



MINUTES OF THE PROCEEDINGS  
of the third 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 6, Union Building on 7<sup>th</sup> December 2011 at 18.08.

**Present:**

**Position**

**Name**

Arts and Entertainments Board Chair	Chandana Shankar
Arts and Entertainments Board Treasurer	Henry Whittaker
Arts and Entertainments Board Secretary	Adam Funnell
Artsfest Chair	Heather Jones
Calligraphy Chair	Atsushi Takagi
Cinema Chair	George Goldberg
Jazz and Rock Chair	Will Jones
Jazz Big Band Chair	Chaz Kiederling
Music Technology Chair	Will Berg
Musical Theatre Chair	Felix Milne
Symphony Orchestra Chair/Chamber Choir Secretary	Helen Pratt
Wind Band Chair	Andrew Hall

**Apologies:**

A Capella Chair	Peter Scott
Chamber Music Chair	Alan Liu
Choir Chair	Aaron Pereira
Sinfonietta Chair	Ben Phipps

**Absent:**

Gospel Choir Representative  
Dramsoc Representative  
Guitar Representative  
LeoSoc Representative  
String Ensemble Representative

**Observers:**

Cinema Treasurer	Adam Gillman
------------------	--------------

## 1 MINUTES OF LAST MEETING

### ACTION:

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

## 2 CHAIR'S BUSINESS

### 2.1 Club Reports

NOTED:

- (a) Chandana thanked everyone for the high standard of the reports sent to her, and presented her summary of the AEB as a whole that was taken to CSB.
- (b) A further club report will be required in February/March – clubs are advised to re-use as much of the recent report as possible to save themselves time.

### 2.2 Harlington Grant Applications

NOTED:

- (a) Harlington grant applications are open for all clubs to apply for. In the past Choir and Cinema have both made successful applications so all AEB clubs are encouraged to apply.
- (b) Harlington grant is for expenditure on new equipment purchases that clubs could not normally afford, not the maintenance/replacement of existing equipment (unless it is a substantial upgrade to existing facilities).
- (c) For more information or help with the process, ask the AEB Exec.

### 2.3 Storage Review

NOTED:

- (a) There is currently a debate about how to put many of the Union's storage spaces to better use – any clubs that wish to have a say in this should contact Chandana who will pass on their views appropriately.

### 2.4 Arts Imperial

NOTED:

- (a) Last academic year a new format for an Arts Imperial newsletter was launched, in the form of a weekly, well-formatted email. However this year only sporadic emails have been sent out. Most students would rather receive the weekly message.
- (b) Chandana met with Richard Dickins to discuss this, and Richard claimed that the weekly lunchtime concerts run by the Blyth Centre were actually better attended when advertised by the individual emails rather than the weekly digest.
- (c) A compromise was suggested by Chandana – Arts Imperial continue to send out emails at random, but a monthly digest of all club and society activities is to be produced, and distributed to the same mailing lists if possible.
- (d) Chandana also discussed the way that Arts Imperial is funded. Unlike Sport Imperial, they do not receive a large grant from College to help fund student activities. That said, all AEB clubs should be aware that Arts Imperial may be able to support them, not just the Sheffield-based music groups that have regular contact with them. However there is not currently a large pot of money available.

- (e) Chandana and Scott Heath are looking into persuading College to spend more on the arts, and will be presenting a paper to College in January requesting a new fund to be set up. This fund will be distributed transparently by a new board, and will be useful for clubs wishing to extend their regular activities e.g. more workshops, better materials for day-to-day activities etc.
- (f) The AEB will be kept updated on the progress of this request.

## 2.5 AEB Website

NOTED:

- (a) The AEB Exec all admitted to being too busy and/or too rubbish at web design to build the new AEB website, and so requested help from any clubs who had good websites and could possibly help them out in designing a new website for the AEB.
- (b) Cinema and Calligraphy both expressed potential interest in helping.

**ACTION:**

Chandana to liaise with interested parties to build the new website.

## 3 TREASURER'S BUSINESS

### 3.1 Presentation of "Finance Shiz"

NOTED:

- (a) Henry presented a delightfully titled document, detailing common mistakes and problems that he has had to deal with. This document was distributed in hard copy, and is available electronically by email to any of the AEB Exec.  
In addition to the content of the document, the following points were expanded upon:
- (b) Claim numbers currently need to be written on all receipts before submissions can be accepted. This was pointed out by all to be a complete waste of time. The reason for writing on numbers is allegedly to satisfy auditors that the same receipt cannot be claimed from twice. This concept was ridiculed by the Board.
- (c) In the 2012 Budgeting round, every Management Group is guaranteed at least 70% of its budget from 2011/12, minus the under-spend from 2010/11. This is why it is crucial that all clubs spend their entire grant – clubs will be chased in the summer term about this.
- (d) Event budgets must be submitted for all events that are not part of day-to-day activities – this includes concerts even if the concert is the sole aim of the society's activities, since they do not happen week on week. DPFS will not approve any online sales items relating to an event without an event budget having been seen by him (or by Henry if the event turns over £1000 or less).
- (e) The DPFS is now requesting post-event budgets to be submitted, showing actual expenditure compared to what was budgeted for. This was also decried as a waste of time. It was also noted that there is no policy by which he can demand such a document so clubs can feel free to say no. Alternatively, refer him to your Transaction Pages, which should show everything he needs to know. Or even better, following on from the claims debate, print out your Transaction Pages, write some numbers on them, scan them back in, and then email them to him.
- (f) Anyone else feeling annoyed by the DPFS is welcome to join the Management Groups in expressing their displeasure at many of his current policies at the next meeting of Union Council – 6.30pm, Monday 12<sup>th</sup> December, Union Dining Hall.

4

## MATTERS FOR DECISION

### 4.1 Jazz Big Band Constitution

NOTED:

- (a) Chaz presented an updated version of Big Band's constitution.
- (b) Chaz confirmed that a name change had taken place in 2009 but the constitution had not been updated to show this, so this update was just for a name change. It is very important that a "Big Band" is different to a "Jazz Big Band".

The decision to accept Jazz Big Band's constitution was put to a vote.

**RESULT:**

**Big Band and Jazz's constitution was accepted.**

5

## AOB

### 4.1 Artsfest

NOTED:

- (a) Heather asked the clubs that she has not yet had contact with to contact her about their involvement in ArtsFest. All that were present responded positively. Those not present will be chased mercilessly.
- (b) Chandana noted that the AEB are still in debt (increasing at ~£50 per year due to modest refreshment bills) and suggested a cocktail night be held at an external bar. Bar nights at the Union are making very little profit at present, and the ACC forecast a loss on their bar night on the night of this meeting. Thus it was suggested to have a Wednesday night cocktail party, and even if there is poor AEB turnout, other clubs (sports particularly...) are welcome.

The meeting concluded at 18.36.