

MINUTES OF THE PROCEEDINGS  
of the fourth 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 7<sup>th</sup> December 2009 at 6.00pm

**Present:**

Deputy President (Clubs & Societies)	Jenny Wilson– Chair
Deputy President (Education)	Jonathan Silver (Left 6.45)
Deputy President (Finance & Services)	Danny Hill
Deputy President (Welfare)	John James
ICSMSU Representative	Cat Atkin
RCSU Representative	Jacqueline Fok
OSC Representative	Sherif Salam
RSM Chair	Henry Debens
ACC Chair	Charles Murdoch
Media Chair	Richard Waldie
RCC Chair	Andrew McLellan
SCC Chair	Nicolas Massie
<b>Permanent Observer:</b>	
Memberships Services Manager	Phil Power
Governance and Administration Coordinator	Rebecca Coxhead

**Apologies:** President Ashley Brown, CGCU Representative Rikki Norris, A & E Chair Gavin Evans

**Not present:** Silwood Park Chair Cat Walker

**1. CHAIRS BUSINESS**

NOTED:

- a) Club budgeting opens on the 11<sup>th</sup> January.
  - i. Training for CSC's and Faculty Unions will be done on the 12<sup>th</sup> January from 5-6.30pm
  - ii. Anyone involved in budgeting is encouraged to attend this.
  - iii. It was suggested to plan their CSC/FU meeting to just after they had done training to be able to pass this knowledge on to their clubs.
  - iv. It is anticipated that there will be a 10% cut to Clubs and Societies subvention.
- b) Room bookings for the next term open next Monday at 10am.
  - i. The new activity spaces, which were the old Union Offices, will be a bookable space next term. This is activity space 1&2 in the online booking system.

**2. MINUTES FROM LAST MEETING – 23<sup>rd</sup> November 2009**

NOTED:

- a) In point 4b. it was stated that 07/08 should be added.

**RESOLVED:**

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

### **3. MATTERS ARISING**

NOTED:

- a) All tour reports have now been received.

### **4. CLUBS AND SOCIETIES FINANCES**

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

NOTED:

- a) There is currently £8k left in the budget for Clubs and Societies Officers Handbook.

### **5. DE LA BECHE TOUR REPORT**

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

**RESOLVED:**

- 1) To accept the report**

### **6. CLUBS AND SOCIETIES POLICY**

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

NOTED:

- a) The club split has been updated and tied up to reflect the changes to NCC.
- b) The Deputy President (Clubs & Societies) asked the Board to take away the document and feedback suggestions to the next meeting.
- c) In regards to the Instructor registration, even though it is not applicable to all clubs, it is to pick up unknown information.

**ACTION:**

- 1. The Board to read through the draft updated Clubs and Societies policy and to feedback to the next meeting of Clubs and Societies Board.**

### **7. CLUBS AND SOCIETIES REPORTS**

#### **7.i ACC**

NOTED:

- a) Martial Arts are struggling with membership and debt.
- b) Most membership targets have been met.
- c) Gaelic Football are meeting the President of Ireland soon.

#### **7.ii A&E**

NOTED:

- a) Cinema is currently dormant.
- b) Percussion is a small membership.
- c) The Deputy President (Clubs & Societies) and Membership services manager as to discuss with conferences the issues highlighted.

**ACTION:**

- 1. The Deputy President (Clubs & Societies) and Membership services manager as to discuss with conferences the issues highlighted**

- d) MTSoc tour debt is currently being looked in to by the Membership Services manager.
- e) It was pointed out that the Deputy President (Education) has not joined MTSoc Tour although he is participating in this.

**ACTION:**

- 2. The Deputy President (Education) to join MTSoc tour.**

**7.iii CGCU – Not submitted**

**7.iv ICSMSU**

**NOTED:**

- a) It was reminded that the training quiz needs to be undertaken under personal logins and not Club Officer accounts.
- b) Currently following up missing documentation.
  - i. It was requested that the ICSMSU Clubs and Societies Officer compile a list of missing documentation.

**ACTION:**

- i. The ICSMSU Clubs and Societies Officer compile a list of missing documentation and forwarded this to the Membership Services Manager.**
- c) It was suggested that if ICSMSU clubs are having trouble reaching membership quotas, they should merged in to the IC club of the same activity.

**7.v MEDIA**

**NOTED:**

- a) The Photosoc room has had issues with flooding but it appears that this has been resolved.
- b) Stoic is on at 40% of membership target but will pick up next term when the Science Communication course undertakes their television module.
- c) The report was missing the financial information which the Media Chair is to bring the next meeting.

**ACTION:**

- 1. The Media Chair to present the required financial breakdown to the next meeting of Clubs and Societies Board.**

**7.vi NCC**

**NOTED:**

- d) 7 new clubs have been created this term.
- e) Welsh Soc was a reopening of a defunct club of which they still had money in their account.
- f) Officer training for these new clubs is taking place shortly.
- g) It was suggested changing the form to extract if the club is a pure social club or they do need Union support.
- h) It was highlighted that a dormancy review of all CSC's is desperately needed.

**7.vii OSC**

**NOTED:**

- a) The OSC logo was complimented.
- b) Of the OSC 43 clubs, 31 are active.
- c) Clubs are getting increasingly better at communicating.

- d) Next term brings the normal influx of 'country' specific nights.
- e) The report was missing the financial information which the OSC Chair is to bring the next meeting.

**ACTION:**

1. **The OSC Chair to present the required financial breakdown to the next meeting of Clubs and Societies Board.**
- f) In regards to catering on campus, Clubs and Societies are not allowed to bring in external caterers if the rooms are booked through College.
  - i. The issue of high prices and poor quality were highlighted
  - ii. This has impacted on the clubs due to the costs having to increase for the students.
  - iii. It was suggested that an impact study needs to be compiled to show how this constrains clubs. The OSC Chair said that he will undertake this.

**ACTION:**

2. **The OSC to draft an impact study on how College's rule of having no external catering impacts on their events and what their experiences have been of College Catering.**

**7.viii RCC**

**NOTED:**

- a) Canoe has joined BUCS this year.
- b) Night hike is scheduled for the 24th February.
- c) Parkour are looking to pay approximately £100 for the accidental hole the club put in the new gym floor.
- d) There are a few Constitutional changes that are to be considered at some stage.
- e) It was suggested that IC Links could provide first aid training for ACC clubs.

**7.ix RCSU**

**NOTED:**

- a) Clubs will be encouraged to use grant next term.
- b) There have been many academic and social events taken place this term which is good.
- c) RCSU Rugby has been going well.

**7.x RSM**

**NOTED:**

- a) There are a few Constitutional changes that are to be considered at some stage.
- b) Currently following up sponsorship.

**7.xi SCC**

**NOTED:**

- a) The SCC Chair gave a brief verbal report and stated that he will be bringing a more substantial report to the next meeting.

**ACTION:**

1. **The SCC Chair to present a report to the next meeting of Clubs and Societies Board.**
- b) Clubs have only spent 10% of their grant.
  - i. This raised the highlight of clubs not knowing what and how they can spend it on.
- c) 23 clubs have exceeded their membership targets.
- d) 23 are currently frozen.
- e) 2747 members currently in SCC clubs.

- f) SCC clubs are also experiencing issues with College catering having the monopoly on food on campus.

## 8. CLUB BUDGETING

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

NOTED:

- a) The board moved to a vote and there were no objections,

RESOLVED:

### 1) To adhere to the following deadlines

CLUBS & SOCIETIES		
Accept Minimum Funding Levels	7th Dec	
Briefing email to Clubs	11th Jan	
Open Clubs System for Editing	11th Jan	8th Feb
First email to clubs reminder for closing	25th Jan	
Second email to clubs reminder for closing	1st Feb	
Clubs informed of allocations	22nd March	
Appeals to CSC/FU	3rd March	19th March
Appeals to CSB	4th May	
Appeals to Exec	27th May	
CSC/FU		
Minimum allocations defined	7th Dec	
CSC/FU DEMO	12th Jan	
Club budgets received	9th Feb	
Open CSC system for editing 1 (PHASE 1)	9th Feb	24th Feb
PHASE 1 Cuts deadline email	19th Feb	
CSB BUDGETTING	1st March	
Email allocations and instructions	3rd March	
Open CSC system for editing 2 (PHASE 2)	3rd March	19th March
PHASE 2 Cuts deadline email	15th March	
Clubs informed of allocations	22nd March	
Appeals to Exec	27th May	

### 2) To continue to set the absolute minimum membership fee of £2.00 to all clubs receiving Union grant.

## 9. MINIMUM FUNDING LEVELS

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

NOTED:

- a) The Deputy President (Finance & Services) recommended funding model A as the preferred funding level.
- b) The Board moved to a vote for models A, B and C and they are as follows;
- A – 8 votes
  - B – 2 votes
  - C – 2 votes

RESOLVED:

### 1) To use funding model A for budget allocation.

CSC/FU	2009/10 Final Exec Allocation	- 08/09 Underspend	Min Allocation Model A	Min Allocation Model B	Min Allocation Model C
ACC	£161,859.10	£111.97	£97,003.49	£113,189.40	£129,375.31
A&E	£13,271.21	£377.53	£7,585.20	£8,912.32	£10,239.44
CGCU	£11,345.47	£1,286.36	£5,520.92	£6,655.47	£7,790.02
ICSMSU	£68,007.38	£2,068.64	£38,735.79	£45,536.53	£52,337.26
Media	£10,175.20	£2,077.82	£4,027.30	£5,044.82	£6,062.34
OSC	£6,740.36	£1,148.67	£2,895.55	£3,569.58	£4,243.62
RCC	£71,038.46	£2,877.27	£39,745.81	£46,849.65	£53,953.50
RCSU	£5,465.33	£256.07	£3,023.13	£3,569.66	£4,116.19
RSM	£4,103.05	£1,681.90	£779.93	£1,190.24	£1,600.54
SCC	£4,148.00	£318.64	£2,170.16	£2,584.96	£2,999.76
Silwood	£3,496.63	£ -	£2,097.98	£2,447.64	£2,797.30
GSA	£1,499.81	£ -	£899.89	£1,049.87	£1,199.85

<b>Total</b>	<b>£361,150.00</b>	<b>£12,204.87</b>	<b>£204,485.13</b>	<b>£240,600.13</b>	<b>£276,715.13</b>
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**10. ANY OTHER BUSINESS**

NOTED:

- a) All CSC's and Faculty Unions are to forward on the Deputy President (Clubs & Societies) the clubs that are dormant within their respective fields.

**ACTION:**

- 1. To forward on to the Deputy President (Clubs & Societies) all the clubs that the CSC or Faculty Unions have made dormant.**

The meeting closed at 8.00pm

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

\_\_\_\_\_ 2009/10

\_\_\_\_\_ Chair of the Meeting