

CLUBS, SOCIETIES & PROJECTS BOARD (CSPB)

**Clubs, Societies & Projects Board** for the 2020/21 session, to be held 11th February 2021 at 6pm on Microsoft Teams.

**Attending:**

|  |  |  |
| --- | --- | --- |
| **Management group rep** | **Role** | **Name** |
| N/A | Deputy President (Clubs & Societies) | Ross Unwin |
| N/A | Student Opportunities and Development Manager | Sunderland, Rachel |
| N/A | Deputy President (Finance & Services) | Sam Lee |
| N/A | Student Activities Co-ordinator – Governance and Frameworks | Marta Mazzini Cea |
| [Arts & Entertainments Sector](https://www.imperialcollegeunion.org/your-union/how-were-run/management-groups/19-20/Arts_%26_Entertainments_Clubs) | Chair  Treasure | India Marsden  Ben Stobbs |
| [Sports](https://www.imperialcollegeunion.org/your-union/how-were-run/management-groups/19-20/Athletic_Clubs) Sector | Chair | Geoffrey Sheir |
| Recreation Sector | Chair  Treasurer | Adam Turner  Ferdinand Krammer |
| [Knowledge](https://www.imperialcollegeunion.org/your-union/how-were-run/management-groups/19-20/Social_Clubs) Sector | Chair | Alex Nielsen |
| [City & Guilds College](https://www.imperialcollegeunion.org/your-union/how-were-run/management-groups/19-20/City_%26_Guilds_College) Union | Treasurer | Allan Lee |
| Imperial College [School of Medicine](https://www.imperialcollegeunion.org/your-union/how-were-run/management-groups/19-20/School_of_Medicine) Students’ Union | ICSMSU Clubs & Socs Chair  ICSMSU MG Treasurer | Chris Oldfield  Pedro Chen |
| [Royal College of Science](https://www.imperialcollegeunion.org/your-union/how-were-run/management-groups/19-20/Royal_College_of_Science) Union | RCSU Treasurer | Matthew Leontsinis |
| Royal School of Mines | President  Vice President (Clubs & Societies) | Jasmine Crocker  Jessica Dring-Morris |

**Chairs Business**

1. **Apologies for Absence**
   1. [Community Sector](https://www.imperialcollegeunion.org/your-union/how-were-run/management-groups/19-20/Community_Action_Group), Silwood Park Students Union, Graduate Student Union, Overseas Clubs.
2. **Action Tracker**
   1. In the interest of time DPCS will update the action tracker for MG Chairs to review in their own time.

**Matters for Report**

1. **MG Chairs reports**
   1. Activity levels continues unchanged due to the continued restrictions. As this is the 1st budgeting meeting MG updates were skipped to give more time to other discussion points. DPCS will continue to have 121 with MG Chairs and treasures separately.
2. **Transport Strategy introduction**
   1. Rachel Sunderland - Student Opportunities and Development Manager, presented an improvement project the Union is working on to develop a transport strategy.
      1. The presentation included a summary of Unions vehicles, including information on the minibuses conditions and state of disrepair, minibuses financial context and the impact of COVID19.
      2. Rachel emphasised the importance of transport and minibuses to many clubs and the reason why meaningful and representative student consultation is imperative to inform future transport decisions. There is a survey circulated, focus groups being carried out, MG Chairs were offered the opportunity to run their own sector focus groups – with ICU resources.
      3. Rachel has had focus groups with a few outdoor clubs, and will be meeting with Move Imperial to capture sports training travel, Rachel will be looking at previous bookings data to identify any groups that should be consulted
      4. It was explained the possibility for the Union to run 4 minibuses service in July, depending on Govt guidelines and state of fleet. This would include risk assessing journeys, reduced capacity, cleaning rota.
      5. CSPB were asked to fill in a menti-meter feedback for this project.
      6. ​ CSPB will be presented with the 1st draft of the 3-year transport strategy in March/April, before its confirmed and finalised.
3. **Elections**
   1. DPCS is available to chat with anyone who is thinking of running for a Sabbatical role.
   2. CSP elections nominations have now open.
   3. There are about 20 clubs who do not have enough members to vote for the three core committee roles. Their options are,
      1. Take part in eVoting in the summer term
      2. There may be possibility to host something in-person if COVID restrictions relax in the summer term.
   4. There have only been two clubs eligible to not use the online platform. There was a misunderstanding discussed regarding online elections and an ‘op-out’ option for online elections. DPCS apologised for this misunderstanding and offered a grievance form to understand any unmet needs and to avoid the same in future. ACTION
      1. It was suggested for future to consider increasing communication or transparency between Elections committee and CSPB.
   5. The concern of low membership and inability for clubs to fulfil committee roles was discussed. The options discussed to address this could not be scaled up due to Union systems constraints, and or Union Bylaws. Some of these options included,
      1. Free membership would mean refunding all previous purchases – refunds principles are being discussed and agreed on to see what groups may be eligible. it was clarified that any club who wants to have £0 membership or next year will not be eligible to apply for grant.
      2. There was an ask to consider using a different voting platform but in summer, DPCS would have to discuss this with the DRO and Elections Committee. ACTION DPCS to look into this option.
      3. There was an ask to see if expensive memberships such as Scuba could be rolled over to next year. ACTION DPCS to look into this option.
      4. It was highlighted that due to circumstances the spring elections should be seen as an opportunity and used to focus on electing to core roles and as a stage one, and then stage two to fill other roles in summer elections.
   6. ACTION: MG Chairs were asked to promote elections and encourage people to run
4. **Annual budgeting – Meeting 1**
   1. ACTION: MG Chairs were asked to prompt CSP to submit their budgets as many have not done so yet.
   2. DPCS suggested for 2nd March to be budgeting meeting 2, for discussing ringfencing appeals the motor clubs ADF and the constituent union budgets. 16th March budgeting meeting three to discuss appeals.
   3. There was a question about small RSM sports clubs who take part in LUSL and League team and how they may /may not fit into the bronze category. ACTION = RSM Move Imperial and Sports Sector Chair to meet with DPCS to discuss this in detail.
   4. Trips and Tours eligibility for budgeting was discussed. Policy states trips are eligible for grant funding but, Tours are not. Trips funding is from the Union and Tours funding is from ICU Trust.
      1. ACTION – MG Chairs to inform/remind Clubs about Tours funding is also available.
      2. ACTION – CSPB to continue this discussion on the CSPB Teams Chat. ACTION – DPCS to capture the final decisions in writing for CSPB to agree on (as much as is possible). This will be done together with Tours policy.
   5. Food was discussed as only being eligible for grant if its part of core aims and objectives. ACTION – DPCS to talk to CGCU and RCSU to see if they agree with ICSMSU and RSMU that there is no need to budget for food and circulate a final decision for DepSoc to vote.
   6. Budget extensions, the advice is to be realistic as to home much more activity promised will be able to take place.
5. **Union Concert Hall redevelopment** 
   1. CSPB discussed a redevelopment proposal document to improve the audience experience at events held in UCH. This project has now been handed to College as part of their Estates projects. Easter break was proposed for these work to begin, this was delayed due to more understanding needed as part of ICT rooms and Level 2M needs. For these reasons a new timeline may need to be agreed on. The aim is to make this space more useable by different and more CSPs, such as music, cultural, CU events. ACTION – MG Chairs to get in touch via [CHUG.chair@imperial.ac.uk](mailto:CHUG.chair@imperial.ac.uk) to explain how they may want this space to be used.
6. **Sub Committee updates**
   1. NAC
      1. Clubs without committees or members have been made dormant.
      2. Some Clubs are merging.
      3. Applications are open.
      4. Incubator process is being reviewed – potential for all new incubator entries to come under the MG Group straight away.
      5. ACTION – MG Chairs to share any views on new activity process with NAC committee.
   2. ADF
      1. 3rd round closed yesterday, so far £9000 has been allocated. 4th round has already begun.
      2. The funds not spent due to COVID inactivity has allowed for a £20,000 safe activity fund for which CSP can apply for, and £50,000 has gone into ADF.
      3. There is now £20,000 to address appeals, from clubs who feel the COVID adjustments affected them too harshly.
      4. There is now just one application form for any of these pots. ACTION – MG Chairs to circulate and increase awareness of these pots to increase submission and it turn money allocation.
      5. It was noted that ZOOM will not be granted as Zoom has given unlimited hours to all .ac.uk accounts. ACTION – DPCS to talk to College re granting access to ZOOM webinar tools. Knowledge Sector Chair to share details of this ask.
      6. All allocated grant has been communicated to CSPs and sent to finance to action.
   3. TOURS
      1. IC Trust agreed to carry over unspent funding form last year to this year. Summer Tours applications were encouraged even if these will be in retrospect depending on how restrictions lift. The deadline for this will be in the next two months. ACTION – CPCS to talk to Ricardo to discuss possibility to push back TOURS deadline.
7. **Constitution Work**
   1. There is a misconnection between Committee Structure Change requests, aim and objectives and constitutions which DPCS, ICU President and Systems Team are working to address. CSPB will soon be consulted on options.
8. **Club culture project**
   1. Project kicked off to address how Club culture can be more inclusive. CPCS will run focus groups with Rachel, MG Chairs will have an opportunity to take part and have their say. These will focus on immediate changes that can be made such as training and checklists. Deputy President Education (Shervin) will also be working on this project.
9. **Space and Storage project**
   1. Equipment is starting to go back down into the West basement and it's finally pest proved in the lower half the upper half still needs work on the windows. There is a proposal to seal the windows. ACTION – Adam and Ferdinand to talk to relevant clubs, and then talk to DPCS about these requirements.
   2. UDH has had a deep clean, shelving is back in and new storage boxes being added. Similar process to be applied to Union Gym storage and other similar areas.
   3. Building space review – all space being looked at to future proof it, including space at White City. Including a 5,10, 20 year plan and how this will be funded. ACTION – MG Chairs to identify any spaces they or their clubs may think are under the radar that the Union should support in its care/management.
10. **MG Chairs 121 and DPCS Projects report**
    1. Handovers was a theme that came up as an area that needs improving. DPCS will develop a central MG and CU introduction to go alongside handovers.
    2. Responsiveness from, CSPs, SABS, Finance and enquires are being looked at, and a CRM system is being explored.
    3. eActivites mapping and data usage being explored to see where improvements need to be made.
    4. DepSoc talked about better allocation and sharing of resources instead of competing for these.
    5. DPCS 121 will be open to Vice Chairs.
    6. DPCS is planning to hold a ‘Town Hall’ for all CSPs – this is a large meeting that will need appropriate planning and may be better received once face to face activity resumes.
11. **Values workshop**
    1. DPCS run a ‘shaping the Union strategy’ presentation and gathered thoughts on ‘Values’ to feed into the strategy planning stages.

**Next meeting**

Tuesday 2nd March 2021, 18:00 – 20:00, Teams Online