

**Minutes of the Imperial College Union  
Clubs, Societies and Projects Board  
12<sup>th</sup> December 2017  
SAF Rm 122**

Deputy President (Clubs & Societies)	Tom Bacarese-Hamilton
Deputy President (Finance & Services)	Matthew Blackett
ICSMSU Clubs & Societies	Dan Faehndrich
ICSMSU Management Group Treasurer	Rajiv Ark
RCSU Treasurer	Michael McGill
A&E Treasurer	Emilia Jude
A&E Chair	Pete Bridgeman
CAG Chair	Scott Redmond
CGCU (Finance & Societies)	Andrew Hill
RSMU (Clubs & Societies)	Ben Conway-Jones
RSMSU President	Rob Tomkies
Recreation Sector Chair	Thomas Pleece
KSC Chair	Ellis Skinner
CGCU Chair	Claudia Caravello
Sport Sector Chair	James Medler
Observer (Council Chair)	Owen Heaney
Student Activities Coordinator (Development)	Kristie Thacker
Student Activities Coordinator (Resources)	Hannah Hart

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Formal Business

**1. Chairs business**

1.1 Minutes passed

Matters for decision:

**2. NAC**

- a. NAC have approved 10 clubs in the last 2 rounds and the Union are currently sitting at 281 clubs at the time of this meeting. Concerns have been raised over the rate of growth looking to reach 400 at the current rate of application submissions and resources not growing in line with this.
- b. The DPCS raises the point that the creation of new clubs is a strain on finance, staff, and volunteers, with finance and storage space not growing.
- c. ICSM CS & CGCU propose that applications are discussed termly but this wouldn't change the number of applications submitted.
- d. CSPB discuss a more tough criteria for the start-up of CSP's eg. Rejection without budget, minimum number of attendees and registered interest, no overlapping of activities with other Societies.

- e. It was agreed that there should not be an imposed limit of how many CSP's there should be in the Union. Merging similar clubs will also not affect the need on resources.
- f. A Temp hiatus of NAC has been suggested to organise and review the system.
- g. Suggested solutions for Incubator clubs include:
  - i. A limit on how long you can stay in the incubator
  - ii. Milestones on key goals to reach
- h. A working group has been proposed to review the system and implement changes to include the NAC Committee plus any other CSPB members
- i. **ACTION:** Close the Incubator and review at the next date (10<sup>th</sup> Jan) passed unanimously by CSPB

### 3. CSP Budgeting Policy

- a. A& Chair and Treasurer express concerns over last years CSPB B lines and the printing costs allocations.
- b. ACC Chair expresses concerns over small clubs lack of training and awareness
  - i. **ACTION:** Student Activities Coordinator (Development) to arrange MG and CSP annual budgeting training workshops
- c. CSPB express concerns and faults with eActivities
  - i. Wish to upload an excel spreadsheet to eActivities
  - ii. Difficulties in seeing and approving costs.
  - iii. Membership and income in a different tab – difficult to visualise.
  - iv. Seen as more of an application for money rather than a budget. Should be a guideline for the next year group on how to run.
- d. Appeals not given clear guidance on when they get feedback
  - i. **ACTION:** DPCS to develop a clear guideline for appeals
- e. Timeline of dates throughout the annual budgeting process presented by DPCS
- f. Discussion on funding of B lines
  - i. B lines should be funded through SGI rather than Union Grant
  - ii. A-lines more important as a core, should clearly define what an A line is though
  - iii. Asking CSP's for their core objective to correlate to A-Lines. Rate the aims and objectives for MG's to decide if this falls into an A or B line
  - iv. Two weeks to query all lines with a meeting for discussions on these
  - v. CSPB will move from the 6<sup>th</sup> Feb to the 8<sup>th</sup> Feb with queries closing on the 16<sup>th</sup> Feb Solutions for the 27<sup>th</sup>. This decision was made to relieve stress on volunteers with exams.
  - vi. **ACTION:** Hannah to write up timeline fully to be published on Union website
  - vii. **ACTION:** DPCS to look into printing money and ring fencing To consider printing as a 'line' in annual budgeting and this will be allocated accordingly
  - viii. **ACTION:** DPCS to look into changes to welfare budget and how the wellbeing rep network will effect this

- ix. Include turnover and SGI figures in decision making for all funding allocations.
- x. There will be no grant allocation for free clubs unless they are DepSocs
- xi. Clubs not changing subs should still submit a budget for planning the clubs activities and suitable committee handover periods
- xii. A block amount will be ringfenced for vintage motor clubs
- xiii. Silwood Exec will submit a budget and money not ringfenced for them
- xiv. CSPB E lines will be reviewed on a case by case basis
- xv. Financial plans for getting out of any debts must be provided to be considered for grant

#### **4. Discussion of Motions of No Confidence**

- a. Due to CSPB running for over 3 hours, this matter for discussion will be presenting at the next CSPB.