



The meeting of the Clubs, Societies and Projects Board was held in Meeting Room 3 in the Union Building on the 20 January 2015 at 18.00

## **1. CHAIR'S BUSINESS**

### **NOTED**

- a) New Activities Committee Report: 2 more groups in the New Clubs Incubator.

## **2. MINUTES OF THE LAST MEETING 4/11/2014**

### **NOTED:**

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

### **RESOLVED:**

- 1) **To pass the minutes as a correct record.**

## **3. TOURS APPLICATIONS**

- a) There is a vote to accept the Deputy President (Finance & Services) & Deputy President (Clubs & Societies) list of recommended tour applications without queries:
  - i. Cycling, Canoe, Caving, Exploration, Fellwanderers, Outdoor, Underwater, Artsoc, Catholic, Physics, Triathlon, A.Capella, Mountaineering.
- b) The board moved to a vote on accepting the above applications as valid
- c) The board proceeded to vote on the following applications with queries.

### **3.1 ACC Cheerleading**

- a) The board moved to a vote on accepting the application as valid.

### **3.2 CGCU Engineers without Borders**

- a) It is noted that this is a social event
- b) It is noted that this social event does include club activity (e.g. building a compost latrine)
- c) The board moved to a vote on accepting the application as valid.

### **3.3 RCC Sky Diving (Parachute)**

- a) It is noted that this event is limited in numbers and therefore is not open to everyone.
- b) It is noted that Ski Diving are opening the tour up to all members, the restrictive element is the cost of the activity.
- c) The board moved to a vote on accepting the application as valid.

### **3.4 A&E Chamber Choir**

- a) It was noted that this event *could* take place in London.
- b) Arts and Ents Chair stated that this tour would encourage choir bonding, be a beneficial cultural experience and opportunity to sing in Catholic cathedral. The tour would be a thorough break from Imperial life and contribute to individual development.
- c) The board moved to a vote on accepting the application as valid.

### **3.5 CGCU CivSoc**

- a) It is noted that this tour is not inclusive as it is limited to 15 attendees.
- b) It is noted that this event is limited due to the logistics and health & safety and it will expand in the future.
- c) The board moved to a vote on accepting the application as valid.

### **3.6 ICSM Rugby**

- a) It is noted that this is more of a trip than a tour as they go to the same place every year.
- b) The board moved to a vote on accepting the application as valid on the basis that they include it in budgeting next year.

### **3.7 RCC Poker**

- a) It is noted that this event would be better placed in budgeting in the future. Query – can it not be done through budgeting?
- b) It is noted that this is the first time this has happened, SCC Poker would like to include this next year if it is successful. – this is the first year this has happened with the hope to continue it
- c) The board moved to a vote on accepting the application as valid.

### **3.8 RCC Synchronised Swimming**

- a) It is noted that this tour application was Is CSPB happy to accept a late tour application? Yes
- b) Vote to accept with 3 abstentions

### **3.9 ACC Riding and Polo**

- a) It is noted that this tour should have gone into the winter tours allocation because of the date.
- b) It is noted that the left over winter money is put back into the tours pot.
- c) The board moved to a vote on accepting the application as valid for this tour period.

#### **4. FINANCE REPORT**

- a) Deputy President (Finance & Services) talks through the finance report and corrections are advised by the board.

#### **ACTION**

- 1. Deputy President (Finance & Services) to check data from eActivities to correct the mistakes on the finance report.**

#### **5. BUDGETING**

- a) It is noted that there is £332000 to allocate to clubs as a part of the budgeting process.

##### **5.1 Motor Club Budget**

- a) Motor Club explain the paper presented to the board.
- b) It was queried how the funds would be used. For example, is the trip to Brighton a social activity?
- c) It is queried why Motor Club are asking for more money this year than last, particularly because they have a new garage.
- d) Motor Club explain that only one garage was refurbished.
- e) Motor Club explains that they plan to buy new tools and need more oils for the motors.
- f) Deputy President (Finance & Services) explains that we shouldn't be scrutinising Motor Club for new activity.
- g) It is noted that some kit needs replacing.
- h) It is noted that the maintenance costs included in the Motor Club budget would be cheaper than a contingency claim 6 months later.
- i) The board moved to a vote on passing the Motor Club budget on the basis that the difference in cost between this year and last year is added on to what was allocated last year.

#### **ACTION:**

- 1. Deputy President (Finance & Services) to include Motor Club budget amendment in the spreadsheet.**

***At this point the meeting become inquorate and as such no decisions were able to be made by the committee.***

#### **6. RAG STANDING ORDERS**

- a) It is noted that making the proposed amendments would add a further 4 or 5 members onto The Big Elections system, which would deter people from voting and cause annoyance.
- b) The proposed paper would split RAG Chair into two separate roles: the Management Group chair and the club chair.

- c) It is suggested that RAG change the amendments to making the Vice Treasurer financially responsible.

## **7. MANAGEMENT GROUP REPORTS**

- a) Deputy President (Clubs & Societies) proposed a vote to pass all of the Management Group Reports, and to abstain if the board has not read them.
- b) SCC queried the ACC report on initiation – does the ACC chair going to the clubs initiation's resolve the issue?
- c) The board moved to a vote on accepting the Management Group Reports as valid.

## **8. ANY OTHER BUSINESS**

### **8.1 Budgeting**

- a) It is noted Silwood will be treated differently to other Management Groups because it has a fluctuating membership, however they will still be submitting a budget in the same way.
- b) Deputy President (Clubs & Societies) explains the split between CSPB-A and CSPB-B
- c) The board are encouraged to make sure that clubs are not all putting all of their budget into CSPB-A and that there is a clear split between CSPB-A & B.
- d) RCC Treasurer states that some clubs don't have time to submit a good budget and therefore we are rewarding clubs who have time to do a good budget.
- e) There was much discussion about CSPB-A/B&C.

### **ACTION**

- 1. Deputy President (Clubs & Societies) to check if Management Group chairs can change category and codes in budgets.**

### **8.1 Activities Development Fund/ Community & Welfare Board / Constituent Union Exec**

- a) It is noted that The Activities Development Fund was £14000 this year. Next year it will have around £15000 and will include contingency.
- b) Community & Welfare Board budget for welfare activities such as campaigns.
- c) It is noted that this is not limited by usual budgeting rules.
- d) It is noted that Community & Welfare Board might not be appropriate for CSPB-A due to its lack of membership.

### **8.2 Budgeting Guidelines**

- a) Deputy President (Clubs & Societies) reminds the board of keeping everything in the right category.
- b) It is noted that a lot of time will be saved if this can be done before CSPB-A.

- e) Deputy President (Clubs & Societies) proposes that both Deputy President (Clubs & Societies) and Deputy President (Finance & Services) changing any mistakes made prior to CSBP-A & CSPB-B
- f) It is noted that if this will happen, that the changes will be communicated to the Management Group Chairs.
- g) It is advised that ground hire is split into two separate costs (pitch & venue).

#### **ACTION**

- 1. Deputy President (Clubs & Societies) to treat Community & Welfare Board as a special case of CSPB-A.**
- 2. Deputy President (Clubs & Societies) to circulate the percentage list.**
- 3. Deputy President (Clubs & Societies) to send research on charity law to Management Group chairs.**

Meeting finish 8:50pm.