



MINUTES OF THE PROCEEDINGS  
of the Sixth 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 1<sup>st</sup> May 2014 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         |
| ArtsImperial Social Media Coordinator   | Julian Phatarfod    |
| A&E A Cappella Chair                    | Chris Pellew        |
| A&E Chamber Choir Chair                 | Alistair Walker     |
| A&E Chamber Music Committee Member      | Shiladitya Ghosh    |
| A&E Choir Chair                         | Reuben Hill         |
| A&E Choir Treasurer                     | Jonathan Ben Garcia |
| A&E Dramatic Society Vice-President     | Alexander Lown      |
| A&E Gospel Choir Secretary              | Jessica Clarke      |
| A&E Guitar Chair                        | Bjorn Gugu          |
| A&E ICU Cinema Chair                    | James Spreadborough |
| A&E Jazz & Rock Chair                   | Ethan Haley         |
| A&E Music Technology Chair              | Tom Clarke          |
| A&E Music Technology DJ Tutor           | Beni Bienz          |
| A&E Musical Theatre Treasurer           | Ben Howitt          |
| A&E Musical Theatre Tour Treasurer      | Alexander Lown      |
| A&E Orchestra Chair                     | Jonathan McNaught   |
| A&E Sinfonietta Vice Chair              | Enric Juan          |
| A&E Wind Band Chair                     | Sam Spreadbury      |

***Apologies:***

A&E Design Collective  
A&E Fashion  
A&E IC Big Band & Jazz  
A&E LeoSoc  
A&E String Ensemble

***Absent:***

Calligraphy and Oriental Painting representative

## 1. MINUTES OF LAST MEETING

The minutes of the previous meeting were accepted unanimously.

## 2. CHAIR'S BUSINESS

NOTED:

- (a) Clubs are asked to fill out the ArtsImperial survey which is being carried out to get approximate audience and membership numbers to aid with a funding application currently being made by ArtsImperial
- (b) All red flags on eActivities indicate paperwork which needs to be completed ASAP.

## 3. TREASURER'S BUSINESS

NOTED:

- (a) Most clubs seem to be happy with the allocations made at budgeting and final appeals are being considered at the next CSPB meeting.
- (b) All grant needs to be spent before the end of term or the money will be lost.
- (c) There will be a period towards the end of term when all transactions must be completed by as eActivities will be shutting down in the run up to the 1<sup>st</sup> August changeover to allow for maintenance and to prepare for the next academic year. If possible transactions should be timed to avoid this as payment will be much slower than normal. Full details of transaction deadlines can be found in recent emails from the sabbatical officers.

## 4. UNION/AEB AWARDS

NOTED:

- (a) Every year the Union presents a number of awards to members of AEB clubs who have made an outstanding contribution towards the success of their club or to the arts in general.
- (b) Nominations for individuals are now open (please email [ae.chair@imperial.ac.uk](mailto:ae.chair@imperial.ac.uk)) and you are encouraged to nominate members of your clubs. Awards for AEB colours and AEB club of the year will be announced at the final meeting of the year on 16<sup>th</sup> June.

## 5. MATTERS FOR DECISION

Please see attached documents for individual claim details.

It is also noted that all contingency claims are now reviewed at the CSPB as management groups no longer have any funds to pay contingency, therefore the role of the AEB is to act as a checking process to ensure that only valid claims are passed onto CSPB.

### 5.1. Choir contingency claim 1: Additional Repetiteur costs

NOTED:

- (a) The repetiteur that the choir uses to accompany them in rehearsals has requested a pay rise from £40 to £45 per hour. As there has been no pay rise for 5 years and this

is significantly lower than the market rate the decision was taken to allow the pay increase.

- (b) This pay rise has left the choir out of pocket as their budget from last year did not include this increase. Additional costs were also incurred at the rehearsal weekend and for rehearsals with soloists before the autumn concert.
- (c) The choir is requesting £245.63 to contribute towards the increased fees. It should be noted that this is only a small fraction of the total cost incurred.
- (d) A question was raised as to how the timetable for the rehearsal weekend was decided. The timetable was based on previous years and the budget calculated accordingly. The conductor took the decision to increase the number of hours, therefore increasing the cost.

The decision of whether to approve this claim to be passed on to the CSPB was put to the vote:

**RESULT:**

**For: 14 votes, Against: 0 votes, Abstaining: 1 vote**

**The claim was accepted and will be passed on to the CSPB.**

## **5.2. Choir contingency claim 2: Upcoming summer tour**

NOTED:

- (a) Due to a change in Eurostar booking policy the bookings for the summer opened earlier than expected, disrupting the careful plans made by the choir to ensure that all financial paperwork would be ready to make the transaction when bookings opened.
- (b) As the eActivities budgeting for summer tours does not open until June it was not possible to submit a tours budget, so a normal event budget was submitted instead. As it appeared that the wrong form was used the budget was incorrectly refused, leading to a delay payment.
- (c) The delayed budget meant that cheaper tickets had sold out and there were only more expensive tickets left, costing the choir £297.
- (d) The choir wish to claim for the full £297.

The decision of whether to approve this claim to be passed on to the CSPB was put to the vote:

**RESULT:**

**For: 12 votes, Against: 0 votes, Abstaining: 3 vote**

**The claim was accepted and will be passed on to the CSPB.**

## **5.3. Music Technology Constitution**

NOTED:

- (a) Music Technology wishes to amend their constitution to create new four new positions. These positions have previously been fulfilled in an unofficial capacity, but they would like to formalize the role.

- (b) It was questioned whether there would be enough people to fill all of these roles as there would be 12 committee positions. All roles are currently filled (including provisionally filling the new roles) therefore this is not a concern.

The decision of whether to approve the new Music Technology constitution was put to the vote:

**RESULT:**

**For: 15 votes, Against: 0 votes, Abstaining: 0 vote**

**The new constitution was unanimously accepted.**

#### **5.4. Chamber Music Constitution**

NOTED:

- (a) Chamber Music wishes create the role of webmaster and also update their aims and objectives

The decision of whether to approve the new Chamber Music constitution was put to the vote:

**RESULT:**

**For: 15 votes, Against: 0 votes, Abstaining: 0 vote**

**The new constitution was unanimously accepted.**

#### **5.5. String Ensemble Constitution**

NOTED:

- (a) String Ensemble wishes to create the role of Tour Manager.

The decision of whether to approve the new String Ensemble constitution was put to the vote:

**RESULT:**

**For: 15 votes, Against: 0 votes, Abstaining: 0 vote**

**The new constitution was unanimously accepted.**

#### **5.6. Cinema Constitution**

NOTED:

- (a) Cinema wish to make a large number of changes to their constitution including the creation of Quatermaster (to organize inventory), Vice Chair (Recruitment), Chair of Posters, Print Media Officer, Programme Editor, Social Media Secretary, Social Secretary, Archivist, Vice Chair (Advertising & Sponsorship), Vice Chair (Collaborations).
- (b) It was questioned as to whether all 19 roles will continue to be fulfilled. It is noted that as Cinema is a very large club and that 17 roles are currently filled this is unlikely to pose a problem as several people are likely to hold multiple roles.

The decision of whether to approve the new Cinema constitution was put to the vote:

**RESULT:**

**For: 13 votes, Against: 0 votes, Abstaining: 2 vote**

**The new constitution was accepted.**

**5.7. Jazz & Rock Constitution**

**NOTED:**

- (a) Jazz & Rock wish to add the role of events officer and remove the role of chief technical officer in favour of creating three equal roles.
- (b) It is noted that whilst multiple people can share a role, they also share a single vote, unless three multiple roles are created.

The decision of whether to approve the new Jazz & Rock constitution was put to the vote:

**RESULT:**

**For: 15 votes, Against: 0 votes, Abstaining: 0 vote**

**The new constitution was unanimously accepted.**

**6. AOB**

There was no other business.

The meeting concluded at 19:00.