

MINUTES OF THE PROCEEDINGS
of the tenth meeting of
the **Executive Committee**
of the Imperial College Union
in the 2009-2010 Session

The meeting of the Executive Committee was held in meeting room 6 of the
Union Building on the 21st July 2010 at 4.00pm

Present:

President	Ashley Brown – Chair (AB)
Deputy President (Clubs & Societies)	Jenny Wilson (JW)
Deputy President (Finance & Services)	Danny Hill (DH)
ICSMSU President	Anil Chopra (AC)
Representation and Welfare Board representative	Chris Darby (CD)
Clubs and Societies Board representative	Henry Debens (HD)
GSA Chair	Deena Blumenkrantz (DB)
Permanent Observer:	
Governance and Administration Coordinator	Rebecca Coxhead (RC)
Operational Manager	Robin Pitt

Observer: Alex Kendal President elect, Alex Dahinten Deputy President (Education) elect, Ravi Pall, Deputy President (Finance & Services) elect, Heather Jones Deputy President (Clubs & Societies) elect, Charlotte Ivison Deputy President (Welfare) elect, David Smith ICSMSU President elect, Kadhim Shubber Felix Editor elect

Apologies: Deputy President (Education) Jonathan Silver (JS), Clubs and Societies Board representative Andrew Mclellan (AMC), RCSU President Katya-Yani Vyas (KV), Honorary Senior Treasurer, Simon Archer

Not present:, CGCU President Dan Lundy, Representation and Welfare Board representative Tim Barrett

1. CHAIRS BUSINESS

NOTED:

- a) The next meeting will consider the Imperial College Union 2010-11 budget

2. MINUTES FROM LAST MEETING – 27th May 2010 & 4th June 2010

NOTED:

- a) The Deputy President (Finance & Services) was not present at the meeting on the 4th June.

3. MATTERS ARISING

NOTED:

- a) The Student Hub are keen to utilise the student volunteers for Freshers Week.
 - i. The cost for this will be minimal; a free lunch.
- b) The RCSU office furniture is still in the process of being procured by the President.

4. MANAGEMENT ACCOUNTS – JUNE 2010

RECEIVED: The accounts were presented by the Finance Manager

NOTED:

- a) The deficit is due the subvention not being paid in the in June and July.
 - i. This has been amended in the budget for next year so the 10 payments are accrued across the 12 months.
- b) Membership Services has been separated from Beit Office this year so cannot make comparisons until next year.
- c) Profit in Beit Office is not a true reflection of actual.
- d) In regards to Ents, there was an over provision in the budgeted cost.
 - i. There was no end of year carnival which impacted on income.
- e) The till shortages are a matter of extreme concern.
 - i. Takings have increased which does increase the error rate.
 - ii. College work at a zero tolerance.
 - iii. It was suggested that till shortages be budgeted for however this may encourage a 'culture'.
- f) The committee moved to a vote on the accounts and they were passed unanimous. .

5. HEALTH AND SAFETY REPORT

RECEIVED: A verbal update was given by the Membership Services Manager

NOTED:

- a) 2 incidents have occurred since the last report.
 - i. Considering this is tours season, this is not unreasonable.
- b) 1 incident was a crushed wrist whilst playing rugby and the other was crushed vertebrae and neck whilst diving in to the sea.
 - i. Neither incident was drink related.
- c) There have been no incidents related to the building works.

The agenda was reordered at this point to consider agenda items 7 & 8 as the next item of business.

7. LLOYDS TSB ACCOUNT

RECEIVED: The paper was presented by the Deputy President (Finance & Services)

NOTED:

- a) It is presumed that this is an old medics account.
- b) The committee moved to a vote and the paper was passed unanimously.

RESOLVED:

- 1) To accept Malcolm Aldridge as a bank mandate signatory for these Lloyds TSB accounts.
- 2) Initiate further investigation into these two accounts.

8. SGI OVERSPEND ISSUES

RECEIVED: The paper was presented by the Deputy President (Finance & Services)

NOTED:

- a) The committee considered each issue separately.
- b) Recommendation 2 was the first issue considered.
 - i. Ferret Fanciers is a test club which new processes are tested on.
 - ii. The committee moved to a vote and there were no objections to recommendation 2.

RESOLVED:

- 1) To accept Recommendation 2: To write off the debt of £163.25 relating to the system test club RCC Ferret Fanciers within July 2010.

- c) In regards to MT Soc tour, the membership services have been working closely with the students/club affected.
- i. In relation to the first problem, is that it is certain that something was done to correct this mistake in 06/07 but unsure exactly what this was.
 - ii. In relation to problem 2, this is a genuine mistake; in broad terms, the money was transferred in error.
 - iii. When the SGI clear down transfer was done, this was a manual process. This is now done automatically in the system.
 - iv. This is a very unique situation with the club which is low risk in the opinion of the Membership Services Manager.
 - v. The committee moved to a vote and there were no objections to recommendations 3 and 4.

RESOLVED:

2) To accept Recommendations 3 and 4.

- **Recommendation 3: Not to make any adjustments to the accounts of MTSoc Tour relating to the transfer of funds between the 2006/07 & 2007/08 financial years.**
- **Recommendation 4: To transfer £21,977.35 to Self Generated Income within the MTSoc Tour accounts to correct the mistake made in the transfer of funds between the 2007/08 & 2008/09 financial years within July 2010.**

- d) On investigation, the same issue has happened to other clubs.
- i. The committee moved to a vote and there were no objections to recommendation 5.

RESOLVED:

3) To accept recommendation 5:

- **To make the transfers to the value of £3497.46 to Self Generated Income within the accounts of the Clubs & Societies listed, to correct the mistake made in the transfer of funds between the 2007/08 & 2008/09 financial years.**

SCC Finance – £1090.98
OSC Afro-Caribbean - £250.00
A&E Cinema - £1057.48
CGCU Chem Eng - £250.00
ICSMSU Exec – £200.00
ICSMSU Boat – £679.00

- e) In regards to recommendation 6, as money has been taken away from clubs in error, so too has money been given to clubs also in error.
- i. The deferred capital grant has been duplicated which is an error that the Union has made.
 - ii. The ethics of taking money from a charity was discussed.
 - iii. It was suggested that the clubs should be invited to justify why they should keep the money or to pay back the money in instalments.
 - iv. The Finance Manager stated that the impact is minimal on the club really; the impact is on previous years SGI surplus.
 - v. It was agreed that RAG cannot be pursued for the money given to them in error as this has already been distributed to charities.

RESOLVED:

4) The money given to RAG in error not be pursued.

- vi. It was proposed that the Deputy President (Finance & Services) investigates what the clubs wish to do and then report this back to the Executive Committee. The committee moved to a vote on this and the vote is as follows:

FOR	5
AGAINST	0
ABSTAIN	5
Passes	

RESOLVED:

- 5) **That the Deputy President (Finance & Services) investigates what options there are to retrieve the money given to clubs in error.**

ACTION:

1. **The Deputy President (Finance & Services) to investigate what options there are to retrieve the money given to clubs in error and to contact the clubs to inform them of this error and work out a way forward.**

- f) The committee moved to a vote on passing recommendation 7 and there were no objections.

RESOLVED:

- 6) **To accept recommendation 7: To write off the debt of £15,751.39 relating to the transfer of funds between 2008/09 & 2009/10 relating to the Clubs & Societies Board.**

- g) The Membership Services Manager stated that this paper only addresses 21 clubs out of 64 and questioned if the committee wished they be investigated further.
- i. The Finance Manager stated that many of these clubs are 'as bad as they look' and there is a cost benefit analysis which needs to be considered; the staff time and resources involved.
 - ii. The Deputy President (Clubs & Societies) stated that some clubs already have a recovery plan and CSC's should be involved.
 - iii. It was suggested that the Clubs and Societies should be ultimately responsible for investigating historic accounting errors. This was agreed by the committee.

RESOLVED:

- 7) **To give reasonability to the clubs to investigate for historic accounting errors.**

ACTION:

- 2. **The Deputy President (Clubs & Societies) to inform clubs of resolve 7.**
- 3. **The Deputy President (Clubs & Societies) to inform all Clubs and Societies that accounts are going to be cleared and then once accounts have been cleared to send an email forming that the account has now been cleared.**

The committee at this point considered agenda item 6

6. FUNDING FROM WYE COLLEGE UNION STUDENTS (WCUS) TRUST FUND

RECEIVED: The paper was presented by the Deputy President (Finance & Services)

NOTED:

- a) The committee agreed that option 2 was the best way forward.

RESOLVED:

- 1) **To use the balance from the WCUS Trust Fund to offset the debt to IC Union left by the Wye College Students Union.**

The committee returned to agenda item 8 at this point

8. SGI OVERSPEND ISSUES – (continued)

NOTED:

- h) The committee moved to a vote on passing recommendation 1 and it was passed unanimously.

RESOLVED:

- 8) To accept recommendation 1: To write off the debt of £75,124.18 relating to Clubs & Societies at Wye against the Beit Office account in July 2010.**

9. CLUBS TO CLOSE AT THE END OF THE ACADEMIC YEAR

RECEIVED: The paper was presented by the Deputy President (Clubs & Societies)

NOTED:

- a) Outdoor club are receptive to taking on orienteering but want the Union to support them through this absorption.
- b) Clubs have been informed that they are to be closed; those who do not have any contact details held by the Union have not.
- c) The committee moved to a vote on closing the presented clubs and it was passed unanimously.

RESOLVED:

- 1) To close the following clubs and to absorb the SGI of all of the above clubs, apart from ACC Orienteering, into the Central Union reserve**

Code	Club	Current Health	SGI balance
019	ACC Orienteering	Dormant	£382.06*
129	RCC Wine & Fine Drinks	Dormant & Frozen	£52.79
450	SCC Krishna Consciousness	Dormant & Frozen	£42.06
268	SCC Medical Humanities	Dormant & Frozen	£2.50
223	SCC Christian Student Action	Dormant & Frozen	£62.84
267	SCC Student Pugwash	Frozen	£604.82
337	OSC Canadian	Dormant & Frozen	£31.62
339	OSC Mexican	Frozen	£31.82
		Total:	1210.51

10. MAINTAINING STANDARDS

RECEIVED: The paper was presented by the Deputy President (Finance & Services) elect

NOTED:

- a) The point of the paper is about encouraging consistency and is Beit orientated.
- b) A defect reporting system is currently in place but this is just putting in an 'extra check'.
- c) The committee moved to a vote on accepting the paper and it unanimously agreed.

RESOLVED:

- 1) That publicity, admission prices, promotional offers are approved by the Executive Committee, ensuring they consistently meet the needs of students at Imperial.**
- 2) Any of the above items needing Exec approval should be seen by them in a timely manner before any resources are dedicated to those items. Examples include printing posters with entry prices before Exec approval, updates to the Metric website including entry prices and drinks offers.**
- 3) The Committee delegates approval to the President and Deputy President (Finance & Services), this arrangement to be reviewed on a termly basis.**
- 4) A drinks offer, should be present at all term-time Wednesday and Friday night events in Metric. Additional drinks offers should be made, in conjunction with the Commercial Services team throughout the year, dependant on the event held.**
- 5) In the case of staff recruitment at Bar Shift Leader level and above, a sabbatical officer must be present in the interviewing process.**

- 6) A weekly walkthrough with the Operations Manager and the President or Deputy President (Finance & Services) of the Beit venue be conducted in order to report on any inconsistencies and defects. These are to be actioned within one week.
- 7) It is noted that events must continue to be run in accordance with best licensing practice (non-promotion of binge drinking), budgetary constraints and licensing law. The Executive or their delegates will consult with the relevant professional staff when basing their approval.

The meeting went in to closed session at 5.40pm and reopened at 5.50

11. ANY OTHER BUSINESS

11.1 CX Bar Trading Report

RECEIVED: The paper was presented by the Deputy President (Finance & Services) and Deputy President (Finance & Services) elect

NOTED:

- a) The depreciation in 05/06 was due to a refurbishment.
- b) ICSMSU receive £5000 annually to spend on the various sites.
 - i. ICSMSU contribute £1000 annually to central overheads however only operate for 9 months.
- c) Security at Reynolds is paid for by ICSMSU.
- d) It was suggested that drinks prices should be put up to help cover costs.
- e) The under spend from ICSMSU Clubs and Societies is being given back to ICSMSU Executive Committee this year as a 1 off to contribute to the refurbishment.
 - i. This is literally a money moving exercise.
 - ii. The Deputy President (Clubs & Societies) expressed her concern that different rules are being applied for ICSMSU and is unfair as other Faculty Unions and CSC's don't have this opportunity and this may set precedent.
 - iii. In theory, the ICSMSU could have moved the money themselves at the beginning of the summer term in to 'Sites'.
 - iv. The Reynolds bar need a more sustainable in the long term rather than relying on under spend.
 - v. There is an impact on budgeting if the medics have a substantial under spend.
 - vi. It was agreed that the ICSMSU Clubs and Societies under spend will be allocated to the ICSMSU Executive Committee as a one off to be used for the improvement of the Reynolds Bar.

RESOLVED:

- 1) **The ICSMSU Clubs and Societies under spend to be allocated to the ICSMSU Executive Committee as a one off to be used for the improvement of the Reynolds Bar.**
- f) It was agreed that a decision could not be made by the committee without seeing the actual under spend amount and that the ICSMSU President elect, Deputy President (Finance & Services) elect and Operational Manager should meet to discuss how to 'make Reynolds work'.

RESOLVED:

- 2) **To defer the decision of allocating money from the Executive Committee reserve to the improvement of Reynolds bar until the amount of ICSMSU Clubs and Societies under spend for 09/10 is known.**

ACTION:

1. **The ICSMSU President elect, Deputy President (Finance & Services) elect and Operational Manager to meet to discuss how to 'make Reynolds work'**

The meeting closed at 6.30pm

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

