

MINUTES OF THE PROCEEDINGS
of the third meeting of
the
Clubs and Societies Board
of the
Imperial College Union
in the 2009-2010 Session

The meeting of the Clubs and Societies Board was held in meeting room 7 of the
Union Building on the 23rd November 2009 at 6.00pm

Present:

Deputy President (Clubs & Societies)	Jenny Wilson– Chair
Deputy President (Education)	Jonathan Silver
Deputy President (Finance & Services)	Danny Hill
ICSMSU Representative	Richard Hewitt
CGCU Representative	Rikki Norris
RCSU Representative	Jacqueline Fok
RSM Chair	Henry Debens
A & E Chair	Gavin Evans
ACC Chair	Charles Murdoch
Media Chair	Richard Waldie
RCC Chair	Andrew McLellan
SCC Chair	Nicolas Massie
Permanent Observer:	
Memberships Services Manager	Phil Power
Governance and Administration Coordinator	Rebecca Coxhead

Observer: RCSU President Katya Vyas, Leo Martins, Will Cowley

Apologies: President Ashley Brown, Deputy President (Welfare) John James

Not present: Silwood Park Chair Cat Walker

1. CHAIRS BUSINESS

NOTED:

- a) The glitch with tour funding has now been sorted out.
- b) The results from the email decision on the Malaysian Society tour request were 5 against, 2 abstention and 3 for and so the application fell.
- c) Green week is taking place next week.
- d) Healthy Living week is at the end of January.
 - i. The week is also about ‘balance’ so relevant for many clubs.
 - ii. If Clubs and Societies wish to get involved in this, contact the Deputy President (Clubs & Societies).
- e) With club organised large events, it was reminded that the rule is 2 guests per 1 full member of the Union.
- f) Room bookings are now being taken online.
 - i. CSC’s are to remind Clubs and Societies that the turnaround is 2 weeks on a room booking which is an improvement on the previous 3 weeks.
 - ii. To get a quicker turnaround on room booking requests, the system will need to be analysed to see how this can be shortened.

- iii. There are logistics that restrain how fast bookings can be processed such as approval from college departments.
- iv. College departments are under no obligation to let Clubs and Societies book their rooms.
- v. Departments are becoming more stringent and Clubs and Societies must go above and beyond in returning the room back to its original state and if the room needs to be cleared and furniture put back, College charge for this and this cost is then passed on to the club.
- vi. The Membership Services Manager stated that the statistics will be bought back to the Board in February.
- g) VAT is being put back up to 17.5% in January 2010.
- h) Bookings for the next term open on the last Monday of term.

2. MINUTES FROM LAST MEETING – 26th October 2009

NOTED:

- a) Numerous formatting errors were pointed out however the content was deemed to be correct.

RESOLVED:

- 1) To pass the amended minutes as a correct record.**

3. MATTERS ARISING

NOTED:

- a) The Hockey tour financial breakdown has been received by the Deputy President (Clubs & Societies).

4. CLUBS AND SOCIETIES FINANCES

RECEIVED: The paper was presented by the Deputy President (Finance & Services)

NOTED:

- a) There is currently £57 000 outstanding debt, the majority of this being sponsorship that has not been paid to Clubs and Societies.
 - i. This is from a small amount of companies but large amounts of money.
- b) £75k was written off with bad debt in the 08-09 year.
- c) Concern was raised that Clubs and Societies may not get the support from the Union in regards to following up debtors however the Deputy President (Finance & Services) assured that support would be given to clubs who actively seek assistance.
- d) The Board was reminded to advise their Clubs and Societies not to spend money that they haven't received.
- e) Once the claimant has been informed of their cheque being ready to be collected by them, it is their responsibility to collect this; not that of the FU or CSC to chase them to collect it.
- f) HST training was very poorly attended.
 - i. The Deputy President (Finance & Services) is compiling an information pack for HST's.
 - ii. If a HST can't be contacted, let the Deputy President (Finance & Services) know as the Union has 'back up' signatories.

5. CLUBS AND SOCIETIES BOARD REPORTS

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

NOTED:

- a) A prize from the Deputy President (Clubs & Societies) will be given to the best report.
- b) The report also needs to include a list of Clubs and Societies that the CSC/FU wish to cull.

ACTION:

- 1. CSC/FUs and the NCC, to submit a report summarising activity and a list of dormant Clubs and Societies that to culled the next meeting of CSB.**

6. A&E CONTINGENCY REQUEST

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

NOTED:

- a) The information in the paper that is given by the Music Tech Chair is a verbatim.
- b) It was suggested that this should come from building contingency.
 - i. The A&E Chair stated that he wanted to highlight the inappropriate storage but ultimately the deck was stolen from a club meeting and so not really appropriate to come from the building contingency budget.
- c) The club now has an equipment officer and secure storage space.
- d) The board moved to a vote and the paper was passed unanimously.

RESOLVED:

- 1) To transfer £234.65 to A&E contingency budget from the CSB budget.**

7. CLUB HEALTH CHECK

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

NOTED:

- a) Concern was raised that there will get to a point where new clubs will be set up to the detriment of existing clubs in that they will be a drain on resources and finding.
- b) It was suggested that the NCC should be given more power to fuse clubs together.
- c) The term 'freely' in the Clubs and Societies policy when setting up a new club gives the wrong impression.
- d) International societies primarily represent their countries but they possibly may be joined by continents or surrounding areas.
 - i. The OSC Chair said that this happens to a degree already, such as the Afro Caribbean society.
 - ii. It was suggested that overseas clubs do promote the culture but primarily they want social activity.
- e) It was pointed that the 20 supporters that are required for a new club application do not have to join as members.
 - i. It was suggested that these supporters should be required to make a financial commitment at the time of signing.
- f) Pre screening of applications by Clubs and Societies Board was suggested.
 - i. It was pointed that this negates the point of why the NCC was set up in the first place and that a certain amount of screening is done by the Deputy President (Clubs & Societies) when the forms are received.
 - ii. A cap of how many applications should be considered at one meeting was suggested.
- g) Clubs go through cycles of dormancy.

- i. Dormant clubs do not have their budgets frozen.
- ii. A traffic light system for the time that a club is dormant was suggested in that clubs have to fulfil certain requirements at the 3, 6 and 12th month to bring them out of dormancy and this will be monitored by the CSC.
- iii. It was suggested that there should be monthly communication between the dormant club and CSC either in the form of a 1-2-1 or email so the club can show what steps they are taking to bring themselves out of dormancy.
- iv. The Deputy President (Clubs & Societies) will write a draft 'Club Dormancy' policy and bring this back to the board.

ACTION:

1. **The Deputy President (Clubs & Societies) to draft a 'Club Dormancy' policy and a summary of the discussion about 'Club Health' and bring this back to the board.**

The meeting closed at 7.50pm

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

_____ 2009/10

_____ Chair of the Meeting