



MINUTES OF THE PROCEEDINGS
of the first ordinary meeting of the
Arts and Entertainments Board
of the
Imperial College Union
in the 2011/2012 Session

The meeting of the Arts and Entertainments Board was held in Meeting Room 2, Union Building on 18th October 2011 at 17.34.

Present:

Position

Name

Arts and Entertainments Board Chair	Chandana Shankar
Arts and Entertainments Board Treasurer	Henry Whittaker
Arts and Entertainments Board Secretary	Adam Funnell
A Capella Secretary	Benjamin Chadwick
ArtsFest Chair	Heather Jones
Calligraphy Chair	Atsushi Takagi
Chamber Choir Treasurer	Uther Shackerly-Bennett
Choir Chair	Aaron Pereira
Cinema Chair	George Goldberg
Dramatic Society President	Simon Worthington
Fashion Chair	Elena Trabucchi
Gospel Choir Chair	Christina Crossette-Thambiah
Guitar Treasurer	Andris Piebalgs
Jazz and Rock Treasurer	Oliver Hall
Jazz Big Band Chair	Chaz Kiederling
Leosoc Fine Arts Co-Chair	Susana Lopes
Musical Theatre Chair	Felix Milne
String Ensemble Chair	Helena Valle
Symphony Orchestra Chair/Chamber Choir Secretary	Helen Pratt
Wind Band Chair	Andrew Hall

Apologies:

Chamber Music	Alan Liu
Sinfonietta	Benjamin Phipps

Absent:

Music Technology representative

1 MINUTES OF LAST MEETING

ACTION:

The minutes of the previous meeting were passed as accurate minutes of that meeting by the committee.

2 CV2012 PRESENTATION

NOTED:

- (a) Minna Ruohonen, College Head of Community Partnerships and Volunteering, gave a short talk on the merits of College's CV2012 award for volunteers.
- (b) Club officers are encouraged to join the scheme which can provide a certificate following their completion of a set number of volunteering hours in a year.
- (c) A handout was distributed containing details of introductory meetings with further information about the scheme – this handout is available electronically on request to Chandana.

3 CHAIR'S BUSINESS

3.1 New Bar Night Protocols

NOTED:

- (a) Chandana clarified the situation following new rules set out by the DPFS. Clubs are no longer allowed to purchase kegs from the Union at low price and then sell directly from them to members. Instead clubs can either sell drinks at a bar night with a 10% discount, or can sell drinks at a bar night for full price, but with 10% of the bar spend going to the club.
- (b) In addition, clubs can no longer provide more than 8 units (on average 4 pints) of alcohol as part of an entry ticket deal. This was explained as being due to a responsible alcohol policy, club officers should not be put in a position where they encourage members to become drunk after being offered too many drinks.
- (c) The Board was unanimous in disliking the new rules, citing:
 - It should not be up to any club officer to determine if someone is too drunk to have more alcohol – bar staff should not serve anyone already intoxicated anyway
 - The limit of 4 pints could be unenforceable under a token based system
 - Once their limit as part of a bar night had been reached, students could still buy from another bar (e.g. move to 568 from a bar night in the Union Bar)
 - It may even work out cheaper to both buy a keg and hire a room externally

ACTION:

Chandana to express the Board's concerns at the next meeting of Union Council.

3.2 AEB Socials

NOTED:

- (a) Chandana would like to hold socials amongst both the AEB committee itself, and larger scale events open to all AEB club members.
- (b) This is both to encourage socialising and cross-working between groups, and also to fundraise for the AEB.
- (c) No-one either expressed or denied any interest in such social events.

3.3 AEB Surgeries

NOTED:

- (a) Chandana and Henry will be available on Thursday lunchtimes (12-2pm) in SAC for any queries that any clubs have.
- (b) Emails are always still welcome to the Exec, but this is a convenient time for one-to-one discussion.

3.4 College Resource Sharing and Scheduling

NOTED:

- (a) Adam spoke briefly about the need to avoid schedule clashes between music societies due to both reliance on shared College resources e.g. musical instruments and music stands; and on members often being part of several groups. Situations often arose last year with concerts and rehearsals outside of a society's usual rehearsal day clashing, which is in no-one's interest.
- (b) Two solutions were proposed: The use of an online system where clubs can register any activities they have planned outside of a normal day, on a calendar available to all AEB clubs; and/or the introduction of CHUG-style meetings to ensure that societies can discuss openly their future plans and avoid clashes.
- (c) The online system was well received. Adam elaborated that it would be run on the SharePoint system currently used for Blyth Centre room bookings, and could be ready very soon since the concept already exists. Concerns were raised that people would need encouragement to use it, but on the whole it was agreed people would be willing to do so, as it is in everyone's best interests.
- (d) The introduction of meetings was discussed, but not considered to be as useful, since clubs plan on different timescales for their activities; termly meetings would not be useful for societies that sometimes plan activities two years in advance. Additionally, equipment requirements may not be known on such a timescale.
- (e) The online system also appealed to clubs not based in Sherfield e.g. DramSoc and Musical Theatre wish to avoid audition time clashes in the future, which this system would also be ideal for.

ACTION:

Adam to liaise with ArtsImperial and ICT to make the SharePoint site available to club chairs and secretaries before the next AEB meeting.

3.5 Sherfield room 219 storage facilities

NOTED:

- (a) Sherfield room 219 and rooms in the Blyth Centre have been fitted with new lockers for musical instruments.
- (b) This means instruments should no longer be left in the Great Hall music cupboard or indeed anywhere else in Sherfield room 220.

ACTION:

Clubs to communicate this to their members if appropriate.

3.6 Winter Tours

NOTED:

- (a) Clubs wishing to go on tour in the Winter period (broadly corresponding to the Spring term) should apply through eactivities by Wednesday 19th October in order to apply for a grant of up to 40 % of travel costs.

- (b) They must also send a representative to the meeting of CSB the following Monday.

4 TREASURER'S BUSINESS

4.1 Online Claim/Purchase Order System

NOTED:

- (a) Henry gave a brief presentation on the current online finance system, and finance matters in general.
- (b) Important points include the importance of obtaining VAT receipts for purchases; that almost all financial transactions are now online (with the exception of internal transfers); and that the current preferred method of payment for external companies/people is by purchase order and subsequent invoice.
- (c) Henry's PowerPoint slides will be available on the AEB website, once he has built said website. In the meantime they are available from him by email.

5 MATTERS FOR DECISION

5.1 Fashion Society dormancy

NOTED:

- (a) Elena spoke briefly about that state of the club, stating that she has had to step down as chair, and as it is a small society, with many members being Erasmus/1 year masters students, it is difficult to find a strong committee.
- (b) Susana pointed out that Fashion society were not present at their Fresher's Fair stand, and many people asked at the adjacent stand (Leonardo Fine Arts) where Fashion were, proving there is definite interest in the club.
- (c) Chandana proposed a 3 month dormancy period, during which she will seek to work with anyone wishing to revive the club.

The decision to make Fashion Society dormant for 3 months was put to a vote.

RESULT:

Fashion Society will become dormant.

5.2 Leonardo Fine Arts Society constitution

NOTED:

- (a) Susana spoke briefly to confirm the changes, consisting mainly of the name change from LeoSoc to Leonardo Fine Arts Society; this name change is to help non-members understand better what the society's purpose is.

The decision to accept Leonardo Fine Arts Society's constitution was put to a vote.

RESULT:

Leonardo Fine Arts Society's constitution was accepted.

5.3 Chamber Choir constitution

NOTED:

- (a) Uther spoke briefly about Chamber Choir's split from Choir, and how beneficial it was for the club. This constitution has already been seen by Union Exec.
- (b) Susana pointed out that clauses 7.4 and 7.8 were effectively saying the same thing. Uther recognised this, and at Chandana's suggestion, clause 7.8 was removed.

The decision to accept Chamber Choir's constitution was put to a vote.

RESULT:

Chamber Choir's constitution was accepted.

5.4 Musical Theatre Tour constitution

NOTED:

- (a) Adam spoke briefly about the changes, consisting of the addition of a dedicated publicity officer to the committee, which should improve the ticket sales and general public interest in the tour.

The decision to accept Musical Theatre Tour's constitution was put to a vote.

RESULT:

Musical Theatre Tour's constitution was accepted.

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ARTS IMPERIAL ELECTIONS

6.1 Introduction

NOTED:

- (a) Chandana introduced the concept of the Arts Imperial board to those not aware of it, and presented the list of clubs and societies eligible to put forward representatives.
- (b) This list required the addition of Chamber Choir, and the changing of the names of Guitar and Leonardo Fine Arts.

6.2 Orchestras and Choirs

NOTED:

- (a) Helen spoke briefly to put herself forward as the orchestras and choirs representative.

The decision to elect Helen as the orchestras and choirs representative was put to a vote.

RESULT:

Helen was elected as the orchestras and choirs representative.

6.3 Ensembles

NOTED:

- (a) Chaz spoke briefly to put himself forward as the ensembles representative.

The decision to elect Chaz as the ensembles representative was put to a vote.

RESULT:

Chaz was elected as the ensembles representative.

6.4 Visual Arts

NOTED:

(a) Susana spoke briefly to put herself forward as the visual arts representative.

The decision to elect Susana as the visual arts representative was put to a vote.

RESULT:

Susana was elected as the visual arts representative.

6.5 Dance and Drama

NOTED:

(a) Since some of the groups that are represented on the Arts Imperial board are not part of the AEB, Chandana spoke on behalf of Georgina from Funkology, who had expressed an interest in standing for this role.

The decision to elect Georgina as the dance and drama representative was put to a vote.

RESULT:

Georgina was elected as the dance and drama representative.

6.6 Notes for representatives

ACTION:

All representatives to check Arts Imperial meeting agendas and discuss them with their clubs before each meeting, and provide feedback after each meeting on important points.

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ARTSFEST

NOTED:

(a) Heather spoke briefly about her broad plan for Artsfest –an enjoyable festival but also great publicity for clubs taking part.

(b) The initial meeting and committee elections will take place on Wednesday 19th October, 6pm, Union Meeting Room 3. Heather will send a reminder email to all interested parties.

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AOB

There was no further business.

The meeting concluded at 18.37.