



Royal College of Science Union

Minutes of the 1st meeting of the Executive Committee

Held at 12:00 on 17th June 2016 in the RCSU Office

Present – Lloyd James (Pres., Chair), Sam Robinson (VPA), Polina Yankova (HJT), Michael Edwards (HS, Clerk)

MEETING AGENDA

Minutes

The objective of this meeting is to set the budget for the year based upon the provision last year, so we can allocate the money to Boards for year planning.

- Based on the available eActivities Financial Statement, we shall receive:
 - £2,000 from the Union as Grant.
 - £15,000 from the Faculty of Natural Sciences (FoNS)
 - Sponsorship – more than £1,000 but to be confirmed.
 - Last year we received £10,000 in sponsorship but we have lost one of our large sponsors this year, so this figure may be lower next year.
 - Carrying over some from last year - £15,000

- Example expenditure based upon the last year was scrutinised – the information is available from eActivities. Considered expenditure is tabulated below.

Aspect	Expenditure	Aspect	Expenditure
Committee Hoodies	£350	Rooftop Revel	£6,000
Tri Union Bar Night	£1,400	Science Challenge	£8,500 (inc. £5,000 FoNS subsidy)
Autumn Ball (net)	£1,350	Fresher's Handbook	£650
Autumn Ball (exc. Ticket income)	£3,940	Freshers Stash for Campaign	£1,000
Buddies Bar Night	£287	Welfare Week	£700
Tea Party	£223	-	-
Balls (exc. Rooftop)	£1,850	-	-

Points for consideration:

- Figures found on eActivities suggest only £3,500 was spent on Rooftop Revel, but previous committee suggest the figure given was £6,000.
- Member's funds have been accounted for in these values.
- Some things were not on the statement, and need to be factored in later to gauge our carry-over amount in the pot.

Sponsorship

- *With the loss of our VPO-elect, the role has fallen to LJ, who will divide up the role appropriately within the Executive and General Committee.*
 - The process of seeking sponsorship is ongoing – LJ had a meeting with Schroeders and has negotiated £1,000 of sponsorship from them.
 - The arrangements need to be confirmed.
 - Since we need to make an assumption of level of sponsorship, we should overestimate the amount we'll source within reason, and in the worst case we can take from the carried-over revenue.

Mandatory Spends

- **Based on the Aims and Objectives of the Union, and traditional activities of the RCSU, we are obligated to spend money on the following aspects:**
 - *Freshers Fair campaign*
 - *Freshers Handbook*
 - *Broadsheet*
 - *Science Challenge*
 - *Welfare Week*
 - *Entertainments*
 - *Careers Fair*
 - *Office Costs and Misc.*
- **Between these aspects, we have £29,000 to spend – the figure provided by the sum of Union and Faculty Grants and sponsorship estimates.**

Budgeting

- The budget allocation can be found at the bottom – the following is the discussion that took place during the deliberations.
 - *Freshers Fair campaign*
 - Seeing as we have a large amount of stock remaining after the end of the year, no extra money compared to last year was considered necessary.
 - *Freshers Handbook*
 - No extra money compared to last year was considered necessary.
 - *Broadsheet*
 - Seeing as Broadsheet only published once this year, and we would like a termly contribution, the budget compared to last year was tripled to account for the three-fold increase in activity.
 - *Science Challenge*
 - Given that the SC is in its 10th year, extra funding compared to last year was allocated.
 - *Welfare Week*
 - The welfare spend needs to be more effectively handled and the activities more effectively advertised.

- One idea to cut cost in this area would be the holding of low-cost, high impact events, as well as using the ‘Puppy Room’ provider used by CGCU, which required a donation to hire.
 - Get in touch with them to find who they used?
 - Concerns raised regarding being seen to cut Welfare expenditure – however, the expansion to new and lower-cost events to make up for the lower provision should balance out any shortcomings.
- *Entertainments*
- Entertainments received the remainder when all other costs had been allocated – the provided amount was agreed to be generous, and has the potential to be up- or downgraded marginally depending on demand for expenditure.
- *Careers Fair*
- The idea of charging organisations for attendance was floated. However, this was disregarded as potentially limiting the pool of attendee organisations. For their contribution, sponsors get a premier stall.
 - The CF is part of the Constitution (Aims and Objectives) and so we are obligated to hold this.
- *Office Costs and Misc.*
- The potential to update the office material was noted, with the old iMac slated for replacement and the old office chairs looking a little worn.
 - This shall be looked into, but this should not be prioritised over public-facing expenditure such as Entertainments – the money will affect less people.
 - The office costs will include printing, stationary provision and such.

● **The allocated budget is as follows:**

Fresher’s Campaign	£1,000
Handbook	£650
Broadsheet	£1,500
Science Challenge	£10,000
Welfare Week	£500
Entertainments	£12,000
Careers Fair	£600
Office Costs and Misc.	£3,000
Total	£29,250

The proposed budget as above was put to a vote of approval by the Executive:

For: LJ, SR, PY, ME

Against: -

The budget passes unanimously.

AOB

- As well as hoodies, an idea proposed by SR was committee polo shirts – since polo shirts can be more generally worn by the committee independent of season (hoodies are a cold-season item of clothing)
- No other business.

Meeting adjourned – 1:55 PM

Next Executive meeting to be organised ad hoc – until August 1st. Next full meeting will be the General committee on Tuesday, June 21st. Thanks for coming.

Summary of Speculative Actions

<i>Section</i>	<i>Action</i>	<i>Person (if applicable)</i>
<i>Sponsorship</i>	Organise and confirm arrangements with Schroeder	LJ
	Divide up VPO tasks until such a time as we can appoint one	LJ and GenCom
<i>Welfare</i>	Get in touch with CGCU to check which provider they used for 'Puppy Room'	-
<i>Office Supplies and Misc.</i>	Look into costing for new office supplies and draw up budget allocation	ME (assumed)
<i>AOB</i>	Cost and source a provider for polos – discuss in GenCom first.	-