

## **Minutes of the Capitation Committee**

**21 November 2017**

**At 11.00am in the Elizabethan Room, House 6**

**Present:** Prof John Parnell (Chair), Aidan Marsh (DUCAC), Elaine Sharkey (FSD), Prof Kevin O’Kelly (Student Life), Benn Hogan (CSC), Fiona May (CSC), Greta Warren (CSC), Dahnán Spurling (CSC), Donagh McDonagh (DUCAC), Roisín Harbison (DUCAC), Aidan Kavanagh (DUCAC), Shane Collins (GSU), Pia Helbing (GSU), Carla King-Molina (PUBS), Kevin Keane (SU), Damien McClean (SU), Una Harty (SU),

**Apologies:** GSU - Dr Geoff Bradley; DUCAC – Brian O’Ruairc, Megan Jungmann

**In Attendance:** Lucy O’Connell (For Joseph O’Gorman), Clare McCarthy (PUBS), Simon Evans (SU)

Aidan Marsh, Committee Secretary, Circulated the attendance sheet for members signature.

Professor John Parnell as chair of the Capitation Committee opened the meeting. Introduced himself and requested that other members of the Capitation Committee introduce themselves.

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### **Item 1: Minutes of the Last Meeting of 27 June 2017, Draft Previously Circulated)**

Senior Dean Professor John Parnell raised the minutes. As no corrections had been communicated to the Secretary, the minutes were deemed correct.

### **Item 2: Matters Arising**

There were no matters arising from the minutes.

### **Item 3: Presentation of Accounts**

#### CSC

The Society Loans is a larger figure than in reality and is considerably less than presented in the documents circulated. Lucy mentioned that some minor figures were in error, and that corrected versions would be provided.

The Senior Dean, John Parnell, queried the doubling of Special Grant figure. Benn Hogan informed those present that the increase was primarily due to the Dance Society’s requirement for space outside of Trinity as they were no longer able to make use of the Sport Hall. He further noted that the Special Grants figure would be reduced over coming years due to it no longer being used to supply the Trinity Arts Festival. Lucy O’Connell mentioned that the Special Grants figure can tend to increase or decrease on a year by year basis depending on what is required. It was also noted that the visit from Martin Scorsese also required a large grant to be provided as the funding which the Historical Society had expected to be able to use for the visit had fallen through. It was additionally noted that this loan had mostly been repaid by the time of the meeting.

#### DUCAC

Donagh McDonagh (DUCAC) mentioned that there was a mistake on page 12 of the accounts circulated, which has now been corrected in an updated version of the accounts (some figures of DUCAC and Pavilion were reversed on page 12. It was noted that sales were up at the Pavilion Bar, and that it was believed that this was primarily due to an increase in Advertising funding.

Donagh Mc Donagh then highlighted a number of items from the accounts as follows:

€10,000 standard transfer to DUCAC for sports purposes.

€30,000 still to be paid back out of €250,000 loan from DUCAC.

Sales of food and drink in Pav up. In line with increases in area outside of college.

While wages were increased, Advertising and Stationary below standard costs in area.

Sky/Setanta Subscription renegotiations will be undertaken this year

The increase to the Telephone and Fax Expenses was queried by Senior Dean. It was explained that the costs had increased due to the process of refurbishment, which took place last year, to acquire new equipment and phone lines, as well as additional printing resources.

Glasses and Bar Sundries were noted as higher than average, but are an ongoing expenditure item due to breakages.

Debts from the Pavilion balance sheet have been cleared as of 30<sup>th</sup> September. The Creditors noted were revenue creditors and DUCAC have discussed the matter with Elaine Sharkey (FIS).

While DUCAC's capitation appears to be down, timing of capitation drawdown and DUCAC's financial year end (30<sup>th</sup> June 2017 should be taken into account). Both Club Subscriptions and Transfer from the Pavilion are up on previous years.

It is expected that Coaching expenditure will rise over the next couple of years to ensure that clubs have the best possible support and ensure high standards.

Overall, expenditures were stated to be 'standard. Very stable'

There will be a dip into DUCAC's reserve over the coming year to provide the funds to refurbish the toilet facilities in the Pavilion Bar as The Bar will have to close while toilets are being refurbished and wages will still need to be paid.

Overall, DUCAC are happy with how the Pavilion Bar has run over the past year and are expecting income to be increased over the coming years with new targets and records being set.

## GSU

Shane Collins (GSU) summarised the accounts of the GSU.

- The GSU has been dedicating more funds towards running events for the postgrad community.
- There have been salary reductions.
- Overall expenditures have been stable.

Shane Collins noted that the Capitation Receipts for GSU may be reduced by €30,000 next year as the money ringfenced from Global Relations may possibly be no longer assigned to the GSU. This would undoubtedly cause difficulties for the GSU next year and, as a result the GSU are looking into other ways of procuring funds.

The GSU are looking at trying to materialise some outside activities and build up external relations. As well as looking at commercial opportunities for the Graduate Conference.

New sources of incomes being looked for. As an example 'Fashion' is being examined as a potential source of revenue. It is hoped that the increase in taught postgraduates will also prove to be a source of funds.

The GSU are restructuring with the intent of having a Board. Once the strategic plan is in place, the GSU Executives will ensure that the Board receives reports. It is hoped that the presence of a Board will be able to provide GSU with greater continuity between executive governance in light of the lack of an Administrative officer.

## SU

Simon Evans (SU) briefly ran through highlights of the SU Accounts.

There has been a substantial reduction in price of student cards, relating to reduction in income from Student Services.

All areas of expenditure were what on target.

The SU Shops turned a profit and the SU are looking forward to the situation improving further in years to come. The revenue in the SU shop in House 6 was heavily impacted by the LUAS works due to Front Gate closure.

John Parnell (Senior Dean) queried the reduction in Student Services expenses. It was explained that the primary reason for the reduction was that DIT now have their own facilities for providing students with Travel Cards, and therefore DIT students are now getting their travel cards from DIT instead of here, leading to a reduction in Student Services expenses.

## PUBS

Carla King Molina (PUBS) summarised notable elements of the accounts of PUBS.

It is intended that PUBS will increase the websites, and prominence of websites, of small publications. It is hoped that by doing this it will allow additional sources of revenue via an increase in advertising on these online sources, as online advertising is being increasingly preferred by those who favour PUBS publications.

The expenditure for Trinity News was up this year, primarily due to adding additional pages to the newspaper, and also due to the decision to publish the Trinity Ball Guide as a separate document

There was Capital expenditure on new equipment which is being seen as an over-time investment.

PUBS are hoping to work more with Alumni to receive income, which has led to increased expenditure on Alumni dinner.

Reserves are still healthy.

## **Item 4: Presentation of Annual Reports**

## Annual Reports

The hard copies of the Annual Reports of each capitation body were circulated to members in advance of the meeting. No-one had any comments on the reports which had been circulated.

### Summary Annual Report of the Capitation Committee

Aidan Marsh (Committee Secretary) requested that all capitation bodies provide him with a brief one-page summary of their annual report for the purpose of compiling the information for the Capitation Report for Financial Services and Student Life.

### **Item 5: Allocations for 2016/17**

There is a substantial forecasted increase in student numbers for the year, though we will not be able to know the final allocation until March/April. The final figure is expected to be close to target as given by Elaine Sharkey. It was noted, as mentioned at previous meetings, that this is the last year of the capitation model as it stands and that the model will need to be examined with the future in mind.

Elaine Sharkey will have further information on funds available for allocation in future.

Regarding PPI & IMRO: We are over accrued in the last couple of years. Elaine Sharkey believes that there may be additional funds to distribute from those accruals. Elaine Sharkey believes that PPI may have not correctly invoiced us for several years and that we may receive historical invoices, and that this has already occurred at one point in relation to the Pavilion Bar.

Aside from this there are no other foreseen expenses and Elaine Sharkey is happy to negotiate should additional invoices be brought by PPI.

John Parnell (Senior Dean) raised a query with regard to Allocations and the historical basis of Allocation. Elaine Sharkey stated that she had previously attempted to find historical basis but could find none, and that there is no recorded historical basis. Lucy O'Connell (CSC) mentioned the basis for current Allocations was historic when she first attended meetings 27 years ago.

Regarding this John Parnell stated that the figures were clearly from a long time ago and that the historical allocation may not reflect on modern circumstances. He noted that he was not indicating that changes should be made, but merely wished to raise awareness. His view was backed up by Kevin O'Kelly (Dean of Students).

Dahnan Spurling (CSC) agreed, but stated that the current percentage breakdown had allowed each group to grow, and that as the figure was expressed as percentages there had been no specific need to change it as, while capitation figures may change, percentages did not.

John Parnell (Senior Dean) raised the change in relation to the ringfencing to GSU of 30k from Global Relations and that this requires mature consideration.

*Action: Aidan Marsh (Committee Secretary) to circulate minutes from 4 years ago regarding Global Relations funds.*

Elaine Sharkey explained for the benefit of those who were new to the Capitation Committee that when the agreement with Global Relations was reached, it was agreed that GSU would receive the funds and that it specifically was not ringfenced from money for capitation. The money had been

specifically set aside by Global Relations for the purpose of attracting more international postgraduate students.

Donagh McDonagh requested that a note be written for the circulation among members to explain the ring-fenced money. Elaine Sharkey agreed to do this.

*Action: Elaine Sharkey to circulate memo explaining exactly how the Ringfenced GR funding worked and how it was worked into the current capitation funding model.*

Shane Collins (GSU) stated that the GSU is already under pressure from the explosion of postgraduate taught students and that any removal of their current income will have significant impact on their ability to deal with issues that take place, particularly considering that numbers were still expected to rise further. Sean Collins was supported in this by Kevin Keane (SU).

*Action: All members of the Capitation Committee to discuss the necessary change in funding to take place over the coming months with their particular capitated bodies.*

Kevin O'Kelly (Dean of Students) reminded the committee of the need to consider inflation when the capitation figures were to be reviewed later in the year citing that it was noteworthy in reports that many expenditures had been effected by inflation.

Elaine Sharkey noted that 'class' of student may be something that will be examined regarding capitation fees.

Shane Collins noted that College has increased fees and are seeking larger increases in fees next year, and that there is feeling among the capitated bodies that the increase in fees should mean that there is a greater allocation to student bodies.

Elaine Sharkey suggested that waiting to take action until final allocation figures were known would be sensible and that was agreed.

Kevin O'Kelly stated that previous negotiation regarding the model had been carried out between Capitation Committee Representatives and the Vice Provost.??

*Action: Working group of experienced individuals should be formed to prepare a case for an increase in the Capitation Fee. President of SU, President of GSU and other representatives of capitated bodies should be part of this group.*

Elaine Sharkey wished to make the Capitated Bodies aware that FIS are constantly getting bombarded with fraudulent emails regarding the need to change bank details, and that all bodies should be aware that such emails exist and to ensure that any such emails received are independently verified so that the capitated bodies are not defrauded.

## **Item 6: Discussion of the Student Levy**

Kevin O'Kelly (Dean of Students) summarised the previous decisions of the Capitation Committee with regards to the Levy.

Benn Hogan (CSC) Queried who manages the student fund.

In terms of putting a system in place to collect the levy, Kevin Keane stated that his predecessor had been in negotiations with Academic Registry. He himself is to have further meetings with AR later in the week.

Simon Evans (Students Union) stated that Academic Registry manage collection of the USI Levy with a historic agreement in place for an annual administration fee.

Kevin O'Kelly stated that while funds have yet to be collected from Academic Registry, according to the Bursar funds may now be allocated from the Levy for spending.

Queries were raised as to how proposals may be made for the use of the Levy funds.

Benn Hogan queried who had oversight of the levy funds.

It was stated that the committee voted into being by the Capitation Committee at the meeting of June 27<sup>th</sup> existed to approve and entertain all applications to the capitation committee.

Kevin Keane requested that the subcommittee be formally convened to 'get the ball rolling' on the approval of the use of funds for spaces.

Ben Hogan felt that there was still no clarity on how funds are managed and that the capitation committee may need to appoint another subcommittee for the management of the levy.

It is necessary that the existing subcommittee be aware of what funds are available

Kevin Keane, Shane Collins, and Benn Hogan are to continue discussions with Academic Registry concerning the fee for administering the Levy.

The following is the membership for Student Levy Management Subcommittee:

Chaired by Dean of Students  
Student Union President  
Graduate Student Union President  
Central Societies Committee Chair  
Representative of Student Body??  
Bursar  
FIS Rep

Should any names be missing from this list, please inform the Secretary so that a suitable amendment to the minutes may be made.

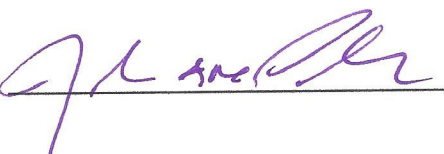
It was proposed that the Capitation Committee members of the Subcommittee be the ones to be permitted to formally approve projects under €10,000.

### **Item 7: Any Other Business**

SU Welfare Consent workshops have been successful in Trinity Halls. Kevin Keane wished to highlight that he would be speaking to the capitated bodies about moving beyond Halls to clubs, societies, etc. to prevent the stigmatisation of Trinity Halls. Benn Hogan agreed that it should be expanded. Clare McCarthy (PUBS) also agreed.

It was requested that members check the 'Contact List' that was circulated prior to the meeting to ensure that their own details are correct, and to forward any missing information to Aidan Marsh (Committee Secretary)

Signed:



Prof John Parnell, Chair