



CLUBS, SOCIETIES & PROJECTS BOARD (CSPB)

Clubs, Societies & Projects Board for the 2020/21 session, to be held 24th June 2021 at 6pm in Union meeting rooms 1 & 2.

Attending:

Management group rep	Role	Name
	Deputy President (Clubs & Societies)	Ross Unwin
	Deputy President (Finances and Services)	Sam Lee
	Student Activities Co-ordinator – Governance and Frameworks	Marta Mazzini Cea
Arts & Entertainments Sector	Chair Treasurer	India Marsden Benjamin Stobbs
Recreational Sector	Chair Treasurer	Adam Turner Ferdinand Krammer
Knowledge Sector	Chair Incoming Chair	Alexander Nielsen Matthew Hamer
City & Guilds College	President Treasurer - Allan Lee	Hayley Wong Allan Lee
Graduate Student Union	President	Zixiao Wang
Imperial College School of Medicine Students' Union	President Clubs and Societies Chair Vice Chair - Sports	Muntaha Naeem Chris Oldfield Sebastian Mitchell
Royal School of Mines Union	Vice President (Clubs and Societies)	Jessica Dring-Morris

Chairs Business

1. Apologies for Absence

Sports Sector, Community Action Sector, Overseas Sector, Royal College of Science Union, Silwood Park.

2. Action Tracker and MG Chairs reports

- a. Imperial Athletes second membership – this was decided by the Sports Board to be kept free for now.
- b. Sub-Committee updates (NAC) 'Women in ...' – This is a carried over action for the Incoming DPCS to progress.

3. MG and CU Updates – focused on their exec committee election updates

- a. Knowledge Sector – Chair and Treasurer elected too, 1 Vice Chair role left vacant.
- b. Arts & Ents Sector - All positions were elected too but 1 Vice Chair role.
- c. Recreation Sector – There were no nominations and no votes, all roles are vacant.

- d. Sports Sector – did not reach quorum, one more meeting will be organised to finalise results.
- e. Culture Sector – No elections held. **ACTION** incoming DPCS to support and progress these elections.
- f. Community Sector - No elections held. **ACTION** incoming DPCS to support and progress these elections.
- g. GSU – Several positions left vacant. GSU asked for Union’s support in the promoting their positions at the autumn elections. **ACTION** MG Chairs to reach out to any graduating contacts continuing their higher education at Imperial to consider volunteering with GSU.
- h. ICSMSU - All positions were elected too.
- i. CGCU – Half of positions are still vacant.
- j. RSM – All exec positions have been filled. RSM alerted that all but one of the incoming officers are new to CU volunteering so they will need more guidance than previous years. **ACTION** New SO&D Manager and Incoming ICU President to support this.
- k. RCSU – All exec positions have been filled and non-exec positions filled with experienced volunteers. Only the Sponsorship role is vacant.

4. Sub-Committee updates (NAC, ADF, Tours)

- a. Tours
 - i. Tours subcommittee approved a deadline extension. **ACTION** DPCS to communicate this new deadline, **ACTION** MG Chairs to nudge any potential applicants to submit proposals by new deadline.
 - ii. Some of the non-allocated funds will be moved into the hardship fund.
- b. NAC
 - i. Some of the CSPs that had been in the incubator for longer than a year were asked to meet their criteria and submit a report to come out of the incubator. NAC is still to make final decision based on these submissions.
 - ii. Union Council have been updated on applications for ‘Women in ... Societies’. Final approach on this is still to be agreed (see ‘action tracker’ agenda item).
- c. ADF
 - i. Only £30k has been allocated from £90k pot. There will be one more round of ADF applications submissions accepted, this will close end of June. DPCS will be talking with the Director of Finance to agree on a plan for any left-over funds.

5. Budgeting

- a. Resolutions - Some troubles meant resolutions did not appear on MG Chairs app, for this reason only 60% of disputes have been resolved. DPCS and DPFS will progress any leftover resolutions between them, and contact MG Chairs for any that cannot be resolved. **ACTION** DPCS to create a file to capture and complete the final disputes and resolutions to share with relevant MG Chairs.

- b. GSU budget –
 - i. GSU budget discussed, there was an ask for an increase of £6k. CSPB asked for a more detailed breakdown of budget figures before it can approve this increase. **ACTION** – DPCS and DPFS to meet with GSU president and support their submission of a detailed and appropriate budget to go through budget appeals stage.
 - ii. CSPB advised GSU to only include one catered event, no publicity asks and at least one welfare event.
 - iii. GSU asked CSPB to consider funding for a staff role or a paid committee role to update their website for example. There was a particular ask for support with visibility at the next autumn elections. **ACTION** – DPFS to meet with GSU President and discuss how wider Union resources can be allocated to address holistically the engagement needs of GSU that may not necessarily come from annual budgeting
- c. Budgeting caps – CSPB agreed that, if necessary, any CSP grant allocation that increases by more than 10% from last year’s allocation will be capped. **ACTION** – DPCS to share with CSPB a list of the CSP who will be scaled down.

6. CSP Policy

- a. CSPB agreed ‘new’ structure to add Imperial Athletes to CSP policy, as this is how CSPB operated this year (it was noted that it was not clearly communicated via meeting invites however) CSPB highlighted that the current format may need to be taken to council and ratified. **ACTION** DPCS and DPFS to iron out governance and take to Council for final implementation into CSP Policy.

7. Imperial Athletes Handbook

- a. DPCS introduced a draft version of the initial Imperial Athletes handbook. **ACTION** - MG Chairs to interrogate and give feedback as this is how they can influence the direction of Imperial Athletes. **ACTION** DPCS to rework draft Governance diagram.

8. Spaces focus group

- a. DPCS talked through the spaces review and work done so far. Next stages include,
 - i. Look at White City, Charing Cross and Silwood campus.
 - ii. Build a proposal for the funding required to bring spaces to an acceptable standard. Submit this proposal to Harlington Trust and College Estates Operations.
 - iii. Paper on bringing spaces to an acceptable standard.
 - iv. Paper on change the use of some spaces.
 - v. Paper on asking for completely new spaces.
- ACTION** – MG Chairs to fill in spaces feedback.
- ACTION** – DPCS and DPFS to look at feedback survey branching as form asks for information on spaces that have not been visited.

ACTION – MG s to be make successor aware of the concert hall redevelopment as a potential space for more activity to happen.

- b. The following CSPB Board members volunteered to be part of the spaces project
 - i. Zixiao Wang
 - ii. Adam Turner – until end of August
 - iii. Benjamin Stobbs
 - iv. Allan Lee
 - v. Muntaha Naeem
 - vi. Matthew Hamer

Next meeting – tbc, likely to be Oct 2021