

MINUTES OF THE PROCEEDINGS
of the fourth ordinary meeting of
The
Clubs and Societies Board
Of the
Imperial College Union
In the 2008-09 Session

The meeting of the Clubs and Societies Board was held in the Union Building on 8th December 2008 at 6.15pm in Meeting Room 7.

Present:

Position	Name
Deputy President (Clubs & Societies)	Lily Topham – Chair
Deputy President (Education & Welfare)	Hannah Theodorou
Arts and Entertainment Board Chair	Rachel D'oliveiro
Athletic Clubs Committee Chair	Sam Furse
ICSMSU Representative	Ben Allin
Media Group Representative	James Mardell
Overseas Societies Committee Chair	Alex Balikhin
Recreational Clubs Committee Chair	Jennifer Wilson
Royal School of Mines Committee Chair	Adam Baldwin
Social Clubs Committee Chair	Peter Mabbott
Community Action Group	Chair Christoph Aymanns
Rag Chair	Jon Downing
Permanent Observers	
Membership Services Manager	Phil Power
Governance & Administration Coordinator - Clerk	Rebecca Coxhead

Apologies: President Jennifer Morgan, Deputy President (Finance & Services) Christian Carter, C&G CU Representative John James– proxy ACC Chair

Not present: RCSU Representative Andreas Esau, Silwood Park Union Representative Muhammad Tariq, Wye Union Society Representative Wubetu Alemayehu

1. CHAIR'S BUSINESS

NOTED:

- a) The Deputy President (Clubs & Societies) has meet with the Architects and deemed the meeting successful.
 - i. A working group will be conveyed at some stage.
- b) CSC's were asked to remind clubs that there is space in the JCR that they can book for such things as ticket sales and event promotion and that likes.
 - i. Clubs are to be careful in regards to selling or giving away food; must adhere to health and safety
- c) The Deputy President (Clubs & Societies) has spoken to Head of Catering in regards to posters being taken down.
 - i. Some clubs have been breaking poster regulations and this has impacted on other clubs having to suffer.
 - ii. CSC's are to remind their Clubs and Societies of the poster regulations and ask that they self police.
 - iii. Pins and cellotape are not to be used on the walkway poster boards.
- d) Room bookings for the spring term open on the coming Monday.

- i. Only committee members can book rooms.
- ii. Clubs must put rooms back to the way they found them.
- e) Felix is looking for centrefolds and any Clubs and Societies interested are to email Felix to express their interest.
- f) If Clubs and Societies are organising events in the Great Hall, let the Deputy President (Clubs & Societies) know so that she can add to the Union events section of the website and newsletter.
- g) There is an opportunity to go on a ski trip to Champagne.
 - i. Sport Imperial have said that they will part fund any interested parties; not necessarily have to be a Union Clubs or Societies.
 - ii. This is occurring on the 21st- 28th March 2009.
 - iii. Interested parties are to submit a proposal.

2. MINUTES

RECEIVED: The minutes from 24th November 2008

RESOLVED:

- 1) To accept the minutes.

3. MATTERS ARISING – none

4. NCC REPORT

RECEIVED: The report was presented by the Deputy President (Clubs & Societies)

NOTED:

- a) Ethos has changed its name to Cascade.
- b) The SCC Chair requested that Chocolate Society be under the SCC and not the RCC.
 - i. The RCC Chair suggested that it allow to be set up within the RCC first and get established and then move it over.
 - ii. The SCC Chair stated it was more reasonable to allow the set up to occur within the SCC. The RCC Chair agreed that this made more sense.

RESOLVED:

- 1) To move the Chocolate Society from the RCC to the SCC.

- c) If Board members wished to know the allocations from the clubs set up at today's meeting, they are to contact the Deputy President (Clubs & Societies).

5. DEAD CLUBS

RECEIVED: The report was presented by the Deputy President (Clubs & Societies)

NOTED:

- a) The SCC Chair stated that he wanted the money left in the dead club accounts and is also prepared to take on the debt as well.
 - i. The Deputy President (Clubs & Societies) stated that there is an awful lot of debt.
- b) Many of the clubs have been defunct for years.

6. CLUB DEBT

RECEIVED: The report was presented by the Deputy President (Clubs & Societies)

NOTED:

- a) This does not include Silwood & Wye.
- b) The Deputy President (Finance & Services) will meet with CSC's to devise a way out of debt with them.
- c) Many clubs are waiting for outstanding sponsorship and invoice to be paid to them.
- d) The Deputy President (Clubs & Societies) requested that CSC's investigate clubs old invoices so that they can be passed on to the Union credit control.

7. ICSMSU LIGHT OPERA TOUR REPORT

RECEIVED: The report was presented by the ICSMSU Representative Ben Allin

NOTED:

- a) The report was praised for its aesthetically pleasing presentation but would have benefited from slightly more financial information.

8. DELABECHE TOUR REPORT

RECEIVED: The report was as tabled.

NOTED:

- a) The Deputy President (Clubs & Societies) stated she would have liked to see more pictures and financial information.

9. ARTS AND ENTS REPORT

RECEIVED: The report was presented by the A & E Chair

NOTED:

- a) Windpower is the name for the event taking place on the 21st January 2009.
- b) The Deputy President (Clubs & Societies) congratulated the A & E Chair on the report; the content was exactly what she was after.

10. ACC REPORT

RECEIVED: The report was presented by the ACC Chair

NOTED:

- a) 2400 members in the ACC as of today.
- b) Clubs are currently getting their budgets unfrozen.
- c) Varsity is all day affair.

11. CGCU REPORT

RECEIVED: The report was as tabled

NOTED:

- a) It was pointed out that there is a lot of grant left.

12. ICSMSU REPORT

RECEIVED: The report was presented by the ICSMSU Representative Ben Allin

NOTED:

- a) The pyrotechnics and bands for Varsity are not yet confirmed.
- b) A mascot suit has been purchased.
- c) The space agreement needs to be updated to reflect the changes that have occurred at Charing Cross.
- d) In regards to the Executive Committee being £48k in deficit, the Deputy President (Clubs & Societies) has spoken to the Deputy President (Finance & Services) and he is not terribly concerned.

13. MEDIA REPORT

RECEIVED: The report was presented by James Mardell

NOTED:

- a) In regards to the fire hazard in the west wing basement, the Deputy President (Clubs & Societies) stated that Media clubs were responsible for the majority of this.
 - i. A & E Clubs also need to take responsibility for items left in the corridors.
- b) The lack of financial information was pointed out.
 - i. It was requested that he report be resubmitted with more financial detail included.

ACTION:

1. **The Media report to be resubmitted to the next meeting of Clubs and Societies Board with more detailed financial information to be included.**

14. OSC REPORT

RECEIVED: The report was presented by the OSC Representative Alex Balikhin

NOTED:

- a) Various clubs are to changing their Constitutions.
- b) OSC Clubs appear to be the worst offenders for requesting last minute room bookings.
 - i. It was suggested that all clubs should be reminded that there is a turn around time for room bookings.
- c) The Deputy President (Clubs & Societies) congratulated the OSC for being much better than in previous years.
- d) It was reminded that £0 clubs be kept an eye on.

15. RAG REPORT

RECEIVED: The report was presented by the RAG Chair

NOTED:

- a) RAG Week events organisation is currently underway.
 - i. The funding target for this week is £5k.
 - ii. The President suggested utilising the Faculty Unions and CSC's more and getting them onboard with running events.
- b) It was pointed that there is no process for charities to contact RAG to make applications for funding.

- i. The Deputy President (Education & Welfare) suggested contacting other Universities to see what their process is for charity applications.
- c) It was suggested that a event in the Union be organised in the evening of the RAG dash.
 - i. The Deputy President (Clubs & Societies) and President said that they will talk to the Union Ents manager to discuss if this can be done.

16. RCC REPORT

RECEIVED: The report was presented by the RCC Chair

NOTED:

- a) The RCC Chair recently wrote a cheque for £202 for equipment for Ice Hockey; the equipment was jock straps.
- b) 213 clubs are frozen at the moment.
- c) 25 reports were received from 48 clubs.
- d) There are many big events planned in the spring term.
- e) In regards to the damp basement, the Deputy President (Clubs & Societies) will discuss this with the General Manager.
- f) There will be a RCC Bar night next term.

17. RSM REPORT

RECEIVED: The report was presented by the RSM Chair

NOTED:

- a) There has been 2 Executive Committee meetings and 4 committee meetings.
- b) There will be a Tri faculty bar night at some stage.
- c) The Bottle match is taking place on the 21st February.
- d) It was stated that the report would have benefited from more financial information.

18. SCC REPORT

RECEIVED: The report was presented by the SCC Chair

NOTED:

- a) The Deputy President (Clubs & Societies) is to investigate what the position is in regards to exclusive hire of the Union bar.

ACTION:

1. The Deputy President (Clubs & Societies) is to investigate what the position is in regards to exclusive hire of the Union bar.

- b) In regards to getting finance information on the web, this will be a task for the web developers.
- c) It was requested if more small locker space could be made available in the redevelopment.
 - i. The Deputy President (Clubs & Societies) stated that there are constraints surrounding this request.
 - ii. The SCC Chair stated he will draft a report quantifying the storage needs of the SCC.

ACTION:

2. The SCC Chair to draft a report quantifying the storage needs of the SCC.

The RCSU and CAG reports were not submitted and are to be submitted to the next meeting.

ACTION:

1. The Deputy President (Clubs & Societies) to request that the RCSU and CAG are to submit reports to the next meeting of CSB.

The agenda was reordered to consider agenda items 20 and 21 as the next items for business.

20. ANNUAL BUDGETING – MINIMUM FUNDING LEVELS

RECEIVED: The paper was presented by the Deputy President (Clubs & Societies)

NOTED:

- a) Unfortunately the new budgeting system could not be demonstrated as previously anticipated.
 - i. The system is supposed to be up and running next Monday and so will be demonstrated after the Council meeting.
- b) The Deputy President (Finance & Services) is recommending model C as a funding level.
- c) Concern regarding model A was raised as the OSC would receive no money which was a consequence of them being poorly managed last year.
- d) The board moved to a vote to accept model C

FOR	10
AGAINST	1
ABSTAIN	1
Passed	

RESOLVED:

- 1) To use model C as a minimum funding level in the annual budgeting.

21. CLUBS AND SOCIETIES POLICY CHANGE

RECEIVED: The paper was presented by the Deputy President (Clubs & Societies)

NOTED:

- a) Points 42-44 refers to the funding of a new club or society
 - i. This was agreed at a meeting of the Clubs and Societies Board but was never put in to the policy.
- b) 54-56 refers to the dissolution of clubs and societies.
- c) The board moved to a vote and the changes were accepted unanimously.

RESOLVED:

- 1) To accept the proposed changes to the Clubs and Societies Policy.

The agenda returned to normal ordering at this point.

19. AMENDING CONSTITUTIONAL POSITION OF RAG AND THE COMMUNITY ACTION GROUP

RECEIVED: The paper was presented by the SCC Chair

NOTED:

- a) The SCC Chair apologies for the delay in submitting the paper.
- b) There is a paper being presented to Union Council next week that is looking to split the role of the Deputy President (Education & Welfare) of which the Welfare sabbatical would then be responsible for RAG and CAG.
- c) The Deputy President (Clubs & Societies) stated that generally 'Charity' clubs are poor communicators with the Union and did not feel that setting them up as a CSC would be beneficial.
- d) The CAG Chair stated that CAG should be on committees as they are reliant on union funding.
- e) The Deputy President (Clubs & Societies) circulated to the Board a brochure on how UCLU deal with their volunteering clubs and how well coordinated it is which would be a good structure for the Union to follow.
- f) Currently CAG has limited ties with the Imperial Volunteering Centre.
- g) The CAG Chair suggested that the concept of CAG should remain and should transform and be stimulated.
- h) In regards to moving RAG and CAG to RWB, it was suggested that John Collins (past President) and Ben Harris (Past Deputy President (Education & Welfare)) be contacted as they investigated doing this during the Governance change of 2006-07.
- i) The Deputy President (Clubs & Societies) concurred that more discussion should be had in regards to this proposed change as there are Constitutional implications that should have wider discussion.
 - i. The Deputy President (Education & Welfare) stated that this discussion will come with the submission of the Deputy President (Education & Welfare) role split paper.
 - ii. It was agreed that the outcome of the Deputy President (Education & Welfare) role split paper will dictate the next course of action on this proposal.

RESOLVED:

- 1) **To wait until the outcome of the Deputy President (Education & Welfare) role split paper from Union Council before considering this paper.**

22. ANY OTHER BUSINESS

22.1 Environmental Society contingency claim

RECEIVED: The paper was presented by SCC Chair

NOTED:

- a) The roof is in urgent need of repair.
- b) ESoc Constitution states that the repair needs to be environmentally friendly.
- c) It was queried as to whether this is an unforeseen circumstance which is the definition of a contingency claim.
 - i. It was suggested that wood rot could have been predicted.
 - ii. The SCC Chair suggested that this state of the roof was not in the handover and it is unreasonable to expect people to know about a rotting roof.
 - iii. The Deputy President (Education & Welfare), who was ESoc Chair 07-08 stated that she was not aware of the roof's state.
- d) The shed is housing a great deal of expensive equipment which needs to be protected.
- e) It was suggested to apply to the IC Trust.

- f) ESoc has enough within their SGI to fund the repairs but this would severely limit their function.
 - i. ESoc are prepared to pay £50 towards the cost of repairs.
 - ii. It was suggested to fundraise.
- g) The Board voted unanimously in favour to fund the window but this is to come from the SCC contingency budget.

RESOLVED:

- 1) **That the repair to the window of approximately £25 be funded from the SCC Contingency budget.**

- h) It was voted as to Clubs and Societies Board should cover the £175 outstanding balance for the roof repair.

FOR	5
AGAINST	6
Falls	

- i) i) It was then voted on that the SCC should fund the £175 outstanding balance for the roof repair from their contingency budget.

FOR	10
AGAINST	2
Passes	

RESOLVED:

- 2) **That £175 for roof repairs to the ESoc shed is paid from the SCC contingency budget.**

Meeting closed 8.25

Approved as a correct record at a
Meeting of the Clubs and Societies Board

On _____ 2008/09

_____ Chair of the Meeting