

MINUTES OF THE PROCEEDINGS
of the fifth meeting of the Executive Committee
of the Imperial College Union
in the 2012-2013 session

The meeting of the Executive Committee was held in meeting room 6 of the
Union Building on 31 January 2013 at 12.30pm

Present:

President - Chair	Paul Beaumont (PB)
Deputy President (Clubs & Societies)	Henry Whittaker (HW)
Deputy President (Education)	Doug Hunt (DH)
Deputy President (Finance & Services)	Stefan Nubert (SN)
Deputy President (Welfare)	Becky Lane (BL)
CGCU President	Temi Ladega (TL)
GSA President	Maryam Habibzay (MH)
Silwood President	Isabel Fenton (IF) – by skype
GSA Chair	Maryam Habibzay (MH)
RCSU President	James Tsim
Council Representative	James Bannock (JB)
Council Representative	Joe Gibbs (JG)
Council Representative	Shrawan Patel (SP)
CSB Representative	Jake Woods (JW)
Permanent Observer:	
Governance and Administration Coordinator	Rebecca Coxhead (RC)

Apologies: ICSMSU President Shiv Vohra (SV), RSMU President Lewis Ryan (LR),
Honorary Senior Treasurer Colin Kerr, General Manager Joe Cooper (JC)

***The agenda was reordered at this point to consider the RCSU Constitution as the first
item of business***

5. RCSU CONSTITUTION

RECEIVED: The Constitution was presented by the RCSU President

NOTED:

- a) The committee moved to a vote and it was passed unanimously.

RESOLVED:

- 1) To accept the RCSU Constitution (see appendix)

1. CHAIRS BUSINESS

NOTED:

- a) The email vote on passing the increases to minivan charges was passed unanimously.

RESOLVED:

- 1) To accept the proposed 5% increase to minivan charges.

2. MINUTES OF LAST MEETING – 17 January 2013

RESOLVED:

- 1) To pass the minutes.

3. MATTERS ARISING - none

4. Budgeting Guidelines for Management Groups

RECEIVED: The paper was presented by HW

NOTED:

- a) It was questioned if the current process is the best way to allocate funding.
- b) It is working under the assumption that the process used in the past is correct however it was questioned how efficient an 8 hour meeting can be.
- c) It was suggested that some MG's submit unrealistic and over inflated budgets so that they appear to 'take a hit'.
- d) Pre budgeting meeting sessions are being held with the MG's in the hope that some negotiations will have happened in advance of the meeting.
- e) The Committee moved to a vote on accepting the paper and it was passed unanimously.

RESOLVED

- 1) **To accept the budgeting guidelines.**

6. TRANSLATION UNIT CLOSURE

RECEIVED: The paper was presented by PB

NOTED:

- a) In regards to the funding being lost, this is a valid point that may occur to students.
- b) It has been reiterated by College that current students will be supported until the end of their qualifications.
- c) It was stated that the paper is unclear and very subjective with little or no fact backing up claims.
- d) Any campaign that the Union supports needs to be well considered.
- e) It was suggested that the paper is deferred to Council to make a decision with the recommendation that the paper needs to be set out with clearer objectives.
- f) The effect on other students who currently use the unit was highlighted.
- g) The committee moved to a vote on the paper and it was agreed that the paper will be deferred to Union Council with the recommendation that the paper is written with clearer objectives and statements backed up with facts.

RESOLVED:

- 1) **To deferred the paper to Union Council with the recommendation that the paper is written with clearer objectives and statements backed up with facts.**

7. CSB, RWB and Exec Budgeting Figures – 2013-2014

RECEIVED: The paper was presented by SN

NOTED:

- a) The Union does not know what funding it is receiving until 13 March which is when the presentation for the funding round takes place.
- b) SN stated that he was confident that the figures presented accurate.
- c) The campaigns fund has been separated so this will not be 'bided' for.
- d) It was suggested that Constituent Union's are able to get funding from sponsorship easier than clubs.
- e) It needs to be made clear as to what the various pots of money are to be used on.
- f) Guidance will go out to MG's as to how to categorise requests.
- g) It was suggested that the 'Representation and Welfare Board' monies will be allocated by the Executive Committee.

h) The committee moved to a vote on the paper and it was passed unanimously.

RESOLVED:

- 1) To award CSB an allocation of £310,480 for budgeting, RWB an allocation of £5,000 and Exec £3,000 for a combined total of £318,480.
- 2) A set of more strict guidelines should be developed for the usage of RWB and Exec funding.
- 3) The campaigns amount of £3,900 will be budgeted elsewhere.
- 4) The 'Representation and Welfare Board' monies will be allocated by the Executive Committee.

8. ANTI SEMETIC COMMENTS AND POTENTIAL BREACH OF THE CODE OF CONDUCT ON FREEDOM OF SPEECH AND UNION POLICIES

NOTED:

- a) An event with a controversial external speaker took place last Friday which excluding those who follow the Jewish faith from attending as it was on the Sabbath.
- b) The Student Services Manager has been mediating between the various groups concerned.
- c) A complaint has been received in regards to an event which has happened as well further complaints being received about events that are still to occur.
- d) It was assured that all Union and College procedures and rules were followed but the external speakers policy may need to be reevaluated.
 - i. College have the final say on what events and speakers come on to College property.
- e) The first 2 points raised in the paper are being followed up by the central union.
- f) It was suggested that someone who has the expertise to facilitate interfaith dialogue could be bought in.
- g) The committee agreed that the recommendations made in the paper were reasonable and that they endorsed these with the Membership Services Manager and Student Services Manager to assist in the facilitation of these.

RESOLVED:

- 1) To endorse the recommendations below:
 - a. The Union accelerates its efforts at fostering good interfaith relations and dialogue between different faith groups on campus.
 - b. Union staff and officers make efforts to forge stronger relationships with all the groups involved in this event (both those hosting and objecting) to ensure that issues can be caught and addressed at the planning stages of events.
 - c. Work should be done with both Israeli and Jewish societies in particular to help alleviate their concerns about anti-Semitism and discussions about academic boycotts.
 - d. The Union revisits its External Speakers Policy as it is clear that it is not currently being properly implemented. Areas to consider include information received as part of the room booking process, methods of engagement with effected parties, and whether it is necessary to have more rules in place around Question & Answer sessions.
 - e. Although the Union technically did not breach its own policies, Jewish Society and Israeli Societies should receive an apology that they weren't informed of the event at an earlier stage.
 - f. The Union provides more help, training and support to societies undertaking events with speakers and debates so that they can be organised and chaired effectively.
 - g. No action is taken against the organisers of the event for the breaking of any policies.
 - h. Political Philosophy Society is asked to think about the impression that their events have on the Society's neutrality, but that no remedial action is taken against the Society.

9. SUMMER BALL BUDGET

RECEIVED: The paper was presented by PB

NOTED:

- a) 3 draft budget options were tabled to the committee.
 - i. The budgets presented were similar to last year as this was proven to be a breakeven/small profit budget that worked.
 - ii. The results from the post ball survey indicated that attendees wanted more fun fair rides.
- b) In regards to the 'early bird' promotion, it was questioned if the number of tickets should be restricted rather than a fixed date.
 - i. This makes budget planning more accurate as it can work towards a fixed number where the number of ticket sales before a date is unknown.
 - ii. There is a risk of the set amount of tickets promotion back firing if these aren't sold by the advertised date which will reflect badly.
 - iii. The selling pattern for tickets is approximately the same over the past 4-5 years.
 - iv. Tickets genuinely sold out last year which is a positive marketing tool.
 - v. If it is a set date rather than a set amount, it is easy to assess to see if the Union 'is getting it right'.
 - vi. It was suggested that there could be a visual countdown for the set amount of early bird tickets which may motivate sales.
- c) Last year many attendees arrived late and as such would like a motivation to try to encourage earlier attendance.
 - i. A number of 'free' drinks that need to be redeemed before a certain time were suggested as a draw card.
 - ii. Social responsibility needs to be considered with the amount of free drinks and the time they need to be consumed by.
 - iii. The logistics of bar service needs to be well planned to accommodate the free drinks and increased demand whilst redeeming these.
 - iv. It is likely that it will be any single drink such as a beer, cider, wine or single spirit and mixer.
- d) It was questioned if this is the year to experiment due to it has only been 1 successful year after many poor years.
- e) The after party is a completely different event with it being run to a different budget.
- f) So it was agreed that there will be 2 'free' drinks included in the ticket price and these need to be redeemed by 9.30pm and that the early bird tickets will be restricted to 400.

RESOLVED

- 1) To suggest to redraft the budget to include 2 'free' drinks included in the ticket price with the proviso that these need to be redeemed by 9.30pm and that the early bird tickets will be restricted to 400.**

The meeting closed at 2.00 pm

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

_____ 2012/13

_____ Chair of the Meeting