

Minutes of the Imperial College Union
Clubs, Societies and Projects Board
7 February 2017
Sherfield H008A & B

Deputy President (Clubs & Societies)	James Cox
Deputy President (Finance & Services)	Rachel Blythe
A & E Chair	Jack Steadman
ACC Chair	Elinor Winstanley
ACC Treasurer	John Welsh
ACC Treasurer	Thomas Lord
CGCU Chair	Milia Hasbani
CGCU VPFS	Andrew Olson Gallardo
GSU Deputy President (Operations)	Yu Xia
ICSMSU C&S	Tom Bacarese-Hamilton
ICSMSU Treasurer	James Palmer
Media Chair	Rob Garside
OSC Chair	Yanzhu Jiang
RAG Treasurer	Kian Woon Chen
RCC Chair	Dominic Price
RCSU Treasurer	Griffith Farrow
RSMU Chair	Noah Hawkins
RSMU VPCS	Madeleine Hann
SCC Chair	Sina Lari
Observers	
Student Activities Administrator	Laura Regan
Student Activities Administrator	Slavina Georgieva

Formal Business

1. Chair's Business

- 1.1 Deputy President (Clubs & Societies) (DPCS) reviews the work the board have done prior to the first budgeting meeting and explains the data in the budgeting spreadsheet the board will be working from for the meeting
- 1.2 DPCS outlines the golden rules of the budgeting process: there is an increased grant from last year, there is not unlimited money and the board can never have unlimited oversight

2. Papers Attached

- 2.1 Budgeting Queried A-Lines

Matters for Decision

3. Budgeting

3.1 Queries

- a) DPCS asks the board if they are happy to proceed in discussing only the queried lines that have not yet had any resolution
- b) The board unanimously agree to proceed in discussing the 95 A-line submissions that have not yet been agreed by MG Chairs and Quality Assurance Checker
- c) The board resolve the queried A-lines, see attached paper 'Budgeting Queried A-Lines'

RESOLVED

Green = A-Line passed

Red = A-Line rejected

Blue = A-Line change to B-Line

3.2 Ring fencing

Activities Development Fund (ADF)

- a) DPCS informs the board of last years ring fencing figures for the ADF which was at £15,000 (having used £10,000 so far) and invites the board to make recommendations for changing the amount
- b) The board discuss raising the amount with the intent to encourage CSPs to develop their activities
- c) DPCS advises the board that any money not spent on an annual basis goes back into the Union's general funds and does not roll over
- d) The board would like to see the policy change and have the money remain in ADF if it is not spent on an annual basis

ACTION

DPCS and DPFS to discuss with Union staff keeping unspent funds in the ADF

- e) DPCS asks the board whether they would like to keep the ADF the same as last years allocation at £15,000

RESOLVED

The board unanimously agree to keep the ADF at £15,000

Silwood Exec

- f) DPCS and DPFS inform the board how the Union have historically given Silwood Exec a sum of the grant to distribute to their 20 societies as they see fit
- g) DPCS informs the board last year Silwood Exec received £5,500
- h) The board discuss CSPB's lack of oversight on Silwood Execs spending
- i) DPCS asks the board if they are happy to allocate the same amount of grant provided the incoming Officer Trustees have more oversight on Silwood Exec's spending

RESOLVED

The board unanimously agree to allocate £5,500 to Silwood Exec

Printing

- j) DPCS informs the board that printing is currently supported through grant
- k) DPCS the board look at CSPs who have printing as part of their core funding and move these to A-lines and give the remaining CSPs who asked for printing a nominal fee
- l) DPCS asks the board to consider their CSPs where printing is a core cost
- m) A&E Chair explains that last year printing was funded at 100% but this was due to extra money the Union received for printing
- n) A&E Chair explains how for their CSPs printing is a core expenditure they cannot afford on SGI
- o) DPCS proposes the discussion about printing is differed until the next meeting, along with Welfare lines

DIFFER until next CSPB meeting

Appeals

- p) DPCS explains that money will need to be set aside for those who are appealing their allocations
- q) The board are made aware last year the ring fence was £10,000
- r) DPCS asks whether the board would like to query last years allocation

RESOLVED

The board unanimously agree to keep the appeals pot at £10,000

Motor Clubs

- s) DPCS informs the board that money from the grant is ring fenced every year for Motor Clubs
- t) DPCS informs the board that there have been conversations with the College to ask for funding as they make use of the vehicles for marketing
- u) RCC Chair gives the board an approximate figure of funding between 75% - 100% last year for consumables at around £7,000
- v) DPCS asks the board whether they are happy to ring fence £7,000 for Motor Clubs

RESOLVED

The board unanimously agree to ring fence £7,000 for Motor clubs

- w) DPCS and DPFS inform the board they have decided to ring fence £37,500 which leaves £352,500 for CSPs

3.3 Explore Budgeting Model

- a) DPCS informs the board that last year everything was funded at a flat rate percentage across all CSPs. DPCS proposes that this year the board only fund A-Lines
- b) Media Chair raises the issue that this discourages CSPs from budgeting properly by completing all lines
- c) CGCU Chair proposes to still look at the B-Lines this year
- d) CGCU Treasurer informs the board the CSPs will still get roughly the same amount of grant whether its funded from A-Lines or A and B-Lines
- e) DPCS explains the model, comparing CSPs SGIs, last years allocation and this years request for A-Line funding. DPCS proposes funding at a flat subsidy rate (38% for example) and capping funding increase on last years allocation (15% increase for example)
- f) CGCU Treasurer asks how membership growth will be considered with the percentage increase cap. The board discuss how these would be known exception cases
- g) DPCS asks the board whether they are happy to following this model for funding, just funding A-Lines

RESOLVED

The board decide to follow the model for funding grant allocations

- h) SCC Chair questions where CSPs who got no funding last year will fit into the model. DPCS explains the subsidy will be at the base rate
- i) Media Chair raises concerns basing model on last years figures when figures are not reflective of what CSPs need
- j) The board look through their CSPs predicted allocations
- k) SCC Chair raises concerns that their CSPs will be effected as they ask for less grant and therefore the base subsidy rate might be unfair. DPCS proposes to mitigate this by making it a percentage decrease
- l) DPCS proposes three decisions: input draft variables for subsidy and percentage increase caps; distribute B-Lines for evaluation by MG Chairs and QA checker to see if any should be moved to A-Lines; CSPB work from just one column of figures, the predicted CSP cost
- m) RSM C&S proposes going for a high cap and low subsidy to encourage CSPs to grow
- n) RCSU Treasurer highlights that DepSocs don't have high growth due to the nature of their membership base
- o) ICSMSU C&S highlights that growth can't be supported with the current grant

RESOLVED

The board agree on draft figures of 35% subsidy and an increase cap of 15%

- p) DPCS sets a deadline of Sunday 12th February for the board to go through and query B-Lines allowing DPCS and DPFS to make recommendations
- q) DPCS and DPFS will release welfare lines alongside B-Lines for CSPB to query
- r) The board agree to look at the following criteria when querying lines: sensitivity of last years models, using eActivities to evaluate whether last years allocation was satisfactory, high growth in both activity and members

The meeting concludes at 22:15