



MINUTES OF THE PROCEEDINGS
of the second 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 November 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
ArtsFest Chair	Luke Salter
Arts Imperial Social Media Coordinator	Julian Phaterfod
A&E A Cappella Chair	Chris Pellew
A&E Chamber Choir Chair	Alistair Walker
A&E Chamber Music Vice President	Jeffery So
A&E Choir Treasurer	Jonathan Ben Garcia
A&E Fashion Chair	Yung Nam Cheah
A&E Guitar Junior Treasurer	Yuning Zhou
A&E ICU Cinema Treasurer	Thomas Bradley
A&E Jazz & Rock Chair	Ethan Haley
A&E Leonardo Fine Arts Society Chair	Eleftherios Apostolakis
A&E Musical Theatre Webmaster	Rachel Tan
A&E Orchestra Chair	Jonathan McNaught
A&E String Ensemble Chair	Sophie Baker
A&E Wind Band Chair	Sam Spreadbury
Imperial College Union representative	Nick Snow

Apologies

A&E Design Collective Chair
A&E IC Big Band & Jazz

Absent:

A&E Calligraphy and Oriental Painting representative
A&E Dramatic Society representative
A&E Gospel Choir representative
A&E Music Technology representative
A&E Musical Theatre Tour representative
A&E Sinfonietta representative

1. MINUTES OF LAST MEETING

NOTED:

- (a) Alex presented a brief summary of the key points from the previous meeting.

The minutes were accepted as an accurate record of the meeting.

2. IMPERIAL PLUS

NOTED:

- (a) Nick Snow from Imperial College Union spoke about the Imperial Plus scheme which aims to offer accreditation for the time volunteered by club, society and project officers and recognition of the achievements and skills gained.
- (b) There are two awards; the Imperial Plus certificate which is available for 25, 50 or 75 hours of volunteering and simply requires an assessment of skills to be completed to gain the certificate. The Imperial Plus accreditation is more involved and as well as the 100 hours of volunteering needed the scheme also requires attendance at four 90 minute skills workshops.
- (c) Training sessions, meetings, planning time and activities organised all count towards the award.
- (d) For further details visit www.imperialcollegeunion.org/training/imperial-plus-developing-your-skills or contact Nick at imperialplus@imperial.ac.uk.

3. CHAIRS' BUSINESS

NOTED:

- (a) The deadline for club officers to become members of their societies and for the completion of risk assessments, instructor registration and affiliation documentation has now passed. All clubs should make sure that all documentation is completed and the flags cleared from eActivities as soon as possible or potentially face having their finances suspended.
- (b) About half of the clubs have already met with Alex, however the remainder are also requested to arrange a meeting to discuss any problems experienced so far this term. Club reports will be due later this term.
- (c) There are a number of opportunities for collaboration with the Royal College of Music and Royal College of Art including the ArtiFact project (ArtiFact pub quiz on 4th December). More details including contact information for the presidents of the RCA and RCM students unions are available upon request.
- (d) The SW7 studio in Prince's Gardens is a dedicated art space operated by the Blyth centre and is free for use by students and staff at Imperial. Currently the studio is predominantly used by LeoSoc, however the studio may be used by individuals whenever it is not required for LeoSoc activities. Anyone interested in making use of this facility should contact Mary Bowe at the Blyth centre to arrange swipe card access to the studio.
- (e) Mindy Lee (Blyth Gallery coordinator) is available for drop-in sessions on Wednesday afternoons, 1-3pm.

4. TREASURER'S BUSINESS

NOTED:

- (a) There have been no major problems with club finances so far this year, however clubs are reminded to spend their grant and to make sure that all their members have bought membership on the union website as soon as possible.

5. ARTSFEST

NOTED:

- (a) Luke Salter (newly elected ArtsFest chair) was introduced to the board.
- (b) ArtsFest will be similar to last year, given the success of this format; however Luke would like ArtsFest to be more interactive, with more informal lunchtime performances around campus with volunteers handing out flyers about events.
- (c) The possibility of collecting money for charity was discussed, with the suggestion that the lunchtime performances are accompanied by people with collection buckets either for RAG or for a related musical charity.
- (d) The dates for ArtsFest are 19-27th February with the only fixed events currently both the ArtsImperial lunchtime concert and the Imperial Fringe on Thursday 20th. There will be a separate meeting in the next few weeks to discuss the Imperial Fringe event.
- (e) The Blyth gallery has been booked for an exhibition. Traditionally this has been carried out by LeoSoc and PhotoSoc in collaboration with Mindy Lee, however other clubs are encouraged to get involved.
- (f) The union concert hall has been booked for two evenings and it is proposed that one of these bookings is used by Fashion society to host a show, with the other night available for other clubs such as Music Tech.
- (g) A 'We are Metric' night was proposed for the Friday evening with Jazz and Rock volunteering to supply music.
- (h) The possibility of some sort of variety show was discussed, however it was noted that the scale of the event would have to be carefully considered to ensure that problems present in previous years are not repeated.
- (i) The Big Band performance on the Queen's Tower last year was successful and so should be repeated if possible, however more must be done to link the performance to ArtsFest to prevent it appearing as a one off, random event.

6. ROOM BOOKINGS

NOTED:

- (a) Wind Band have experienced a number of problems recently with room bookings for the Great Hall, including several occasions where the conference office have moved the booking at the last minute without letting the band know until as little as half an hour before the rehearsal was due to start.
- (b) A Capella have also experienced difficulties with trying to book rooms with pianos.
- (c) Alex will be meeting with Charles Gallagher (head of commercial services) next week. Whilst room booking problems are not on the agenda for this meeting Alex will follow up these problems at some time in the future, however in the meantime

clubs are encouraged to follow up any problems with the conference office directly, but also to keep Andrew and Alex informed of any problems that occur.

- (d) The question of when room bookings for the spring term open was raised. This normally occurs a month before the end of term, however it is still unclear whether this will be the case.

ACTION:

Alex will be meeting with Charles Gallagher in the next few weeks to discuss problems with room bookings.

Alex will speak to Yas to find out when room bookings will open and send details to clubs via the mailing list.

7. AOB

There was no other business.

The meeting concluded at 18:45.