

Minutes of the Imperial College Union
Clubs, Societies and Projects Board
1 November 2016
Sherfield H008A & B, 18:10

Deputy President (Clubs & Societies)	James Cox
Deputy President (Finance & Services)	Rachel Blythe
A&E Chair	Jack Steadman
A&E Treasurer	Rebecca Twidale
ACC Chair	Elinor Winstanley
CGCU Chair	Milia Hasbani
CGCU VPFS	Andrew Olson Gallardo
GSU VP Operations	Yu Xia
ICSMSU Chair	Alex Compton
ICSMSU C&S	Tom Bacarese-Hamilton
ICSMSU Treasurer	James Palmer
Media Chair	Rob Garside
OSC Chair	Yanzhu Jiang
RAG Chair	Cynfelyn Nancarrow-Lei
RAG Treasurer	Kian Woon Chen
RCC Chair	Dominic Price
RCSU Chair	Lloyd James
RCSU Secretary	Michael Edwards
RSMU VPCS	Madeleine Hann

Observers

Student Activities Manager	James Lindsay (JL)
Student Activities Coordinator	India Jordan (IJ)
Student Activities Administrator	Laura Regan (LR)
Head of Timetabling	John Crook (JC)
Operational Excellence, Finance Director	Craig Walker (CW)

Space Policy Workshop

1. Presentation:

- a) JC and CW gave an introduction to the policy with emphasis on CSP having priority over commercial bookings
- b) CW pauses for questions and observations from the board
- c) The board raises issues of: charging CSPs for the use of space, whether there will be contingency spaces during teaching hours, whether there will be a distinction over who has priority between co-curricular and extra-curricular activities, and whether these policies will be applicable outside of the South Kensington campus
- d) JC and CW continue with their presentation

2. Feedback:

- a) JC, CW and Deputy President (Clubs and Societies) ask the board for feedback on the online questionnaire for CSPs
- b) ICSMSU Chair raises the point that CSPs go external due to space not being available or not being suitable
- c) CGCU Chair raises the point that CSPs run events which require spaces with catering/hospitality
- d) CGCU VPFS raises the issue of categorising CSPs for the survey. Deputy President (Clubs and Societies) suggests using logical groupings

ACTION:

Deputy President (Clubs and Societies) to send John and Craig logical groupings from fresher's fair

- e) JL questions the method of distribution. Deputy President (Clubs and Societies) explains they will send to all chairs to push out to their CSPs, emphasising surveys significance
- f) JL confirms the unions current stance on room bookings, trying to make improvements which will be shaped by this policy
- g) A&E Treasurer raises the point that some societies only have one space they can do their activity in
- h) CGCU VPFS questions whether the union will manage room bookings. JL explains ideally there will be one portal for CSPs to go through
- i) Media Chair raises the question of whether specialist spaces will be rented out to externals
- j) CW and JC ask for AOB to be sent by email

Formal Business

1. Minutes of meeting – 18 October 2016

- a) The minutes of the last meeting were not presented to the board and will be passed at the next meeting on 15 November 2016

1. Chair's Business

1.1 Tour Update

- a) Tour Sub-Committee have not met yet. The sub-committee will try and meet in the next week – fortnight

1.2 Sports Strategy Update

- a) Deputy President (Clubs and Societies) and ACC Chair went to Heston with Union and College staff
- b) Sport Imperial are happy to review funding structure
- c) Deputy President (Clubs and Societies) will issue a survey at the end of November, with Sport Imperial and Campus Services feeding into questions

1.3 Management Group Focus Group Update

- a) Deputy President (Clubs and Societies) checked to see if anyone who had not registered interest in the focus group wanted to be involved

Matters for Report

1. New Activities Committee (NAC) Report

- a) Deputy President (Clubs and Societies) reminds the board what the New Activities Committee does
- b) Deputy President (Clubs and Societies) leaves the point for discussion later, as per the agenda

2. Activities Development Fund (ADF) Report

- a) Deputy President (Clubs and Societies) reminds the board that ADF Committee met on Tuesday
- b) The ADF Committee received 30 applications

ACTION:

Deputy President (Clubs and Societies) and Committee will come up with a proper guideline to allocate money fairly with funding structure

- c) Deputy President (Clubs and Societies) raised the issue of there being one space left on the Committee
- d) ACC Chair is the only member to put themselves forward for the position. ACC Chair reads out their manifesto stating why they would be suitable for the position
- e) Deputy President (Clubs and Societies) asks whether the board want to use STV voting or use a hand raising system. Unanimous agreement that hand raising should be used

RESOLVED:

ACC Chair is elected unanimously by Management Groups (MG)

Matters for Decision

1. CAG Women in Business → SCC

- a) Deputy President (Clubs and Societies) lets the board know that they are representing the opinions of SCC and CAG Chairs as neither are present. Both chairs are fully in favour of this change to move Women in Business from CAG to SCC
- b) RCSU Chair (on behalf of SCC) proposes moving Women in Business to SCC as it is a social club
- c) IJ gives the group a background as to why the society was placed into CAG due to SCC already being very large, therefore would receive more administrative support in CAG
- d) Deputy President (Clubs and Societies) proposes a vote on the matter
- e) 13 vote in favour of the move and vote passes unanimously

RESOLUTION:

Women in Business is to move MG from CAG to SCC

Matters for Discussion

1. Claims Cap

- a) Deputy President (Clubs and Societies) has been working to increase cap for Management Group Exec authorisation chain from £20 to £50
- b) This would help MGs and Constituent Unions (CU) to develop their clubs further by spending less time on admin
- c) Director of Finance and Resource approved this on the basis that only 2.5% of expenditure would not be seen and therefore would not pose a significant risk to the organisation
- d) The board raised concerns about this being directly escalated to finance and the team not having the resources to support this extra workload
- e) There was discussion of reintroducing more stringent training for CSP committees due to concern about letting VAT through. Deputy President (Clubs and Societies) proposes that CSP committee members do a VAT quiz. CGCU C&S proposes that a warning appears when a claim is submitted
- f) The board agree that it would be beneficial to improve training to prevent problems
- g) The board acknowledge that committee members don't attend training sessions

ACTION:

Deputy President (Finance and Services) will look at a traffic light system for finance to be implemented indicating how long it will take to process requests. Give feedback to finance team

Deputy President (Finance and Services) will assist in creating a VAT quiz

2. NAC Policy

- a) Deputy President (Clubs and Societies) explains that NAC are receiving requests for societies that are too similar and proposes that the committee wait before accepting new applications until after the MG restructure, although this may prevent students from doing what they want in the meantime
- b) IJ proposes that new groups still go in the new club incubator as this is not under any MG
- c) ICSMSU Chair raises the point that new club applications are subjected to high standards that are not applied to current CSPs and proposes expanding and integrating with current CSPs
- d) The board discuss the benefits of keeping new groups in the incubator until the MG restructure
- e) Deputy President (Clubs and Societies) raises the discussion point of how this might affect ADF which is discussed
- f) ICSMSU Chair proposes setting timelines for MG restructure and implementation so new group applications are aware of changes happening

ACTION:

Deputy President (Clubs and Societies) and India to get the clubs that were rejected at the last NAC to appeal the decision. NAC will follow policy and if they are approved will go to the incubator.

3. Management Group Elections

- a) RCSU Sec proposes a memorandum to reform MG elections, please see attached documentation
- b) RCSU Sec proposes that changes are made to policy this year in preparation for implementation in March, 2018
- c) The board discuss whether the role of CU presidents and MG chairs are similar and what their purpose is in representing their members and come to the conclusion they are different roles
- d) The board discuss whether the voting system would be more democratic or whether groups with unequal numbers would mean smaller CSPs were under represented at voting and come to the consensus that it is more democratic to have one club one vote
- e) The board discuss the issue of people who are members of multiple clubs having multiple votes
- f) The board discuss whether MG committees should be well-trained having held committee positions previously
- g) IJ clarifies two discussions are being held: whether voting goes online and who will be eligible to vote. RCSU Sec clarifies when council paper is written they will be two resolves with different points
- h) ICSMSU Chair raises the issue that the union give a lot of support to CU elections but not as much into MG elections – proposes union support MGs with their AGMs
- i) Deputy President (Clubs and Societies) asks that this is brought to Council

Recommendation:

The discussion generated feeling from the board that the Union should provide better support during MG and CU Elections

4. Budgeting Policy

- a) Deputy President (Clubs and Societies) proposes that due to the absence of CAG representatives the discussion for budgeting policy should be carried over to next CSPB meeting on 15 October 2016. DPCS introduces the issue that it is unclear whether CSPs with no membership fees can apply for funding
- b) It is agreed that this point for discussion will be carried over to next CSPB meeting 15 October 2016

Any Other Business

1. RCSU Chair: Club de-ratification

- a) RCSU Chair raises the question of what happens to club funds when a club is no longer in existence – usually goes to ADF but could this go to MG exec

- b) ICSMSU Chair agrees this would be beneficial for exec committees
- c) Deputy President (Clubs and Societies) proposes postponing the discussion until CAG and SCC chairs are present

2. Deputy President (Clubs and Societies): Union Strategy

- a) Deputy President (Clubs and Societies) explains the union strategy will be released soon for student feedback which will be discussed at the next meeting

3. RCC Chair: Fresher's Fair Feedback

- a) RCC questions how is the board collating their feedback from CSPs concerning fresher's fair
- b) Deputy President (Clubs and Societies) explains this should be sent in the same email as the space policy

ACTION:

Deputy President (Clubs and Societies) to send out general feedback survey for the MG chairs

4. Deputy President (Clubs and Societies): Student Activities Coordinator

- a) Deputy President (Clubs and Societies) announces that the Student Activities Coordinator is leaving. The board thank the Student Activities Coordinator for their work and support

The meeting concludes at 20:15