



ACC General Meeting

Tuesday 19th January 2013
18.00, Read Lecture Theatre, Sherfield Building
South Kensington Campus

Chaired By: Jake Woods

Agenda

1. Apologies for Absence
 - a. None Received
2. Minutes of previous meeting 14th January 2013
 - a. See Appendix I.
3. **Chair's Business**
 - a. Grant Reallocation
 - b. Contingency Claim – Triathlon (see Appendix II)
 - c. Contingency Claim – Rugby (see Appendix III)
 - d. Dormancy Reviews (see Appendix IV)
 - e. AGM – Details and Positions (see Appendix V)
 - f. Union Gym
4. **Treasurer's Business**
 - a. Budgets
 - b. Transaction Corrections and Redistributions
 - c. Claim Numbers
5. **Vice Chair's Business**
 - a. Barnights
6. **Any Other Business**

ACC General Meeting Minutes

Monday 14th January 2013
18.00, Pippard Lecture Theatre, Sherfield Building
South Kensington Campus

Chaired By: Jake Woods

Agenda

Absent: ACC Aikido, ACC Badminton, ACC Boat, ACC Snowsports, ACC Shaolin Kung Fu, ACC Table Tennis, ACC Wing Chun, ACC Yacht

1. Minutes of previous meeting 26th November 2012
 - a. Reminder about the Union gym clear out on 26th-27th January
 - b. **ACTION:** Clubs still not meeting their target numbers – please address this
 - c. Reminder about finance quizzes
 - d. Last ACC bar night included wine – thank you Gilles!

2. **Chair's Business**
 - a. **BUCS Update:**
 - i. Imperial's submission was rejected by BUCS
 - ii. Therefore it is likely that the merge with Medics will occur
 - iii. Space allocation will depend on rankings with the medics
 - iv. Please direct any issues or questions on this to Anthony
 - b. **Spring Tours**
 - i. Deadline for applying for money is Thursday 17th January
 - c. **Contingency Claim – Triathlon (see Appendix II)**
 - i. ACC has £894 in the contingency pot
 - ii. Triathlon wish to claim £333
 - iii. Grant re-distribution is still in progress.
 - iv. Suggestion: If Triathlon receive £333 from the ACC pot, and if grant re-distribution goes ahead, £333 will be transferred from the grant re-distribution to the ACC pot, and the rest of the grant money will be allocated accordingly
 - v. Votes against this suggestion = 0 (Votes for = 42)
 - d. **Dormancy Review – ACC Kung Fu (see Appendix III)**
 - i. Putting Kung Fu into dormancy, until the end of this academic year:
Votes against = 0
 - ii. Their progress will be reviewed in the next ACC meeting
 - e. **Management Group Division**
 - i. More ACC Exec members needed to ease the workload
 - ii. Assistant Treasurer Position or having two Treasurers, each looking after half the clubs
 - f. **BUCS Championships**
 - i. Individual – Sheffield 22nd-23rd February

- ii. Teams – Leeds 19th-20th March
 - g. **Request for Equipment Space**
 - i. If you buy new club equipment, please submit an online form for new equipment
3. **Treasurer's Business – See Esther's powerpoint slides**
- a. **Budgeting** – please show the calculations for the budget, e.g. for instructor fees, please state the rate per hour, how many hours a week, when the trainings are held, and therefore the total instructors fee for the year.
 - b. **Grants**
 - c. **Invoice Payment and Queries** – please do not email Aziz to check the status of invoices. Invoices need 3 working days for payment to go through (Natwest rules)
 - d. **Claims** – no need to put claim numbers on receipts now
 - e. **Naughty Officers** – please be honest when submitting budgets
4. **Vice Chair's Business**
- a. Barnight is on **Wednesday 23rd January**
 - b. No sponsor this time so drinks cannot be discounted ☹️
 - c. Union can possibly extend their opening times by an hour
 - d. Possibility of selling tickets online via clubs, and have early-bird tickets being cheaper
 - e. **ACTION:** Gilles to email out by Wednesday (16th) with more details
 - f. Possibility of holding another Bar Night in February with RAG
 - g. Theme – clubs tend to set their own themes so no particular theme this time
5. **Any Other Business**
- a. Varsity – reminder about the launch party – it is on Thursday 17th January at Metric

Athletics Clubs' Committee
Contingency Request – Triathlon
A Paper by Ed Hallett -Triathlon Chairman

Summary

Triathlon Club request contingency funding of £333 for a BUCS payment that should have been covered by last year's grant, they finished 2011/2012 with £328.40. This money was removed by the Union Finance team and **was not transferred straight to SGI** unlike some clubs; this was completed before payment to BUCS was made.

Background

In discussion with the union (Aziz and Stefan) they are aware of the issue, and suggest the way to return the absorbed grant money is via the contingency fund.

The BUCS invoice was late, and the resulting delays in processing by last year's committee have left us £328.40 out of pocket.

Matters for Decision:

To transfer £328.40 from ACC Contingency to ACC Triathlon for BUCS Payment

Athletics Clubs' Committee
Contingency Request – Rugby
A Paper by Tom Hansen -Rugby Chairman

Summary

Rugby Club wishes to claim for 2 minibuses return to Harlington for the match against Cardiff Met.

Background

The match was in Cardiff originally but was called off at 8am on the match day due to rain meaning we had to pay 100% of the coach fee. We had called on Tuesday as we had heard there had been rain. They said the pitches were ok.

We put in an appeal to BUCs and won meaning the fixture had to be moved to Harlington. We would like the money to cover this cost as we have already spent £550 on the unused coach.

Costs 2x£69 for 2 buses plus £30 for fuel. Total requested = £168.

Matters for Decision:

To transfer £168.00 from ACC Contingency to ACC Triathlon for Minibus Charges

Athletics Clubs' Committee
Dormancy Review
A note by the ACC Chair – Jake Woods

Background

Dormancy is the process by which the ACC monitors the progress of struggling clubs. Any club can be made dormant by a majority vote of the ACC at a general meeting for a period of three, six, nine or twelve months.

- Once a club has been dormant for twelve months, the ACC can elect to close the club by simple majority vote.
- The ACC also notes that a club can be closed at any point by 'special resolution' requiring two-thirds majority.
- Typically dormancy is called for when a club's performance is unsatisfactory, usually for low membership numbers.
- Dormancy does not affect the clubs finance, they are still eligible to recruit members, submit purchase orders etc.

ACC Kung Fu

ACC Kung Fu were considered in the previous ACC Meeting and placed into dormancy for low membership. Since then they have to 15 from the 9 seen at the last meeting.

ACC Fives

ACC Fives were placed into Dormancy due to having only 50% of their membership target. Unfortunately they have yet to increase their membership since this time.

ACC Aikido

ACC Aikido have had a difficult year and have only achieved 10 of the required 20 members. In addition they have zero SGI, negative Grant, they did not submit a budget and have no current members who wish to take up committee positions for next year.

Matters for Resolution

The ACC must resolve to:

1. Review ACC Kung Fu's progress and decide upon the extended period of dormancy or closure by special resolution
2. Review ACC Fives' progress and decide upon the extended period of dormancy or closure by special resolution
3. Review ACC Aikido's progress and decide upon the extended period of dormancy or closure by special resolution

ACC Elections 2013/2014 Nomination Form

Election for ACC Executive positions will be held at the Annual General Meeting on Monday 18th March 2013 in Read Lecture Theatre (Sherfield Building Level 5) commencing at 1800hrs.

All positions are open for nominations.

Nominations close 1700hrs, Sunday 17th March 2013.

Please place the **fully** completed forms in the ACC Exec pigeon hole (Student Activities Centre).

For further information contact the Returning Officer, Jake Woods, by email:

acc.chair@imperial.ac.uk

Nominee SURNAME	FIRST NAME(S)
Email Address	Department
CID no.	Signature

Position applied for: (please circle)

ACC Chair

ACC Vice Chair

ACC Treasurer 1

ACC Treasurer 2

ACC Secretary

Your nomination must be support by a proposer and 10 seconders, who must be full members of Imperial College Union.

	Full Name	CID	Signature
Proposer			
Secunder 1			
2			
3			
4			
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10			