

UNIVERSITY OF DUBLIN
TRINITY COLLEGE
MINUTES OF THE CAPITATION COMMITTEE
25th November 2014
at 10am, Elizabethan Room, House 6

PRESENT: Prof. Brian McGing (Chair/Senior Dean), Bernadette Banahan (Committee Secretary), Annemarie Moore (Financial Services Division), Prof. Kevin O'Kelly (Dean of Students), Eanna Drury (CSC), Sile Somers (CSC), Andrew Burrows (CSC), Cyril Smyth (DUCAC), John Lumsden (DUCAC), Claire Buttanshaw (DUCAC), Kacper Coulter (DUCAC), Megan Lee (GSU), Conor O'Connell (GSU), Domhnall McGlacken-Byrne (SU), Ian Mooney (SU), Katie Byrne (SU).

APOLOGIES: Ronan Hodson (CSC) – Caitriona Sheil deputising, Lara Connaughton (Trinity Publications) – Jennifer McCahill deputising.

IN ATTENDANCE: Joseph O'Gorman (CSC), Simon Evans (SU), Catriona Kennedy (DUCAC), Adam Hanna (GSU), Jennifer McCahill (Trinity Publications).

Bernadette Banahan, Committee Secretary circulated the attendance sheet for members' signature.

Prof. Brian McGing introduced himself as the new Senior Dean and Chair of the Capitation Committee. Brian asked each member for a brief introduction, as many members are new to the Committee.

Item 1. 'Review of Minutes of the last meeting 29th May 2014':

The draft minutes were previously circulated to members, for their review.

- There are two amendments to be made to Item 3, 2nd bullet point. The figure €1,053,000 should read €1,068,000. The figure 1.75% should read 1.25%. The Minutes were approved, with no further amendments. **Action:** Bernadette Banahan to edit Minutes and circulate to members.

Item 2. 'Matters Arising from Minutes of the last meeting 29th May 2014':

- **Refer to Item 3, 'Following Meeting with Vice Provost':** Members discussed their concerns about the possible future cut in funding for 2015/16. It is the Senior Dean's understanding that this is to be reviewed and communicated via the ABC process. Members expressed frustration regarding the ABC process and question how the Capitation Committee can fit into such a process. Annemarie Moore indicated that the ABC meetings are planned to be held in Qtr 1 of 2015 (probably March). **Action:** Annemarie Moore to seek confirmation of ABC meeting dates and notify Senior Dean.
- **Refer to Item 3, 'Following Meeting with Vice Provost':** The Senior Dean asked members if they had given any thought to reviewing and increasing 'the student levy', to assist in funding the capitated bodies. Both GSU and SU initial comments are that to date they did not have an opportunity to review this issue, but perhaps it could be discussed at another meeting. However, they are really not keen to introduce an increase in the levy to students, who are already struggling financially.

- **Refer to Item 4, ‘Review of meeting held with VP, Global Relations’:**
 - Megan Lee of GSU does not have documentation to confirm GRS funding. She contacted Global Relations, who referred her to the COO’s Office – Megan is awaiting a response. **Action:** Bernadette Banahan to copy Megan on relevant correspondence on file.
 - Prof. Kevin O’Kelly (Dean of Students) indicated that Global Relations need detailed information from the capitated bodies to clearly indicate what type of funding is required. John Lumsden (DUCAC) would like to see clarification on whether there is a proper link-up between the ABC process and Global Relations distribution of funding?
 - Annemarie Moore (FSD) confirmed that the GSU student recruitment numbers are sufficient to allow the release of the €30K to GSU. Megan Lee (GSU) was happy to hear that the €30K is confirmed and available. **Action:** Annemarie Moore (FSD) to arrange payment to GSU.
 - It was also agreed by members that the Capitation Committee should apply, on behalf of all capitated bodies, to Global Relations for the GRS funding. It was suggested that the process followed by GSU when they applied for GRS funding (i.e. via the Senior Dean as Chair of the Capitation Committee) should be followed for future submissions for GRS Funding by any of the Capitated Bodies. **Action:** The Senior Dean to contact the new VP, Global Relations (Juliette Hussey) to clarify what funding is becoming available and the appropriate application process.
 - **Action:** The Senior Dean asked **members** to review what possible funding projects they wish to apply for. Prof. Kevin O’Kelly, Dean of Students indicated to members that each capitated body needs to review what impact the additional, newly recruited students makes on their services and form the application for funding on that basis.

- **Refer to Item 6, ‘Final Allocation including the Trinity Ball 2013 Surplus’:** Prof. Kevin O’Kelly, Dean of Students indicated that he is approached by students / clubs for ‘once-off’ special event funding and he doesn’t have a budget for this. He asked if members would consider organising a ‘special pot’ to come from areas, such as the Trinity Ball surplus, which could then be accessed for such event funding? While members understand the need to support and encourage students and clubs to participate in worthwhile events, members feel that those students should be approaching the relevant capitated body regarding their request rather than creating another admin/budget layer.

Item 3. ‘Presentation of Audited Accounts by each Capitated Body’:

The order of the Accounts presentations was changed to facilitate Jennifer McCahill, Chair of TCD Publications, as she had an exam to attend later this morning.

PUBLICATIONS

Jennifer, McCahill, the Chair of TCD Publications, presented the audited accounts on behalf of Lara Connaughton (Treasurer), who was absent due to illness. There was a reduction in ‘revenue’ due to a reduction in advertising income, but all are working hard to rectify the situation in 2014/15. Annemarie Moore (FSD) indicated her concern that a reduction in advertising income could eat into ‘reserves’. Annemarie also asked if ‘cheque signatories’ are under control? Jennifer confirmed that the appropriate procedure is in place. Annemarie was satisfied to see there are no outstanding debtors and all advertising was collected – ‘a positive way to end the year’. Annemarie Moore confirmed she had met the relevant Trinity Publication member regarding accounts and annual reports and that all the best practice requirements have been met.

DUCAC

John Lumsden, Honorary Treasurer of DUCAC presented the audited accounts. John referred to page 7 of the Accounts – see deficit of €61,225. Points of note: this is after receiving income from the transfer of the Pavilion Bar. It was suggested that if the Pavilion Bar performs well in future years, it is anticipated that the Pavilion would be able to transfer more funds to DUCAC. Food income in the Bar was reduced, but drinks income increased. The Chef had left the Pavilion, and only ‘convenience food’ was served. DUCAC agreed to review the service – a new General Manager has been appointed and new improvements are in place. The €61K deficit could also be attributed to costs related to staff ‘maternity leave’ payments and reduction in club memberships. Annemarie Moore confirmed she had met the relevant DUCAC members regarding accounts and annual reports and that all the best practice requirements have been met.

SU

Domhnall McGlacken-Byrne, President, SU presented the audited accounts. The SU is experiencing more case-work due to an increase in student numbers. The Book Shop was wound down during the year and a new Computer Repair Service was established from which it is expected to yield a significant increase in income over the coming year. The capital expenditure was forecasted due to re-furbishment plans. Annemarie Moore (FSD) received clarification from Simon Evans (SU) regarding this. Annemarie Moore, confirmed she had met the relevant SU members regarding accounts and annual reports and that all the best practice requirements have been met.

CSC

Andrew Burrows, Treasurer (CSC) presented the audited accounts – there was nothing major to report. Annemarie Moore (FSD) received clarification from Lucy O’Connell (CSC) regarding some variances on expenditure and these were satisfactorily explained. Annemarie Moore confirmed she had met the relevant CSC members regarding accounts and annual reports and that all the best practice requirements have been met.

GSU

Megan Lee, President (GSU) presented the audited accounts. During 2013/14 there was a deficit of €3,012 – this was probably due to huge levels of activity with post-grad students last year. Also the cost of printing two journals unfortunately occurred in the one financial year. There was some capital expenditure – a new PC and software were badly needed. The President advised that the annual expenditure in the year under review was more in line with normal operational expenditure. Increase in Salaries is due to the engagement of part-time Officers. Annemarie Moore (FSD) referred to the ‘Officers’ Expenses’ being accrued and asked if this cost had been paid yet? Megan advised that GSU was still waiting for College to issue the invoice to them. GSU will keep this amount ‘accrued’ for the moment. Annemarie also commented that the GRS allocation of €30K probably should have been noted in the 2013/14 Accounts, as the amount refers to that year.

CAPITATION COMMITTEE DRAFT ACCOUNTS 2013/14

Annemarie Moore (FSD) presented the draft Accounts of the Capitation Committee for 2013/14. No queries were received from members.

Item 4. ‘Presentation of Annual Reports by each Capitated Body’:

- (a) The Annual Reports were previously circulated to members and these were taken ‘as read’.
- (b) Summary Annual Report: **Action:** The Senior Dean asked that **each capitated body** provide a one to one and a half page ‘Executive Summary/Highlights’ document and forward it to Bernadette Banahan (Secretary) by Friday 5th December 2014. This information is to be used in the preparation of the Committee’s Annual Report, which needs to be submitted to the Student Life Committee by the end of Michaelmas Term.

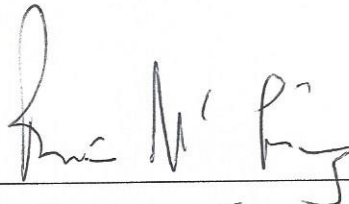
Item 5. 'Allocations for 2014/15':

Annemarie Moore (FSD) circulated and presented the draft Allocations for 2014/15 at the meeting.

- The continued provision to GSU of €10K (i.e. contribution from top three Capitated Bodies) was discussed in relation to GSU now confirmed to receive €30K from Global Relations. It was agreed by Megan Lee, President (GSU) to relinquish the contribution of the €10K, in light of the GRS funding. It was also agreed by the Committee that this arrangement would be reviewed on an annual basis and the top 3 Capitated Bodies would revert to the previous arrangement, should the GRS funding not be paid to GSU or removed. **Action:** Annemarie Moore to revise and circulate the Draft Allocations for 2014/15 to reflect this new arrangement.
- **Action:** Annemarie Moore asked that each **Capitated Body** send her as soon as possible their request to draw-down their allocation.
- Allocations for 2015/16 – members discussed this. **Action:** It was agreed that the **Senior Dean and one representative (President/Chair) from each Capitated Body would form a 'working party'** to review and agree a strategy on future funding. The 'working party' would seek to meet with the Vice Provost in advance of the ABC meetings during Qtr 1 of 2015. **The 'working party' to hold its first meeting before the Christmas break.** Members agreed that it would be helpful if each Capitated Body could 'quantify' the impact each additional student makes on its services. Members also commented on the importance of the services provided by the Capitated Bodies, which 'positively contribute' to the reasons why students choose TCD (therefore effecting College rankings).

Item 6. 'Any Other Business':

There being no other business for discussion, the Chair called the meeting closed at approximately 11:45am.

Signed 
Date 14 May 2015