



**CLUBS, SOCIETIES & PROJECTS BOARD (CSPB)**  
**Clubs, Societies & Projects Board** for the 2021/22 session, to be held 18<sup>th</sup>  
 November 2021 at 6pm in Blakett building, room 630 (floor 6).

**Attending:**

Management group rep	Role	Name
N/A	Deputy President (Clubs & Societies)	India Marsden
N/A	Student Activities Co-ordinator	Marta Mazzini Cea
Arts & Entertainments Sector	Chair Treasurer	Niamh McAuley Ben Stobbs
Sports Sector	Chair	Beckett Marshall
Community Sector	Vacant	
Culture Sector	Vacant	
Recreational Sector	Vacant	
Knowledge Sector	Chair	Matthew Hamer
City & Guilds College	President Treasurer Clubs and Societies Chair Clubs and Societies Officer	Hayley Wong Allan Lee Selina Lee Jeffrey Chong
Imperial College School of Medicine Students' Union	Clubs and Societies Chair	Pedro Chen
Royal College of Science Union	Treasurer	Susan Rutter
Royal School of Mines Union	Treasurer	Jameel Rogers

**Apologies;** Jasmine Crocker - RSMU President, Graduate Students Association, Silwood Park

**Action tracker**

1. Women in Tech = is still on going and MG and CUs can still comment.
2. We are still working on vacant MG.
3. How to reach quorate for large CSP not taking part in online lectures. **ACTION** – DPCS to review [single transferable vote on eActivities](#).

**MG & CU updates**

1. Arts & Entertainments Sector

Have been talking to CSPs to check if they have been made frozen. They have a show on tomorrow in Metric with performances. They will be holding CSP financial sessions before end of the term.

2. Sports Sector  
Still smoothing over Imperial Athletes issues. Varsity and BUCKs are underway, and they have had their first ACC Board meeting.
3. Knowledge Sector  
Still having some admin issues for the CSPs they support, but otherwise all going well.
4. City & Guilds College  
So far this month the positives successes include an event they held in collaboration with the Departmental Representatives and the Welcome Dinner. They are now focusing on preparing for the Christmas Ball.
5. Imperial College School of Medicine Students' Union  
ICSMSU has had a very busy month with a successful drink spikes boycott campaign event where they had positive feedback that their messaging was received. They held two successful Welcome events for second years. They have started Varsity talks with Move Imperial. And, they're holding treasurer elections after a committee member stepped down, they already have promising candidates.
6. Royal College of Science Union  
They are thinking on how to share responsibilities between the management group within the Constituent Union.  
Dept society's 121's didn't work very well, as they are still struggling with some process, RCSU plans on running these 121s again.  
RCSU will be talking to the Faculty about funding for clubs and societies commitments.
7. Royal School of Mines Union  
Have had some successful events for Welcome Dinners, they have had good attendance in Women's Football but seen a significant reduction in members for the Lacrosse and Rugby Societies. RSM are still facing the same Imperial Athletes issues.

### **Review [CSP Policy](#)**

CSPB reviewed the CSP policy and agreed on proposed [changes highlighted in this document](#).

**ACTION:** DPCS to clarify the difference between inactive and dormant for Policy section E.5 Dormancy.

**ACTION:** DPCS to complete changes on Appendix 1 structures of management groups and mini management groups.

### **Thoughts on 21/22 budgeting timetable**

DPCS presented to CSPB the [CSP grant allocation timeline](#) which was ratified by the Finance, Audit & Risk Subcommittee.

The timeline goes over the Easter break, this is so MG and CU's can take more time to review budgets. The timeline will run over January and February exam period, this is unavoidable for everyone.

This CSP grant allocation timeline includes the Sports Sector in MG1 and MG2, and CUs budgets will also be included but talked about in the ringfencing meeting.

CSPB requested for there to be budgeting training in January, **ACTION** for DPCS to run training in January.

At the next CSPB, December 2021, a more detailed plan for budgeting will be discussed including dates and whether to use the app or to complete budgeting via Excel.

CSPB are free to start letting their CSPs know about this timeline.

### **Imperial Athletes Consultation**

Consultation sessions took place this week, there has been some engagement. There is still a possibility for a wider scale survey to be shared for all CSP members. DPCS will share more details with Sports and Medics Sports Sectors. Full report will likely be shared at the December CSPB.

### **ADF for staff role**

DPCS presented to CSPB the [Use of ADF funding paper](#), ratified by the Finance, Audit & Risk Subcommittee. DPCS explained this will be explored in more detail by the ADF Subcommittee.

DPCS and DPFS explained the new team structure and where this needed role would sit as well as the benefits it would bring. This is a partial and initial funding for the set-up of the role to facilitate a quicker start. However, in the long term, this role will not be funded by ADF.

### **AOBs**

**Student accommodation** – the £50 a week subsidy is still in place for rent for student accommodation, will this be continuing? **ACTION** - DPCS to talk with DPW.

**CGCU financial responsibility delay** – some members still don't have their financial responsibility access. **ACTION** - CGCU Chair to email DPCS the names of the committee members waiting on this. **ACTION** - DPCS to grant them financial responsibility rights.

**LMS do not have keys to their storage** – **ACTION** – DPCS to investigate this.

**Union shop bug** – CSPB asked if a message could be set up to say 'this shop may over sell your products' **ACTION** – DPFS to pick up this bug with Systems team. Interim suggestion was for those selling union products to lower the number of items for sale predicting the system to over sell.

**Room bookings clashes** – CSPB asked if we can avoid CSP having to re-join the room booking queue if their request is clashed/not allocated. **ACTION** - Student Opportunities & Development Team will from now on allocate a suitable room based on the needs instead of clashing a request. If the CSP is not happy with this allocated room, they will have to resubmit a new booking request.

**ACTION** – MG and CU's to remind CSP that students can view dept rooms availability via CelCat  
CSPB questioned the date format being confusing for CSPs, **ACTION** – DPFS to look into the date format of room bookings.

**Tours** – CSPB asked for a Tours update, it was recommended for CSPs to start applying for Tours funding from now.

**Welcome feedback** - There was some welcome feedback shared. **ACTION** – CU's and MGs to email DPCS a list of feedback and or complete [feedback form](#). It was noted that Welcome Fair is primarily about raising awareness and that certain limitations of the event would be expected.

**Mums and Dads** - CSPB asked if this scheme is to be coordinated by the Union or by CSP's? **ACTION** – DPCS to send a template to help with this, but the Union will not coordinate this.

**Department Society members list not updated.** This is a wider issue as to how many department societies can be added per individual as well as its connection to safeguarding issues for under 18's.

DocSoc tried to get twenty **tankards** and 18 were lost.

**Union safe** – how can CSPs store money for a few days? DPFS explained they should be asking to use the Union Bar safe and to contact Abi or Kay. **ACTION** – DPFS to give Venues Team a heads up.

**Trouble accessing power up.** CSPs should be accessing this with their role account, they should first check this account is working. If they checked and their role account is working but they still can't access the power app then DPFS can investigate this.

**Removing people from committee roles** – Union Bylaws state removal requests need to go to Council. The simplest way to do this is for the individual person to ask for official resignation and email activities with this.

**Imperial Athletes going into negative funds** – DPCS explained this will be OK for the moment.

Sport CSP have still not received their **Player Layer kits** – this is being worked on.

**December CSPB to be held on the 15<sup>th</sup> (time tbc but roughly 12:30 – 15:30?)**  
Dec CSPB is set to have a fair few agenda topics so it will be a longer meeting, held in the afternoon with a recognition/festive meal to mark the end of 1<sup>st</sup> term and 2021. Some CSPB members will be in exam period and may not be able to attend, however relevant representatives will be asked to join instead.