

MINUTES OF THE PROCEEDINGS  
of the fourth ordinary meeting of the  
Clubs and Societies Board  
of the Imperial College Union in the 2011-12 Session

The meeting of the Clubs and Societies Board was held in the Union Building on the 5<sup>th</sup> December 2011 at 6.05pm in meeting room 3 of the Union Building

Present:

Deputy President (Clubs & Societies) – Chair	Monya	Zard
Deputy President (Finance & Services)	Michael	Foster
Deputy President (Welfare)	Nic	Massie
Deputy President (Education)	Jason	Parmar
ICSMSU Representative	Steven	Tran
CGCU Representative	Patrick	Pang
RCSU Representative	Paul	Beaumont
Overseas Students Committee Representative	Wenjun	Er
Arts and Entertainment Board Chair	Chandana	Shankar
Athletic Clubs Committee Chair	Henry	Abbot
Royal School of Mines Committee Chair	Richard	Simons
Recreational Clubs Committee representative	Joe	Rummer
Silwood Park Union Representative	Fran	Sconce
Social Clubs Committee Chair	Kajann	Prathapan
CAG Chair	Heather	Jones
RAG Chair	Jack	Hewitt

Apologies: President Scott Heath, Media Group representative Charles Betts

Observers: Phil Power Membership Services Manager, Rebecca Coxhead Governance and Administration Coordinator

**1. CHAIRS BUSINESS**

NOTED:

- a) Room bookings are open today.
  - i. MG Chairs were asked to inform clubs not to over book and take liberties.
- b) The next meeting of Clubs and Societies Board is tours meeting which is the 24<sup>th</sup> Jan.
- c) The DPCS is currently dealing with a back log of emails so be mindful when expecting an immediate response.
- d) Many clubs are booking space and not using the rooms they have booked.
- e) MG chairs were asked to look through dead and dormant clubs and report back to the DPCS.

**ACTION:**

1. **MG chairs to report dead and dormant clubs to the Deputy President (Clubs & Societies).**

**2. MINUTES FROM LAST MEETING – 21<sup>st</sup> November 2011**

**RESOLVED:**

- 1) **To pass the minutes**

### 3. MATTERS ARISING

#### NOTED:

- a) The DPFS produced a glossary of finance terminology and send out to MG Chairs.
- b) In regards to the reasoning as to why process is as it stands with scanned receipts, it was requested that the section from the auditors be provided to the Board.
  - i. The DPFS stated he will source this.

#### ACTION:

1. The DPFS to source the reasoning as to why process is as it stands with scanned receipts.

### 4. FOOD RULES

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

#### NOTED:

- a) It was suggested that the definition of 'occasional' be included.
  - i. It was stated that this was kept indistinct on purpose.
- b) It was requested that blue food safety plasters be put in to the first aid kits.
  - i. Clubs that have first aid kits signed out are to bring them in to have the blue plasters put in to these.
- c) The Board moved to vote and the paper was passed unanimously.

#### RESOLVED:

- 1) To pass the presented CSP Food rules (see appendix)

#### ACTION:

1. The DPCS to circulate the CSP Food rules to the CSP's.

### 5. CLUB BUDGETING

RECEIVED: The paper was presented by the Deputy President (Finance & Services)

#### NOTED:

- a) The dates on the timetable are in line with previous years.
- b) The MG Chairs are responsible for email out after budgeting telling of allocation and the process for appealing.
- c) The Board moved to a vote and the paper was passed unanimously.

#### RESOLVED:

- 1) To pass the below timetable

CSB accepts minimum funding levels	5 Dec
Briefing email to CSPs	9 Jan
Open CSP system for editing	9 Jan
First email to clubs: deadline reminder	23 Jan
Second email to clubs: deadline reminder	30 Jan
Close CSP system	5 Feb
Club budgets received by MGs	6 Feb
Open MG system for editing (phase 1)	6 Feb
Phase 1 Cuts deadline email	17 Feb
Close MG system for editing (phase 1)	20 Feb
CSB Budgeting	27 Feb
Email allocations and instructions	29 Feb
Clubs informed of initial allocations	29 Feb
Open MG system for editing (phase 2), club appeals to MGs start	1 March
Phase 2 Cuts deadline email to MGs	12 March

- 2) **To continue to set the absolute minimum membership fee of £2.00 to all clubs receiving Union grant.**

## 6. MINIMUM FUNDING LEVELS

RECEIVED: The paper was presented by the Deputy President (Finance & Services)

NOTED:

- a) It was clarified that eh under spend will be from the 10/11 period.
- b) College decide on the subvention amounts around February/March so the actually amount the Union will be receiving is unknown at the time of budgeting and as such, figures are all hypothetical at the time of budgeting.
- c) Minimum funding of 60% opens up debate on les spending efficient clubs and gives flexibility to cut over funded clubs.
- d) 40% is a high risk minimum funding level.
- e) 60% encourages a more robust budget from clubs and makes them justify their funding and activity.
- f) Ultimately it is the MG Chairs who allocate specific amounts after budgeting.
- g) It was queried who got the funding if a clubs shut down after it had received funding after budgeting.
  - i. It is very rare that this occurs. If the club is close to being shut down, it is rare they will be asking for grant.
- h) It was requested that a list of new clubs/closed clubs be produced and a funding and membership list be produced.

**ACTION:**

1. **The Deputy President (Finance & Services) to produce a list of new clubs/closed clubs be produced and a funding and membership.**

- i) The Board moved to a vote on model A and the vote is as follows:

FOR	5
AGAINST	6
ABSTAIN	3

Falls

- j) The Board moved to a vote on model B and the vote is as follows:

FOR	11
AGAINST	2
ABSTAIN	0

Passes

**RESOLVED:**

- a) **To accept model B of minimum funding level of 70%, less under spend.**

## 7. ACC REPORT

NOTED:

- a) The union gym ceiling and floor are in a very bad state.
- b) Sport Imperial has changed how funding is given to clubs which has impacted on clubs.

**ACTION:**

1. **The ACC Chair is to email the DPCS the funding that is given by Sport imperial to ACC Clubs**
- c) Boat club is unhappy with its current funding level.

- i. The ACC Chair is to inform Boat club to move its web site on to the Union server immediately as they are breaching Union policy.

**ACTION:**

2. The ACC Chair is to inform Boat club to move its web site on to the Union server immediately.

**8. CAG REPORT**

**NOTED:**

- a) No projects have been set up properly on workbench; the memberships were set incorrectly.

**9. ICSMSU REPORT**

**NOTED:**

- a) Sub Aqua has been un-merged at the last meeting of the Trustee Board.

**10. MEDIA REPORT**

**NOTED:**

- a) Nothing to highlight

**11. OSC REPORT**

**NOTED:**

- a) Working to resolve those clubs in debt.
- b) Welsh Soc has been shut down.
- c) Canadian and Mexican Soc have members who have joined online but the clubs are actually dead but still on e-activities.
  - i. Membership fees will be needed to be refunded.
- d) The OSC World summit purpose is to share cultures, traditions, collaborate and share best practice and is sponsored by the diversity Unit in College.

**11. RAG REPORT**

**NOTED:**

- a) Nothing to highlight

**12. RCC REPORT**

**NOTED:**

- a) The RCC Chair was commended on his outstanding report.

**13. RCSU REPORT**

**NOTED:**

- a) Nothing to highlight

## **14. RSMU**

NOTED:

- a) This years Executive Committee has performed exceptionally.
- b) The grant is not spent as yet due to the majority of it being for bottle match.
- c) Issues with lack of storage for sports kit.

## **15. SCC REPORT**

NOTED:

- a) There are clubs with outstanding documentation and not completed training.
- b) There are 3-4 new clubs that have come in to the SCC which are mass memberships.
  - i. It was highlighted that the SCC is moving away from 'cottage industry' clubs in some aspects.

## **16. SILWOOD REPORT**

NOTED:

- a) Nothing to highlight

## **17. AOB**

### **17.1 CGCU REPORT**

NOTED:

- a) The CGCU VPA tabled a report.
- b) There is concern with cash storage in FU Offices as the safes may not be covered by insurance.
- c) The DPCS and DPFS are to investigate whether cash storage outside of the Union building is covered by insurance and is not breaking finance regulations.

### **17.2 A&E Report – not presented**

NOTED:

- a) The A& E chair will circulate a report by the end of the week.

**ACTION:**

- 1. The A& E Chair to circulate a report by the end of the week.**

### **17.3 ICT TRUST GRANT**

NOTED:

- a) It was queried what the maximum funding from the IC Trust is in which the response is, there is none.

### **17.4 ENTS STRATEGY WORKING GROUP**

NOTED:

- a) This working group was set up at Executive Committee to look at how Ents College wide can be improved as an outcome of poor NSS response.

Meeting closed 7.30pm

Approved as a correct record at a meeting of the Clubs and Societies Board

on \_\_\_\_\_ 2011/12

\_\_\_\_\_ Chair of the Meeting

## APPENDIX

### CSP Food rules

#### Background

1. CSP rules currently state that *'In circumstances where you are providing food during events, whether yourself or through another provider, take every precaution to ensure that the food being served is safe and fully cooked. Also be aware of food allergies and religious requirements among the participants.'*<sup>1</sup>
2. Historically, CSPs have not been allowed to provide their own cooked food to members. The exception to this is FoodCycle who have Food Hygiene certificates. This is due to the obvious risk of badly prepared food posing a health risk to members.
3. The rules surrounding preparing food for CSPs are not clear.

#### Notes

1. ICU notes that we are obliged by law to satisfy the Food Safety Act 1990<sup>2</sup> and the subsequent Food Hygiene (England) Regulations 2006<sup>3</sup>.
2. However EU Regulation 852/2004 states that *'...[the Community rules] should only apply to undertakings, the concept of which implies a certain continuity of activities and a certain degree of organisation'*. In the Food Standards Agency guidance this is taken to mean the following is outside of the scope of the regulations: *'Activities such as the occasional preparation of food by individuals or groups for gatherings or for sale at charitable events. Such activities would still be subject to the general legal requirements relating to placing unsafe food on the market contained in Article 14 of Regulation (EC) 178/2002 as implemented by the General Food Regulations 2004.'*<sup>4</sup>
3. Therefore CSPs should be able to occasionally prepare food for members, and occasionally sell food for charitable events, without undue regulation. However to minimise risk to members and to comply with College Policy some ICU regulations should be adhered to.

#### ICU Regulations

1. On College premises, only College catering and pre-packaged food can be sold or given to members.
2. Otherwise, CSPs giving home prepared food to members must abide by the advice in Appendix A. CSPs selling must abide by the advice in Appendix A and at least one member of the group preparing food must be a holder of a current Level 2 Food Hygiene Certificate for Catering. They must also display clearly the disclaimer in Appendix B. Food may only be sold on an occasional basis, meaning less than once a fortnight.

---

<sup>1</sup> Requesting Spaces Training <http://www.imperialcollegeunion.org/resources/training/training-materials/all-volunteers/requesting-spaces/>

<sup>2</sup> Food Safety Act 1990 <http://www.legislation.gov.uk/ukpga/1990/16>

<sup>3</sup> Food Hygiene (England) Regulations 2006 [http://www.legislation.gov.uk/uksi/2006/14/pdfs/uksi\\_20060014\\_en.pdf](http://www.legislation.gov.uk/uksi/2006/14/pdfs/uksi_20060014_en.pdf)

<sup>4</sup> FSA guidance: <http://www.food.gov.uk/multimedia/pdfs/fsaguidefoodhygleg.pdf>

## Appendix A

### Food Safety Guidelines

*Based on Article 14*

When handling food:

Pay attention to personal hygiene (washing hands, not touching face or hair). Wear clean, protective clothing and no jewellery. Long hair must be tied back.

When serving food:

Protect food from cross-contamination between raw and cooked products.

When preparing food:

- Hands must be washed frequently on site with hot water, antibacterial soap and dried with paper towels or a hot air dryer.
- You must wash your hands:
  - before handling food
  - after handling meat, poultry, fish and eggs
  - after visiting the toilet; after touching face or hair
  - after smoking
  - after blowing nose
- Cuts must be covered with a blue waterproof plaster.
- Use a spoon (not finger) to taste food and wash it before re-tasting.
- Separate chopping boards/knives must be used to prepare raw meat and fish.
- All leftover food must be disposed of immediately.