

Royal College of Science Union

Minutes of the 3rd meeting of the Executive Committee

Held at 10:30 on 1st October 2014 at the RCSU Office (Sherfield 214D)

PRESENT:

- Serena Yuen – RCSU President (SY)
- James Badman – RCSU Honorary Junior Treasurer (JB)
- Philip Kent – RCSU Honorary Secretary (PK)
- Lucinda Sandon-Allum – RCSU Vice-President (Activities) (LSA)

APOLOGIES:

None

ABSENT:

- Guillaume Trojani – RCSU Vice-President (Operations) (GT)

OBSERVERS:

None

Meeting opened at 10:40.

A. CHAIR'S WELCOME

RECEIVED: This item was verbally presented by SY.

NOTED:

1. SY welcomed all to the meeting.
2. The past few months have been very busy, not aided by the lack of VPO.
3. Freshers' Week should now be fully arranged except for lack of payments as a result of difficulties with the finance department.
4. After Freshers' Week, priority must be passed to the rest of term.
5. Science Challenge is currently of concern.

B. APPROVAL OF MINUTES OF THE LAST MEETING OF THE EXECUTIVE COMMITTEE

RECEIVED: This item was verbally presented by PK.

NOTED:

6. No corrections to be made.

RESOLVED:

- a. To pass the amended minutes.

C. TREASURER'S BUSINESS

RECEIVED: This item was verbally presented by JB.

NOTED:

7. Nothing is appearing being paid by ICU finance at the present with the exception of one credit card request and one claim. This situation is wholly unacceptable and has caused some quite serious difficulties for RCSU operations.
8. Any purchase orders not paid come Friday will be paid via credit card.
9. Remaining items for payment are the freshers' merchandise and tea party crockery.
10. Glassware delivery has been delayed until Tuesday due to the difficulties experienced with the purchase order.
11. In future it may be necessary to use the credit card more frequently.
12. Shop purchases are slowly making their way into the bank account.
13. The Science Challenge budget is now complete and set around £8,500.

D. MATTERS ARISING

RECEIVED: This item was verbally presented by PK.

NOTED:

14. Mailing lists, the ball venue, depsoc sponsorship, year budget, early contact sponsors, departmental emails for science challenge and the stock check have all been handled.
15. SY is yet to update mailing list permissions to allow some other RCSU officers to mail the faculty list.
16. PK is yet to contact ICTV (formerly STOIC) to enquire about filming Science Challenge however there is concern that the costs are around £500 per 2 minutes of film which is thought to be excessive.

ACTION: SY to update UG mailing list permission.
ACTION: PK to continue about professional filming.

E. VERBAL REPORTS

RECEIVED: This item was verbally presented by all

NOTED:

17. SY noted that Freshers' Week is next week and a schedule needs to be sent out soon.
18. We are awaiting a reply from the Union President regarding the no-confidence motion against the VPO.
19. CERN via RCSA needs to be contacted regarding last year's SC prize.
20. A tri-union event is being held at the Union, organised by the CGCU. Their handbook notes that it is on November 20th.
21. JB noted that departmental societies are a cause for concern. Whilst ChemSoc is currently fine, with one budget pending a quote from the Sandwich Shop, and BioChemSoc have a cocktail party organised as a We Are Metric night, the other departmental societies require attention.
22. BioSoc still haven't decided on Freshers' Week activities at time of writing.
23. PhySoc have no event budgets however a lot of events in the calendar.
24. MathSoc have not filled out the calendar fully however have advertised their events on Facebook with no budgets completed.

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25. No financial transactions have been performed except for BioChemSoc which is unusual.
26. Sponsorship contracts have only been done for BioChemSoc and ChemSoc. ChemSoc have circa £1,000 from GSK as a donation. BioChemSoc should receive around £500 from a pharmaceutical company.
27. PK noted that the Wheel of Fortune has been upgraded with new statistics.
28. There are currently 6 social tickets.
29. SY presented the VPO report.
30. Contracts from Morgan Stanley and Winton have come through and are pending signing. TeachFirst and Norton Rose Fulbright have been invoiced.
31. Shell have sent the Union an event to advertise.
32. Sparx, Knodium, and some other organisations are still to be chased.
33. Science Challenge emails have been sent to potential judges.
34. Will meet with Lord Winston next week.
35. LSA noted that the Ents Board is not very responsive.

ACTION: SY to chase up other sponsors.

F. ACCOUNTS REVIEW

RECEIVED: This item was verbally presented by JB.

NOTED:

36. Current projections for the end-of-year are to be in debt by £170, assuming no contribution from the RCSA this year.
37. We are over-budget by £350.
38. Freshers' Fair has overspent by £300.
39. Tea Party has overspent by £100.
40. Autumn Ball has underspent by £100 despite a change to drinks price, however there is no extra this year.
41. Buddies Bar Night is likely to be slightly over.
42. Pub Crawl has underspent by £100 due to cheaper T-Shirts being found.
43. The ringfenced pots may not be allocated due to overspends.

ACTION: SY to chase up RCSA.

G. FRESHERS' WEEK UPDATE

H. FRESHERS' WEEK EVENTS

These two agenda items were rolled together.

RECEIVED: This item was verbally presented by SY.

NOTED:

44. PK is preparing rota for the Freshers' Fair.
45. The pub crawl route is still to be decided; needs to be chased up by the Ents Board.
46. Ball is now sorted.
47. Tea Party food and decorations still to be ordered.
48. Bar Night should be fully sorted.
49. Pub Crawl finish could be finished at Elk however they limit to over 21s only. Alternative location is Havanna.
50. An information sheet needs to be prepared for the crawl.
51. At the Ball, there have been difficulties chasing matters up with the supplier.

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52. To draw attendees to the back of the venue, a Jagerbar is to be installed.
53. Photosoc could potentially create a backdrop banner for the top of the venue to draw people there.
54. A list of families for the bar night needs to be obtained from the DPE. PK noted he has this list but he is uncomfortable releasing it without permission.

ACTION: LSA to chase up pub crawl route.

ACTION: PK to order food for tea party.

ACTION: LSA to create info sheet for pub crawl.

ACTION: SY to talk to Photosoc about backdrop.

ACTION: SY to consult with the DPE for the families list.

I. FORMS FOR DEPARTMENTAL SOCIETIES

RECEIVED: This item was verbally presented by JB.

NOTED:

55. The events calendar has not been as successful as desired and hence it may be preferable to use a notification form containing the event title, date, amount of expenditure, description, and maybe some other fields.
56. This form would have to be done for all events.
57. The amount for event budgets could potentially be varied to £50.

RESOLVED:

- a. To implement the changes described above.

J. PRESIDENT'S OFFICE HOURS

RECEIVED: This item was verbally presented by SY.

NOTED:

58. Weekly meetings could be too frequent, perhaps a fortnightly session would be better.
59. Lunch time would be best to maximise attendance.
60. If fortnightly, the Welfare drop in could take place on alternate nights.
61. Thursdays would be best for SY.

RESOLVED:

- a. To hold office hours every other Thursday from 12-1.

K. COMMITTEE BALL TICKETS

RECEIVED: This item was verbally presented by SY.

NOTED:

62. Tickets should be reserved for all committee officers however only issued free of charge to those who have pulled their weight.
63. Tickets not sold could be sold to maximise revenue.
64. Decisions on tickets can be based based on Friday's meetings.
65. How Dep Rep tickets are allocated is still to be decided.

RESOLVED:

- a. To issue free tickets based on effort put into the RCSU.
- b. To decide on tickets based on Friday's meetings.

L. CAREERS FAIR

RECEIVED: This item was verbally presented by SY.

NOTED:

66. The event is currently planned for March however it could be moved.
67. Sponsors should get first refusal on stalls.
68. Other companies inc. declined sponsors should then be consulted.

RESOLVED:

- a. To continue with plans as described.

M. DEPARTMENTAL REPRESENTATIVES POLICY

RECEIVED: This item was verbally presented by PK.

NOTED:

69. To avoid confusion with the responsibilities of Departmental Representatives a policy can be written setting out expectations.
70. Such a policy could include dep reps opting in to central RCSU activities and management.
71. Explicit notification sets expectations for the rest of the RCSU.
72. This would not remove voting rights at General Committee.
73. Not opting in would remove rights to perks.
74. Some perks would still be unilaterally applied (e.g. hoodies) in the interest of fairness.
75. The committee was only asked to agree the principals as the Departmental Representatives really should be the ones who decide the rules.

RESOLVED:

- a. To agree the principals as described above.
- b. To delegate the policy to the Academic Affairs Meeting.

ACTION: PK to draft policy and bring it to an Academic Affairs Meeting.

N. ANY OTHER BUSINESS

76. Committee members should not be allowed any Freshers' Fair freebies beyond what any other member of the Union is entitled to.
77. Committee members can use the Wheel of Fortune.

Meeting closed at 11:45.