

Imperial College Union



Deputy President (Finance & Services) Council Report June 2013

A note by the DPFS – Stefan Nubert

Summer Ball

The Summer Ball plan is being finalized. I have been involved with a number of meetings with college about the final arrangements and external contractors. Further acts for the line up have been released. I will also be working at the Summer Ball, most likely as a stage manager as I'm grumpy and don't like fun.

Union Events

We will be holding an event on Saturday 15 June involving external promoters. This is a test-run with little commitment and cost on our part to test the viability of allowing external and hopefully in turn, (Imperial) student promoters to run events in Metric.

I have also been continuing to cover a number of evening shifts at the Union on Wednesdays and Fridays, acting to assist the assistant venue manager and duty bar manager in the absence of a venue manager.

I have organized the ordering of a new smoke machine and fixing of the lights in Metric, exciting stuff.

Drinks Offers

I have introduced further drinks offers to the bars. These are 'specials' allowing the bar management to implement them as required. These include bottled Becks for £1.50, and £1 shots. I am looking to implement some more offers before the end of term.

Finance Training Materials

Henry Whitaker (DPCS) and myself have written various sections of the new training materials following an initial review process. These have been completed ready for publishing.

The VAT training appendix is still on going.

Casual Staff Recruitment

I have organized a round of casual staff recruitment with the assistant venue manager that was held on June 4 at 6pm in Metric. We received in the region of 90 online applications. I reviewed every application with the assistant venue manager. Around 45 applicants were invited to the interviews and about 33 made it through to the final stage of trial shifts. I would also like to thank Marissa Lewis and Kieran Creagh for their assistance on the day with interviews.

CSB Tours

I have calculated the tour funding amounts for the successful applicants. These have been passed to the finance team to make the allocations.

ICSMSU Finances

Significant issues have occurred involving ICSMSU Exec and their Alumni Association and in turn their running of an event. Unfortunately they stand to potentially make a significant financial loss that may have lasting impact on their financial position.

Paul Beaumont and myself have dedicated a significant amount of time attempting to assist ICSMSU with this issue. ICU have currently accepted the risk and underwritten the costs of this event on behalf of ICSMSU and ICSM Alumni. Following this incident we will be proposing new regulations in regards to large events and how ICU underwrites the risk for clubs and constituent unions, but also the running of ICSMSU's finances.

Union Budgeting

Central Union budgeting is on going with further meetings to take place before the budget is presented to Exec at the end of June.

Union Awards

I went through every nomination for Union awards and then took part in the committee decision process. Turns out my spreadsheet of nominees and award type was pretty useful for others (*cough* Paul *cough* Becky)...

Recycling

We now have a sorted recycling system in the SK bars.

Leave

I was on leave for the 10 June.

I wish to thank my fellow sabbatical officers for a fantastically enjoyable year. I have honestly enjoyed this year, probably even more so than I expected to. I also want to thank all the students I have had the pleasure of working with.

In addition a thank must be said to all the staff of ICU for their help and support throughout the year.

I finally want to wish all the incoming officers the best of luck for next year.

On Going Projects

Staff Recruitment

I will be reviewing the applications for the bar manager position and venue manager role and will also be on the interview panel for both in late June/early July

Financial Procedures

I am writing guidance on cash payments for clubs with the Head of Finance.

Student Staff Feedback Mechanisms

The details of this are still being worked out.

Charing Cross (Reynolds) Casual Staff Wages & Income

Interviews are being held on June 10 for the new student bar managers, once they have been appointed we will meet with them to discuss placing limits on staffing rates. The Reynolds bar also historically makes a loss most years. We are looking to set some ruling in place that will allow ICU to take a percentage of the door income from ICSMSU to cover the losses taken by ICU on behalf of ICSMSU. This is not a profit making exercise, but simply an exercise to limit the risk ICU underwrites on behalf of ICSMSU.

Formation of Events Committee (sub-committee of Finance & Risk Board)

I will be proposing the formation of a small committee (sabbs and staff) for the reviewing of large scale student organized events (£10,000+) following some of the incidents encountered this year

and previous years, in a hope to avoid them in the future.

Handover

Handover will be taking place during the second half of July. Each sabbatical officer is working on a handover documents.

Captain Equality

I will be continuing to provide moral support for Captain Equality and all his good work (please see attached photo).

