

MINUTES OF THE PROCEEDINGS
of the first ordinary meeting of
the
Executive Committee
of the
Imperial College Union
in the 2007-2008 Session

The meeting of the Executive Committee was held in meeting room 7 of the
Union Building on Monday 6th August 2007 at 5.33pm

Present:

President	Stephen Brown – Chair
Deputy President (Clubs & Societies)	Alistair Cott
Deputy President (Education & Welfare)	Kirsty Patterson
Deputy President (Finance & Services)	Chris Larvin
C & G CU President	Tristan Sherliker
RCSU President	Jennifer Morgan

Permanent Observers:

General Manager	Peter Haldane
Honorary Senior Treasurer	Simon Archer
Clerk to the committee – Administration Co-ordinator	Rebecca Coxhead

Observers: Tom Roberts Felix editor

Apologies: ICSMSU President Tim Wills

1. CHAIRS BUSINESS

NOTED:

- a) The Chair welcomed the committee to the first ordinary meeting of the 07-08 session.

2. AWNING IN BEIT QUAD

RECEIVED: The paper was presented by the President

NOTED:

- a) The College Secretary has indicated that spending of money from the Executive Committee reserve for such an erection is not ultra vires.
- b) The Deputy President (Finance & Services) stated that currently the Executive Committee reserve stands at approximately £21k.
 - i. What is unknown however is the Clubs and Societies under spend for 06-07 which is anticipated to be approximately £20k.
 - ii. The trading reserve is approximately £140k, however, this will be 'hit' over the summer due to a downturn in trading.
- c) The General Manager stated that the lifespan of the awning is approximately 10-12 years.
- d) It was reminded that the awning is not purely a 'smoking shelter'; it is an extension of the building and part of the Masterplan.
- e) It was suggested that sponsorship should be sought for this erection as the canopy is a sellable area.
- f) The committee agreed to support the principle of the awning.

RESOLVED:

- 1) To support the principle of the erection of an awning in Beit Quad.

- g) The President stated that the bulk of the funding should come from the trading reserve, however Executive Committee should offer support to this project by committing some funding.
- h) The quote of £25850, for awnings on both sides of the quad, does not take in to account possible 'underground issues'.
 - i. The quote for one side of the quad is approximately £13602.
- i) The quote from an alternative company has come in for approximately £18k, however, logistically this is not as efficient as the quote presented.
- j) It was mentioned that the trading reserves have been earmarked for phase III of the Masterplan.
- k) The President suggested that 38850 come from the Executive Committee reserve and £17k from the trading reserve.
 - i. It was debated if both sides of the quad needed to be covered.
 - ii. It was suggested that the eastside of the quad be covered in the first instance to see how that works and if the westside is required to be covered. The committee was in support of this option

RESOLVED:

2) To erect the awning on the east side of the quad only.

- l) It was suggested that the split be £3602 from Executive Committee and £10k from trading reserve.
 - i. The Deputy President (Finance & Services) was concerned of the depletion of volatile pots.
 - ii. The split need to be portioned as Executive Committee is in support of this project and should contribute.
 - iii. £4602 was suggested as the Executive Committee reserve contribution. This was agreed by the committee.

RESOLVED:

3) To fund the erection of an awning up to £4602 from the Executive Committee reserve with the remainder of the cost to come from trading reserve.

5. REFECTORY CLUB

RECEIVED: The paper was presented by the President

NOTED:

- a) The General Manager gave a background of the licensing laws and how they affect the Union.
- b) It is part of the Masterplan to attract the Prommers during the season (when Undergraduate students are not in) and this cover the legalities of having outsiders on the Unions premise.
- c) The committee was in unanimous agreement to accept the presented Constitution for the Imperial College Union Refectory Club.

RESOLVED:

1) To operate the Imperial College Union refectory Club with the below document.

IMPERIAL COLLEGE UNION – REFECTORY CLUB

There shall be a Club and its name shall be the Imperial College Union Refectory Club.

The Address of the Club is: Imperial College Union, Imperial College London, Beit Quadrangle, Prince Consort Road, London SW7 2BB.

Objects

- 1. The Objects of the Club are the furtherment of non-political social and recreational activities.

Constitution

- 2. The Club is a proprietary club, the proprietor of which is Imperial College Union.

Proposal of Candidates for Membership

3. Every candidate for membership shall be proposed by one member of the staff of Imperial College Union. The names and addresses of candidates shall be posted for a period of 24 hours in the Club. The proprietors may elect a member at any time after he or she has been duly posted; no reason shall be given to any candidate in the event of his or her rejection.

Subscriptions

4. The annual subscription for members shall be £1 or such sum as the proprietor shall decide from time to time.

5. Annual subscriptions shall be due and payable on 1st July each year and shall be paid to the proprietor.

6. The proprietor may terminate the membership of any member who fails to pay his or her subscription.

Membership

7. When an elected candidate has paid his or her first annual subscription he or she shall be a member of the Club. If the election of a member is annulled by the proprietor, he or she shall cease to be a member. His or her subscription shall not be returned.

Rights and Liabilities of Members

8. Every member of the Club shall, subject to these rules and bye-laws for the time being in force, be entitled to use and enjoy (in common with other members of the Club) the Club premises and the things therein provided for the use of the Club but shall not by reason of his or her membership be under any financial liability other than for payment of his annual subscription to the proprietor.

Guests

9. Members may not introduce or entertain friends at the Club.

Byelaws

10. The proprietor may from time to time make, vary and revoke byelaws (not inconsistent with these rules) for the internal affairs of the Club and the conduct of members, and until revoked all byelaws shall be binding on the members.

Conduct of Members

11. If the proprietor considers that any member's conduct either inside or outside the Club premises is contrary to the interest of the Club and injurious to its reputation the proprietor may suspend such member and the member shall immediately be excluded from the Club premises without any explanation being required of the proprietor.

12. No illegal gaming or betting shall be allowed in the Club and any member who is reported as having broken this rule shall be suspended.

Bills

13. Members must pay their bills before they leave the Club.

Address of Members and Notices

14. Periodically, each member shall inform the proprietor of his address, and any notices required to be given to members may be given by prepaid letter addressed to a member at the last address that he has furnished and shall be deemed to have been delivered in the due course of post.

Alcohol

15. The sale or supply of alcohol in the Club will be permitted during the licensing hours in force subject to such extensions as may be available to the Club.

16. Alcohol shall only be sold to persons so authorised under the Premises Licence.

4. RISK REGISTER

RECEIVED: The document was presented by the President

NOTED:

- a) The President and Ben Harris, Interim Postgraduate and Representation Administrator have sought advice from College and other Universities to compile this draft document.
- b) The committee were invited to comment on the presented document and feed back comments to the President.
- c) Various typographical errors were pointed out.
- d) It was suggested that a Health and Safety aspect need to be covered as this has a financial repercussion.

ACTION:

1. **The Executive Committee to feedback comments to the President as soon as possible as this document is being presented to the Trustee Board on 9th August 2007.**

5. NOMINATION OF STUDENT TRUSTEE TO TRUSTEE BOARD

RECEIVED: The paper was presented by the President

NOTED:

- a) The Executive Committee were asked to seek possible appropriate students who are able and interested in sitting on the Trustee Board and feedback possible names to the President.

ACTION

1. **Executive Committee to seek potential capable student Trustees and feed back names to the President**

Meeting closed at 6.45pm

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

_____ 2007/08

_____ Chair of the Meeting