

Royal College of Science Union

Minutes of the 1st meeting of the Executive Committee

Held at 16:30 on 4th June 2018 at the RCSU Office (Sherfield 214D)

PRESENT:

- Michael McGill - RCSU President (MM)
- Sulaimaan Mughal - RCSU Honorary Junior Treasurer (SM)
- Kaifeng Wei - RCSU Honorary Secretary, Clerk (KW)
- Rohan Kamath - RCSU Vice-President (Activities) (RK)
- Shervin Sabeghi - RCSU Vice-President (Welfare and Wellbeing) (SS)

APOLOGIES:

- Michaela Flegrová - RCSU Vice-President (Education) (MF)
- Yizhou Yu - RCSU Vice-President (Operations) (YY)

ABSENT:

OBSERVERS:

Meeting opened at 16:40.

Welcome & Handover Preparations for new General Committee

A. Welcome

MM welcomed everyone to the meeting and everyone present was introduced.

B. Handover

MM highlighted the importance of the following to those present:

- Making sure you get an effective Handover
- Making sure your board get an effective Handover

MM also gave a very brief overview of how to chair a meeting.

Budget allocation for the academic year 2017/18

A. Income

We are guaranteed the following funds as confirmed by MM in the meeting:

- £1,645 from the *Union as Grant*
- £15,000 from the *Faculty of Natural Sciences (FoNS)*
- Around £6,000 from the *carrying over* of last year's budget

This sums up (taking lower bounds throughout) to a budget of **£22,645** for the academic year 2018/19 not including any potential sponsorship from third parties. This also does not

include any funds from the RCSA. MM also reported that meetings are being arranged with Tom Welton (Dean of FoNS) to discuss the FoNS contribution. MM opened the floor up to suggestions for reasons why the RCSU would need more money, apart from the ideas of money for the WBRN, matching the higher number of students and inflation. RK suggested asking especially for an increase in the earmarked money for Science Challenge - which will free up other monies. SM asked about the plan with regards to negotiation, and suggested we ask for £25,000 with the goal of **£20,000** in mind.

B. Sponsorship

MM reported that the sponsorship team (currently of MM, SM and Roxanne Zhang (Sponsorship & Alumni Officer)) had started work on the booklet and were aiming to get this out ASAP. The ideal would be that any sponsorship secured would allow the committee to increase to money given to each of the RCSU's activities. The target is **£5,000**, though naturally the RCSU would like to secure as much as possible. This should be resolved by the end of summer 2018 and MM will report back on progress at the next Exec meeting.

C. Mandatory Spends (Operations)

- Science Challenge: £6,250 (£7,250)

- This contributes to the launch event, venue and prize money. MM reported that the money requested in budgeting through the normal channels meant that this was cut, despite putting up a fight for the money. SS suggested cutting the prize fund to about £2,000 and that we need to advertise the various prizes. This was unanimously agreed. SM suggested applying a contingency amount of £1,000 to the event, with the extra funds provided if over 100 Imperial students enter. This was also agreed upon. The general consensus being that we would like to grow the competition before allocating more money for it.

- Broadsheet: £1,300

- The Broadsheet will continue to be published termly and will be more publicised. MM reported that the previous editor had created a better sense of community by introducing some small socials and that this would be worth

funding next year. The publisher will likely stay the same due to price.

● Welfare: £650

- Originally planned as just money to be set aside for welfare week, MM suggested giving SS more of a budget to include more events throughout the year and have money for welfare week. SS suggested a budget of £650. This amount may increase with Sponsorship, though it is likely that Departmental Representatives will be able to get more money if they need it through their respective department.

● BAH Fest: £6,000

- This is a successful, profit-making event that is becoming a traditional RCSU event. MM mentioned that he will be having a sit-down with Lloyd James and Michael Edwards (RCSU Presidents 2016/17 and 2017/18 respectively) to discuss the future of BAHFest. MM's idea would be to slowly integrate the event back into the RCSU slowly using the Ents team over the next few years. RK seemed to be in agreement that this was a good plan.

● Sport Activities: £500

- Amount is being set-aside for the RCSU Sports Officer. Will be re-allocated if unused.

● RCSU Careers Fair: £600

- Obligatory by the Constitution. Money will be spent on catering. MM suggested running the event early in the autumn term. The question of turnout was raised as DepSocs will run their own careers fairs anyway. MM & SM suggested that this is more relevant when we use broader companies, and draw in Sponsorship funding. RK wanted to make sure that this would not mean that only Finance or Consultancy companies were in attendance. SM asked if companies were invited along or if they paid to be at the event. Event didn't run in 2017/18 so it was suggested inviting many companies for a small fee except for those who gave sponsorship.

● Office Costs and Misc.: £500

- Cut down by £1,500 from the previous year due to the effectiveness of measures introduced by last year's Honorary Secretary. Suggested that this

should continue so money can be put into more student-reaching activities.

- **Fresher's Campaign: £1,500**
 - Many items of stock that were in use could be reused (ie RCSU Condoms still available from previous year). This will also include events held in Freshers' Fortnight. MM raised the suggestion of free Tampons to match a similar idea by CGCU. SS said that this would require more thought and will come back to the committee with a recommendation.
- **Fresher's Handbook: £500**
 - Amount to match last year's budget. SM enquired about how these were distributed, with MM reporting that they were mainly distributed during the Freshers' first lectures on tables. SM suggested using Chemistry's "Fresher Packs" to distribute - which MM believes matched the previous year.

D. **Spends (Entertainments)**

After deducting the Operations budget from the income a total amount of **£,9845** is available for Entertainments *excluding any further money raised by sponsorships*. How this money is spent will be subject of an upcoming General Committee meeting. Due to the smaller budgets for almost all operations this would be the pot that we would take money from if needed. It will be stressed heavily to the operations board they should not be going over budget for their respective areas and need to speak to MM **and** SM before committing to spending to avoid going over budget. (MM mentioned how this happened numerous times in 2017/18 and was difficult to work with).

MM also mentioned that there would be scope to make profit off of events and that this can very easily be put back into operations/future events.

E. **Budgeting Summary**

The Operations allocated budget is as follows.

Operations	2017/18	2018/2019
Science Challenge	8,500	6,250 (7,250)
Broadsheet	1,200	1,300
Welfare	500	650

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Sports	500	500
Careers Fair	600	600
Office Cost and Misc.	2,000	500
Fresher's Campaign	1,500	1,500
Fresher's Handbook	500	500
Total	£15,300	£11,800 (£12,800)

Entertainments	2017/18	2018/2019
BAH Festival	6,000	6,000
Other (TBC)	4,400	9,845
Total	£10,400	£15,845

F. Approving of the budget

The proposed budget as above for Operations and the BAH festival was put to a vote of approval by the Executive:

For: MM, SM, RK, KW, SS

Against: -

The budget passed unanimously.

Meeting closed at 17:30.

Next meeting will be a General Committee Meeting - Date: TBD