



MINUTES OF THE PROCEEDINGS  
of the third 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 3<sup>rd</sup> December 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 Fest Chair	Luke Salter
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 Treasurer	Josh Taylor
A&E Chamber Music Vice President	Jeffery So
A&E Chamber Music Vice President	Sofia Qvarfort
A&E Design Collective Secretary	Guillaume Valla
A&E Dramatic Society Lighting Director	Alexander Lown
A&E Fashion Chair	Nam Cheah
A&E Guitar Junior Treasurer	Yuning Zhou
A&E Guitar Junior Secretary	Bjorn Gugu
A&E IC Big Band & Jazz Tour Manager	Rosemary Richardson
A&E ICU Cinema Chair	James Spreadborough
A&E Jazz & Rock Chair	Ethan Haley
A&E Jazz & Rock Treasurer	James Targett
A&E Leonardo Fine Arts Society Chair	Eleftherios Apostolakis
A&E Music Technology Treasurer	Jonas de Beukelaer
A&E Music Technology Secretary	Sanket Das
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 Chair	Sam Spreadbury
A&E Wind Band Treasurer	Laura Wheatcroft
RCC Dance Company Chair	Olivia Boyd

***Apologies:***

A&E Choir Chair

***Absent***

A&E Gospel Choir representative

## **1. MINUTES OF LAST MEETING**

The minutes of the previous meeting were unanimously accepted.

## **2. CHAIR'S BUSINESS**

### **2.1. Proposed changes to budgeting process**

NOTED:

- (a) The process by which clubs, societies and projects can apply for funding from the union is currently under review, with a proposed new process which will hopefully be quicker and fairer than the current system.
- (b) Instead of requesting money for particular activities clubs will submit a breakdown of all their income and expenditure, listing which they consider to be core activities and which are supplementary (ie. not part of the club's main aims).
- (c) Management groups will set maximum and minimum subsidies in each category and clubs with expenditure in these categories will receive funding based on their spending in each area.
- (d) Clubs can then top up the basic funding by applying for additional grant in a similar way to the current system.
- (e) Funding for new clubs or existing clubs wishing to start a new activity will no longer be considered in the annual budgeting process, and instead will be applied for on an 'as needed' basis throughout the academic year. It is hoped that this will prevent clubs putting in speculative applications for new events which they then fail to run, and also allow new committees to run events that were not considered in the previous budgeting round.
- (f) The total amount of SGI that a club has would be taken into account under the new system, meaning that clubs with substantial member's funds may lose out. Many of the AEB clubs keep reserves of SGI to act as contingency to cover expensive equipment against damage and loss, however contingency will not be considered a valid reason under the proposed changes as contingency claims can be requested to the clubs, societies & projects board.
- (g) Alex proposes to challenge the decision to ignore the reason for retaining large amounts of SGI when this proposal is debated at the union council meeting, however if this fails then cuts to AEB societies may be preventable by considering how the SGI is spent.

### **2.2. Club reports**

NOTED:

- (a) Club reports are now due. Most clubs have already submitted their reports to Alex however there are still a few outstanding.
- (b) The reports can be as long or as short as necessary and are essentially an overview of the year so far including any events and activities of note, such as summer tours.

## **3. TREASURER'S BUSINESS**

NOTED:

- (a) It is important to allow plenty of time when making claims, raising purchase orders and submitting budgets, in particular for expenditure exceeding £1000 as these

must be approved by many people who are very busy. Ideally enough time should be allowed for the claim to be submitted, rejected, resubmitted and reassessed in case there are any problems.

- (b) Common problems when submitting claims are often where items with different VAT codes are not separated. Any items with different VAT codes must be put on different lines when making the claim.
- (c) There are a number of clubs who have not submitted documents including risk assessments and instructor registrations. The deadline for these documents was 1<sup>st</sup> November and so any clubs who have not submitted these by the start of January may have their finances suspended.

## 4. MATTERS FOR DECISION

### 4.1. Guitar society dormancy review

NOTED:

- (a) At the October meeting of the AEB it was decided that the Guitar society should be put into a state of dormancy for two months to allow them to sort out problems relating to the lack of a full committee. Three targets were set for the new committee: 1) to increase membership from by recruiting freshers, 2) to organise an Emergency General Meeting to elect a full committee, 3) to run a number of events to engage members in the society.
- (b) As of this meeting Guitar soc have increased their membership from 10 to 19, set a date for their EGM in February and have got a number of events planned. This means that they have partially fulfilled each of the aims and are working on continuing this trend.
- (c) There are three possible options available to the board: 1) end the dormancy period, 2) extend the dormancy period, 3) take more drastic action.
- (d) Guitar society are in favour of extending the dormancy period to give them more time to meet the aims.

**The decision of what action to take was put to the vote:**

**RESULT:**

**The board unanimously decided to extend the period of dormancy until the January meeting of the AEB, by which time Guitar soc are expected to have held their EGM and so have a full committee.**

### 4.2. Musical Theatre Tour Society

NOTED:

- (a) As Musical Theatre Tour society have not sent a representative to either of the past two meetings they are automatically put up for potential suspension.

**RESULT:**

**As MT Tour have sent a representative to this meeting they will not be suspended.**

## 5. ARTSFEST & IMPERIAL FRINGE

### 5.1. Imperial Fringe

NOTED:

- (a) Harriet from Imperial Fringe spoke about how societies can get involved in the ArtsFest Fringe event.
- (b) Last year 8 music societies paired with groups of scientists to present a collaboration using science to discuss music.
- (c) The ArtsFest fringe event will be held from 5-8pm on Thursday 20<sup>th</sup> February. Any clubs wishing to get involved should speak to Harriet after the meeting.

## **5.2. ArtsFest**

NOTED:

- (a) Planning for the Blyth gallery exhibition is now underway and anyone wishing to get involved should speak to Luke.
- (b) Big Band will be playing on the Queen's Tower but need to decide which day this will happen.
- (c) Fashion society will be holding a Fashion show on one night.
- (d) Jazz & Rock society will organize small groups to give informal performances around campus, particularly at the catering outlets at lunchtime.
- (e) Alex has submitted an application for a We Are Metric night on Thursday 27<sup>th</sup> (final night). This will be similar to the Fresher's Fair afterparty with free entry and the bar open with the stage available for clubs to give performances. It is hoped that many of those who participated in ArtsFest will attend.
- (f) A large stage show on either Monday 24<sup>th</sup> or Tuesday 25<sup>th</sup> is also proposed, however as the Great Hall is very difficult to book and as it would also be difficult to get a sufficiently large audience to justify the larger space it is likely that this would be held in the Union Dining Hall. Dance Company are interested in participating in this event, however they expressed a dislike for the stage in the UDH and proposed that if using this space they would prefer to dance on the floor.
- (g) Any other ideas for events are very welcome.

## **6. AOB**

There was no other business.

The meeting concluded at 18:34.