

MINUTES OF THE PROCEEDINGS
of the ninth meeting of
the **Clubs and Societies Board**
of the Imperial College Union
in the 2009-2010 Session

The meeting of the Clubs and Societies Board was held in Union Dining Hall of the
Union Building on the 25th May 2010 at 6.00pm

Present:

Deputy President (Clubs & Societies)	Jenny Wilson– Chair
Deputy President (Finance & Services)	Danny Hill
ICSMSU Representative	Anil Chopra
RSM Chair	Henry Debens
OSC Representative	OSC Chair elect
ACC Chair	Charles Murdoch
A & E Representative	Gavin Evans
RCC representative	Nathaniel Bottrell
Media Chair	Richard Waldie
Permanent Observer:	
Memberships Services Manager	Phil Power
Governance and Administration Coordinator	Rebecca Coxhead

Apologies: President Ashley Brown, Deputy President (Education) Jonathan Silver, Deputy President (Welfare) John James

Not present: Silwood Park Chair Cat Walker, RCSU Representative Jacqueline Fok, SCC Chair Nicolas Massie

Observer: RSM President elect Ben Moorhouse, ICUC Representative Andrew Norfolk

The agenda was reordered to consider agenda items 5 and 6 first.

5. RCC CONTINGENCY CLAIM

RECEIVED: The paper was presented by Andrew Norfolk

NOTED:

- a) The total amount requested is £401.15.
- b) The Underwater Club is funding half the cost of the equipment replacement.
- c) The total amount for the replacement equipment (echo sounder, GPS and navigation) is £1370.50.
- d) The Board moved to a vote on accepting the contingency claim and the vote is as follows:

FOR	6
AGAINST	1
ABSTAIN	1

RESOLVED:

- 1) **To fund the RCC contingency request of £401.15.**

6. STANDING ORDERS

RECEIVED: The paper was presented by the Deputy President (Clubs & Societies)

NOTED:

- a) An appendix of what clubs sit with the CSC should be included.

- b) In regards to treasurers meetings, it was suggested that it is more about making treasurers accessible and communicating when they are available.
- c) The CSC's are to 'fill in the blanks' where appropriate.
- d) This exercise will also be undertaken by Faculty Unions at some stage soon.

The agenda returned to normal ordering at this point.

1. CHAIRS BUSINESS

NOTED:

- a) ACC Cricket tour did not go ahead.
- b) Clubs are to pick up Health and Safety instruction cards from SAC reception.
- c) There are still outstanding contact details for various 10-11 committees.
 - i. It is imperative that these are submitted so that new officers can be invited to training.
- d) Transfers will not be processed if received after the 30th June.
 - i. Equipment grant will not roll over if it wasn't in the grant budget at the beginning of the year.
- e) If any CSC's wish to reallocate budget within their CSC's or to transfer to other CSC's, they are to discuss this with the Deputy President (Clubs & Societies) or Deputy President (Finance & Services) this week.
- f) There is an issue with clubs with under spent that have not spent their grant but have spent from SGI instead.
 - i. It may be that the club may have spent from the wrong category or put the wrong code on the form.
- g) The colours deadline has been extended until 12pm Friday 28th May.
 - i. CSC's are to promote this to their respective Clubs and Societies.
- h) College open day is on the 24th June. If any Clubs and Societies wish to be involved, they should contact the Deputy President (Clubs & Societies).
- i) The projects board has been set up as a subcommittee of Representation and Welfare Board.
 - i. CAG and RAG essentially will function like a CSC's with projects being undertaken under their umbrella.
 - ii. These projects will not be able to apply for tours subsidy.
 - iii. Current charity clubs will become projects under RAG or CAG.

7. REVIEW OF TOURS POLICY

NOTED:

- a) It was agreed that tours are subsidised by the Union for the following reasons:
 - i. To fund extended activity.
 - ii. To make the extended activity affordable for the benefit of the student.
 - iii. To travel to places that wouldn't normally be visited as a trip.
 - iv. As an incentive to do 'above and beyond' usual activity.
 - v. As those on tour act as ambassadors for Union.
- b) The definition of a tour is difficult to agree on as sometimes the aims and objectives judgement can prove to be difficult.
- c) The length of the tour should be considered; taking in to account the length of normal activity.
 - i. A minimum time of '2 nights away' was suggested to justify a tour.
- d) The Board were unanimous in their agreement that 'competitions' will not be funded from the tours pot; such as BUCS, ULU and UH.

RESOLVED:

- 1) 'Competitions' such as BUCS, ULU and UH, will not be funded from the tours pot.**

- e) It was suggested that itinerary should be included when submitted the tour application.
 - i. This will encourage the pre-purchase of transportation tickets and thus in theory getting the best price by purchasing in advance.
- e) It was suggested that there should be a 'economic' clause in the policy stating that the club has put forward the cost as the 'best price found'.
 - i. Comparable quotes should be included in the tour submission.
- f) Clubs generally will know at the beginning of the year if they are planning to go on tour.
 - ii. This is not so much with the OSC clubs as they will often decide during the year once the club members have joined which tends to change yearly.
 - iii. It was suggested that clubs should submit their tour intentions for the year at the beginning of the year.
 - iv. Clubs should be meeting with their CSC to discuss tours and then the CSC pass the application up to the central Union.
 - v. Ultimately the Board want to encourage planning before tour applications are submitted.
- f) It was suggested that the amount of times that a club can go on tour should be capped.
 - i. This would inhibit clubs that rely on tours in developing their member's competencies, such as the RCC where locations are limited in London; diving and canoeing being examples.
 - ii. Capping tours does not stop the clubs from undertaking activity; the Union will just not subsidise.
 - iii. Not all tours are accessible to all members competencies, such as a tour specific to intermediate or advanced members.
 - iv. It was suggested that the club should have different objectives for each tour however it was pointed that clubs will just 'twist' these so is not a reasonable measure.
- g) In regards to the funding models, it was suggested that there should be a minimum amount that a tours costs before it starts receiving funding from the Union.
 - i. It was suggested that a minimum cost of £50 per person should be the point where the Union then gives funding.
 - ii. It was agreed that the cap should be 20% for travel and the Deputy President (Clubs & Societies) will draft a funding model depicting this.

ACTION:

1. The Deputy President (Clubs & Societies) to draft a funding model depicting the travel cap at 20%

- h) It was suggested that zones should be removed from the environmental policy.
 - i. It was agreed that if this did occur, then clubs definitely need to justify the means of transports in Europe; provide quotes for various forms of transport or show evidence that they have investigated the different forms and cost.
- i) Representatives should be compulsory at tour application meetings.
- j) The following points were agreed to pertaining to tours.
 - i. 20% maximum travel cap.
 - ii. Justification of means of travel.
 - iii. Applications must be submitted through CSC's and then passed up to central Union.
 - iv. A tour is a minimum of 2 night's overnight stay.

RESOLVED:

2) To implement the following conditions pertaining to tours:

- i. 20% maximum travel cap.**
- ii. Justification of means of travel.**
- iii. Applications must be submitted through CSC's and then passed up to central Union.**
- iv. A tour is a minimum of 2 nights stay over.**

The meeting closed at 8.30pm

Approved as a correct record at a meeting of the Clubs and Societies Board on
 _____ 2009/10

_____ Chair of the Meeting