

MINUTES OF THE PROCEEDINGS
of the first 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 21 September 2012 at 10.00am

Present:

President - Chair	Paul Beaumont (PB)
Deputy President (Clubs & Societies)	Henry Whittaker (HW)
Deputy President (Education)	Doug Hunt (DH)
Deputy President (Clubs and Societies)	Henry Whittaker (HW)
Deputy President (Finance & Services)	Stefan Nubert (SN)
CGCU President	Temi Ladega
ICSMSU President	Shiv Vohra (SV)
RCSU President	James Tsim (JT)
Permanent Observer:	
General Manager	Joe Cooper (JC)
Governance and Administration Coordinator	Rebecca Coxhead (RC)

Apologies: Honorary Senior Treasurer Colin Kerr

1. CHAIRS BUSINESS

NOTED:

- a) The new Union Website is now live.
 - i. Thanks were given to everyone who made this possible.
- b) The Management Accounts have been to the Business Review Meeting yesterday and will come to the next meeting of the Executive Committee.

2. MINUTES OF LAST MEETING – 6 June 2012 & 17 July 2012

NOTED:

- a) The officer added to the ICSMSU Executive Committee was Communications and not Transport as stated in the minutes.

RESOLVED:

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

3. MATTERS ARISING

NOTED:

- a) How to deal with the Motor Club assets are on the action plan as a response to the audit.
- b) Clubs and Societies will self-audit their inventory and the central Union will do spot checks.

4. ENTRY FEES TO THE UNION

RECEIVED: The paper was presented by PB

NOTED:

- a) This has been discussed with the relevant members of staff and ultimately allows flexibility rather than a prescriptive amount.
- b) For the first 3 Wednesdays of the term, the door charge will be £2 after 9.30pm but free before that time.
 - i. Data will be analysed after this time.
- c) Currently working on rebranding Wednesday night.
- d) Data from previous years is not able to be analysed due to information being unreliable.
- e) Systems are not in place for having daily and weekly reports produced in the bars which will make the Union lot more responsive and able to react quickly.
- f) The committee moved to a vote on passing the paper and it was accepted unanimously.

RESOLVED:

- 1) **To repeal all policy relating to the charging of an entry fee to the Union.**

5. MERGING ICSMSU CAREER CLUBS

RECEIVED: The paper was presented by HW

NOTED:

- a) Career societies have a short life in ICSMSU as interest peaks and wanes every few years for the specialities.
- b) The amount of the various clubs gives extra administrative burden as they all have their own codes.
- c) Technically the Alumni Officer cannot be the Chair de-facto for the careers society due to this being undemocratic and against union regulations.
- d) There will be one overseeing committee which the other career societies will sit under.
- e) It was agreed in principle that the clubs should merge but the logistics still need to be sorted out by the ICSMSU Executive.
- f) No resolution was made on this paper.

6. USE OF METRIC

RECEIVED: The paper was presented by HW

NOTED:

- a) The Commercial Services Manager is in agreement with the paper.
- b) It was agreed that the fine should not be limited to damage to the specific equipment and that this section should be removed from the policy.

RESOLVED:

- 1) **To remove 'to the sound or lighting equipment or fabric of the nightclub during the event. This fine will be considered summary punishment under the Union Disciplinary Policy and is subject to appeal.'**
- c) In regards to the section under 'quality assurance' it was agreed that the word 'should' be changed to 'may' in regards to the Union giving compensation.

RESOLVED:

- 2) The section regarding Quality Assurance read as follows:
'The Commercial Services Department is responsible for ensuring that a Club, Society or Project's members organizing a "We Are Metric" event is provided with all necessary information for their event and the smooth running of Commercial Services during their event. If a problem occurs which is detrimental to the event then a Club, Society or Project may be given a rebate in the form of a reduction in the minimum bar spend for the event.'
- d) The committee moved to a vote on passing the amended policy and it was passed unanimously.

RESOLVED:

- 3) To pass the amended policy. (See appendix)

7. CASUAL STAFF WAGES

RECEIVED: The paper was presented by SN

NOTED:

- a) The paper has been updated to reflect the change in minimum wage increase.
- b) The role of a level 2 needs to reflect the nature of the role being demanding.
- c) The financial impact on the Union is minimal.
- d) All new DJ's will be paid at the proposed amount where existing DJ's will continued to be paid at the rate the have previously been on.
 - i. DJ hours are being reduced by 1.5 hours.
- e) The Committee moved to a vote on the presented paper and it was passed unanimously.

RESOLVED:

- 1) Increase the level 1 casual worker pay scale in relation to the rise in the NMW and not modify any other pay scales (assuming they fall above the NMW) apart from the following exceptions.
- 2) Remove level 2 pay scale of £7.49 (inc. holiday pay) (senior staff) and replace solely with the level 3 pay scale of £7.93 (inc. holiday pay). This will as referred to as Level 2 on the pay scale ID.
- 3) Introduce a new rate for DJs of £8.00 per hour (£8.97 inc. holiday rate) at level 3.
- 4) Level 6 will be used as a retaining pay scale for previously employed DJs as required with a look to phase this out over the coming months. Staff to be paid the 'retaining' rate must be authorized by the commercial services manager and/or DPFS.

Table A – Pay Scale Changes					
ID	Pay Scale ID	Pay Rates Date From	Pay Rates Date To	Standard Rate	Standard & Holiday Rate
76	SAC – Tech Support	28/09/2008	30/09/2013	£7.35	£8.24
85	SAC – MS Support	27/09/2009	30/09/2013	£10.00	£11.21
88	Level 1 – Supervised Basic Staff	01/10/2012	30/09/2013	£6.19	£6.93
91	Level 2 – Supervised Senior Staff	01/10/2011	30/09/2013	£7.08	£7.93
94	Level 3 – Unsupervised 'Skilled' Senior Staff (New Ents – DJ)	01/10/2012	30/09/2013	£8.00	£8.97
95	Level 4 – Supervised Full	01/03/2010	30/09/2013	£7.40	£8.29

	Time Staff				
96	Level 5 – Unsupervised Skilled Senior Staff (Catering – Chef)	01/03/2010	30/09/2013	£8.00	£8.97
97	Level 6 – Unsupervised Skilled Senior Staff (Ents –DJ) - Retaining	01/03/2010	30/09/2013	£10.00	£11.21
98	Vans Level 1	01/03/2010	30/09/2013	£6.19	£6.93
99	Vans Level 2	01/03/2010	30/09/2013	£9.00	£10.09
102	DramSoc Rate	01/03/2010	30/09/2013	£7.83	£8.78
103	Vans Level 3	15/06/2012	30/09/2013	£20.00	£22.41
104	Events Coordinator (17)	01/07/2012	30/09/2013	£11.80	£13.22

8. ENTS WORKING GROUP

RECEIVED: The paper was presented by SN

NOTED:

- a) It is recognised that there are no channels for formal feedback from members.
- b) Elected positions are necessarily the best way to seek feedback.
- c) The discussion will be open and it was recognised that this opens up for not being very well attended.
 - i. There will be a vigorous advertising campaign to encourage attendees.
 - ii. Specific groups will be invited, such as CSP's but it was recognised that it will be difficult to attract the 'average student'.
 - iii. It was suggested that an automated response be generated when someone gives feedback over the web inviting them to the forum.
- d) A survey targeted at Freshers, but open to all, will be launched around the 3rd week in October.
- e) The Committee moved to a vote on passing the presented paper and it was passed unanimously.

RESOLVED:

- 1) **The Ents Strategy Working Group will remain an open working group open to all students that will gather feedback and ideas related to entertainments and commercial services. The group is not an elected body.**
- 2) **A core structure of student members will be put in place to steer the working group. The core structure may consist of (but not solely of) the following:**
 - a. **Deputy President (Finance & Services)**
 - b. **Deputy President (Clubs & Societies)**
 - c. **Other student group representatives (to be decided)**
- 3) **Attendance from ICU staff (e.g. Entertainments Manager and/or Commercial Services Manager) will be encouraged.**
- 4) **Meetings will be held at a minimum termly basis, with a look to meet on a monthly basis to monitor feedback and proposals related to commercial services.**
- 5) **The DPFS and DPCS will provide a brief agenda for group meetings, with all individuals/groups able to submit agenda items before meetings.**

The meeting closed at 11.00am

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

Use of Metric Policy

Background

Then Union's nightclub, Metric, was completely refurbished in November 2010. It was anticipated that Metric would solely be used as a commercial outlet, largely because of the delicate nature of the fittings and equipment. It was not designed with non-commercial or general student activities in mind.

It has become apparent that there is a real need for the space to be maximized as a venue. The space is empty for the majority of the time and it has been highlighted that the space could be used for certain types of Student Activities. Currently use of the space is undefined beyond the We Are Metric scheme; this paper seeks to clarify the Union's position.

Clearly by virtue of its design Metric is well suited to performances, particularly live music, cultural performances and DJ Events. The new sound system includes speaker management, which prevents any damage to the main P.A. This enables any student to safely use the main P.A in a DJ setup with minimal experience. The lighting system has also been designed to be simple; this enables any student to safely use the lighting system by following instructions. This document aims to highlight a booking system and procedures that maximizes the use of the space, while protecting it as a valuable asset.

Definitions

Main P.A: The main speaker system in the venue including: amplifiers speakers and D.J mixer specifically:

- 6x Res2s
- 2x F215
- 1x DJ mixer with 3.5mm jack cable (mp3 player cable)
- 2x CDJ 2000

Full P.A: This includes the main speaker system plus; monitors, fills and associated amplifiers, in house multicore and patching.

Summary

The Metric main P.A (DJ setup) and lighting can be used by any CSP member following the instructions provided.

The Metric Full P.A (using a sound desk and monitors etc) can be used by any CSP member supervised by a sound engineer provided by the Commercial Services Department or a nominated member.

The Metric Full P.A can be used by any nominated CSP member or sound engineer provided by the Commercial Services Department or a nominated member.

Proposals

For the purpose of booking Metric the following hierarchy will apply, and bookings will be made in this order:

- Every day activities
- Central Union Event
- We Are Metric
- Performance event
- Non-performance event
- External Events

The Commercial services department is responsible for removing all bookings when the booking is no longer needed.

Every day activities

Every day events occur within Metric and must be recorded in the booking systems to avoid clashes. This includes, but is not limited to cleaning (particularly on Monday and Thursday mornings), and Metric's use as a social space during the lunch break (12.00-14.00). These activities should be booked at least a year in advance; responsibility for making these bookings is that of the Commercial Services Department.

Central Union Events

Generally a Union Entertainment event, although this may include small social events it does not include events booked through Beit Conferences. These events are generally held on Wednesday and Friday evenings in term time. These events can be booked up to a year ahead, along with all sound checking and setup requirements. Responsibility for making these bookings lies with the Union's Commercial Services Department.

We Are Metric

This is a joint event between a Club, Society or Project and the Central Union. These events are pre-arranged in termly batches. Between one and four months advance booking will be given depending on the term.

As joint events these activities require no formal training to be given to the organizers from the Club, Society or Project as they will be supported by Central Union Staff. This support will include providing all staff needed to use the venue. We Are Metric Event requests are submitted to the Deputy President (Finance & Services). We Are Metric Events are approved by the Deputy President (Finance & Services) and Deputy President (Clubs & Societies) with consultation from the Commercial Services Department, with practical resources, bookings and arrangements made via the Commercial Services Department.

The only cost to the Club, Society or Project will be that of a minimum bar spend detailed below. This cost will include, but are not limited to, bar staff, door and stewarding staff and a sound engineer if required.

Minimum bar spend bands can include the option for a late licence. The minimum bar spend will cover all costs incurred by the union to run the event at cost price.

The Club, Society or Project will make up any difference (at cost) between the bar spend on the night and the minimum bar spend.. If the bar sales fail to reach the set amount, for example a minimum bar spend of £400 and the bar spend on the night is £200 then the club must pay £67 (GPM 67%) to cover the difference. The Union will include the "We are Metric Night" in central publicity with colour printing for posters. The club is responsible for providing information to the Central Services department (specifically Marketing and Sales coordinator).

Performance Events

This is an event where a Club, Society or Project requires use of Metric for a performance style event using the installed sound and lighting equipment which is outside of the bounds of the We Are Metric scheme. This also includes rehearsals requiring use of the same equipment. It will not require use of the bar or union door/stewarding staff.

Clubs, Societies & Projects may request use of Metric for a Performance Event through the normal online room request. Requests will be administered by the Student Activities Centre in the normal way; they will automatically be passed to the DPCS for approval through this system. Priority will be given to Performance Events over Non-Performance events where practicable.

Non-Performance Events

Metric is not suitable for certain activities, these include but are not limited to ball sports (both ball sports and others such as parkour). The DPCS has the power to veto any requests for use of the space on the grounds that the space is unsafe or unsuitable for the proposed activity

A fine of up to £450 will be levied against the Club, Society or Project for any damage caused.

Clubs, Societies & Projects may request use of Metric for a Non-Performance Event through the normal online one-off room request system which opens in the final week of the preceding term. Requests will be administered by the Student Activities Centre in the normal way; they will automatically be passed to the DPCS for approval through this system.

External Events

These are events organised by Beit Conferencing

The Commercial Services Department will ensure that Metric is booked a term in advance.

The Commercial Services Department along with the Beit Conferencing department will remove all external bookings when the room is not being used.

Use of the main P.A and lighting equipment

To use the main P.A and or Lighting the CSP must get the bar manager or bar staff to unlock the DJ booth.

The CSP will follow any request from the commercial services staff in relating to noise levels.

The bar staff are able to remove any CSP members from the DJ booth if they are misusing the equipment.

The CIDs of anyone misusing the equipment will be taken down and reported to the Commercial services Department and Deputy President (Clubs & Societies).

Commercial Services are responsible for providing adequate written instructions in Metric and online for the use of the lighting system and main P.A. These instructions should detail what is permitted for normal use.

The Commercial Services Department is responsible for maintaining the sound equipment in Metric in a usable state for Clubs, Societies and Projects. This includes ensuring that the equipment detailed as the main P.A is available and in working order.

A fine of up to £450 will be levied against the Club, Society or Project for any damage caused.

Installed equipment in Metric should only be moved with written permission from the Commercial Services Department.

Users of the full sound equipment

Nominated member(s) of the Club, Society or Project must be experienced or competent to use the full sound system. As there are implications with noise restrictions an agreement must be signed by each nominated member agreeing to follow any instructions and requests of the Commercial services staff on the night of the event.

The Metric Full P.A shall be supervised by a sound engineer chosen by the Commercial Services Department this can be a CSP nominated member.

A nominated member is someone who is either experienced or competent, has had their name submitted to the Deputy President (Clubs & Societies) and has completed the agreement.

- I. An experienced person is defined as someone who has at least two years of live sound experience or those deemed sufficiently competent by the Commercial Services Department, or Deputy President (Clubs & Societies).
- II. A competent person is defined as someone who has received training by the Commercial Services Department..
- III. Any appeals against a decision on competency and access to equipment in Metric made by the Commercial Services department or Deputy President (Clubs & Societies) are made to the President.
- IV. Those members who are not experienced or competent must receive training before they can use the sound equipment. Training is provided by the Commercial Services Department or a CSP. The Commercial Services will provide training on the job using a sound engineer chosen by the Commercial Services department.
- V. An experienced or competent person must sign an agreement before they can use the Metric sound system. This agreement must be countersigned by the Club, Society or Project's chair or treasurer and their management group chair or treasurer and be submitted to the Student Activities Centre.
- VI. The Commercial Services Department will maintain a list of those members who have been nominated and completed the agreement.
- VII. A nominated member shall be removed from the list if they misuse the Metric equipment.

Societies that contain experienced members can train new members to be competent, with approval from the Commercial Service Department. Details of those who have been trained must be submitted to Commercial Services Department before they are able to use the full sound system.

A non-experienced member may use the full P.A if supervised by a Nominated member or sound engineer provided by the Commercial Services department. Nominated members and/or the Sound Engineer are responsible for the sound system in the case that they supervise a non-nominated user at any time.

The Commercial Services Department is responsible for providing suitable training to be booked through the online system. This will cover the use of the full P.A, location of all relevant equipment and how to power on and safely use the system. This training will be provided free of charge wherever possible or at cost.

Quality Assurance

The Commercial Services Department is responsible for ensuring that a Club, Society or Project's members organizing a "We Are Metric" event is provided with all necessary information for their event and the smooth running of Commercial Services during their event. If a problem occurs which is detrimental to the event then a Club, Society or Project may be given a rebate in the form of a reduction in the minimum bar spend for the event.

If any of the following occur:

- Bar opens late
- Bar closing early
- Double booking
- Delayed response

If any CSP is unhappy with their event then they should contact the Commercial Services Manager and the Deputy President (Clubs & Societies). Any compensation or arrangement will be decided in consultation with the CSP.