

MINUTES OF THE PROCEEDINGS
of the eight 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 1 of the
Union Building on 20 June 2013 at 1.00pm

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)
ICSMSU President	Shiv Vohra (SV)
RCSU President	James Tsim (JT)
Silwood President	Isabel Fenton (IF)
Council Representative	James Bannock (JB)
Council Representative	Jasper Montana (JM)
CSB Representative	Jake Woods (JW)
Permanent Observer:	
Managing Director	Joe Cooper (JC)
Governance and Administration Coordinator	Rebecca Coxhead (RC)

Observers: Kieron Creagh, Rahul Ravindran

Apologies: RSMU President Lewis Ryan (LR), GSA President Maryam Habibzay (MH)
Council Representative Shrawan Patel (SP) CGCU President Temi Ladega (TL) Honorary
Senior Treasurer Colin Kerr

1. CHAIRS BUSINESS

NOTED:

- a) The Bye Laws were ratified as the meeting of the Trustee Board.

2. MINUTES OF LAST MEETING – 22 April 2013

RESOLVED:

- 1) To pass the minutes as a correct record

3. MATTERS ARISING

NOTED:

- a) In regards to the Felix dinner, PB stated that he had informed the Felix Editor to bank the cash immediately.
 - i. Overall the Felix accounts are now in a positive position.

4. MAY 2013 MANAGEMENT ACCOUNTS

RECEIVED: The paper was presented by MM

NOTED:

- a) Currently the accounts are looking to end the year in surplus.
- b) CSPs are spending efficiently.
- c) SK bar have hit budget this month but YTD are still behind target.

- i. GP margins are still being improved.
- ii. An external audit takes place in the bar every month.
- d) Shortages are starting to crop up again.
 - i. This is mainly due to Easter Carnival where a manual till was used and many mistakes were made with the ringing up of amounts.
- e) The Executive Committee moved to accept the accounts and there were passed unanimously.

RESOLVED:

- 1) To pass the May Management Accounts**

At this point the agenda was reordered to consider the budget as the next agenda item

7. ICU 13/14 BUDGET

RECEIVED: The budget was presented by MM

NOTED:

- a) New departments have been created to reflect the change in management structure.
- b) Central overheads have been taken out to accurately reflect activity.
- c) The cost of Finance staff has been moved in to Beit Office. These previously sat in Membership Services.
- d) Sabbatical costs have gone in to 'Governance Admin'.
- e) Contingency has been calculated as a buffer against volatile trading income.
- f) The overall budget is aiming for a £50k surplus.
- g) The main revenue heading in Central Services is cleaning.
- h) Budgeting for an increasing in Career's Fair and advertising income in the marketing budget.
- i) CSP expenditure and income are based on previous data and trends.
- j) The large section in Student Development is for training and investing in the Volunteering scheme initiative.
- k) Minibuses are coming to the end of their depreciation cycle and 7 new buses will be purchased in 15/16 of which the process will start in January 14.
- l) Costs associated to Education & Welfare are for training and a proposed Representative Conference
 - i. The change in the College funding model means that this is one area where KPI's that are being measured against.
- m) Retail has increase predicted sales in ecommerce.
- n) CX redevelopment assumes increase in income due a change in some trading expectations.
 - i. ICSMSU President asked if there was a way to pay the stewards working at CX Bar as it was difficult to recruit volunteers. ICU could change the model Reynolds operated on, and this will be looked into but would require the door charge to be retained by ICU.
- o) The assumptions for SK bar are that there will be no increase in fixed costs.
 - i. The impact of the restructure will be positive as operational improvements continue.
 - ii. The reopening of Wilson house will hopefully improve trade.
 - iii. The epos system is being improved to better manage stock control.
- p) Catering will be trialled to offer weekend trading for at least a term.
- q) Conference has challenges with CSP activity being prioritised over commercial opportunity which is leading to an income challenge.
 - i. Concentrating on summer trade where space is not as in demand from CSP's.
- r) Ents plan needs to be developed to give value that is perceived to be worth charging for.
- s) Reserves need to be set to protect the Union.
 - i. The charity Commission give guidance on where this should be but the decision lies with the Trustee Board.

- t) Two new roles were proposed to the Committee. One was for the Role of Marketing and Sales Coordinator (MSC) and the other was Research and Policy Coordinator (RPC).
- i. The role of MSC would increase support to a department which is at capacity and the RPC would increase the capacity around policy and response work.
 - ii. The extra resources that have been added to Membership Services have increased the pressure on the Marketing and Communication team.
 - iii. It was suggested that temporary staff could fill the roles or have them filled by part time staff however it was pointed that the role of MSC would benefit from building long term relationships with clients that
 - iv. A one year contract could be a possibility to see how the role progresses.
 - v. The RPC would give support for external consultation and logistical analysis as well as potential to give support to liberation officers. It was recognised that this would increase the workload for the Marketing and Communications Department.
 - vi. College's funding model relies on the Union delivering in the area of student development.
 - vii. The decision to not fund the MSC would impact on slightly in raising sales but ultimately the level of support that is given to projects should be greater.
 - viii. Ultimately the decision lies with Trustee Board.
 - ix. The committee moved to a vote and it was agreed that the new role best suited to moving the organisation forward immediately would be the Marketing and Sales Coordinator.

RESOLVED:

- 1) To support the addition of an additional Sales and Marketing Coordinator in the 2013/14 budget.**

- u) The committee moved to a vote on accepting the presented budget and it was passed unanimously.

RESOLVED:

- 2) To accept the presented budget.**

5. TANKARD POLICY

RECEIVED: The policy was presented by PB

NOTED:

- a) The presented paper is an amalgamation of 2 operational policies.
- b) It was agreed that there should have a point added that states that a external bodies may be able to sponsor a tankard if they bear the cost for it.
- c) The committee moved to a vote to accept the policy and it was passed unanimously.

RESOLVED:

- 1) To pass the amended policy (see appendix)**

6. PRES RESPONSE

RECEIVED: The paper was presented by PB

NOTED:

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

RESOLVED:

- 1) To pass the PREs Response.**

8. ANY OTHER BUSINESS

8.1 STANCE ON USE OF HARLINGTON FUND

RECEIVED: The paper was presented by the President

NOTED:

- a) The current discussion is what to do with underspend.
- b) It was expressly stated and agreed that the Harlington Fund should not be used to subsidise College initiative.
- c) The fund could be used to invest in things that generate income.
- d) 'Facilities' should have longevity such as capital assets and equipment.
- e) The use of the fund to Ethos was a trade-off that is was to be kept free for students to use.
- f) Underspend should be reinvested and only the interest should be spent
- g) It was suggested to investigate if the money can be invested in a slow burning pot for big investments
- h) It was suggested that there be a standing agenda item on the Executive Committee agenda for a Harlington Update.
- i) It was agreed that the following points made by the Deputy President Clubs & Societies be inserted as beliefs:
 - i. Harlington provides funds for those who would otherwise not have it available for the purchase of new equipment. Through this process, information on the current funds and financial position of the applicant must be provided. For applications from College, the issues are:
 - If it is in their remit, and deemed necessary, why has it not been budgeted for and why can it not be budgeted for in the following year.
 - Also, if it is not in their remit, why are they requesting funds?
- j) The Committee moved to a vote on accepting the amended paper and it was passed unanimously.

RESOLVED:

- 1) To accept the amended stance (see appendix)**

8.2 ICSMSU CRICKET TOUR

RECEIVED: A paper was tabled by the ICSMSU President

NOTED:

- a) The tour was passed as valid at the last tours meeting of Clubs & Societies Board.
- b) A club member breached Finance Regulations by having members pay funds in to their account.
 - i. This amount equated to approximately £20k.
 - ii. Financial responsibility was revoked from this member,
- c) Members were told in advance of the meeting that the tour would be subsidise by the Union, in spite of the tours meting not yet occurred.
- d) It was stated that Executive Committee were asked to decide on whether the Deputy President (Finance & Services) and Deputy President Clubs & Societies act in line with the financial procedures to not fund the Tour as Financial Procedures had been broken. The vote is as follows:

YES	5
NO	0
ABSTAIN	4

RESOLVED:

- 1) The Executive Committee agreed that the Deputy President (Finance & Services) and Deputy President Clubs & Societies acted in line with the financial procedures when refusing to fund the ICSMSU Cricket Tour.**

- e) The Committee were asked if they deemed the ICSMSU Cricket club to be deserving of having retrospective tours funding applied to their tour. The vote is as follows:
- | | |
|---------|---|
| FOR | 1 |
| AGAINST | 7 |
| ABSTAIN | 1 |
- Falls

The meeting closed at 4.00 pm

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

_____ 2012/13

_____ Chair of the Meeting

Appendix

Tankards Policy
Imperial College Union Executive Committee

Background

1. Imperial College Union Bar is home to one of the largest collections of pewter tankards in Europe.
2. Every tankard represents a volunteer position within the Union - whether that is the President or Captain of a Club or Society, an Academic Representative or a role within one of the Constituent Unions. There are also tankards related to membership and positions within the 22's, Links and Chaps Clubs, that Imperial College Union is no longer affiliated with.

Use of tankards

1. Each tankard may only be used by the people whose names are engraved upon it and the member currently holding the position.
2. The bar staff will allow the use of a tankard when exchanged for some form of suitable identification which they will keep until the tankard is returned. Acceptable identification include: Imperial College identification card, Imperial College Union Associate or Life Associate Membership card, credit or debit card.
3. Requests for tankards kept in storage must be made two days in advance, in order to give time for them to be brought out of storage.

Creation of tankards

1. Tankards which represent a volunteer position in the Union can be added to the collection, but they must be of the standard design and purchased through the Union to ensure consistency. Tankards will be added under the following conditions:
 - a) Replacement of existing 'full' tankards where it is impossible to engrave further names. The cost of the new tankard and setup engraving to be borne by the club, society or union to whom the position relates.
 - b) New tankards, where the club or society has normally been in existence for at least 5 years. This time constraint may be waived by the Executive Committee. The tankard to be in the name of the club, with yearly engravings of the Chair/President of that club/society. Cost to be borne by the club/society.

- c) New Union Officer positions and officer positions within the Union or any of its constituent parts, where the position has normally been in existence for at least 5 years. This time constraint may be waived by the Executive Committee. The tankard to be in the name of the officer position, with yearly engravings of the name of the individual who holds that position. Cost to be borne by the relevant group.
 - d) Newly created awards, which may wish to have a tankard in the Union Bar. Generally a donation or memorial naming opportunity (eg. Hardwick Award for Hockey). Yearly engraving of the award winner. Cost to be borne by the relevant body.
 - e) Other tankards and allocation of their associated costs at the discretion of the Union President.
 - f) External bodies may sponsor a tankard and as such may have its name engraved on it.
2. The Union Awards Policy allows for the awarding of tankards to recipients of Union Fellowships and Presidents' Awards. Such tankards shall not be kept in the Union bar and the cost of these tankards shall be met by the Union. Should an individual be awarded a Fellowship and Presidents' Award in the same year then one tankard will be awarded.

Engraving of tankards

1. Each summer the Union will facilitate that the name of the student who holds the role in the academic year which has just finished is allowed to be engraved on the tankard.
2. The cost of annual engraving is charged per name and charged to the Club, Society or Constituent Union to which the tankard is associated. The cost is set by the Executive Committee.
3. Should the Club, Society or Constituent Union not wish for the engraving to take place, they should inform the Membership Services team before July. The tankard in question shall automatically be placed into storage.
4. Engraving must be consistent, and as such, tankards not engraved one or many years, must be updated in full, at the rate per name at a later stage if so requested by the Club, Society or Constituent Union.
5. When there is no further space for further engravings, a new tankard may be purchased by the Club, Society or Constituent Union as set out below.

Setup of new tankards

1. It is appropriate when a tankard is created to engrave the names of those who have held the role previously, so normally at least £150 should be budgeted for a new tankard. All costs of new tankards are passed to the associated Club, Society or Constituent Union.
2. New tankards are created once a year over the summer break and are subject to there being enough available space on the shelves behind the bar. Space shall be allocated in order of precedence:
 - a. Tankards for existing positions within the Union that are engraved up to date.
 - b. Tankards for existing positions within the Union that are not up to date, but have been requested from the archive.
 - c. Tankards for existing positions within the Union that have existed for less than five years but have been granted existence by the Executive Committee.
 - d. Tankards for existing positions within the Union that are not up to date, and

have not been explicitly requested from the archive.

- e. All other tankards.

Tankard Designs

- 1. The exact design requirements for tankards shall be as follows.

- a. Yearly Names

To be in the form:

“2006 – 07 <First Initial> . (<Second initial> .) <Surname>”

Eg. “2006 – 07 J. O. Bloggs”

- b. Club/Society Tankards

Front design to be:

Appropriate Crest
Club/Society Name

- c. Officer Tankards

Front design to be:

Appropriate Crest
Club/Society Name
Officer Position

- d. Award Tankards

Front design to be:

Appropriate Crest
Club/Society Name
Award Name

- e. Other Tankards

Design at discretion of Union President

- f. President's Award Tankards

Front design to be:

Imperial College Crest
Year
President's Award
Recipients Full Name (inc. middle names)
“For services to
Imperial College Union”

- g. Fellowship Tankards

Front design to be:

Imperial College Crest
Year
Distinguished Fellowship
Recipients Full Name (inc. middle names)

- h. Presidents Award & Fellowship Tankards

Front design to be:

Imperial College Crest
Year
Fellowship
and
President's Award
Recipients Full Name (inc. middle names)
“For services to

Missing or broken tankards

1. Imperial College Union accepts no responsibility for lost tankards. If a tankard is lost or broken then a replacement will need to be paid for by the Club, Society or Constituent Union responsible for it, including re-engraving of names on the broken or missing tankard.
2. As property of Imperial College Union, deliberate loss or damage to tankards shall be treated as a disciplinary offence.
3. Covering the cost of a replacement is not covered by the Union's Contingency Policy.
4. Repairs are carried out once a year over the summer break.

Responsibilities for tankards

1. The Union Managing Director shall hold the honorary title of “Tankard Viceroy” and shall be delegated responsibility from the President for managing the implementation of this policy.
2. In their role as line manager for the Membership Services Manager, who shall hold the honorary title of “Tankard Baron”, the Managing Director shall ensure that the Membership Services team, through the Tankard Baron, manages the operations and annual processes identified in this policy.

Imperial College Union's Stance on the future of Harlington

Background data

- Fund value: £2.9M
- Annual fund distribution: circa £90k
- Annually accessible pot: £50k (rest of distribution goes into a non-accessible pot)
- Current annually accessible pot balance: £16k (£34k spent)
- Cash underspend/non-accessible balance: £460k
- Incoming applications for June:
 - Cinema - £16k
 - Silwood - £30k
 - ICSM Boat - £7k
 - STOIC - £6k

Purpose & history of the fund

- Student and Alumni subscriptions totalling £11,000, plus a donation from College of £1,000 formed the 'War Memorial' fund, bought land in Wembley.
- College bought land in Harlington, and was repaid "by the students" by the sale of the land in Wembley.
- Gravel extracted from under Harlington and profits from the sale put into a trust, "for students" held by the College. This was roughly £5M.
- Interest/investment return from the fund, capped at £50k each year is available to spend on students. "Income from the Trust will be applied for the benefit of students of Imperial College in relation to sporting, athletics and recreational facilities. "Facilities" is currently normally assets (tangible and digital – ie, equipment, software).
- Last decade, in keeping with the remit of the fund, a considerable amount went towards Ethos.
- The fund now stands at £2.9M

Discussions ongoing with College

Is there a desire to change the

- remit of the fund? Capital assets/non-tangible things? Additionally, if so, how would this sit legally/historically?
- size of the annually accessible pot?
- access to the underspend? If so, what are the processes around this?

Is there a desire to

- Reinvest? For Ethos 2?
- Spend? For larger grants? For more of the same? For something entirely different?
- Both reinvest and spend? What mix? 50:50, 80:20?

The Union's Beliefs

- The fund should continue to be spent on capital/assets/equipment that will have a long lasting impact on students.
- The annually accessible pot is (given recent years' underspends) roughly correct, but we are open to it being adjusted slightly.
- It would be nice to have a large fund, but also would be beneficial to undertake some larger capital projects that would benefit students – without spending the money on work that should be budgeted by the College and Union already. Reinvesting some of the underspend for the future and setting up a process with adequate student representation on for advising what is best "for students" to spend some of the underspend is preferred.
- Harlington provides funds for those who would otherwise not have it available for the purchase of new equipment. Through this process, information on the current funds and financial position of the applicant must be provided. For applications from College, the issues are:
 - If it is in their remit, and deemed necessary, why has it not been budgeted for and why can it not be budgeted for in the following year.
 - Also, if it is not in their remit, why are they requesting funds?