



CLUBS, SOCIETIES & PROJECTS BOARD (CSPB)
Clubs, Societies & Projects Board for the 2020/21 session, to be held 12th
 November 2020 at 6pm on Microsoft Teams.

Attending:

Management group rep	Role	Name
N/A	Deputy President (Clubs & Societies)	Ross Unwin
N/A	Deputy President (Welfare)	Shervin Sabeghi
N/A	Deputy President (Education)	Michaela Flegrova
N/A	Deputy President (Finance & Services)	Sam Lee
N/A	Student Activities Co-ordinator – Governance and Frameworks	Marta Mazzini Cea
Arts & Entertainments Clubs	Chair	India Marsden
	Treasurer	Ben Stobbs
Athletic Clubs	Chair	Geoffrey Sheir
Community Action Group	Chair	Tin Hang Un
Overseas Clubs	Chair	Joshua Afengbai
Recreational Clubs	Chair	Adam Turner
	Treasurer	Ferdinand Krammer
Social Clubs / Knowledge Sector	Chair	Alex Nielsen (KN Chair)
	Vice-Chair (Discussion)	Mate Balassa (KND Vice-Chair)
	Vice-Chair (Education)	Wei Yen Heng
City & Guilds College	President	Hayley Wong
	C&S Chair & Officer	Kyubin Lee & Ben Stobbs
	Treasurer	Allan Lee
Graduate Students Association	President	Zixiao Wang

Imperial College School of Medicine SU	C&S Chair	Christian Oldfield
	MG Treasurer	Pedro Chen
Royal School of Mines Union	Vice President (Clubs + Societies)	Jessica Dring-Morris
	President	Jasmine Hedra Crocker

Apologies, Silwood Park, Royal College of Science Union

ACTION = CSPB request for this monthly meeting to be made as an 'item' on the Teams group for more efficient reminders. DPCS and Activities Coordinator to do this.

Agenda item - MG standing Orders & Council

ACTION = Sports/Athletics Club Chair and DPCS to meet regarding the sports executive's roles.

ACTION = Knowledge Chair to make minor formatting amendments to standing orders and CSPB members too direct any questions about these amendments to Knowledge Chair.

ACTION = Community Action Group Chair to make a change in the title.

ACTION = DPCS and OSC Chair to meet and finalise standing orders.

Agenda item - Lockdown 2 & CSP support for rest of term 1

It is likely there will be no in person CSP activity until January 2021. **ACTION** = DPCS to circulate governments full guidelines from which this decision was based on. The Union will encouragement CSPs during this time by supporting in the planning and advertising CSP online activity.

During this time the Union will be focusing on a number of improvement projects including space and storage, transport, eActivities review and tidy up, and a CRM ticketing system for dealing with enquirers plus wiki documentation storage, for a more efficient filling and information sharing system.

ACTION = DPCS to meet with Recreational Chair to discuss vintage vehicles garages. And to look into granting access to certain committees for essential maintenance on equipment.

The Board highlighted the need to make clear a 'no food policy' within the new space and storage access improvement project.

Agenda item - MG updates

MG	Highlight	Headache
Knowledge Sector update	All Vice Chairs and Secretary appointed too, with all roles contested.	Wrongly processed refunds. ACTION = for Knowledge Chair to email DPCS details of these to be sorted out along with other issues to be sorted.
Arts and Ents	Music Livestreams are going really well.	keeping an eye on budgets the future isn't looking great, CSP are keen to find out what the grant allocations will be.
CAG	Vice Chair elected. Able to have individual chats with Clubs	New Vice Chair struggling to get on the eActivities.
Athletics Club	2 weeks of Imperial leagues have been successful. 2 month planning session looking at storage and grants	
Recreational Clubs	Appreciation and hobbies CSP are going online successfully	<p>exploration and activities CSP are finding it harder to do online events</p> <p>Insurance for gliders and parachutes potential for getting into financial trouble. ACTION = Recreational Chair to ask these affected clubs to create a budget of ongoing costs and send these to DPCS and DPFS to review.</p>
Royal School of Mines Union	Full committee elected for lacrosse.	<p>RSM is due to host this year's 'Bottle Match' in Feb. Bottle Match is the name of the weekend long varsity games with Camborne School of Mines, constituent union, which is located at Penryn Campus, Cornwall.</p> <p>ACTION = DPPCS and Joanna Purkiss (Student Opportunities & Development coordinator - events) to</p>

		meet with RSM departmental staff and the Camborne School of Mines representatives to discuss options on how to host this event bearing in mind the restrictions on face-to-face activity.
City & Guilds College	Good start to the term so far and Welcome week arrangements.	Quite a few questions on certain Union policies. ACTION = CGCU to book time with DPCS to run through these Union policy questions.
Imperial College School of Medicine SU	Arts societies were happy with two weeks of rehearsals in Reynolds, and have been doing online.	When will membership for Imperial athletes, as in multiple clubs be an option on eActivites? DPCS explained this will be available from after November 18th due to Systems Team priority on drupal8 atm. 2 nd wave of complaints as £25 base rate puts each even prize makes their new costs higher than their original fee.
OSC	Successful fundraising events.	Charity donations for Sri Lankan and Tamil Society are not getting through.
Graduate's Student Union	Proposal for executive committee restructure has been accepted. Marathon even running request for Union to advertise this event, DPCS reassured GSU President the Union will be able to help advertise these roles.	

Management Group Chairs have asked to view what activity has been accepted in the past via the power app risk assessment power up **ACTION** = DPCS to share a version of this data.

Agenda item - Union process – sales invoice

New sales invoice process will look something like this,

1. CSP raises invoice through eActivities
2. CSP send invoice to supplier
3. Finance team will chase at two weeks, four weeks, and three months
4. After six months Finance team will contact CSPs and ask if they would like to get involved in the chasing
5. If CSPs do not want to contact providers, the Finance team will carry on with the chasing

Management Group Chairs asked if CSP's could have sight of when these chasing emails are sent. **ACTION** = DPCS to look into adding this as part of the confirmed process.

It was highlighted that CSPs should only get sponsorship money once sponsors have paid the Finance Team. CSP will no longer get money from the Union before a sponsor has paid this. The reason for this is to make the process and CSP finances more sustainable.

Agenda item Reallocation of grant due to COVID19

DPCS updated the Board that once they 'grant allocation working group' meets they will decide on timelines for these decisions.

The Committee discussed the option for Constituent Unions to not be part of this reallocation as they are comparatively more negatively impacted than other Management Groups. There was a request for a blanket reallocation of 75% of grant to be access by CU's, this was only agreed for welfare and academic budgeted activities.

ACTION = DPCS to talk to the System Team to reflect this in the Constituent Union eActivities finance pages.

Agenda item - NAC, ADF, Tours subcommittees

NAC, there has been a new team member allocated.

ADF, Will meet for the first round on Tuesday 8th of December. **ACTION** = MG Chairs to update their treasures on this date.

TOURS will not be meeting due to pandemic restrictions.

Agenda item - CSPB split

For the moment CSPB will continue to involve all MG Chairs, as it is most likely that the Athletics Club Management Group's attendance won't be required for just one meeting.

AOB – Elections

The Board discussed elections for 21st of March, and what this may look like now that in person activity has been moved to online events.

One option was for all elections to be run online and override the '140 or less members' rules as these will have to happen online just like all other larger CSP elections.

The Board expressed the benefits of holding AGMs and not eVoting and requested this to have an opt out possibility but only if a compulsory training is attended.

The timelines of eVoting were also discussed, as face to face AGM meant results where instant, the Board asked if eVoting results could be made available faster, or perhaps have more notice of who is running for each position.

One timeline idea was;

1. 1 week to be allocated for hustings and voting
2. and then 1 week for AGM and results.

ACTION = DPCS will bring these ideas and options to Leadership Elections conversations.

AOB – Wakeboarding and Surf does not fit into Imperial Athletes model

DPCS asked if Wakeboarding and Surf could be moved to Recreational Management Group Chairs' charge. This was accepted by the RC Chair and the Board.