

**Minutes of the Imperial College Union
Clubs, Societies & Projects Board
4th December 2018
Union Meeting Room 1&2**

James Medler	Deputy President (Clubs & Societies)
Marin Yau	CF Chair
Jack Lee	CF Treasurer
Anson Chan	CF International
Louis Jennings	Knowledge MG
Adrian LaMoury	Recreation VC Appreciation
Owen Heaney	CGCU Clubs and Societies Officer
Joshua Davis	A&E Treasurer
Anthony Onwuli	RSMU VPCS
Zack Jeanrenaud	RSMU Treasurer
Clarisse Beurrier	Knowledge Secretary
Krystal Law	Sports Sector Treasurer
Jake Mossom	Sports Sector VC Individual
Thomas Fernandez Debets	Sports Sector Chair
Wladimir de Polignac	Sports Sector VC Martial Arts
Christian Buckingham	ICSMSU VC Academic and Volunteering
Muntaha Naeem	ICSMSU MG Treasurer
Tom Willis	ICSMSU Clubs and Societies Chair
Claudia Caravello	Deputy President (Finance and Services)
Sulaimaan Mughal	RCSU Treasurer
Daniel Wigh	KN Chair
Hannah Hart	Student Activities Coordinator

Formal Business

1. Chair's business
 - a. Approval of last CSPB's minutes

Resolved: Minutes approved and passed

Matters for decision

2. Budgeting Policy
 - a. DPCS proposes annual budgeting timeline as the following:

Date	Action
07 December 2018	Budget submissions open for CSPs (via eActivities)
21 January 2019	Budget submissions close for CSPs (12:00, Midday) ; Budgeting opens for MGs/CUs (17:00)
01 February 2019	Budgeting closes for MGs/CUs (12:00)
05 February 2019	Budgeting meeting 1 (18:00)
26 February 2019	Budgeting meeting 2 (18:00)
5 March 2019	Budgeting meeting 3 (18:00)
15 March 2019	Budget allocations distributed to CSPs
TBC	Appeals

3. Equipment Policy

- a. DPCS proposes to re-pass Club Society and Project Equipment Policy from 2012 and asks for any adjustments from CSPB
- b. To add “Deposit schemes to be arranged and approved through the DPFS” as point A 6.7
- c. Update terminology throughout to “Activities Team” rather than “Central Services Manager” and “CSPB” rather than “CSB”
- d. Add “After a warning email in regards to equipment storage misuse which has a lack of response/action within 5 working days, the deputy President (Clubs & Societies)....” to point B13
- e. Add “All cases are taken on an individual basis” to the Applications for Space section
- f. Add an appendix for exception clubs that have exception circumstances in regards to storage and equipment eg. Rifle and Pistol and Underwater. These cases will be looked into by the Student Activities Manager and DPCS.

Resolved: Paper passed with the above additions

Matters for Discussion

4. Votes of No Confidence within CSP Committees

- a. Discussion on how committees can remove ineffectual members from committee
- b. Current system states that all VONC’s must go to council – suggestion that this should only be for principal officers and non-principle decided by CSPB
- c. Should not only communicate with individuals through email. Should include individual meetings and a group meeting with the club’s committee
- d. VONC’s should have the support from the Club’s relevant MG committee and not necessarily rely on secondments from club members

Action: DPCS to formulate proposal for further discussion after Annual Budgeting

5. Budgeting Training, Scenarios and Processes

- a. DPCS presents example budget and runs through key points for different MG’s to consider in terms of variable income
- b. DPCS encourages all MG’s to arrange meeting with their clubs to discuss and review budgets before submission

6. Sports Hub Update
 - a. DPCS gives update on current progress on Sports Hub plans
 - b. Working group to meet in the coming weeks
 - c. Paper will be produced for discussion for next CSPB with aim to send to January's Union Council

Next Meeting: Tuesday 15th January 2019, 18:00, RSM G01