



CLUBS, SOCIETIES & PROJECTS BOARD (CSPB)

Clubs, Societies & Projects Board for the 2020/21 session, to be held 24th September 2020 at 6pm on Microsoft Teams.

Attending:

Management group rep	Role	Name
N/A	Deputy President (Clubs & Societies)	Ross Unwin
N/A	Head of Student Experience	Tom Newman
N/A	Student Activities Co-ordinator – Governance and Frameworks	Mazzini Cea, Marta M
Arts & Entertainments Clubs	Chair	India Marsden
Athletic Clubs	Chair Treasurer	Geoffrey Sheir Aymeric Regnier
Knowledge Sector	Chair	Alexander Nielsen
Recreational Clubs	Chair Treasurer	Adam Turner Ferdinand Krammer
City & Guilds College	President Treasurer	Hayley Wong Allan Lee
Graduate Students Association	President	Zixiao Wang
Imperial College School of Medicine Students' Union	President Clubs & Societies Chair Treasurer	Muntaha Naeem Christian Oldfield Pedro Chen
Royal School of Mines Union	President Treasurer Vice President (Clubs & Societies)	Jasmine Crocker Chamitha Gomez Jessica Dring-Morris

Apologies; Community Action Group, Overseas Clubs, Social Clubs, Royal College of Science Union, Silwood Park

Agenda item - Grants membership

After the message to all club officers regarding the upcoming COVID financial adjustments, CPSs will in the meant time only be able to access 25% of the original grant allocated for 2020-21. As this may affect membership to some clubs DPCS Ross Unwin has been reviewing all requests for membership changes.

Board members had a number of questions regarding this;

Question 1: How was the 25% allocation decided on?

Answer: This was a rough value, estimated to be fair for the majority.

Question 2: The message shared was unclear as to why last year's model will be used for this year, a pandemic year.

Answer: The budget was set and agreed with; the Union to remain solvent, with Auditors to remain compliant and with the Board of Trustees responsibilities.

Question 3: If grant has been deducted by 25% will each CSP need to align its activities to this reduction?

Answer: There have been principles agreed for CSP face to face activity which will reduce during the current stage of the pandemic. Principals are discussed in 'Term 1 changes' agenda item.

Question 4: As clubs will have less grant money they will rely more on sponsorship. Why are the frame time of sponsorship contract approval taking so long?

Answer: The Union understand our finance system is in need of improvement. Currently all contracts must be approved by DPFS which is creating a bottle neck. Responsiveness is being looked at as a whole, we are aiming for incremental improvements until we can implement a customer relationship management system (CRM).

Action DPFS and DPCS to look at policy and understand if it's just the DPFS that has to have final sign off, or if it can be done by any other ICU member.

Question: Will the 25% be reflected on CSPs transaction pages? and will this be already included, or will MG need to work these out?

Answer: At the moment transaction pages say that all grant is restricted. There will be a finance Level 3 training for eActivities approvals coming up.

Action next CSBP to discuss and agree what is a fair COVID adjustment to grants and membership.

Agenda item - Sports Board and CSP Board

A number of years ago it was passed through council that CSPB would split into a Sports Board and a CSP Board. CSPB will still meet until the new policy and standing order is created for this split. It is mandated for CSPB to still meet until the split is completed. CSPB will still meet one a year all together even after this split.

Imperial Athletes – '[Imperial Athletes](#)' will be the new name for club sports and Imperial and it will be the new name for the Sports Hub. It is a joint project between move Imperial and ICU for a one stop shop for all sports clubs.

It will be a hub with 77 clubs including all Medics, CGCU rugby, but not including any sports clubs in the incubator.

The finance and management are still to run through current management groups. But eventually a transition will be signed off from all Constituent Unions and ICU sports to move into Imperial Athletes new management structure.

Committee asked for CSPs in incubator to be included in Imperial athletes. This was agreed but with the understanding that there will be no financial support for those in the incubator as per already established incubator criteria.

Agenda item - Term 1 – changes (activity, risk assessments, bars)

The new rule of 6 has meant newest restrictions we have in place for CSP in-person activity. To summarise, in person activity can now only take place if it falls into the following categories:

- Academic related activity: An activity that is related to an academic subject. This activity will be approved by the Union & relevant academic department.
- Sport: This must be approved by the Union & Move Imperial. The maximum number of participants will be linked to the sport's NGB Guideline.
- Music: This must be approved the Union collaborating with the Blyth Centre and College.
- Activity sponsored by another College department: Activity can take place in person if it is approved by an additional department as well as the Union.
- Recording & Live Streaming from Union spaces: An activity that is to record or live stream for an online audience.

CSPB wanted clarity on what is the definition of 'academic' and the effects of these restrictions on activities conventionally seen as 'volunteering' but which have serious academic benefits (such as paediatric ward volunteering for medics students).

Although in person activity restrictions will err on the side of safety if CSPs can share a rational as to why their activity must be done face to face and if this rational falls within these four categories, then it will be considered to go ahead. Any activity that will go ahead will be in line with; College guidance, Government guidance and Union guidance this is to keep everyone safe, an outbreak could close all activity for everyone which we want to avoid.

Union will support streaming by repurposing rooms for filming.

Storage access has been risked assess by the union it will have a new process whereby one person will come and collect the key or a key card and cleaning kit. Only two people to access storage during the booked storage slot at a time. Accessing storage during after hours will be put on pause.

Action Union to have a conversation with security to see if storage can be accessed after hours.

CSPs under established organisations with own guidelines such a 'street doctors' and 'MSF' will be seen in a case by case basis.

Risk assessments process will go live on Monday with a user guide.

To summarise, the process will mean the event idea will have to be approved and must justify why it must be done in person. A risk assessment will then have to be submitted and confirmed.

All on line events will have to be risked assessed as well.

Action Tom Newman and DPCS Ross to review the authorisation process of online events and work out a way to get rid of unnecessary paperwork.

Action All welcome week events request should have been handed in for Union approval, if there are some missing these will be prioritised through the new RA system.

Bars will have a table service they will be open till 10:00 PM and will need pre bookings of six or less.

Agenda item - Ideas for CSPB future

1. Next CSP meeting, October 8th, will hold elections for sub committees; ADF, NAC and TOURS.

Action management committee groups to discuss within their structures and see who wants to be considered for these subcommittee elections, this can be Vice Chairs and or Treasures.

2. Next CSP meeting, October 8th, will further discuss Sports Board and CSPB
3. Idea for subcommittees to give an update at CSPB
4. Idea for management groups to share 2-minute presentation of 'highlights and headaches' at CSPB
5. Idea for senior volunteers to set and achieve goals
6. CSPB forward agenda being designed with mandatory points to be discussed throughout the year as per CSPB policy

Agenda item – AOB

AOB 1 Tom Newman, Head of Student Experience will be meeting with senior volunteers to understand needs and wants to inform the new ICU strategy.

AOB 2 Environment Soc's bees have died, they used their honey to make their money, can they apply for ADF? Answer is Yes. Committee expressed their condolences :/

AOB 3 Request for Level 3 management group finance training to be changed for next year so it's delivered before CSP finance training. Yes, this will be the aim for next year. **Action**

AOB 4 Clarification for expanding ie membership this was to make it inclusive and transparent Mel and Tom spoke to all clubs. This will be looked at in a case by case basis finance and authorisation is still to be run by management groups.

AOB 5 Request for management groups to have a view of membership change requests.

Action DPCS Ross to share these requested changes with management groups.

AOB 6 Request from Graduates Constituent Union to split their current two Vice President roles into four; VP Representation PhD, VP Representation M.Sc., VP Communications, and VP Events

Action GCSU President and Ross to pick this up offline.