

Clubs, Societies & Projects Board Agenda

The first Ordinary Meeting of the Clubs and Societies Board for the 2016-17 session will be held in Sherfield H008A & B on 18 October 2016 at 18:00

Formal Business

1. Chair's business
 - 1.1 Introduction to CSPB
 - 1.2 Upcoming deadlines
2. Minutes of meeting – 23 Feb 2016

Matters for Report

3. CSP Finance Report

Matters for decision

1. Method of Voting
2. ADF Committee Election
3. NAC Committee Election
4. Tour Committee Election
5. Tour Funding Split
6. Joint Maths/Computing DepSoc Membership

Matters for discussion

7. Management Group Development Project
8. Budgeting Policy
9. Room Bookings
10. Tour Funding Policy
11. Varsity Update

12. Any other business

Date of next meeting – 01/11/2016 Sherfield H008A & B 18:00 – 23:00

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Formal Business

13. Chair's business

1.3 Introduction to CSPB

Again just to reiterate the responsibility to represent the wishes of all of your clubs at this board throughout the year.

1.4 Upcoming deadlines

*Tour funding deadline for Winter session 27/10/16
ADF deadline (first round) 27/10/16*

Matters for Report

14. CSP Finance Report

Rachel (DPFS) will be presenting a report to give an update on clubs and societies finances, i.e. those with high SGI and those in debt.

Matters for decision

15. ADF Committee Election

The Activities Development Fund is a pot of ~£15k, used in the following ways:

- *Provide money for clubs who want to do new activities related to their core aims and objectives (what the club exists for), which haven't been budgeted for*
- *Act as a contingency for where clubs have experienced unexpected losses out of their control and not as a result of financial mismanagement*
- *Assist with unbudgeted unexpected success after freshers (e.g. smashing membership targets and needing more money for transport or ground hire to fulfil club activities)*

The ADF is allocated by a sub-committee of 5 members of CSPB, to be elected in this meeting, who will meet outside of CSPB and report back to the group.

16. NAC Committee Election

The New Activities Committee is a sub-committee of 5 members of CSPB, to be elected in this meeting, who again will meet outside of CSPB and report back to the group. NAC's task is to approve/reject incoming requests for new clubs and societies, following a guideline attached with the rest of the information.

17. Tour Committee Election

Tour Funding is used to subsidise up to 40% travel expenditure for clubs to go away to new places and fulfil their clubs activity for 2 residential days and nights. A sub-committee to be elected will approve/reject tour funding applications and report back to the rest of the group.

18. Tour Funding Split

We need to decide as a group how to split the tour funding pot so we have enough to provide assistance to clubs throughout the year. Usually it is 25% this term, 25% spring and 50% summer to cater for most clubs going on tour in summer.

19. Joint Maths/Computing DepSoc Membership

JMC want to be automatically in DoCSoc and Maths Society

Matters for discussion

20. Management Group Development Project

As discussed in the pre-term CSPB afternoon, we all agreed that a restructure to the management group system could improve efficiency, given that as the years have gone on and the number of clubs has increased, some have been put in the wrong place and others are becoming too large in terms of discussion and admin time. We said we would come back to this at the first meeting. In this time we will discuss who wants to be on a working group, and as this project is directly related to the new upcoming union strategy, it will happen if we as a group want it to.

I will talk a bit about it at the meeting, essentially I see a successful restructure as CSPs being represented in logical groups where they share similar challenges/needs. Some will be shuffled into the right place.

Then we can look into our financial authorisation system, and look to change it to decrease admin and lag time between payment and recompense. There is no particular reason currently why a large management group can't be split into three subgroups which each have their own treasurer to approve claims and help the clubs with their budgets. By improving assistance with budgeting, we decrease waste and show full demand for resources from clubs.

21. Budgeting Policy

Each year we decide in CSPB how to fairly allocate the ~£350k given to CSPs. For this, we use a policy as a set of guidelines to follow. We will pass this policy in due course, but it's worth discussing the existing one to see if there should be any change.

22. Room Bookings

Rob (Media Chair) requested in the CSPB Facebook group to discuss room bookings

23. Tour Funding Policy

The Tour Funding Policy is confusing and could do with updating. Given the updates to Union Council being proposed, we could leave this with a new policy subcommittee, especially given that we have Abi (DPCS 14/15) as council chair, when the discussion started to try and change the policy.

24. Varsity Update

I will simply tell you we have a committee of 10 students and a Facebook group, in an attempt to make sure the decisions on varsity are student-backed.

25. Any other business

In the Facebook group I invited you all to submit agenda points, if you forgot or if something has come up since you would like to discuss, use this time to do so! Do make sure it is relevant to the whole or most of the board, otherwise this is not the right forum and we can meet separately.

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