



CGCU

City and Guilds College Union

Union Council

Mid-year Report 2017/18

Proposed by Claudia Caravello, CGCU President

CGCU Overview

This report covers the CGCU activity from October to end of December on the following topics:

- Academics
- Welfare
- Events
- Sports
- Engagement with Students
- Regalia
- Traditions
- Finances
- Management Group

The report ends with a summary of the CGCU's future plans, covering welfare, events, sponsorship and long-term strategy.

Autumn Term

Academics

Update by Alex Luy (Academics Affairs Officer)

One of the main focuses of the CGCU is the academic wellbeing of the students that it represents. The role of the Academic Affairs Officer (AAO) is to ensure that the academic needs of the students from all the departments are being met by: training and supporting the Department Representatives (Dep Reps), voicing student opinion in meetings with Imperial College (IC) and Imperial College Union (ICU) and by working closely with the Deputy President of Education (DPE) from the ICU. Some of the key activities that the AAO carried out during the 2017 autumn term are outlined below:

- Worked closely with the ICU to ensure that the Dep Reps had the resources and knowledge required to begin their work.
- Attended several meetings with IC and ICU including: Faculty Teaching Committee (FTC), Education and Representation Board (ERB) and Union Council where topics such as the Learning and Teaching Strategy (LTS), teaching spaces, exam timetabling, the NSS and the Curriculum Review are discussed in depth.
- Supported the DPE in launching the College-wide Coursework Feedback Audit.
- Collected information from each of the Dep Reps on how their departments operate and to what extent student voice is considered when decisions are being made; this information will be used to decide which Student Staff Committee (SSC's or SSLC's) meetings the AAO should attend during the spring term.
- Ensured that each of the Dep Reps are included in the curriculum reviews happening in their departments as part of IC's LTS.
- Chaired the Faculty Level SSC where the Dep Reps and key staff members discussed issues such as teaching space, student exchange program capacity, timetabling and autumn term exams.
- Supported several Dep Reps with department specific issues and queries.

This term, the AAO will be continuing to do the work mentioned above as well as work to build better communication between Dep Reps so that they can support each other.

Welfare

Update by Damian Coveney (Welfare Officer) and Sarah Towers (Deputy Welfare Officer)

Well-being Rep Network

We would like to begin by expressing our satisfaction with the Wellbeing Representation Network (WBRN), with the representatives being well-trained. Moreover, the Wellbeing Reps have reported no issues with their role description or remit to the CGCU Welfare Officer or President.

Our Welfare Officers of CGCU sit on three main committees: the Community and Welfare Board (CWB); Union Council; and the Faculty Student Staff Committee (SSC) for Wellbeing. In CWB meetings, the discussed topics included: safe space policy; gender neutral toilets and the possibility of a new Social Mobility Liberation Officer. In the Faculty SSC for Wellbeing, the Wellbeing Dep Reps of both the CGCU and RSM meet with the Faculty Senior Tutor, Lorraine Craig, and the Faculty Education Manager, Phil Power, to discuss welfare issues affecting engineering students. One of the main successes of this from last term is that each department in the Faculty have been recommended to set aside a budget for welfare events – these include tea breaks and other inclusive, relaxed events, which have shown to be popular in the departments that run such events already.

Campaigns

The weekly newsletter emails from the CGCU have been used as a means of promoting the Union's wellbeing campaigns – including Sleep Imperial, Under Pressure and Disabilities History Month.

Free Welfare Supplies

The weekly email newsletter has also been used to remind students of the availability of our free health products. The CGCU Welfare budget has been used to make sure the health supplies are in stock throughout the year – the supplies include: condoms; lube; tampons; pads; pregnancy tests; and rape alarms. Over the first term, we have been pleased to see the uptake on these products – the popularity has resulted in the need to restock several items.

Events

Update by Ross Unwin (Vice-President of Activities)

CGCU Annual Welcome Dinner

The Annual Dinner this year was held at the Millennium Gloucester Hotel on Friday the 20th October (at the end of the third week of term). The hotel was amazing in helping organize the event, and the staff were exceptional on the night itself, with the food being impeccable. The choice of venue made the event far more accessible to Freshers living in halls and over 70% of those in attendance were Freshers (there was also representation from every year group at the dinner, including PhDs and Masters students).

Thanks to great publicity well before the start of term, tickets sold out in under 3.5 hours, with super early birds, and early bird tickets helping to increase sales. During the night, we had several great speeches from guests, a performance from the Techtonics, before we opened the dance floor and students danced the night away.

The event had a total expenditure of about £14,000. £10,000 of this was from ticket incomes, and the rest was made up by a generous donation from the CGCA along with a faculty grant and a CGCU subsidy. In future, I would recommend this venue to be used again.

Quad Union Carnival

Held on Tuesday 10th October, this event was within the Union's Welcome week and was the first time this event has ever been held. It was a joint event held by all 4 CUs (CGCU, RSMU, RCSU and ICSMSU) with inflatable activities in the quad, mascot vehicle rides outside, darts competition in the Union Bar and mascots displayed behind the bar.

Overall the event ran well, with the finances all managed by the ICSMSU, and management shared between all 4 CUs. After this event, we proposed that we run a Quad Union Bar night later in the term. It was also noted by several members of the CUs that Tuesday is not a good night to hold a bar night at the union because of all sporting fixtures on Wednesdays

Quad Union takes over IPop

The second ever Quad Union event was a bar night held on Friday 24th November. This time, all organization and financial responsibility was down to the union (including advertisement and promotion of the event). It was enjoyed by all that attended, with mascots behind the bar in 568 and flags on display. However, there was nothing other else that was notably Quad Union about it and it was felt improvements could be made on this event if it is to be run again. It should also be noted that this event was held 5 days before ACC.

CGCU goes Bowling

After this event ran with a little success last year. We tried to run it again. We secured 50% off drinks all night and offered students 2 games for £5. We felt that this was a very cheap price and would be a good night for all that came. We also hoped that people who came to the welcome dinner would also come bowling.

Originally the date was set as 24th October, but despite the promotion, only 2 people bought tickets. It was decided to move the event to 21st November to see if we could attract more people to the event. The new date yet again, failed to attract many people, but after 11 people had bought tickets we continued with the event anyways (we had paid a 50% deposit, and we had to accept that we would make a slight loss on this event). Everyone who came had a great time, but it was disappointing to see that no members of committee could be there other than myself [VPA], who was in charge and organising the event.

In future, I would not recommend running this event, without serious review.

CGCU Christmas Pub Quiz

We held the Christmas pub quiz on the 4th December in the CAGB Drawing Offices on the 6th Floor. At £3pp, we aimed to make a slight profit from the event, offering everyone who came mince pies and mulled wine and an evening of enjoyable festivities. Plus, the opportunity for the winning team to win a bottle of prosecco.

Due to unforeseen circumstances, I was unable to make it back to England to run this event. Tharanyaa as events officer stepped up to run the first half hour with Andrew Hill helping out for the entire event at last minute.

This event was a total flop. Even though I had involved all DepSocs and had responses from several chair people, only 2 people came to the quiz. Whether it was publicity, or that people didn't want a pub quiz, or it was the wrong time of year, this event needs to be looked at before running again next year.

However, no loss was made, despite this, as the mulled wine was sold onto DoCSoc for their event the week after, and the mince pies became part of the stock to be given out at the Mince Pie Party.

CGCU Mince Pie Party

On the last day of term, several members of the CGCU committee braved the wind and cold of Dalby Court to spread the festive cheer. Wearing Christmas hats and playing Christmas music, we gave mince pies to over 500 students and staff, including James Sterling, and many people came to get welfare supplies as well. This was a fun event and it cheered everyone that came by.

Sports

Update by Ross Unwin (Vice-President of Activities) and Andrew Duckworth (Sports Officer)

Surrey Sports Day

We were approached by the Chemical Engineering societies of Surrey University and of Imperial. They proposed an engineering sports day between the two universities. This would have included sports such as football, netball, rugby, tug of war and a few others.

After initially stating that Surrey would be able to organize and host the event and the CGCU would just need to arrange transport to Surrey Sports Park; it came to light that they didn't have the resources to either organize it nor availability to host it on their grounds. This led us to investigate hosting it at Imperial. A couple of Saturdays in March were booked and costings written up for such an event. The first weekend we had booked was chosen as the date for IC v ICSMSU Varsity, leaving the 10th March as the only viable date. An external varsity event between Imperial and LSE is to be hosted on the 17th, as well as the CGCU Football league final to be organized around a similar date. 10th March is also LUSL fest, in which several Imperial Engineers will be playing.

A combination of the above factors led us to the decision not to go ahead with the Surrey Sports Day and we passed the idea back to ChemEng Soc to organize an event between the two chemical engineering departments if they so wished.

Football League

This year we set up a football tournament for the engineering departments which had a total of 18 teams, with 181 individual players. The format of the tournament is a knockout tournament. To ensure that each team gets to play at least two matches we are also running a plate tournament for the losers in the first round of the championship tournament. To ensure the safe and smooth operation of the tournament, we offer the teams the opportunity to borrow equipment such as footballs, goalposts, cones and first aid kits. The majority of the first-round matches were played, however, a few were decided by coin toss when the teams did not play by the set deadline. The teams had been informed at the start of the tournament that this would happen if games went unplayed.

Engagement with Students

Update by Nisha (Media & Marketing Officer), Claudia Caravello (President), Thomas Cross (Bolt Editor) and Chung Poon (Webmaster)

Summary

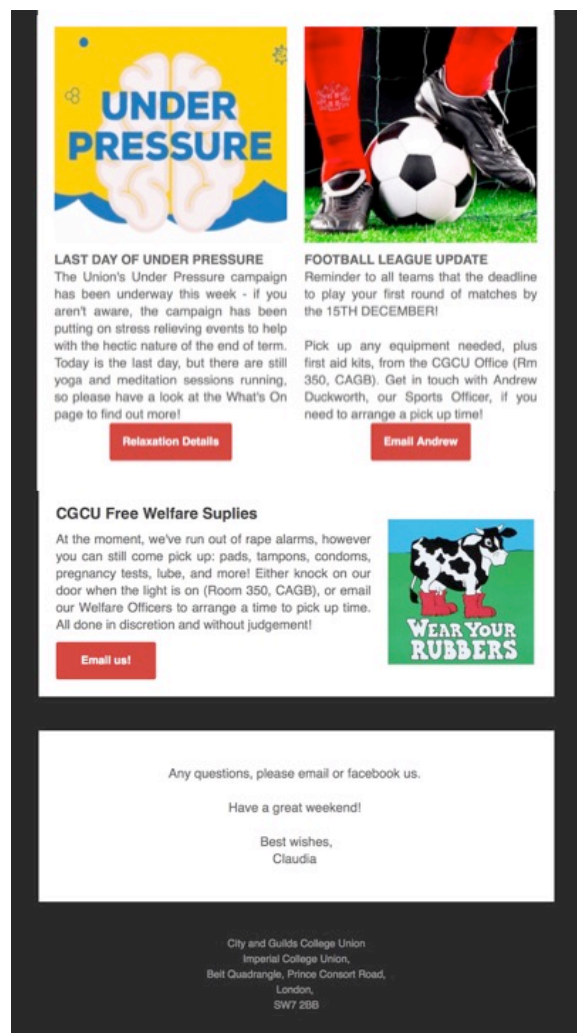
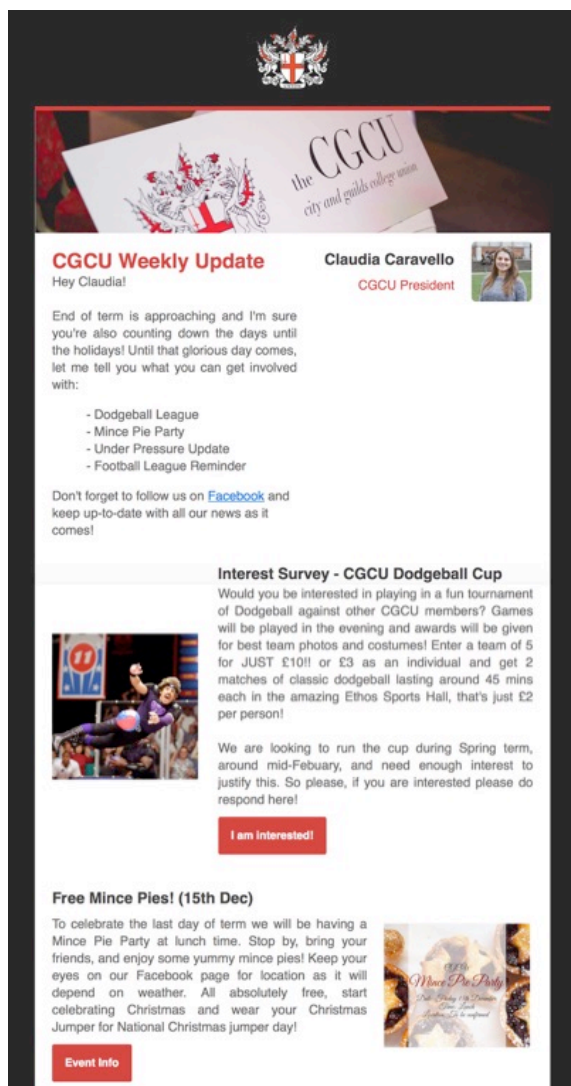
This term we introduced the brand new CGCU newsletter, 'The Bolt', the first issue being published at the start of the term alongside the re-designed Fresher's Handbook 'The Spanner'. The Bolt will be released twice a term, a responsibility of the newly created and appointed Bolt Editor.

In addition to this, an active social media presence has been maintained and graphic content has been produced promoting events, meetings, sports, regalia and welfare, informing the site followers about the work being done by the CGCU committee and its representatives.

Emails

This year we have redesigned our emails, coding them in html. We have used MailChimp to send our emails, and get status reports after each email. We have a 45% opening rate, much higher than industry average, and on par with ICU emails.

As well as sharing messages from the committee, we have also been working with the sabbatical and campaigns officers, sharing and supporting their messages and campaigns. As an example, shown below, we've tried to keep them short, use catchy pictures and have easy click buttons to link them to the websites or open emails to the correct officer.



Bolt Editor

This year saw the release of the CGCU's first periodical magazine; "The Bolt".

"The Bolt" was envisaged as a way to connect the 4000 guildspeople's of the Engineering Faculty more effectively. Now in its third issue, with two released per term the publication is seeing a widening audience with feedback being positive, gaining much admiration for its impressive content, wit and humour and also its notoriously difficult puzzle section "Engineering Challenge". The editor of Felix himself, Fred Fyles was in fact heard describing how the puzzle team of the College newspaper were dumbfounded when they saw the technical marvel that the CGCU had released.

Further to this a number of regular columnists and photographers have appeared with the amusing art of Spanner Bearer Paul Balaji and the novel writings of Jiangxuan Chen being of great attraction to veteran students and Freshers alike.

Our outlet has continued to publicize the Guilds' major welfare campaigns with every issue having an update from our welfare officers Damian Coveney and Sarah Towers, and an advert promoting our "Safety First" welfare supplies stock. So far, distribution has been hand delivery to open spaces around CAGB and BOSS space.

Issue I, released to coincide with the start of the year featured the newly established DRONESOC, one of the first of its kind in the UK. Our first three releases were kindly sponsored by Shell and further sponsorship agreements are in progress.

"The Bolt" was also at the head of the start of terms shocking Mascotry events, with the presses momentary being stopped as the Office was raided and Guild Mascots violated. The events were listed in Issue II, this issue also contained spotlights on several societies that the City & Guilds support such as ICRTS, ICSEDS and MECHSOC. In an effort to give our students voice, the "Engineers of Imperial" column is made of student submissions from varying years showing the diverse background of engineers at Imperial College London.

To summarize, with basic structures and templates now in place and a full time Editorial Position of the Committee "The Bolt" is an integrated part of the CGCU alongside our other publication (for fresher's) "The Spanner" and we look forward to evaluating its progress as issues III – VI are released.

Website

The primary goal of the Webmasters role this year is to continue the work of the previous webmaster, Andrew Hill. This work includes the redesign of the website from the ground up and online contents that add-value.

The new website now provides a unified CGCU web presence that spans across the website itself, social media platforms as well as the Imperial College Union website itself. The website also provides an official single-source-of-truth for the four thousand members. Our work in the past autumn also included standardization of the HTML/CSS/JS code (a prerequisite for an online CMS), the addition of our publications (The Bolt) and the restructuring of the site navigation.

Looking ahead, our plan is to provide the site with a basic CMS such that the currently static content can be quickly updated by any committee members. Next, we will start to integrate

dynamic content (e.g. to register for our upcoming events, to book timeslot to meet welfare officers) which adds value to our members (and increase engagement).

To sum up, we believe the design aspects of the site is now up to scratch, hence the new goal for the Spring term is to bring in features which is useful to the committee and members.

Regalia

Update by Otilie Szewing Lau (Regalia Officer)

We restocked the existing regalia and put them on our union shop's webpage. We also gave out stickers and cardholders at the Freshers Fair and pushed the sale of available items at events organised by CGCU. Advertising on social media and posters attached in our official emails had helped us to sale all the scarves and most of the beanies before the winter. Bottom keychain were introduced as a new regalia, and the design of the silk tie had been changed.

In this year, we're planning on ordering more various items such as pins, tote bags, high-quality cufflinks and complimentary pens to be handed out at the future events.

Traditions

Update by Paul Balaji (Spanner Bearer), Christopher Macca (Bolt Bearer), and Andrei Pogan (CGCA Officer)

Mascotry

Both Bolt and Spanner have undertaken numerous adventures this term. Freshers and a CGCA Reunion lunch were notable honours for the two liftable mascots of CGCU, but the most exciting adventure is described below.

It began when RCSU's Theta (giant rectal thermometer) and RSM's Davy Lamp (giant lamp) were taken hostage and kept in a secret location. No sooner than the demands were sent, the secret location (the CGCU office) was then raided by members of both RCSU and RSM which meant that both Bolt and Spanner were stolen from us in addition to Theta and Davy Lamp. RCSU took Bolt, and RSM took Spanner. However - we still had a small part of Theta which would prove fruitful in future negotiations.

When the updated demands were sent back to CGCU, all hope seemed lost. But in a brilliant turn of events after many days of scouting the RSM building, Alessandro Bonardi (CGCU Events Officer) found a glimmer of hope - with a literal glimmer coming from the shine of Davy Lamp in the hard-to-see corner of a lecturer's office.

Rounding the "squad", a retrieval party of which the likes the world had never seen since Saving Private Ryan hit the cinema, we hit RSM hard and took back Spanner and Davy Lamp. This time, we kept the mascots in a legitimately secret location - which shall not be disclosed and is infinitely harder to raid.

This still left the small issue of Bolt being with RCSU. Even though many attempts were made to bring back Bolt and save it from its perilous hostage situation, the only way to resolve the situation in the end was through diplomacy.

The missing piece of Theta, and the complete nut and Bolt were exchanged in the respective President's Summary of CGCU and RCSU at a Union Council meeting in the term that just passed.

We look forward to undertaking more Mascot Banter in the coming term.

CGCA

The shields have been located and are awaiting a location where to be hung. The Annual CGCA Dinner has recently been confirmed by the CGCA, with negotiations resulting in opportunities for final year students to attend. An invite shall be sent to all final year students in the coming weeks. We expect uptake to be good for this event as there are limited student spaces and the location provides a rare opportunity to visit one of our founding guilds, the Ironmongers.

The CGCA has also been discussing ways in which to further improve involvement from the current students, and encourage membership upon graduation. Meetings with Claudia, Andrei and Professor Dick Kitney (CGCA President) shall be taking place this term to discuss this further.

The OC Trust has continued to award Post Graduate Travel Awards, sent to the CGCU and then further distributed to the individual award winners. They are happy with this process, and the CGCU finds it is working efficiently as well. The CGCA held an Alumni Reunion lunch with Bo and our mascots present. With speeches from each decade present, as well as an update from the CGCU President on what current student life is like, it was an enjoyable day and all alumni enjoyed the event.

Finances

Update by Andrew Hill (Vice-President of Finances and Societies), Claudia Caravello (President) and David Moores (Sponsorship Officer)

CGCU Exec Finances

We are spending the allotted grant from both the Union and Faculty as previously allocated. Continued Shell sponsorship is supporting the printing of the Bolt Magazine.

CGCU Sponsorship

The CGCU has been successful in sourcing a key sponsor for our new magazine; the Bolt. The continued partnership with Shell, featuring 'sponsored articles' and the feature of the Shell logo has provided the financial support required to launch the new magazine. The associated reduction in net publishing costs has been invaluable to the CGCU, reducing any risk that the venture may fail and cause financial harm to the organization. It is anticipated that as the magazine and its reader base grows, new sponsors will be sourced.

At present, the CGCU has no headline or general sponsor. It is known that sponsorship deals go out to clubs and societies at the end of the tax year; it would be naïve and a waste of time to assume this would not apply to our organization. As such, since no deal was reached with any organization in 2016/17, there is no ongoing sponsorship deal in place.

Management Group

Update by Andrew Hill (MG Treasurer)

CGCU Clubs and Socs

Two management meetings have now taken place, with high attendance and good discussion. Day to day eActivities operations are running smoothly. We have identified that another officer

with MG responsibilities would be very beneficial in order to pay closer attention to our clubs, and have addressed this in our restructure.

CGCU Grant for DepSocs

Five out of the eight CGCU DepSocs applied for funding, of which three were successful in obtaining a full or partial grant. This is the second year of allocating faculty grants this way, and generally the procedure we have works well. We identified that societies need more guidance when applying on the details to provide, which we are currently working on providing for the spring term round of applications.

Going Forward

Events and Sports

Update by Ross Unwin (Vice-President of Activities) and Andrew Duckworth (Sports Officer)

Summary

After a term of running CGCU events, the CGCU should focus on big events that are organized in conjunction with all DepSocs, and not focus on small events that would only have a limited attendance.

Women in Engineering

Following the success of the WIE Forum event last year, a similar event will take place at the end of February. We will host multiple high-profile guest speakers to speak to students. This will be followed by a networking event with free drinks and nibbles. The City and Guilds Association (CGCA), The Institute of Civil Engineers, The Institute of Engineering and Technology, and The Women's Engineering Society will all be contacted to work in conjunction with for this event.

A budget of £1300 for this event will be necessary, and we hope the majority of this will be formed by grants and donations.

CGCU Festival

This year, the CGCU festival will be held in a similar way to last year, but with the hope to increase the attendance. Combining the CGCU Football league final and the CGCU Festival on the same day, would be one way to increase attendance. I am looking into holding the Football Final in Hyde Park towards the end of second term in March. Everyone would then move to Beit Quad and Metric. By working in conjunction with DepSocs I hope to increase departmental rivalry and I would like to work with members of the CGCA to bring back the Morphy Cup (name to checked, as different historic sources give it different names). The winner of the night will be announced in Metric and a prize awarded to every member of that department in attendance.

Quad Union Bar Night

In a similar fashion to the Quad Union Bar night in the autumn term, we are going to organize a similar event in the Spring Term.

Joint RCSU and CGCU Event

The RCSU would like to run a joint event in the spring term. No planning has happened for this event and as it currently stands there is no proposed date that works well for the CGCU.

4th Year CGCA Networking Event

This event was proposed by the CGCA in passing. They would like to hold a drinks reception to provide final year students an opportunity to talk with alumni and network before they graduate. Discussions will start in the spring term with the CGCA and the alumni office at Imperial to select an appropriate date.

End of Year Ball/Dinner

The feasibility of a big end of year ball/dinner will be looked into during January. Planning and organization will continue for the rest of term if feasible and the event will be held at the end of the Summer term.

Football League

The semi-finals of the plate and championship tournament will be played by February 18th. The finals will then be played either in late February or sometime in March.

Dodgeball League

In early December, we were approached by some students from the engineering department who were interested in setting up a casual dodgeball league. The proposal was to create something similar to a dodgeball "taster session" where students within the department could pay a small fee to enter a team and be guaranteed a certain number of games (The fee would cover booking costs of the sports hall in ethos). The league would run for the first time with 8 teams of 5. If it proves to be popular, this could be expanded for future iterations.

After meeting with the students and discussing the proposal, we decided to pledge a small subsidy to the operation of the league, on the condition that they could prove departmental interest in the idea. We are currently waiting on the results of a survey.

Welfare

Update by Damian Coveney (Welfare Officer) and Sarah Towers (Deputy Welfare Officer)

Specific Welfare Events

We are planning to host a stall with free welfare products for Engineering students to be able to quickly pick up – to be done at the beginning of February ahead of Valentine's Day.

The animal therapy event is still in its planning stages – we have decided to team up with RSM and promote the event for the Faculty of Engineering to increase engagement and impact. The difficulties presented thus far have been in securing permission for animals to be on campus as well as finding a company/charity that can provide the animals at a reasonable price.

The Mechanical Engineering Dep Rep expressed her interest in having a CGCU Bouncy Castle or similar event, which shall also be looked in to.

Welfare Survey

A Welfare Survey for CGCU students (similar to that carried out by RSM) shall be disseminated within the first month of term.

Sponsorship

Update by David Moores (Sponsorship Officer)

Future Plans

The CGCU realizes that the organization is extremely well placed to source a sponsorship contract, not only for a general deal, but for specific events. It is felt that external organizations will not be able to resist the allure of an engineering faculty-wide 'Women in Engineering' event; as such plans to source title sponsors, payment for the positioning of panelists (from corporations as opposed to volunteers and charities), and payment for logos on promotional materials are in place. This will build on the work set down in the running of the event in 2016/17, where, upon reflection, the attempts to raise sponsorship were 'too little, too late', although a significant amount was still sourced. Event sponsorship is key to the CGCU's future sponsorship plans, as it is realized that organizations see it as a way of gaining significant exposure to a lot of students, very quickly.

A general sponsorship proposal document is being drafted; it is known that the quality of this document, and the strength of its arguments, will be proportional to its success. The fact that the CGCU represents such a range of students across the engineering faculty, in such large numbers, will be a key selling point. The document will be distributed to select contacts around March, with the anticipation that deals for 2017/18 shall be reached soon after.

Concerns

One major concern regarding sponsorship is that of crowding out – with the CGCU Exec and DepSocs all going for sponsorship from similar companies, offering similar packages and events, especially where students will be represented by both bodies, there will be winners and losers. Companies are not stupid, they know where to put their money, and will not pay for access to the same people twice. A funding syndicate, where the CGCU applies for sponsorship applicable to all (e.g. Finance/Consulting), and DepSocs to those more course appropriate (e.g. CivEng – Arup or DoCSoc – Microsoft) could alleviate some wasted time and effort, obviously with some rules for funding redistribution.

Long term Strategy

Update by Claudia Caravello (President)

Restructure

This January we met to discuss and restructure the CGCU Committee, its volunteer positions and sub-committees, as well as update our Constitution. The new documentation can be viewed in the CGCU's other proposed council paper.

5 Year Plan

This Spring/Summer term the CGCU Committee will be discussing the future of the CGCU and coming up with a 5-year plan to show the Union, our sponsors, and most importantly, guide future committees of the CGCU.

Potential Sabbatical Role

We are considering looking at the feasibility of turning the CGCU President role into a sabbatical role. This analysis will take place in Spring/Summer term alongside our creation of our 5-year plan, to see if the role change is needed in order to help develop the CGCU.