

## **Minutes of the Capitation Committee**

**22 November 2018**

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

**Present:** Chair – Prof John Parnell, Secretary – Aidan Marsh, FSD – Elaine Sharkey, Student Life – Prof Kevin O’Kelly, CSC – Hugh Fitzgibbon, CSC – Ronan Hodson, CSC – Conor Gill, CSC – Ciaran Maguire, DUCAC – Donagh McDonagh, DUCAC – John Bolton, DUCAC - Jemil Saidi, GSU – Oisín Coulter, GSU – Shubhangi Karmakar, PUBS – Sorcah Ní Cheallaigh, PUBS – Emma McCarthy, SU – Shane de Rís, SU – James Cunningham, SU – Aimee Connolly

**Apologies:** DUCAC- Molly Flynn

**In Attendance:** CSC – Lucy O’Connell, DUCAC – Aidan Kavanagh, GSU – Dr Geoff Bradley, SU – Simon Evans

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

Professor John Parnell as chair of the Capitation Committee opened the meeting.

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### **Item 1: Minutes of the Last Meeting of 1 May 2018, (Draft Previously Circulated)**

The Senior Dean, Professor John Parnell asked if there were any corrections to be made to the minutes as none had been raised with the Secretary he then proceeded to sign them.

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

A query was raised by Ciaran Maguire (CSC) as to whether the Terms of Reference for the Student Spaces Working Group (SSWG) had been ratified. The Chair stated they had not but could be ratified at this meeting.

**Decision: Terms of Reference of the Student Space working group ratified by the Committee**

### **Item 3: Discussion of Loan Agreement**

The Chair referred the Committee to a Memo from Elaine Sharkey (FSD) regarding the management of the Loan circulated prior to the meeting and asked if there were any comments.

Ciaran Maguire (CSC) suggested that as the €50,000 for Atrium refurb would be managed by the CSC, that portion of the loan should be transferred directly to CSC 5. Elaine Sharkey suggested that the Students Union would be able to transfer the relevant funds to the CSC as part of the loan management; however it was for both Bodies to agree if the transfer was to be split between CSC and SU.

Elaine Sharkey suggested that until such time as the loan was repaid a representative from FSD should sit on the SSWG.

The Senior Dean requested an update on the collection of the levy. Shane de Rís (SU) confirmed that SITS has been changed to allow the collection and that everything was on track for collection in the coming academic year.

Simon Evans (SU) noted that it was important to make sure that the charge from Academic Registry stays as an agreed fixed sum of €7,500 per levy.

A query was raised regarding whether the student body would be required to fund the changes to the system. In response Shane de Rís referenced the following Finance Committee Minute:

Cost for changing the system to allow for the collection of the Levy “will be borne by the University and will not be passed on to the Students as the benefits of the simplified billing and collection process will future-proof the system” (Ref FN/17-18/109 Consolidation of Student Levies and Charges )

**Decision: The Committee agreed to use the process set down by Elaine Sharkey (FSD) in a memo to the Chair of 19<sup>th</sup> November (Ref: Proposed Management of Loan for Student Spaces) to manage the loan with the CSC receiving €50k and SU receiving €130,000.**

**Decision: An FSD representative to sit on the SSWG until the loan is repaid.**

#### **Item 4: Presentation of Accounts**

Copies of the Accounts of each capitated body (exception GSU) were circulated to members in advance of the meeting

##### CSC

CSC representatives noted a moderate overspend, primarily due to increased expenditure in payments to an increased number of societies. It was noted that there were savings in administrative costs, and that special grants for International Competitions such as the World Debating Championship were significant due to competition location. The CSC will try to reel in spending, but reserves are healthy at approximately the same level as the CSC’s annual grant.

##### DUCAC

DUCAC’s commitment of €235,000 for Outdoor Sports Facilities was funded via the Pavilion Bar and this impacted on the accounts over the last few years while repayments were made. The final instalment has, however, been paid since year end and the commitment is now fully discharged.

As noted, an unexpected cost for the Pavilion Bar was approximately €80,000 due to forced closures due to bad weather (storms), with a further estimated €40,000 lost due to the Summer Series Concerts. It is also noted that the change in College year may also have impacted sales at the Pavilion Bar.

Refurbishments of the Pavilion Bar are now complete, though there were unexpected but necessary additional refurbishment costs such as replacement of the bar floor for health and safety purposes.

Donagh McDonagh (DUCAC) noted that a minimum spend would make an enormous difference to the profitability of the Pavilion Bar. He also stated that the increase in VAT on food may have an effect on student spending. However he wished it noted that the percentage profitability of the Pavilion Bar is very good and that it is a well-run business.

##### GSU

There has been a reduction in officer expenses. This, being combined with an increase in net profit and an increase in sponsorship resulted in the GSU ending the year in surplus.

The Secretary asked for the GSU's accounts to be forwarded to him for circulation to the Committee.

### SU

An increase in spend during 2018 was primarily due to 2 campaigns run by the SU (Take Back Trinity and Repeal the Eight). It was noted that the Editor of the University Times and running costs of the paper are a considerable expense.

The Chair raised a concern in relation to the Treasurer's Report and asked if the SU could expand on what might be done in relation to reducing the SU's deficit. The SU President noted that the SU would need to examine its priorities, and that they would need to consult with members on what to prioritise. The Chair asked the SU President to report back to Capitation at the next meeting regarding plans to reduce the SU deficit.

Shane de Rís stated that they would consult members and once passed through Council will be able to come back to the Capitations Committee. He also noted that there is concerted effort to increase footfall to the shops.

Ciaran Maguire (CSC) asked what the approximate costs of running the University Times was, and was informed that these were approximately €50,000 for printing, editor's salary and accommodation.

**Action: SU Deficit to be discussed at next Capitations Committee meeting**

### PUBS

Publications apologised for the late circulation of accounts. They had been "signed off" by auditors, but there remain some queries still to be resolved. Sorcha Ní Cheallaigh (PUBS) noted that the overall deficit is closer to €5,000 rather than the figure listed in the accounts.

Spending was primarily on equipment, with less spend on print media, and more on online media. It is hoped that the deficit will be eliminated by next year.

Publications wished it to be noted that the accounts were significantly delayed by the auditors, and that Publications only received the accounts back from the auditors three days before the meeting. They had not yet had time to properly go over returned accounts and raise queries with auditors. Elaine Sharkey (FSD) had met with Publications and together they had found when going through accounts that there was €3,000 income owed at year end but not reflected as an accrual. Publications noted that this was a significant sum for them and a significant failure on the part of the auditors which they would be addressing and it was likely the accounts would be amended accordingly.

**Action: Pubs to query accounts with auditors and send any updated version to the Capitation Secretary**

## **Item 5: Presentation of Annual Reports**

Copies of the Annual Reports of each capitated body (exception GSU) were circulated to members in advance of the meeting.

### CSC

International competitions were a little more demanding on the CSC's resources. The CSC will be continuing to hold 4<sup>th</sup> week, which is an added expense, but popular among the students. The number of societies has risen to 126 societies in the past 5 years, largely as a result of a more diverse student body requiring more student groups.

The Dean of Students queried if 4<sup>th</sup> week was held too soon, particularly with the calendar change, and asked if the CSC had considered moving it to the start of the 2<sup>nd</sup> semester. He also asked them to consider how they might bring postgraduate students into the broader College experience.

### DUCAC

Many clubs are doing well. Having outgrown the Dining Hall, the annual sports awards moved to Clontarf Castle and continues to be very successful. DUCAC are also looking at plans for new sports grounds. At present there are 50 registered clubs and DUCAC is now at full capacity. It was noted that 2 clubs in particular cost a very large amount (c. €250k and €140k) to run, with a significant contribution to funding for these sourced from club sponsorship and membership.

Donagh McDonagh commented that fundraising to DUCAC was very low in comparison to international funding. The Dean of Students noted that the majority of clubs (barring intervarsity) compare comparably to most sports club models, including the U.S.A.

### GSU

It has been a good year for the GSU. There were issues that the GSU had around postgrad fees but a resolution was negotiated with College with the assistance of the SU. The Union of Students of Ireland has introduced a part time Postgrad Officer. As mentioned in the accounts, revenue has increased, as have the number of events which the GSU run annually.

Hugh Fitzgibbon (CSC) offered congratulations to the GSU on getting a seat on Finance Committee.

### SU:

Services have been maintained. Ents events were successful. The Referendum and Take Back Trinity campaigns were both significant highlights.

### PUBS:

There has been an increase in recognised publications. The number of issues published was down due to Publication's aim to move services online. Reflecting on the increased diversity in the student body mentioned by the CSC, it was noted that Publications are also aiming to expand the diversity of their produced media. As mentioned under accounts they are looking at options for a wider monetisation stream and noted that advertising had gone up.

The Chair asked if Publications and The SU had a measure of how many people read their media online vs how many read in print. The SU noted that they had solid figures for online readership, but that print was harder to judge, and Publications added that while print media was a premium service, they wished to ensure that there will always be print media.

Query from Shubhangi Karmakar (GSU) regarding off-campus accessibility which Publications responded to, explaining that a distribution schedule exists in off-campus satellite areas. Publications further noted that they are trying to increase accessibility in diversity, trying to fund the people who

cannot get funding elsewhere and while it can be difficult efforts are made to ensure that there is a diversified spread of content.

**Item 6: Allocations for 2018/19**

Elaine Sharkey (FSD) noted that there was a surplus of funding which had built up over the last few years of approximately €14,000. Given that a new percentage model had been agreed by the Capitation Committee at the previous meeting she asked if this surplus should be distributed based on the old percentages or the new.

***Decision: The Capitation Committee agreed to distribute the surplus based on the old percentages.***

Elaine Sharkey noted that 2018/19 is the last year for current funding model and the Committee needs to decide how to proceed, either requesting a time extension or explore a new model. The Dean of Students commented that any new figures should incorporate inflation.

***Action: Secretary to look at old records to see who working group consisted of***

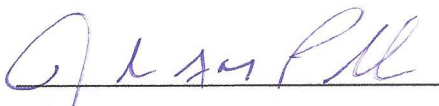
***Action: Elaine Sharkey to circulate extension of model with forecast of future students and inflation.***

***Action: Capitated Bodies to decided nominees for working group. Send list of working group reps to Secretary.***

**Item 7: Any Other Business**

No other business

Meeting ended 12.20pm



Professor John Parnell, Senior Dean