



Minutes of the Imperial College Union
Clubs, Societies & Project Board
26 May 2015
Meeting room 3, 18.00

Present:

Deputy President (Clubs & Societies)	Abi de Bruin
Deputy President (Finance & Services)	Alex Savell
A&E Chair	Jonathan McNaught
A&E Treasurer	Rachael Fletcher
CAG Chair	Michael Chung
ICSM Clubs & Societies	Maredudd Harris
SCC Chair	Tom Rivlin
RCC Chair	Richard Cameron
RCSU Treasurer	James Badman
RCC Chair	Richard Cameron
ACC Chair	Oli Benton
Media Chair	Cem Hurrell

Observers: Gemma Pryor – Student Activities Assistant

1.0 Chair's Business

1.1 Photocopiers

- a) Deputy President (Clubs and Societies) confirmed that from email conversations with CSPB that they are more inclined to take forward option 1 regarding the printers.
- b) Briefly explained that option 1 is to give all clubs £5 print credits to use on college printers and for them to ask for extra when needed. Additionally a new top of the range college printer will be bought for CSP use.

1.2 Event Speakers Process Update

- a) DPCS recommends that they are not the only person to deal with speaker forms as they may not have the best knowledge regarding risk of potential speakers. The plan is to include Student Activities Team in checking Event Speakers forms.
- b) The minimum time needed to check the forms will increase to 3 weeks, this will help comply with the new legal limit of 2 weeks when new Prevent legislation comes into force in late July.

1.3 Waste Amnesty

- a) The proposed date for this is 22nd-24th June.
- b) Concerns that medics would find it difficult to take part in due to distance, however a minibus will be booked for medics to use during the amnesty to transport waste from Reynolds.

1.4 Event Risk

a) At present we are not managing risk well apart from financial risk. At present no one is checking yearly risk assessments. DPCS is looking to improve this by making changes such as:

- i) Adding extra questions onto room booking form
- ii) Risky clubs get checked and move away from lower risk clubs having to fill out lengthy risk assessments
- iii) Big events get checked, moving away from event budgets and to event management for overall risk
- iv) Incorporate more specific health and safety training for risky clubs to be compulsory for clubs.

b) It is noted that there is a request for the extra health and safety training to be incorporated into existing training days.

1.5 CSP End of Year Cull

- a) DPCS requests that management group chairs to create a list of CSPs which may be considered for dormancy.

ACTION: Deputy President (Clubs and Societies) to send out guidelines to management chairs.

ACTION: Management Group chairs to create list and send to DPCS.

1.6 End of Year Reports

a) DPCS requests that Management Group chairs to create an end of year report to present to CSPB and to be used as part of their handover. This is to include:

- i) Finances; check that accounts are tidy.
- ii) If clubs are achieving their membership targets
- iii) Achievements and good club experiences
- iv) Difficult situations

b) ACC Chair noted that some difficult situations may not be suitable for public release

c) DPCS suggested creating a version for the public and if there are any specific difficult situations ensure that it is part of handover and DPCS and DPFS are informed via email.

2.0 Minutes

Minutes of last meetings: 17 February 2015, 24 February 2015 & 17 March 2015

NOTED:

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

3.0 Ratification of Email Vote for Tours

- a) Due to last CSPB not meeting quorum, the Tours decision was moved to an email vote to accept all tours except from ICSM Drama and ACC Boat.

RESOLVED: The board moved to ratify the email vote, the vote was ratified.

MATTERS FOR DECISION

4.0 Web Conduct Policy

- a) This policy is to move the Union's Safe Space policy onto the online platform, including all CSP's social media and websites.
- b) ACC Chair suggests for this to be included in training.

ACTION: Deputy President (Finance and Services) to contact Nick Snow (Student Development Manager) about the inclusion of this in CSP training.

Resolved: The board moved to a vote to pass the Web Conduct Policy, this was passed unanimously.

MATTERS FOR DISCUSSION

5.0 Budgeting Process

- a) RCC Chair brought a Budgeting paper to board, there was much discussion on the merits and disadvantages of clubs knowing the rules to budgeting before it begins.
- b) It is noted that at present there is no budgeting policy, only procedure. It was agreed by the board that there is need for a policy.
- c) It is noted that CSPB would be more inclined to stick to the policy than trying to change it often.
- d) It is noted that having Union Council approve the policy would be beneficial as the committee will be more impartial
- e) ICU President suggested that at present budgeting does not work. It was suggested for each club to receive the same amount each year (plus inflation) and applying to the Activities Development Fund when they wish to develop their club activities.
- f) DPCS suggested a Summer Management Group meeting so that present MG Chairs can have a say in the future budgeting policy as they have past experience of going through budgeting.

ACTION: DPFS to include discussions in budgeting paper.

Any Other Business

6.0 New Union Layout

- a) ICU President brought potential floor plan of the union most seemed happy with the proposed changes.
- b) It was explained that there would be space for the Officer Trustees to have a private space for confidential matters.
- c) There were concerns on the costs of the changes, however ICU President explained that a lot of the existing furniture would be used and they would endeavour to keep costs low.

Meeting ends at 19.15