

MINUTES OF THE PROCEEDINGS
of the third ordinary meeting of the
Clubs, Societies and Projects Board
of the Imperial College Union
in the 2014-15 Session

The meeting of the Clubs, Societies and Projects Board was held in Meeting Room 3 in the Union Building on the 15 December 2014 at 18.00

1. CHAIRS BUSINESS

NOTED

- a) New Activities Committee Report: 5 more groups in the New Clubs Incubator and 1 group has restarted (Iranian)
- b) ADF – Still waiting for a response from committee on applications
- c) Management Group restructures meeting update: It was discussed that RAG/CAG/SCC would charities create a charitable group. Arts &Ents merge with Media depending on conversations with Media Chair
- d) RCC and SCC to form under a new club as a part of the Management Group Restructure.
- e) Deputy President (Clubs and Societies) informs all Management Group Chairs that the forms for Refreshers Fair and Give it a Go are now online.

ACTION

- 1. **Deputy President (Clubs and Societies) to set up a meeting to discuss the Arts & Ents and Media merge.**

2. MINUTES OF THE LAST MEETING 18/11/2014

NOTED

- a) The committee moved to a vote to pass the minutes as an accurate, this was passed unanimously.

3. MATTERS ARISING

NOTED

- a) Deputy President (Clubs and Societies) reports that all actions from the previous meeting held on the 18/11/2014 have all been completed.

4. FINANCE REPORT

NOTED

- a) Deputy President (Finance and Services) reminds the board to ensure they have completed their four reports

5. MATTERS FOR REPORT

NOTED

- a) Management Group Reports were not submitted by CGCU, Media, OSC and RSM groups.

- b) The board have asked for more and better guidance when completing the reports for next year. SCC felt that there was nothing in the training for a report to be submitted, this would be good to include in next year's training.
- c) The board decided to not vote on the reports in this meeting as not everyone has read them.

ACTION

- 1. Deputy President (Clubs and Societies) will include guidance on submitting a report in the Management Group training.

RESOLVED:

- 1) To consider and vote all reports at the next meeting of Clubs, Societies & Project Board.

5.1 ARTS & ENTS REPORT

NOTED

- a) The following issues were highlighted in the report: college space bookings, union bookings and storage space.
- b) It was suggested that there is likely to be adequate space for storage, but currently this storage is full of unused items and rubbish. It was suggested that there should be a storage audit.
- c) Arts and Ents Chair explained that there has been security issues with the spaces, clubs have had items stolen from their storage space.
- d) There has been on-going problems with the room booking system
- e) All finance issues are highlighted in the report

5.2 RCC REPORT

NOTED

- a) All finance issues are highlighted in the report
- b) It is noted that there have been some storage issues, with items going missing from the clubs' storage space. SCC Skate have lost 2k worth of items.
- c) It is noted that there have been some issues with current minibus procedures. Deputy President (Clubs and Societies) highlights that the minibus policy is currently being reviewed.
- d) It is noted that there are a few clubs that currently do not have a committee.

5.3 RAG REPORT

NOTED

- a) It was noted that there are certain clubs within RAG that are all medics' students and so the question of inclusivity was raised.
- b) It is noted that there have been some communication issues with another club within RAG

5.4 SCC REPORT

NOTED

- a) It is noted that there are a few clubs that currently do not have a committee. SCC Chair,
- b) New club induction – new club guidance, lack of help from the Union.

5.5 RCSU REPROT

NOTED

- a) It is noted that everything going well with the RCSU.

5.6 Motor Clubs

NOTED

- a) It is noted that RSC motor club back to normal.
- b) RSM dealing with garage issues – club activities have suffered as a result.
- c) The current membership p cap for Motor club is 10 – every year eActivities forgets which can be problematic.

ACTION:

2. **Deputy President (Clubs and Societies) will look into this eActivities problem.**

5.7 MEDIA

NOTED

- a) It is noted that Media have not yet submitted a report but as the Chair is present, there are some points to discuss.
- b) There are continuing redevelopment issues
- c) It is noted that there was some problems with the Felix Christmas dinner.

5.8 ICSMSU REPORT

NOTED

- a) It is noted that there has been a Management Group Committee restructure, Social Sec has now been changed to Sponsorship Officer.
- b) Finance for ICSMSU clubs is good.
- c) It is noted that ICSMSU is currently working on Club behaviour.

RESOLVED

- a) The committee moved to a vote to pass the reports that were discussed in this meeting, this was passed unanimously.

ACTION

3. It is noted that the problems discussed in this meeting will be brought to the next CSPB in January.

6. MATTERS FOR DISCUSSION

6.1 WEB CONTENT

NOTED

- a) Deputy President (Finance and Services) explains that the current web policy has expired and that he is currently writing a new one. Web conduct and Web content policy, all MG chairs have a say. Who deals with it when it goes wrong?
- b) There was much discussion over the current policy and over the complaints procedure.

6.2. TOURS POLICY

NOTED

- a) Deputy President (Clubs and Societies) outlines the problems with the current Tours Policy.
- b) It was suggested that since tours are planned the summer before, that all tours get approved at the beginning of the year, then the rest gets approved as the year goes on. Funding will then be split across the year.
- c) Media Chair suggests that there could be problems with planning tour a year before as the new committee may be inexperienced
- d) Media Chair and Arts & Ents chair suggest that the main concern will come from the handover.
- e) Arts & Ents chair suggests that we need to be clear of what is a trip and what is a tour.
- f) Deputy President (Clubs and Societies) report back to working in group that this is effective.

ACTION:

1. **Deputy President Clubs & Societies to feed back comments to Tours Working Group.**

6.3. FUNCTIONALITY OVER SUMMER

NOTED

- a) It is noted that the New Activities Committee and Activities Development Board will be non-functional over the summer period.
- b) It is suggested that the Deputy President (Clubs and Societies) and Deputy President (Finance and Services) take up the role of these two committees over the summer period.
- c) SCC suggests that the lack of money over the summer for new clubs is a problem.
- d) Deputy President (Finance and Services) suggests bringing this as a paper for quorum.

7:35 Meeting ends