

MINUTES OF THE PROCEEDINGS
of the First ordinary meeting of the
Clubs, Societies and Projects Board
of the Imperial College Union
in the 2013-14 Session

The meeting of the Clubs and Societies Board was held in meeting room 1 of the Union Building on 8th of October 2013 at 6pm.

Present:

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| President | David | Goldsmith |
| Deputy President (Clubs & Societies) | Yasmin | Edwards |
| Deputy President (Welfare) | Marissa | Lewis |
| Deputy President (Finance & Services) | Kieron | Creagh |
| Deputy President (Education) | Natalie | Kempston |
| Arts and Entertainment Board Chair | Alex | Savell |
| Athletic Clubs Committee Chair | Chew | Liew |
| CGCU Vice President Finance and Societies | Yuchen | Wang |
| CAG Chair | Samuel | Page |
| ICSM Clubs & Societies Officer | Patrick | McGowan |
| Media Group Chair | Maclej | Matuszewski |
| Overseas Students Committee Representative | Charmain | Li |
| RAG Treasurer | Ben | Fernando |
| Recreational Clubs Committee Chair | Thomas | Wheeler |
| RCSU Vice President (Operations) | Dongwhi | Kim |
| RSMU Vice President of Clubs and Societies | Emma | Toms |
| Social Clubs Committee Chair | Jia | Cheong |

Apologies: Membership Services Manager Phil Power

Observers: Anthony Crowther Student Activities Manager, Kate Colthurst Student Activities Coordinator, Steve Tran ICSMSU President, Victoria Walpole RCSU Treasurer.

1.0 Chairs Business

NOTED:

- a) All documentation relating to CSB will be updated to CSPB.
- b) All management group chairs are requested to forward group meeting requests to the DPCS.
- c) All Management groups will be expected to produce reports for Decembers CSPB.
- d) Clubs are reminded to encourage members to purchase membership a.s.a.p.
- e) Management Groups are asked to remind their clubs that tour reports are due.
- f) Over the Summer Copafeel and the Bike Users Group were created as new projects through NPC.

2.0 Minutes of Last Meeting – 18 June 2013

NOTED:

- a) It is proposed that one amendment should be made to the previous minutes and the resolve for point 7.0 should read: *The board accepted Resolve 1 + 2 and resolved that Appendix 1 and 2 of the proposed policy and the paper from Media exec will be considered as part of the Management Review Process.*

Resolved:

- 1) To accept the minutes of the last meeting with the proposed amendment.**

3.0 Matters Arising: - none

4.0 CSPB Finance Report:

Resolved:

- 1) The board resolve to accept the Finance Report.**

5.0 Election to New Clubs Committee

NOTED:

- a) A & E Chair Alex Savell, ACC Chair Chew Liew and ICSMSU Clubs and Societies Officer Paddy McGowan were proposed as the board for the New Clubs Committee 2013-2014.
b) Victoria Walpole was proposed as the reserve member.

Resolved:

- 1) The CSPB board voted to elect the proposed members onto the NCC board and the proposed members and reserve member were elected unanimously.**

6.0 Election to New Projects Committee

NOTED:

- a) A & E Chair Alex Savell was proposed as a member of the New Projects Committee.
b) OSC Chair Charmain Li was proposed as the reserve member.

Resolved:

- 1) The CSPB board voted to elect the proposed members onto the NPC board and the proposed member and reserve member were elected unanimously**

7.0 Tours Funding Split

NOTED:

- a) It is noted that any tour funding that isn't spent in the earlier tour periods can be re-allocated.
b) It is noted that summer tours are usually more popular and exam periods should be considered.
c) It was agreed that the board voted on accepting the first proposed split as valid.

Resolved:

- 1) The board voted to accept the first proposed split and the motion was passed with 14 votes in favour and 1 abstention.**

8.0 Management Group Restructure Working Group

NOTED:

- a) It is noted that the working group will aim to produce viable options for consideration earlier than last year's proposal.
- b) Board members were asked to volunteer to be part of the management working group.

Resolved:

- 1) **Yasmin Edwards (DPCS), Kieron Creagh (DPFS), Maciej Matuszewski (Media Group Chair), Steve Tran (ICSMSU President), Tom Wheeler (RCC Chair), Chew Liew (ACC Chair) and Alex Savell (A&E Chair) will form the working group for the management restructure.**

9.0 Freshers' Fair Debrief

NOTED:

- a) Fresher's Fair volunteers were thanked for all of their help and support on the day.
- b) It is noted that more maps are required and that these maps should encompass a map of college to ensure new students can find their way to all areas
- c) Questions are raised over the staging in the Great Hall. In future if the stage will be available clubs may want to use it and have this knowledge in advance. If not it would be good for clubs to know that it definitely won't be available.
- d) ICSM would like clarification about the policy surrounding getting time off lectures for older years at Fresher's Fair – club captains are currently allowed time off, but other club members are not.
- e) It is noted that Upper Dalby Court has very good footfall and maybe more clubs should be situated there, but it is acknowledged that weather would be a concern in this situation.
- f) It is acknowledged that table adjustments in Beit Quad meant that clubs had fairer footfall, but in poor weather this might not be achievable.
- g) There were issues surrounding the table allocation on Queens Lawn, as some clubs counted tables incorrectly and therefore confused the order of later clubs – it is acknowledged that some method of labeling some of the tables could solve this issue next year.
- h) It is requested that clubs be fined for mess/rubbish and not returning tables next year – it is noted that this may be very difficult to implement fairly and poses issues for safe manual handling.
- i) It is noted that drinks tokens seemed to run out very quickly and some students were disappointed.
- j) It is noted that the QTR was incredibly busy and many of the clubs at the far end of the room received poor footfall and engagement due to larger stalls causing a bottleneck.
- k) In metric the clubs who utilized the stage really benefitted from it, but the two tables in front of the stage may have suffered and may need to move to the side next year.
- l) There was some confusion over finish time in Metric and what time the bar would open and in the future it would be useful to have this clarified before the event.

- m) It is noted that many clubs struggled without pin boards and in future it would be good to look into the possibility of providing more.
- n) It is noted that some external bookings in the JCR struggled with WiFi.
- o) In Mechanical Engineering CGCU and RCSU were opposite each other which caused a bottleneck and meant that some clubs further into the room received less footfall as students were discouraged by the crowds.
- p) Rag struggled to clean up their shaving foam. Whilst this is Rag's responsibility, it is acknowledged that more brooms/ dustpans and cleaning products would be useful in future.

10.0 Any Other Business:

NOTED:

- a) It is suggested that the Board look into the current provision for out of hours Club, Society and Project support.
- b) It is acknowledged that further discussion and a clearer understanding of the required procedures/role of Security is required.

Date of the next meeting:

The next meeting will be held on the 5th of November in the Union Dining Hall

Meeting Ends: 19:00

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

On _____ 2012/13

_____ Chair of the Meeting