

MINUTES OF THE PROCEEDINGS
of the fourth ordinary meeting of
the
Trustee Board
of the
Imperial College Union
in the 2009-2010 Session

The meeting of the Trustee Board was held in meeting room 3 of the Union Building on Tuesday 11th May at 6.00pm

Present:

Lay Trustee - Chair	Julia Higgins (JH)
President	Ashley Brown (AB)
Council Chair	Mark Chamberlain (MC)
Court Chair	Hamish Common (HC)
Student Trustee	Esther Kang (EK)
Lay Trustee	Lewis Hands
Lay Trustee	Graham Howard (GH)

Permanent Observers

Deputy President (Clubs & Societies)	Jenny Wilson (JW)
Deputy President (Finance & Services)	Danny Hill (DH)
Deputy President (Education)	Jonathan Silver
Deputy President (Welfare)	John James
ICU Honorary Senior Treasurer	Simon Archer (SA)
Governance and Administration Coordinator – Clerk	Rebecca Coxhead (RC)

Apologies: Student Trustee Shah Rahman, Student Trustee Amaury Fastenakels (AF), Student Trustee Deep Shah (DS), Operations Manager Robin Pitt (RP)

Observers: Finance Manager Yildiz Kaya-Forster (YKF)

1. CHAIRS BUSINESS

NOTED:

- a) College Council is going through a Governance review at present and is approximately halfway through.
 - i. This procedure is more if a 'tidy up' rather than making sweeping changes.

2. MINUTES FROM LAST MEETING

RECEIVED: Minutes from 11th January 2010.

RESOLVED:

- 1) To accept the minutes as a true record of the last meeting.

3. MATTERS ARISING

NOTED:

- a) In regards to the recruitment of Lay trustees, AB reported back that he had spoken to the RCSA who were positive.
 - i. LH stated that he has put an article in to the Imperial Engineer Alumni magazine.
 - ii. AB stated that he will put an article in the next Imperial College Alumni magazine.

ACTION:

1. **AB to investigate placing an article/advert for the recruit of lay trustees in the Imperial College Alumni magazine.**

4. MANAGEMENT ACCOUNTS

RECEIVED: The January 2010 Accounts were presented by YKF

NOTED:

- a) £304k surplus this year so far which is up on budget but down on last year.
- b) Vans are in line with budget.
- c) SK Bars are doing ok against budget but are down on last year.
 - i. This is partly due to the cost of sales increasing and function trade being down slightly.
 - ii. The impact of Eastside bar opening was budgeted for.
- d) Till shortages are an area of great concern.
- e) Catering is doing well compared to budget and is up on last year.
- f) CX Bar is down on budget and last year.
 - i. There has been a change in rules in that no member of staff can work alone and this has added extra staffing costs.
- g) In regards to forecasting, the Finance Manager stated that the Board should disregard this as it is calculated on a direct ratio; it should be done by cost centres.
 - i. This is being addressed and will be implemented within the year.
 - ii. The favoured approach will be the set up of a 6 monthly forecasting project board.
- h) In regards to the Clubs and Societies SGI (self generated income) over spend, £75k of this is due to the debt incurred by Wye Clubs and Societies, which are now closed down.
 - i. Part of the reason why the Wye debt is so large is due to poor financial control at the time.
 - ii. Money is being sought form College to try to mitigate some of the Wye debt.
 - iii. Some of the over spend is due to clubs outlay before receiving income from large events or sponsorship.
 - iv. The Deputy President (Finance & Services) is investigating unapproved spending and is working with Clubs and Societies to try to recoup some costs.
- i) A bag of takings has been lost in the bank.
 - i. This is being investigated and is taking up a lot of staff time to try to sort out.
 - ii. Staff have been met with to discuss this.
 - iii. Currently there is only 'single counting'; 'double counting' has been suggested.
 - iv. The tills not balancing are not necessarily theft but this issue does have serious repercussions.

RESOLVED:

- 1) **To accept the accounts.**

The board moved in to closed session at this point and resumed open session at 6.45pm

5. HEALTH AND SAFETY REPORT

RECEIVED: A verbal update was given by AB

NOTED:

- a) Health and Safety is a standing agenda item for Executive Committee and Trustee Board.
- b) A recent major incident was an Imperial College student, out on club activity, which slip down a mountain as was airlifted out.
 - i. The injuries were very minor and the Club correctly followed the process and procedures.
- c) Reports will be received from the building contractor once work has commenced.
 - i. Asbestos investigations are taking place now.

6. PRESIDENT REPORT

RECEIVED: The report was presented by AB

NOTED:

- a) It has been suggested that the compulsory Charity registration for Student Unions under the conservative government may not be going ahead.
- b) The planning application is in for phase 3 building works.
 - i. Plant will not be on the roof now as there is a change to the type of cooling system being used.
- c) Currently have 5 candidates for the Deputy President (Education) by election.
- d) The Board moved to accept the report and it was accepted unanimously.

RESOLVED:

- 1) To accept the report.**

7. OPERATIONAL MANAGER REPORT – considered in closed session

8. COUNCIL CHAIR REPORT

RECEIVED: A verbal report was presented by MC

NOTED:

- a) The last meeting of Council was not quorate.
 - i. All important decisions were made over email.
- b) The Board moved to accept the report and it was accepted unanimously.

RESOLVED:

- 1) To accept the report.**

8. COURT CHAIR REPORT

RECEIVED: A verbal report was given by HC

NOTED:

- a) There has been 1 meeting to discuss an election complaint.
 - i. The question was if a candidate could be forced to withdraw rather than disqualified.
- b) The Board moved to accept the report and it was accepted unanimously.

RESOLVED:

- 1) To accept the report.

9. CONSTITUTIONAL CHANGES

RECEIVED: The paper was presented by AB

NOTED:

- a) The last meeting of Representation and Welfare Board created the 'Welfare Officer' which is Officers with a particular specific interest of welfare.
- b) This year, representation budgeting has been undertaken by Representation and Welfare Board.
- c) The finance service level agreement has not been agreed.
- d) The Union wants the option to be able to sublet space to externals.
 - i. This will be done in agreement with College.
- e) It was agreed that as there is no meeting of Trustee Board before College Council, the decision of ratifying the Constitutional changes will be done over email.
 - i. If no reply is received from board members, it will be presumed that they approve of the changes.
- f) HC pointed that the Trustee Board standing orders need to be updated.

The meeting moved in to closed session at 7.30pm

Approved as a correct record at a meeting
of the Trustee Board on

_____ 2009/10

_____ Chair of the Meeting

;