



MINUTES OF THE PROCEEDINGS
of the first ordinary meeting of the
ARTS AND ENTERTAINMENTS BOARD
of the
Imperial College Union
in the 2013/2014 Session

The meeting of the Arts and Entertainments Board was held in Lecture Theatre 2, Blackett Building on the 14th October at 18:00.

Present:

Arts and Entertainments Board Chair	Alex Savell
Arts and Entertainments Board Treasurer	Thomas Bradley
Arts and Entertainments Board Secretary	Andrew Hall
Arts Imperial Social Media Coordinator	Julian Phaterfod
A&E A Cappella Chair	Chris Pellew
A&E Calligraphy & Oriental Painting Chair	Qinyi Zhang
A&E Chamber Choir Chair	Alistair Walker
A&E Chamber Choir Treasurer	Josh Taylor
A&E Chamber Music Vice President	Jeffery So
A&E Choir Chair	Reuben Hill
A&E Choir Vice Chair	Beth Woodhams
A&E Design Collective President	Paul de Panisse
A&E Dramatic Society Vice President	Megan Lalla-Hamblin
A&E Fashion Chair	Nam Cheah
A&E Gospel Choir Vice President	Sophie Middleton
A&E Guitar Junior Treasurer	Yuning Zhou
A&E IC Big Band & Jazz Treasurer	Gabriel Eve
A&E ICU Cinema Chair	James Spreadborough
A&E Jazz & Rock Chair	Ethan Haley
A&E Leonardo Fine Arts Society Chair	Eleftherios Apostolakis
A&E Music Technology Chair	Tom Clarke
A&E Music Technology Treasurer	Jonas de Beukelaer
A&E Musical Theatre President	Chris Witham
A&E Orchestra Chair	Jonathan McNaught
A&E Orchestra Treasurer	June Gan
A&E Sinfonietta Chair	Anna Selig
A&E String Ensemble Chair	Sophie Baker
A&E Wind Band Treasurer	Laura Wheatcroft

Absent:

A&E Musical Theatre Tour representative

1. APOLOGIES

Joseph Letts – Felix Editor in Chief

2. MINUTES OF LAST MEETING

Minutes of the previous meeting were not available.

3. WHAT'S ON – NEW SECTION IN FELIX

NOTED:

- (a) Felix would like to run more items relating to clubs and societies this year. As part of this they would like to print a 'What's on' calendar each week detailing upcoming clubs and society events.
- (b) Alex recommended that all clubs make use of this opportunity for free publicity as a good way of getting people to come to concerts and events.
- (c) To make use of the What's On calendar email details of the event to whatson.felix@imperial.ac.uk at least one week in advance.

4. CLASH CALENDAR

NOTED:

- (a) The clash calendar is a tool for clubs to use when planning events to help avoid clashes between clubs with overlapping membership or using the same equipment.
- (b) A trial version was set up using Google calendars last year however this proved to be difficult to provide access to many people.
- (c) The calendar has now been set up using Outlook and details will be circulated in the next few days.

ACTION:

Andrew will send details of how to access the calendar to club email accounts.

5. CHAIR'S BUSINESS

5.1. Imperial Plus

NOTED:

- (a) Alex reminded the meeting about the Imperial Plus scheme run by the Union to allow volunteers to gain accreditation for the work that they have put in to running clubs and societies.
- (b) In order to register for Imperial Plus individuals must sign up on the Union website and then log their volunteering using eActivities.
- (c) The scheme will provide certificates which can be used as evidence for time spent/skills gained when applying to jobs.
- (d) Full details can be found at www.imperialcollegeUnion.org/training/imperial-plus-developing-your-skills.

6. TREASURER'S BUSINESS

6.1. Financial information for new committees

NOTED:

- (a) Grant must be used up as soon as possible. Failure to use up grant by the end of the year may result in a lower allocation in future.

- (b) Club chairs and treasurers should familiarise themselves with eActivities and make sure that they have completed all of the relevant training modules relating to financial transactions (www.imperialcollegeunion.org/training/cubs-societies-projects/finance).
- (c) Money from previous years should have been carried over and are listed as 'member's funds'.
- (d) The preferred method of receiving income is via sales using the Union web shop, however should it be necessary to take payment by cash or cheque for any reason (eg. concert ticket sales) then the money must be deposited into the Union bank account and the relevant documentation uploaded to eActivities within 3 days.
- (e) Claims for expenditure from club accounts must be accompanied by an itemised receipt with VAT information provided where possible.
- (f) Postal orders and supplier invoices must be addressed to the Students Union (Beit quad), not to home addresses or to the college otherwise they cannot be processed.
- (g) Claims and purchase orders usually take at least 5 working days to process. It is important to leave enough time for this when organising payments. In exceptional cases payment can be processed faster, but due to the difficulty that this causes this should be avoided where possible.
- (h) Any queries relating to financial transactions that cannot be answered by reading the training booklets should be addressed to either Tom or Alex in the first instance, and not to Aziz (clubs and societies finance administrator).

7. TEA URN

NOTED:

- (a) The tea urn used by Sinfonietta, Wind Band, ICSO, Choir and ICSE has stopped working.
- (b) As the urn was brought by Richard Dickins he should be consulted before any action is taken.

ACTION:

Jonathan to speak to Richard Dickins about a replacement.

8. MATTERS FOR DECISION

8.1. Guitar society dormancy

NOTED:

- (a) The Guitar society has so far been unable to produce a full committee as their chair is not returning to Imperial this year. The treasurer and secretary have not had a proper handover and so want some help getting started.
- (b) Alex explained that one possible course of action is to place the society into a state of dormancy. This puts them on a watch list where they will receive more attention from the management group and are exempt from meeting certain deadlines; however there should be no effects on the day-to-day operation of the club as Alex can help with making room bookings etc.
- (c) Jazz & Rock volunteered to help out where they could, in particular by holding joint events such as open mic nights together.

- (d) A dormancy period of two months was proposed, in which time Guitar society should hold an election for the position of chair and run activities to get Freshers involved in the club.
- (e) Guitar society is in favour of the proposed dormancy.

The decision to put Guitar society into dormancy for a period of two months, to be reviewed at the December meeting of the Arts & Ents board was put to the vote.

RESULT:

The proposed dormancy was accepted. (20 votes in favour, 0 against, 1 abstention)

9. ARTS FEST ELECTIONS

NOTED:

- (a) ArtsFest is a week-long festival of arts and music which is held each February. The organisation is carried out by the ArtsFest and committee assisted by the Arts & Ents board.
- (b) Josh (last year's ArtsFest chair) spoke about the work load involved; as many of the events will be a repeat of last year the planning should be more straightforward than in past. The Union can help provide publicity for events and help in producing posters and flyers.
- (c) Last year the Imperial Fringe event was held during ArtsFest with collaborations between Arts & Ents societies and researchers. Imperial Fringe is keen to repeat this event again and have arranged for the February fringe event to coincide with ArtsFest. They are currently planning this event and are open to suggestions for a theme.
- (d) While it is possible for one person to do all the organization it is much easier if there is a committee of people to help split the workload. It was suggested that the dance societies should also be contacted as they also take part in ArtsFest.

As no candidates put themselves forward for the role of ArtsFest chair or committee member the vote was postponed until the November meeting of the Arts & Ents board to allow club chairs to appeal to their members.

10. ARTS IMPERIAL ELECTIONS

10.1. Introduction

NOTED:

- (a) Julian explained that Arts Imperial is the college department run by Richard Dickens (Director of music) and staffed by Mary Bowe and Mindy Lee and who are responsible for running the Blyth centre and art gallery.
- (b) There is currently a plan to try and boost the Arts Imperial presence on campus to be more in line with Sports Imperial.
- (c) The Arts Imperial committee meet once a month to discuss college issues relating to music and arts. As well as the Arts Imperial staff there are also representatives from college management and student representatives from the AEB clubs.
- (d) There is relatively little time commitment involved in this role other than the monthly meetings.

10.2. Orchestras and choirs

NOTED:

- (a) Rueben Hill (Choir), Jonathan McNaught (ICSO) and Josh Taylor (Chamber Choir) all put themselves forward for the role of orchestras and choirs representative and spoke briefly about why they wanted to run.

The decision to elect either Rueben, Jonathan or Josh to be the orchestras and choirs representative was put to a vote:

RESULT:

Jonathan was elected as the orchestras and choirs representative.

Rueben (3 votes); Jonathan (9); Josh (5); RON (0); Abstentions (1)

10.3. Ensembles

NOTED:

- (a) Ethan Haley (Jazz & Rock) put himself forward for the role of ensembles representative.

The decision to elect Ethan as the ensembles representative was put to a vote:

RESULT:

Ethan was elected as the ensembles representative.

10.4. Visual arts

NOTED:

- (a) Nam Cheah (Fashion) put herself forward for the role of ensembles representative.

The decision to elect Nam as the ensembles representative was put to a vote:

RESULT:

Nam was elected as the ensembles representative.

10.5. Cinema

NOTED:

- (a) Cinema are not in any of the Arts Imperial categories and are therefore not represented at the Arts Imperial meetings.
- (b) The usual activities of Cinema do not particularly fall under the scope of the Arts Imperial aims as most films shown are not 'artistic', however they do occasionally show films of this sort (eg. ArtsFest).

The motion proposing that Cinema become part of Arts Imperial was put to a vote:

RESULT:

The motion was unanimously accepted and Cinema will be represented at Arts Imperial meetings as a visual arts society.

10.6. Dance and drama

NOTED:

- (a) Chris Witham (Musical Theatre) put himself forward for the role of dance and drama representative.

The decision to elect Chris as the ensembles representative was put to a vote:

RESULT:

Chris was elected as the ensembles representative.

11. AOB

11.1. Gospel choir concert booking problems

NOTED:

- (a) Gospel choir have been having difficulties booking a room for a concert as the Union concert hall is fully booked for the whole term. Although the Great Hall is available when they would like to have the concert they have been quoted £250 to hire the hall which they cannot afford as they have not been allocated any grant for room hire. Gospel choir would like to know how other societies that use the Great Hall are able to get around this fee.
- (b) Due to an arrangement with Conferences a small number of slots are made available each year free of charge for concerts by student groups. As there are already fewer slots than needed for the existing groups who use the hall it is unlikely that any slots could be made available, however other possibilities could be investigated.

ACTION:

Alex to investigate solutions to the problem following discussion with Gospel choir.

11.2. Great Hall music cupboard

NOTED:

- (c) The seat for the Wind Band drum kit which lives in the music cupboard behind the Great Hall has gone missing. If anyone knows where it is please could they return it.
- (d) If all groups keep the cupboard tidy then hopefully the drum kit seat may be found.

11.3. Emergency general meetings (EGMs)

NOTED:

- (a) Some clubs would like to hold elections to fill unoccupied committee positions and want to know how to go about this.
- (b) The correct procedure is to hold an emergency general meeting where the election can be carried out as normal. At least 5 college days notice must be given to members of the club.

The meeting concluded at 19:06.