

Royal College of Science Union

Minutes of the 1st Ordinary Meeting of the Executive Committee

Held at 15:00 on 23rd June 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 15:15.

A. CHAIR'S WELCOME

RECEIVED: This item was verbally presented by SY.

NOTED:

1. The main focus of this meeting is to consider Freshers' events.

At this point the agenda was reorganized to consider Item D next.

D. START OF SESSION ACCOUNTS

RECEIVED: This item was verbally presented by JB.

NOTED:

2. Finances at start of year are expected to consist of rollover SGI, rollover College Grant, and incoming funding from FoNS, RCSA, and sponsorship.
3. There is an anticipated £200 rollover of SGI from the previous year due to an outstanding payment for last year's CERN trip, in addition to £20 of rollover College Grant.
4. FoNS are expected to fund the Union with £10,000 general funding and £5,000 Science Challenge funding.
5. RCSA are likely to fund the Union with £1,500 general funding and £1,500 Science Challenge funding if similar to previous years although this is subject to renegotiation.
6. Union Grant is approximately £1,000.
7. Total start-of-year funds excluding sponsorship are expected to be £14,000 plus £6,500 specifically for Science Challenge.

At this point the agenda was restored to its original order.

B. TREASURER'S BUSINESS

RECEIVED: This item was verbally presented by JB.

NOTED:

8. The Union suffered a large amount of financial loss in the previous year as a result of a UROP bursary; Annual Dinner; the Spring Ball; and an unnecessary TV hire. This has placed the Union in a poor position with regard to SGI rollover for this year.
9. Sponsorship is currently an item of concern due to an inability to contact the VPO.

C. SPONSORSHIP UPDATE

RECEIVED: This item was verbally presented by SY and JB.

NOTED:

10. A sponsorship application for Citi Bank has been rejected for (currently) unknown reasons.
11. Updated sponsorship materials consisting of a flyer, booklet, and PowerPoint template are currently being produced by PK.
12. Sponsorship proposals are currently being developed for Morgan Stanley (sponsorship pitch on 1st July, offering £1,000 with response due in August), and EY (form must be submitted by 30th June).

ACTION: SY and JB to ensure these proposals are submitted.

E. STANDING ITEMS AND MEETING FREQUENCY

RECEIVED: This item was verbally presented by PK.

NOTED:

13. Constitutionally this meeting has to be held every 3 weeks.
14. Having the accounts checked each meeting would aid in monitoring the health of the Union's finances.
15. It was felt that having verbal updates each meeting from each officer to summarize the work of their board would be beneficial.

RESOLVED:

- a. To hold this meeting every 3 weeks as required.
- b. To mandate each member of the committee to provide a verbal report each meeting.
- c. To check the accounts from the previous 3 weeks each meeting.
- d. To hold the next meeting in late September prior to the start of Term.

F. FRESHERS' EVENTS

RECEIVED: This item was verbally presented by LSA.

NOTED:

16. The Entertainments Board has decided on the following list of events for Freshers' Week in October (Freshers' Fair is on the 7th): Pub Crawl (9th); Bookshop (10th, 10am-2pm); Tea Party (13th, 4pm-8pm inc. setup); Freshers' Ball (14th); Bar Night (16th).
17. Hoodies will be ordered as per usual, in the colour purple.

ACTION: LSA to investigate hoodie suppliers.

18. More T-Shirts will likely be required for the pub crawl.

ACTION: LSA to investigate ordering t-shirts. PK has template for artwork.

19. Fresher's fair items require auditing before further stocks are purchased or new items are decided on and procured.
20. The Fresher's Ball will continue as normal with costs/attendance as per previous years. It will be up to the Entertainments Board to organize this ball. A budget will be set to break-even although any add-ons will need to be considered beyond this budget.
21. Bar night tokens: last year's method of 1 for individuals or 2 for parent-child pairs worked well and should be repeated although no person shall be due unlimited tokens.
22. The minimum spend for the Union Bar is £300 + VAT.
23. The tea party is expected to have limited costs with the exception of crockery hire. Further decorations may be required although it is not necessary to buy tea.
24. Budgets need setting and approving by the Exec.

RESOLVED:

- a. To set the following budgets:
 - i. £1,500 for Freshers' Fair
 - ii. £4,000 for Freshers' Ball (excl. add-ons, break even)
 - iii. £500 for the Bar Night (drinks tokens)
 - iv. Tea party: £150 on food, £100 on decorations, whatever crockery hire costs
- b. To re-evaluate budgets if necessary once accounts settle next year.

G. BROADSHEET TEAM

RECEIVED: This item was verbally presented by PK.

NOTED:

25. Constitutionally the Exec is obliged to approve the Deputy Editor and Chief Copy Editor.
26. The Editor has requested to have Sophie Reid as Deputy Editor and Fiona Mashford as Chief Copy Editor.

A vote was held on approving these positions.

Passed unanimously.

RESOLVED:

- a. To approve Sophie Reid as Deputy Editor.
- b. To approve Fiona Mashford as Chief Copy Editor.

H. ANY OTHER BUSINESS

No other business.

Meeting ended at 15:55.