

Trustee Board notes –17 th September 2007	Start: 6.30pm	
Present: Simon Archer, Stephen Brown, Alistair Cott, Rebecca Coxhead (Clerk), Ram Gidoomal (Chair), Peter Haldane, Chris Larvin, Danny McGuinness, Mark Mearing-Smith, Kirsty Patterson, Tom Roberts, Tim Wills Apologies: Hamish Common,	<u>ACTION</u>	
Legal Position – <ul style="list-style-type: none"> • RG has requested from Jon Hancock the copy of the document expressing the legal opinion sought by College in regards to the legal state of the Union 		
Deputy General Manager appointment – <ul style="list-style-type: none"> • 2 candidates have been interviewed; 1 outstanding interview. 		
Nominations Committee update – <ul style="list-style-type: none"> • RG stated that the ex Imperial College Medic whom is known to him is unfortunately unable to offer their time and services • SA is in discussion with a possible trustee. SA to discuss this with SB. • RG has 2 possible lay trustee names to pass on to SB. 	SA RG	
Risk register – <ul style="list-style-type: none"> • Once the Trustee Board has been fully populated, the Risk Committee can work with the Risk Register document to build on it and action it. 		
Health and Safety – <ul style="list-style-type: none"> • SB stated that the purpose of presenting this report is to get in to good practice for when the Trustee Board is quorate. • RG reminded the committee that it is their duty to read all documents presented and not just 'rubber stamp'. 		
RCC Honorary Senior Treasurer – <ul style="list-style-type: none"> • MMS stated he has had favourable dealing with Matthew Smith and endorsed his appointment. • Matthew Smith works with Shaun Crofton, another HST thus will be able to call on his assistance if required. • The Trustee Board endorsed the appointment of Mr Matthew Smith as RCC Honorary Senior Treasurer. 		
Finance update – <ul style="list-style-type: none"> • Finance division assessment is progressing to plan with no major issues thus far. • Concerned was raised from DMG in regards to College's involvement with the Finance division assessment and 'holding the Union to ransom' in promising the money for the Masterplan only after the Union finances have been assessed. DMG stressed that sovereignty comes with those who holds control of assets and expressed concern that this is being given up for the Masterplan. • SB outlined the 3 stages of the assessment; end of year settling of accounts/audit, assessment of systems and then finally Executive Committee to assess the state of things and recommend a way forward. It was stressed that this is an Executive Committee decision, not Colleges. • PH stated that the lay trustees will play a key role in a analysing the results of the finance division assessment. 		
President's report – <ul style="list-style-type: none"> • It has been made apparent that there is a gap in the current ICU Finance regulations. This issue has had a short term solution implemented by Executive Committee grating financial authority to the Deputy President (Finance & Services) to sign off up to £50k. • Mandy Hurford has confirmed her availability and willingness to sit as a lay trustee. A paper will go to Executive Committee for ratification of this appointment. • GSA Chair election – poor turn out thus far but still not descended into a farce. 		
General Managers report – <ul style="list-style-type: none"> • RG requested the quartile management accounts be produced to the next meeting. PH stated that this should be able to occur. • The remainder payment for phase 1, £96k, is currently being held back until the outstanding work has been completed. 		
Photos and Biographies – <ul style="list-style-type: none"> • It is anticipated that the Trustee Board will have photos and 150 word biographies to RC by the start of term. 		