



CLUBS, SOCIETIES & PROJECTS BOARD (CSPB)
Clubs, Societies & Projects Board for the 2021/22 session, to be held 15th
 December 2021 at 13.00 via Teams on-line.

Attending:

Management group rep	Role	Name
N/A	Deputy President (Clubs & Societies)	India Marsden
N/A	Student Opportunities and Development Manager	Connar Walford
N/A	Student Activities Co-ordinator	Marta Mazzini Cea
Sports Sector	Treasurer	Christian Cooper
Community Sector	Vacant	
Culture Sector	Vacant	
Recreational Sector	Vacant	
Knowledge Sector	Chair	Matthew Hamer
City & Guilds College	Treasurer Clubs and Societies officer	Allan Lee Jeffery Chong
Imperial College School of Medicine Students' Union	Clubs and Societies officer MG Treasurer	Pedro Chen Zhin Tan
Royal College of Science Union	Treasurer	Susan Rutter
Graduate Students Association	Vacant (?)	

Apologies; Arts & Ents Sector, Royal School of Mines Union, Silwood Park

Agenda item - Action tracker

Below are the summary updates on incomplete actions from the tracker.

CSP Policy - small, approved edits still to be completed, once these are done the revised policy will be uploaded onto the ICU website.

Halls – DPCS spoke to Rep & Advice Manager (Cat), turns out this is a complicated issue which Student Officers have now picked up.

CGCU financial responsibility delay – DPCS is waiting on CGCU to email the names of whose financial responsibility forms have not yet been actioned.

Union shop bug – Systems Team is looking into this and will share an update in January.

Mums & Dads scheme – this will now be on next year's DPs objectives. There will be a decision on whether to centralise it or for Departmental Societies to run it with some Union support. MG & CUs are welcome to email DPCS if they have any thoughts or ideas on this.

Union safe – DPCS and Bar Teams ironing out some concerns for when CSPs use the Union safe. There is a cash handling policy being looked at right now, to make these guidelines more robust.

Departmental Societies Membership lists – these are not accurate and so Dept Societies don't know if they have members who are under 18. **ACTION** SO&D Manager Connor to explore this.

Incorrect Tour applications dates – this is being fixed, however DPCS highlighted that CSPs can still make submissions throughout the year, if any want to be considered in the current round please email DPCS as they may be able to be considered as voting is open now.

Agenda item - MG & CU updates

RCSU - Everyone cancelled their events, except Chem Soc who managed to hold their Christmas dinner. Some have rescheduled their dinners to next term. Some departments offered to cover cost of cancellation. There have been some issues, but these will be brought up in AOB.

Arts & Ents - Arts Night happened, it went well, it made some money, restrictions permitting there will be another next term too. Quite a few societies had their end of term performances cancelled which was sad but in the best interest with the new College restrictions. Most societies no longer have frozen accounts - will be following up on any that do over the holidays.

ICSMSU - Run successful refreshers in the last month. They progressed with charter group looking at medical disparities and racial discrimination and are continuing with the spiking awareness campaign and student guide to safer venues.

Knowledge – Supported a few CSPs to run their EGM.

Sports Sector -

- All sports trainings stopped as of 13th December, no issues from club captains regarding this.
- Most, if not all clubs continued with their Christmas dinners in line with government advice. Some covid cases reported as a result which are being followed up by club captains and ensuring people are isolating.
- ACC bar nights both made a profit this term. All now postponed until further notice due to covid.
- Yacht decided last year they would not take part in IA so received no grant - this is being followed up. **ACTION** – DPCS and Sports Sector to catch up about Yacht Club.
- Email due to be sent to club treasurers regarding budgeting this week.
- Sport Sector has officially recommended no off campus activity.

Agenda item - Budgeting Policy, process, and platform

DPCS presented the revised Budgeting Policy, the main points of discussion were,

The Student's Union is bound to The Education Act which is why we need a policy to have a fair process outlined for allocating resources to clubs. Therefore all clubs, including Sports Sector, will be considered together and equally.

Proposed timeline,

Date	Action
6-Jan	Budgeting Training Session for MGs and CUs
8-Jan	Budgeting opens for CSPs online
20-Jan	Budgeting meeting 1 (18:00)
4-Feb	Budgeting closes for CSPs (13:00)
8-Feb	Budgeting opens for Management Groups 1 (13:00)
17-Feb	Budgeting Meeting 2 (18:00)
25-Feb	Budgeting closes for Management Groups 1 (13:00)
1-Mar	Budgeting opens for Management Groups 2 (13:00)
18-Mar	Budgeting closes for Management Groups 2 (13:00)
17-Mar	Budgeting meeting 3 (18:00)
31-Mar	Resolution meeting (18:00)
May	Approval from Finance and Risk subcommittee of Board of Trustees.
27-May	Outcomes communicated.

DPCS explained the below stages in more details,

6-Jan Budgeting Training Session for MGs and CUs - this training is specifically for MG and CUs but not exclusive to CSPB members, in other words, this training can also be for MG & CUs Vice Chairs etc.

8-Jan Budgeting opens for CSPs online – this is when CSPs can start submitting budgets, with Move, Student Activities Team and MG & CUs supporting them. Any app problems go to Activities Team.

20-Jan Budgeting meeting 1 (18:00) – this is when CSPB agree on the principles for ring fencing, appeals, ADF and how to split MG2. These will be an item on the January CSPB meeting.

8-Feb Budgeting opens for Management Groups 1 (13:00) – MGs to look at all their CSPs budgets and ensure their asks are in line with the agreed principles on Jan CSPB. DPCS suggests, where possible, to meet with every CSP, or hold drop-in sessions. It will pay off to talk with CSPs before they submit a budget. DPCS advised to work as a committee team to spread the load of these individual sessions.

17-Feb Budgeting Meeting 2 (18:00) – MG and CU's budgets are looked at plus any principles left unresolved from budgeting meeting 1 will be bottom out at this meeting.

1-Mar Budgeting opens for Management Groups 2 (13:00) – MGs to go through all budgets from a different set of clubs. For example Arts sector will look at ICSMSU budgets. CSPB will discuss how to make this split fair, unlike previous years this split may be in more sections than just by MG or CUs grouping, to achieve a more manageable and fairer task.

17-Mar Budgeting meeting 3 (18:00) – March CSPB will include a budgeting agenda item to review any outstanding issues not agreed in MG1 or MG2.

31-Mar Resolution meeting (18:00) – DPCS and DPFS will create a s/sheet of proposed resolutions to where the MG1 and MG2 comments don't match up, they will come up with resolutions and present them to the whole group at this meeting.

May Approval from Finance and Risk subcommittee of Board of Trustees. – DPCS will present a paper to the Trustees detailing the amount of money we've allocated to CSPs.

27-May Outcomes communicated. – depending on Trustees approval this may be early June, when CSPs will be told how much money they will or may provisionally be allocated.

ACTION – MGs & CUs to double check they are happy with the contact details on the policy and contact DPCS if any edits are needed.

Below is a summary of the Budgeting Policy proposed updates,

DPCS highlighted some main policy points,

- Grant allocated must be to fund core activity.
- can't be in the incubator.
- CSPs should be honest and only spend grant money on the things they asked for.

DPCS explained the order of allocating grant money,

- Core activity.
- If activity reaches a lot of people.
- Effort put into organising an activity and submitting a budget.

DPCS highlighted some points to note when a CSP may have budgets rejected,

- If they have large reserves but not many members.
- If they have a lot of SGI (especially those with over £10,000).
- Printing and publicity. CSPs can't print publicity with grant money, but you can print core printing, so example, exam materials, maps, sheet music, are example of items to ask grant for.
- If a CSP receives a lot of sponsorship.
- Grant funding should go to supporting all members of a club, not individuals, unless it has an overall benefit in the club.
- Health and safety precautions are good things to get grant funding for.
- Grant can't be spent on food and drink (unless its core activity such as cheese society).
- reasonable amount of grant per member will be considered.

Ring fencing - Traditionally grant is ringfenced for CUs and MGs, as they don't go through MG1 or MG2. Instead CSPB looks at these during the budgeting meetings.

Minibus pricing matrix – this needs to be updated.

Mascots - Mascots are very traditional and valued at Imperial due to historic significance. So they receive extra funding, but this will be looked at CSPB.

CSPB had some questions regarding the policy,

1. Q. What happens to CSPs with no elected Management Group Committees?
A. DPCS will support budgeting to these CSPs. DPCS might get some support with this and there may be some vacant MGs we can appoint too in the next term.

2. Q. Will there be training for CSPs on budgeting?
A. SO&D Manager Connor explained during the first week in January, when we're back will be sending an update which will outline all the support, SO&D Team will provide re budgeting in January. **ACTION** – SO&D Team to explore this budgeting support offer.

3. Q. How can budgeting go ahead with so many MG vacancies?
A. DPCS explained it's the reason why the budgeting timeline has been stretched out, and DPCS and DPFS will be working together to plug any gaps. Furthermore CSPs will be asked via email to explain their reasons rather than all present it at one meeting.

4. Q. Will the Jan training session be about using the app or about what a good budget looks like?
A. It will be about both.

Agenda Item - Budgeting principles specifically for Sport CSPs

Sports grant allocation was not very democratic last year and should have more CSPB overview this year. DPCS proposed that sports clubs will create their development plans with Move which will include a submission of a budget on the app to go through MG1 and MG2.

Grant allocation and Imperial Athletes membership will be looked at differently.

This year sports clubs will need to provide a specific percentage of a specific cost that they want to fund through grants.

There will also be a few extra principles agreed for sports grants,

- Using external facilities, will need a justification to get grant for these.
- Bucks' competitions will be prioritised over other competitions if we can't fund both.
- Affiliation costs are grant fundable.

- Referees and officials. If we can't afford to fund all the fixtures, grant funding will prioritise referees for competitions.
- Sports clubs can't request Grant in case they get fines. Fines must always be paid from SGI.
- Transport will only be grant funded outside of London. Grant won't fund competition transport, but Imperial Athletes will fund other.

CSPB asked when minibuses will be available. DPCS explained minibus access should be increasing as of next term but will have had limited access.

ACTION – DPCS to meet with Sports Sector and ICSMSU to talk about transport and grant before the policy is fully published.

Budgeting Policy was approved by CSPB (pending an update on minibus pricing matrix and sports transport discussion).

Agenda Item - Revised policies for NAC and Tours

NAC

Student Opportunities and Development Manager and DPCS proposed a few edits to the NAC Policies. A basic summary of these accepted changes are listed below,

1. Be more flexible and robust around the creation of committees rather than wait for the first CSPB committee meeting of the new academic year.
2. DPCS to be able to decide, not just have a deciding vote in case of a tie. This is to add flexibility around heavy exam period when subcommittee members may not be available to vote at all.
3. Align the NAC policy with ADF and Tours Policy so the elected sub-committee can vote via a s/sheet and only if there is significant disagreement will we hold a meeting.
4. NAC to report to CSPB and the end of term with a summary of their decisions.
5. NAC sub-committee can send applicants questions for further detail on their application, they have 1 week to respond, and new applicant committees will be given a week, and will receive a final answer within three weeks.
6. NAC sub-committee to consider Union's resource and support available when creating new CSPs.
7. Discussion to happen with ICU staff member or DPCS before applications are submitted.
8. More detailed criteria for consolidating or splitting CSPs **ACTION** – DPCS and SO&D Manager to bring these criteria to be discussed at next CSPB.

Tours

The main edit proposed for the Tours Policy was to clarify the submission periods, by moving away from seasonal applications and moving towards a monthly or two monthly applications, like ADF.

CSPB asked for a recap on how Tours funding works,

- Tours is funding from an external pot called the ICU Trust.
- ICU Trust provides funding for up to 40% of travel expenditures for tours over two days long that fulfil the aims and objectives of the CSPs.
- Tours funding applications are for travel subsidy for going on tours related to your activities.
- A report must be submitted to the ICU Trust once the tour has taken place.

- It is a two-step process, first is the approval stage and second is the funding stage. An application may be approved but may have to wait for funding, depending on how much money there is in the pot at the time.

NAC and Tours policies approved.

Agenda Item – Tours, NAC & ADF sub-committee updates

Tours

There have been 17 tours applications that adhered to the criteria so will likely be all approved.

Around 14 applications were submitted prior to current subcommittee elected which must be reviewed by DPCS alone, all were approved by DPCS. They were all allocated the maximum 40% travel funding. They all submitted their reports to ICU Trust.

NAC

There are 17 new CSP applications currently being reviewed.

Currently 28 CSP are in the incubator, nine of which are quite active so will likely be graduated.

ADF

Round one was completed, there were eight applications, with a total of £2,207 funded.

Round two has 17 applications that ADF sub-committee has very recently started to vote on.

Agenda Item - AOB

AOB 1 - CSPB asked what next term activity might look like because of the new Govt restrictions.

SO&D Manager explained this is hard to answer. The Union must bear in mind; Govt guidance at a local and a national level, as well as College guidance, as well as student needs. Some wellbeing student groups have expressed many worries, and other groups just want to go ahead with all activity. This puts the Union in between three points of needs to bear in mind. For now College intends to have educational activity back on campus. CSPs, MGs and CUs are advised to booking things early next term with caution and only if they are refundable. There may also be varying restrictions from College building to College building as well as the Union spaces. CSPs also need to bear in mind risk profiles, for example if they want to run an event for 1000 people in the first week of January, there is a chance no one's going to come so this would be a big financial risk also.

AOB 2 – Is there an update on sponsorship approval timescales?

Sponsorship contract where being received from many different routes, so they were being missed. From next term we will have a one submission portal and anything that comes outside that submission portal won't be accepted.

AOB 3 – Do we still need the ‘activity approval’ step on the Risk Assessment app?

We have been meaning to remove this, but app edits are very slow. Due to changes in Govt guidelines we may need this step again, so we will keep it in for the moment. CSPs should be advised to always have an RA for their activity so once its approve they can upload it straight away.

AOB 4 – There have been some issues sorting out the money from Arts Night. Cash books have been requested to put the cash in and the Union has also started refusing any payments to Aleksander Ziolkowski who, while a student, is also a photographer at a lot of events. Alek has not been paid for his time.

The advice was to ask Alek to raise a PO for his time.