

MINUTES OF THE PROCEEDINGS
of the sixth 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 5 March 2013 at 6.00pm

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)
GSA President	Maryam Habibzay (MH)
ICSMSU President	Shiv Vohra (SV)
RCSU President	James Tsim (JT)
Silwood President	Isabel Fenton (IF)
Council Representative	James Bannock (JB)
Council Representative	Shrawan Patel (SP)
CSB Representative	Jake Woods (JW)
Permanent Observer:	
Governance and Administration Coordinator	Rebecca Coxhead (RC)

Observers: Dariush Hassanzadeh-Baboli

Apologies: RSMU President Lewis Ryan (LR), CGCU President Temi Ladega (TL) Council Representative Joe Gibbs (JG), Honorary Senior Treasurer Colin Kerr, General Manager Joe Cooper (JC)

1. **CHAIRS BUSINESS – none**
2. **MINUTES OF LAST MEETING – 18 February 2013**

RESOLVED:

- 1) **To pass the minutes as a correct record**

3. **MATTERS ARISING – none**

4. **GRANT USAGE**

RECEIVED: The paper was presented by the Deputy President (Clubs & Societies)

NOTED:

- a) The Committee moved to a vote on accepting the paper and it was passed unanimously.

RESOLVED:

- 1) **To not allow grant to be used for the buying or subsidising of alcohol costs as a blanket rule across all groups.**
- 2) **To specify that Executive or CSB grant cannot be used for food and drink, or activities.**
- 3) **To not allow Executive or CSB grant to be used to the purchasing of items for use as prizes or the actual use of Grant money as ‘cash prizes’.**
- 4) **To not allow grant to be used for purchase of non-essential items (ie, regalia, hoodies, etc).**

- 5) To not allow CSB, ERB or CWB grant for the purchase of items that will only benefit the committee; Executive grant may not be used for the purchase of personal items (such as committee hoodies) but may 'benefit' the committee in that they may use the grant for purchase of items used in their office.
- 6) To not allow Executive or CSB grant to be used for the purchase of 'freebies' or promotional branded items.

5. BUDGET SUBMISSIONS

NOTED:

- a) The committee was considering both the submission for Executive Functions of Constituent Unions (CUs) as well as the Representation and Welfare Functions.
- b) The Executive functions were first considered.
 - a. The total amount being available is £3000.
- c) In regards to Silwood, the following was discussed:
 - a. It was agreed that all CU's will be funded the same for telephone rentals which is £100 per line which will cover rental and some call costs.

RESOLVED:

1) Telephones to be subsidised equally at £100 per line.

- b. It was agreed that there will be a budget line in either the Executive Committee or central union budget for travel costs which will be able to be accessed by any CU.
- c. This decision means that the travel costs were removed from the Silwood submission.

RESOLVED:

2) To have a budget line of £200 in either the Executive Committee or Central Union budget for travel costs which will be able to be accessed by any CU.

- d) In regards to the RCSU, the following was discussed:
 - a. It was suggested that there were many items included in the budget that were not relevant to the running of the office.
 - b. It was suggested to fund line 1 £50 which will cover the software license and some of the filing cabinet.
 - c. It was stated that there is a spare cabinet in the Union building that the RCSU can have.
 - d. It was stated that Broadsheet is not an Executive Function and that the handbook is wrongly coded.
 - e. It was suggested to fund £250 for stationary, £50 for software and £100 for phone rental. The vote was as follows:

FOR	5
AGAINST	4
ABSTAIN	1

Passed

RESOLVED:

3) To fund RCSU £400 for executive function.

- e) In regards to the ICSMSU, the following was discussed:
 - a. The budget submission was missing a line specific to a RW function which the ICSMSU President stated was a mistake made by them.
 - b. It was stated the Biomed Soc should not be applying to Executive Committee.
 - c. The contract for the printers is being changed soon which means that the ICSMSU will be buying the appliances and cartridges outright.
 - d. Charing Cross printer costs approximately £300 per annum to function.
 - e. It was agreed that £500 will be allocated for phone rental.

RESOLVED:

4) To fund ICSMSU £500 for phone rental.

- f. SV stated that it is the expectation of College that common rooms used by ICSMSU Students are to be maintained by the ICSMSU.
- g. An Estates budget has been secured by the ICSMSU for SAF common room refurbishment.
- h. The sound system at Reynolds Bar is maintained by the ICSMSU with the speakers belonging to the central union.
- i. It stated that the Reynolds sound system should be funded by the central union and that the funding of maintenance of common rooms and Reynolds should be discussed outside of this process.
- j. Affirmation Ceremony has large printing costs tied to it however it was stated by HW that the cost of the event should be cost neutral.
- k. It was agreed to fund the ICSMSU £1000 for line 1 of the budget submission.

RESOLVED:

5) To fund ICSMSU £1000 for executive functions.

- l. It was stated by SV that there is no confirmation from the faculty that they will be giving any money to the ICSMSU.
- m. Equipment and repair should be maintained by the central union.
- n. It was pointed that the faulty use the common room space on occasion.
- o. It was questioned as to why the web domain cost so much as the standard is £8 a year and this is what the committee will fund. SV state that he paid £20 from his personal account a month. SV was actioned to investigate domain hosting costs.

Action:

1. SV to investigate the domain hosting costs.

RESOLVED:

6) To fund £8 for a domain host for ICSMSU.

- f) At this point, the committee considered the Representation and Welfare functions submissions.
- g) It was reminded that the campaigns pot can be accessed by any full member of the union.
- h) In regards to Silwood, the following was discussed:
 - a. This is the first year that Silwood have applied for welfare funding.
 - b. Silwood students don't have ready access to the facilities at South Kensington.
 - c. It was agreed that £300 be allocated to Silwood for RW function.

RESOLVED:

7) To allocate £300 for Representation and Welfare function at Silwood.

- i) In regards to the RCSU, the following was discussed
 - a. The RCSU will allocate amounts to Dep Sos.
 - b. Next year, a regular sexual health clinic will be coming to college as organised by the central union and so funding for this wont be required.
 - c. It was suggested and agreed that CU Welfare Weeks should be funded through the central campaigns pot.

RESOLVED:

8) CUs to apply through the Campaigns pot for Welfare Weeks.

- d. It was stated that the campaigns pot is finite and don't want other campaigns to miss out.
- e. It was agreed that the Fresher's Handbook be funded as well as travel expenditure which equates to £525.
- f. In total, it was agreed that the RCSU be funded £1500 in total for RW function.

RESOLVED:

9) To allocate £1500 for Representation and Welfare function for the RCSU.

- j) In regards to the GSA, the following was discussed:
 - a. 'Freebies cant not be funded'.
 - b. Business cards are given free of charge from College.
 - c. It was highlighted that £25 for stationary should come from the Executive function budget. It was agreed to allocate this to the GSA.

RESOLVED:

10) To allocated £25 for stationary from the Executive Function pot to the GSA.

- k) It was agreed that the GSA be allocated £300 in total for its RW function.

RESOLVED:

1) To allocate £300 for Representation and Welfare function for the GSA.

- l) In regards to ICSMSU, the following was discussed:
 - i. The loss of Wilson Sports hall means that venue hire costs are increased.
 - ii. It was suggested that the Fresher's Handbook should be included in the main central union mail out like the other CUs but it was pointed that there may be a timing issue attached to that. SV stated he will investigate if this is an option.

ACTION:

2. SV to investigate if ICSMSU Fresher's Handbooks can be included in the central union mail out.

- iii. Grad Med's function is important to the ICSMU and it was agreed that they should be funded £450.
- iv. The Handbook was funded in line with what the RCSU received which is £500.
- v. Freshers was agreed to be funded £800.

RESOLVED:

11) To allocate £1750 for Representation and Welfare function for the ICSMSU.

- vi. SV challenged these amounts as he felt it was underfunded due to having the grant from the Health care trust being slashed and not attracting sponsorship like other CUs. SV stated that the amounts submitted were realistic and ICSMSU has been unfairly slashed.
- vii. SV requested that the Handbook be subsidised £1250.
- viii. It was suggested that ICSMU be funded £2200 in total instead of the previously agreed £1750. The committee moved to a vote and the results are as follows:

FOR 6
 AGAINST 2
 ABSTAIN 3
 Passed

RESOLVED:

12) To allocate £2200 for Representation and Welfare function for the ICSMSU.

Total amounts are as follows

CU	Exec Function	RW Function
GSA	£25	£300
ICSMSU	£1508	£2200
RCSU	£400	£1500
Silwood	£150	£300

- m) The final allocations left an underspend of £1417 which it was suggested should be moved to CSB contingency for 13/14 and CSB decide how to split the money.

RESOLVED:

- 13) To move the £1417 underspend from Executive and Representation and Welfare function to CSB contingency for 13/14 year.**

ACTION:

- 3. HW to communicate this decision to MGs.**

6. ANY OTHER BUSINESS

6.1 INTERNATIONAL MOBILITY

NOTED:

- a) DH will circulate the response to the International Mobility survey and asked that comments be sent to him by Monday.
- b) If no reply is received, it will be taken as no comments and happy to accept.

6.2 BUCS OPTION

NOTED:

- a) HW stated that the ICSMSU is still not in agreement with the proposal but have begrudgingly accept option 1.

The meeting closed at 7.35 pm

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

_____ 2012/13

_____ Chair of the Meeting