



CLUBS, SOCIETIES & PROJECTS BOARD (CSPB)

**Clubs, Societies & Projects Board** for the 2021/22 session, to be held Thursday  
17<sup>th</sup> February 2022 at 6pm in MR4.

**Attending:**

Management group rep	Role	Name
N/A	Deputy President (Clubs & Societies)	India Marsden
N/A	Deputy President (Finance & Services)	Sam Lee
N/A	Student Opportunities and Development Manager	Connar Walford
N/A	Senior Student Activities Co-ordinator	Robert Fenner
N/A	Student Activities Co-ordinator	Marta Mazzini Cea
Arts & Entertainments Sector	A&E Chair	Niamh McAuley
Sports Sector		
Community Action Sector		
Culture Sector		
Recreational Sector	Chair	Stephanie Yeung
Knowledge Sector	Chair	Mathew Hammer
City & Guilds College	Clubs & Societies Chair Treasurer Clubs and Societies Officer Chair	Selina Lee Allan Lee Jeffery Chong Hayley Wong
Imperial College School of Medicine Students' Union	Treasurer	Zhin Ming Tan
Royal College of Science Union	Treasurer	Susan Rutter
Royal School of Mines Union		
Silwood Park		

**Apologies;**

## Agenda

Item	Subject	Lead
1	Welcome to all & intro to Rob Fenner	India Marsden
2	Apologies	India Marsden
3	Conflicts of interest	India Marsden
4	Action tracker	MG Chairs or MG Committee Rep
5	MG & CU updates	MG & CU
6	Web Policy	India Marsden
7	Elections membership reminder	India Marsden
8	Budgeting round one - temperature check	India Marsden
11	Felix exemption in CSP Policy	India Marsden
12	AOB	All

### Welcome to all & intro to Rob Fenner

Rob Fenner started last week he is the new Senior Student Activities Coordinator his role will have a focus on the operational side of CSP activity such as room bookings, minibus service, storage, and will eventually be leading on elections and CSPB.

### Action tracker

'Women in XX' discussions: The temporary fix to allow these engaged volunteers to continue with their activity is to get in contact with Department Societies and be included in those committees. SparkEEE Ladies is a good example to follow for now. The Union will support these groups with funding and sponsorship in this way for now.

There will be further discussion to future proof this model for all minority representation. **ACTION** DPCS and Student Opportunities and Development Manager to chat with Rep Team.

Mums&Dads: update from DPW

*I am currently reviewing the Christmas Buddy Scheme, which is a trial run for Union-lead buddy schemes with the new staff. The ICU organises our own M&D in September, but it did not happen due to staffing shortage. Once I have reviewed the*

*buddy scheme, it will determine how the Union will run similar schemes in the future. At this stage, all CSPs are running their own scheme as usual but it might change depending on the outcome. One of the solutions will be to improve ICU's M&D scheme and offer support for CSPs going through the process. We are not planning to replace, or interfere CSP's operational side of things regarding M&D. The review is expected to complete by the end of February.*

CSPB expressed some concerns and asked for clarity. For example will engaged volunteers be asked for their input in solutions, will there be a peer SU benchmark exercise. **ACTION:** DPCS to be included in the solutions discussions.

DocSoc Tankard: the original request for 20 tankards has now been reduced to 1 (for the VP) but overall this is a discussion for the Governance and Identity Board.

## **MG & CU updates**

City & Guilds College –

- They have successfully set up an MG Teams chat which has allowed for quicker responses and approvals.
- Have run several successful events.
- They are waiting on ICHack feedback, but so far so good.
- They have had a second MG meeting.
- They had a question about approving events/providers of sheesha. DPFS advice to treat tobacco with the same controls as alcohol and explained there will be a review into the 'Sustainability and Ethical' policy which will include tobacco in its discussions.

Knowledge - All running smoothly.

RCSU –

- There were several Christmas dinners that have been rescheduled.
- There were several Valentine's Day events and several large events coming up
- Revel event organising has had many last minute planning and venue rescheduling
- Science Challenge planning has begun, **ACTION** for RCSU to meet with Student Opportunities and Development Manager and discuss Science Challenge support.

Recreation Sector -

- The recently elected committee has been prioritising the approval of financial submissions.
- They have been having 1-2-1s to support their CSPs through budgeting.

ICSMSU –

- Finances are going well.
- 'Circle Line' event pub crawl being organised. **ACTION** risk assessment needs to be approved for this.
- Had several successful dinners.
- They asked how strict the deadline is for holding a EGMs by end of March? DPCS advised that although this is flexible the CSPs should have a good excuse not to have a new committee elected by end of March.

Arts & Ents -

- They are having trouble organising multiple society events as there is no availability for the Union Bar on Wednesdays and Fridays. They asked if these bookings could

be reconsidered for events that have maximum capacity attendees. DPCS and DPFS explained this will be considered in future.

- Their Vice Chair still has not been granted financial responsibility, DPCS rectified this at the meeting.

### **Web Policy**

DPCS explained the [Web Policy](#) has not been reviewed since 2010, and as the infrastructure has had substantial changes since then, the upcoming policy review will be significant. The first step towards this review is to ask MGs and CUs to talk to their CSPs and understand and find out 'what are the web facilities that their CSPs need?' This will help inform the initial stages of the Web Policy review.

**ACTION** MGs & CUs to ask their CSPs what are the web facilities that their CSPs need?'

**ACTION** review the Web Policy together with Web Conduct Policy when the time comes.

### **Elections membership reminder**

Reminder to CSPB that for student to take part in elections (run for a role and or vote) they must be a full member of the CSP before the close of nominations (March 4<sup>th</sup>).

### **Budgeting round one - temperature check**

DPFS explained (and pre warned) there have been some serious issues with the budgeting app, especially with comments not saving. **ACTION** DPFS will circulate a template for MGs & CUs to save their work on in case the app lets them down.

There were several CSPs which did not submit a budget, the consequence of this is that they will not receive any grant. **ACTION**: MG & CU's to send DPCS a list of their CSP which did not submit a budget. **ACTION**: DPCS to email these CSP with a s/sheet template for a second chance to submit a late budget, the app is now closed and so it cannot be added via the app.

### **Felix exemption in CSP Policy**

A new line will be added to the CSP Policy to be explicit about the Felix editor being elected by the entire student body and not just by its members.

### **AOB**

**RCSU – asked for a more direct line to the Union.** DPCS, DPFS and Student Opportunities and Development Manager explained the drop ins are a direct line and as the team settles and CSP had time to familiarise themselves with our process will be begin to strictly apply these and reduce the amount of last minute request that come in from CSPs which are not following the process steps and timelines.

**College rooms to be put back –** College will reduce room booking privileges if rooms continue to be left untidy after CSP bookings.

**Next Meeting:** 17th March, Blackett room 630