

Deputy President (Finance & Services) Report A Report by Chris Larvin

Clubs and Societies

Clubs and societies have taken up a large portion of my time this month. I have had a number of queries from clubs regarding sponsorship and I have been able to advise them how to approach companies and secure sponsorship. Additionally I have vetted and approved a large number of sponsorship contracts, the majority of which use the contract template that was devised by the Union earlier this summer which is pleasing.

Event planning has been going on in earnest, with some very large and successful events taking place in recent weeks, and large events continuing throughout the time.

There were a huge number of login and mailing list applications which appeared to go missing in the internal mail as they were not received by ICT. Fortunately, I had photocopied them prior to sending them to ICT, so the requests have been resent and completed requests seem to be trickling back.

Adjustments from summer taken longer than planned, which means that most of the clubs do not yet know their final tour allocations. By the time this report is presented, these issues should have been resolved and clubs have been made aware of their allocations. This will be reported to the next CSB on November 26th.

Unfortunately there have been a number of incidents where financial regulations have been broken by club chairs and treasurers, and I am currently investigating these incidents. At this early stage it appears that they are the result of ignorance rather than deliberate action. I have communicated these failures to the CSC/FU chairs and treasurers to ensure that clubs are made aware of the problems.

Additionally, I will be running a Finance Training session on the 29th November for those officers who are newly elected or were unable to attend earlier sessions.

Union Webserver and ICT

I am meeting with the Union webserver administrators, Ashley Brown and David Ingram, on the 15th November to discuss developing the clubs and societies server and to discuss a security breach that occurred earlier this term. In the near future, I hope to work on tracking and consolidating the logins/email accounts and mailing lists used by clubs and societies.

Honorary Senior Treasurers

Last week I secured another new CSC/FU Honorary Senior Treasurer; Dr. Lorraine Craig who is the Academic Tutor of Earth Science and Engineering and Chair of the IC Exploration Board. On November 8th, the Trustee Board appointed her HST for the Recreational Clubs Committee.

I am nearing completion of a training guide for Honorary Senior Treasurer which will explain how they fit into ICU, why their role is important and some guidelines on what to look out for when signing claim forms. This should have been completed by Friday 16th November.

IC Trust

Applications came back from IC Trust and the Trustees commented that the comments that were provided were useful and they are interested in making an annual grant to ICU for the tours fund. I will be meeting with the IC Trust Honorary Secretary later in the term to establish how ICU and IC Trust may have a closer relationship.

Summer Ball 2008

The Summer Ball planning has been going well, and there is a budget which is currently being refined. The President and I met with the College Chief Operation Officer, Martin Knight, to establish what levels of support that the College may be able provide for the Summer Ball.

There will be another meeting of the Summer Ball working group on November 22nd to discuss progress on the Summer Ball. Additionally, I am in the process of scheduling a meeting with College staff who will be involved in the operational aspects over the road during the Ball.

Wye

The DPCS and I travelled to Wye on November 7th where I was able to assess the current situation with their finances which appears to be quite dire. I will be travelling back down to Wye on the 21st November to finalise the budgets of the clubs and societies and provide some further finance training.

Commercial Services

The Trading Forum took place on Wednesday November 14th which should provide an opportunity to develop our commercial services and provide a valuable insight into the services our students would like. A preliminary

Council

19th November 2007

report has been drafted which will be presented to the Executive Committee in a few weeks time. I made the decision not to publicise the event using email, other than the weekly mail-out to all students, to prevent irritation; however for the next forum next term I feel that the use of the club and society mailing lists would be worthwhile.

Finance Management

I have been looking at how the Executive Committee might be able to make better decisions in the future, which relies on them being presented with the correct information. Also, the President and I will be looking at how the Union might monitor its performance against tangible and measurable targets.

Meetings and miscellaneous faffery

On October 31st, I attended IC Senate with the President and the DPEW which was interesting at times, and I have attended the standard Union meetings such as CSB, Health and Safety Committee and the Trustee Board. I have been working with the ICU Cinema to ensure they remain profitable this year which is looking to be a challenge at their current level of trade. However, problems have been identified and are in the process of being addressed. The Cinema All-Nighter has been set for the last Tuesday of term which fits with the Entertainments program well, and we expect the bar to be open all through the night.

I have met with the Felix Editor to discuss and project the cash flow for the next year. This has enabled Tom to look at how much advertising is required for the rest of the year. I'm happy to say Felix is looking much better than they were last year.

CL 14/11/07