



MINUTES OF THE PROCEEDINGS
of the Third 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 the 12th of December 2013 at 6pm.

Present:

Deputy President (Clubs & Societies)	Yas	Edwards
President	David	Goldsmith
Deputy President (Welfare)	Marissa	Lewis
Deputy President (Finance & Services)	Kieron	Creagh
Arts and Entertainment Board Chair	Alex	Savell
Athletic Clubs Committee Chair	Chew	Liew
CGCU Vice President Finance and Societies	Lejon	Chua
CAG Chair	Samuel	Page
ICSMSU President	Steve	Tran
Media Group Chair	Maciej	Matuszewski
RAG Chair	Callum	Kirk
Recreational Clubs Committee Chair	Thomas	Wheeler
RCSU Web Communications Officer	Philip	Kent
RSMU Vice President of Clubs and Societies	Emma	Toms

Apologies: Membership Services Manager Phil Power, ICSMSU Clubs and Societies Officer Patrick McGowan.

Observers: Anthony Crowther Student Activities Manager, Kate Colthurst Student Activities Coordinator.

1.0 Chairs Business

1.1 The Winter Tour allocations have been completed as outlined in a table from the DPFS, the subsidy percentage is 23.19%.

1.2 The amount of contingency allocated so far this year is presented in a note from the DPFS, the current amount remaining is £3,580.18.

2.0 Minutes of Last Meeting – 5th November 2013

Resolved: To accept the minutes of the last meeting as valid.

3.0 Matters Arising:

3.1 No matters arising.

Matters for Decision:

4.0 ACC Netball contingency claim:

- a) The club was not informed about the change to their home game location until after budgeting had occurred. As such they were unable to budget for transport costs to and from Teddington sports ground.
- b) The club does not currently have enough money to cover the cost of transport or the cost of moving matches to South Park courts where they currently train.
- c) The club has considered alternative options but these are not financially viable.
- d) It is noted that other ACC clubs were funded 40% for travel which ACC Netball did not apply for or receive as they were unaware that they would require it.
- e) The Board proposed to accept the ACC Netball contingency claim with the condition that any funding that is surplus to requirements is returned to CSPB as outlined in the club's contingency claim.

Resolved:

- 1) The Board agreed to accepted the ACC Netball contingency claim of £400 with the condition that any funding that is surplus to requirements is returned to CSPB as outlined in the Club's contingency claim.**

Noted: The Board will request a report regarding the use of the contingency and return of surplus funds at the final CSPB of the academic year.

5.0 RCC Underwater:

- a) It is noted that during routine repairs serious issues with the control box in the Club's RIB were uncovered.
- b) It is noted that that Ribcraft would not release the boat back to the Club without the essential repair work being completed.
- c) It is noted that if the original work on the control box had been completed correctly it should have lasted 15-20 years.
- d) It is noted that whilst the boat had been annually serviced the issue with the control box was not picked up as it was located between the base of the boat and the hull and is in a sealed compartment.
- e) It is noted that the repair work should last as long as the engine which is anticipated to remain functional for 10+ years.
- f) The board proposed to accept the RCC Underwater contingency claim.

RESOLVED:

- 1) To award RCC Underwater £824 from the contingency fund for essential repairs to the club's boat.**

3.0 Riding and Polo:

- a) It is noted that the club are asking for the difference in the expected and incurred losses.
- b) The instructor agreed to charge the club 50% of the original cost of the lessons.
- c) The Board proposed to accept the ACC Riding and Polo claim as valid.

RESOLVED:

- 1) To approve the contingency claim for £208 to Riding and Polo for lesson and travel expensive of £208.**

4.0 CGCU Motor:

- a) It is noted that the club are applying for contingency for two separate issues.
- b) It is noted that CGCU Motor could consider putting in a Harlington application for a new Jerry can storage cabinet.
- c) It is noted that the damage to the trailer was caused by the delamination of the plywood boards, potentially as a result of the trailer having to be stored outside at White City.
- d) It is noted that the new Jerry can storage container has been passed as acceptable/appropriate by the fire officer.
- e) The Board proposed to accept the CGCU Motor claim for repairs to the trailer and a replacement Jerry can storage box as valid.

RESOLVED:

- 1) To award C&G Motor Club £290.40 for the repair of their trailer from contingency.**
- 2) To award C&G Motor Club £342.00 for the purchase of an appropriate jerry can storage container.**

5.0 Budgeting Process:

- a) It is noted that the changes agreed upon at the Budgeting meeting have been included and setting aside funding to be re-distributed has been moved to round one.
- b) It is noted that the points recorded at the previous meeting will be added to the paper as Appendix 1.
- c) It is noted that there could be a risk of underspend if the development fund is not used.

- d) It is noted that if this becomes an issue then Clubs, Societies and Projects will be encouraged to apply for the fund and funding could be re-distributed if necessary.
- e) The Board proposed to accept the changes to the budgeting process.

RESOLVED:

- 1) **The Board voted to accept the changes to the budgeting process (see appendix)**

6.0 ACC Report:

- a) The report is as tabled
- b) The main issues are space and facilities - in particular the recent renovation of one squash court to make a weights room at Ethos.
- c) It is noted that there is an ongoing issue with storage in the Union Gym and a large scale clear up may be required soon.
- d) The board moved to a vote on accepting the ACC Report as valid.

Resolved: The Board voted to accept the ACC Report as valid.

7.0 A&E Report:

- a) The report is as tabled
- b) Clubs are still struggling to gain room bookings for rehearsals etc. (particularly musical clubs).
- c) The Board moved to a vote on accepting the A&E Report as valid.

Resolved: The Board voted to accept the A&E Report as valid.

8.0 CGCU Report:

- a) The CGCU have not yet submitted a report but will do so before the next CSPB meeting.

9.0 CAG report:

- a) The report is as tabled
- b) There are two projects that currently don't have committees and will require attention next term.
- c) The Board moved to a vote on accepting the CAG Report as valid.

Resolved: The Board voted to accept the CAG Report as valid.

10.0 ICSMSU Report:

- a) The report is as tabled

- b) The Board moved to a vote on accepting the ICSMSU Report as valid.

Resolved: The Board voted to accept the ICSMSU Report as valid.

11.0 Media Report:

- a) The report is as tabled.
- b) The Board moved to a vote on accepting the Media Report as valid.

Resolved: The Board voted to accept the Media Report as valid.

12.0 OSC Report:

- a) The OSC have not yet submitted a report but will be asked to do so before the next CSPB meeting.

13.0 RAG Report:

- a) The report is as tabled.
- b) Be Heartful Friends are a cause for concern and will need attention next term.
- c) The Board moved to a vote on accepting the RAG Report as valid.

Resolved: The Board voted to accept the Rag Report as valid.

14.0 RCC Report:

- a) The report is as tabled
- b) Some clubs have had issues with activity/meeting room spaces and the availability of spaces they would like to use.
- c) The Board moved to a vote on accepting the RCC Report as valid.

Resolved: The Board voted to accept the RCC Report as valid.

15.0 RCSU Report:

- a) The report is as tabled.
- b) The Science Challenge Launch event went well.
- c) The Board moved to a vote on accepting the RCSU Report as valid.

Resolved: The Board voted to accept the RCSU Report as valid.

16.0 RCS Motor Club Report:

- a) The Report is as tabled.
- b) There have been issues this term regarding a Health and Safety inspection of the garages but these issues have now largely been resolved and the club is still in talks with College to resolve the remaining concerns.

- c) The Board moved to a vote on accepting the RCS Motor Club Report as valid.

Resolved: The Board voted to accept the RCS Motor Club Report as valid.

17.0 RSMU Report:

- a) The report is as tabled.
- b) RSM Football is working on recovering a historic debt but is struggling with paying referee fees and funding new kit.
- c) The Board moved to a vote on accepting the RSMU Report as valid.

Resolved: The Board voted to accept the RSMU Report as valid.

18.0 RSMU Motor Club:

- a) The report is as tabled.
- b) The Board moved to a vote on accepting the RSMU Motor Club Report as valid.

Resolved: The Board voted to accept the RSMU Motor Club as valid.

19.0 SCC Report:

- a) The SCC has not yet submitted a report but will be asked to do so before the next CSPB meeting.
- b) It is noted that the SCC will be holding a by-election for a new Chair at the start of next term.

20.0 Any Other Business:

- i. RCC Exploration Tour Funding Request:
 - a) It is noted that the tour application could be considered at the Spring tour meeting in January
 - b) It is noted that the tour could be funded from the summer rollover that is still in the club accounts or could be funded out of the winter tour rollover.
 - c) The Board proposes to vote on considering the tour application in the spring tour meeting in January, with the condition that the subsidy percentage is no more than 23.19% in keeping with the CSP Board winter tour allocations.

Noted: It is also noted that the club will not be penalised for bringing two tours to the spring meeting. It is noted that if approved the money will be allocated from the winter or summer rollover or a combination of both funds.

Resolved:

- 1) **The Board agrees to consider the tour application in the spring tour meeting in January, with the condition that the subsidy percentage is no more than 23.19% in keeping with the CSP Board winter tour allocations.**

- ii. RCC Underwater DMF Request:
 - a) It is noted that the fund will comprise of one fund with two separate lines.
 - b) The club is saving up for a new boat and a new compressor.
 - c) The club will originally enter £9000 for the boat and £6000 for the compressor.
 - d) The club will purchase whichever piece of equipment requires replacing first.
 - e) The Board moves to a vote on accepting the RCC Underwater Designated Members Fund request.

Resolved: The Board agrees to accept the RCC Underwater Designated Members Fund request.

Date of the next meeting:

The next meeting will be held on the 21st of January in the Union Dining Hall.

Meeting Ends: 19:20

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

On _____ 2012/13

_____ Chair of the Meeting

Appendix

Change to Budget Process and timescales:

CSP budget submissions – December – January

CSP budget submissions will no longer ask them to rate expenditure based on necessity. Instead expenditure will be rated with three categories:

- A. Core expenditure to be considered in Round 2.
- B. Extra expenditure to be considered in Round 3
- C. Costs which the CSP is not requesting funding towards.

Management Groups and Constituent Unions will review categories and ensure that the expenditure is in line with a CSP's core aims and objectives. They will re-categorise expenditure as they see fit, and help ensure the submissions are realistic.

Round 1 – CSPB Budgeting Meeting 1 – January

CSPs will have completed budget submissions and so total demand and its breakdown for the next academic year will be available.

CSPB will decide on contingency and funding percentages for some core expenditure in this round.

Round 2 - CSPB Budgeting Meeting 1 – February

CSPB to make decisions on Category A expenditure.

Round 3 – CSPB Budgeting Meeting 3 – March

CSPB to make decisions on Category B expenditure.

Round 4 – Continuous throughout the year (August – July)

Decisions to be made by Activities Development Committee based on an application process.

Decision making at each stage:

Round 1 (First CSPB Meeting in January)

A contingency amount will be awarded to CSPB to be applied to throughout the year and distributed according to the criteria laid out in the CSP contingency policy. In deciding upon a contingency amount, CSPB should take the following into account:

- The amount of contingency awarded in previous years, including the amount distributed so far in the current academic year as well as any outstanding requests.
- Any external factors in the next academic year which may place additional demand on contingency funding, or conversely may reduce the need.
- Any changes that have been made to the contingency policy and the impact that may have on eligibility for receiving contingency funding.

CSPB will also make a decision on the amount of funding to allocate to the Activities Development Committee, a subcommittee of CSPB (see Round 4), which will be distributed to clubs throughout the year.

In this round money may also be ring-fenced for providing funding for club activities in collaborative initiatives such as Give It A Go, Artsfest, Student Volunteering Week and similar projects, which will be allocated in Round 4 by the Activities Development Committee. Similarly funding for New Clubs Committee and New Projects Committee will be decided in this round.

In deciding upon an amount for the Activities Development Committee, CSPB should take the following into account:

- The amount of funding the Committee awarded in previous years, including the amount distributed so far in the current academic year as well as any outstanding requests.
- Any external factors in the next academic year which may place additional demand on funding, or conversely may reduce the need.

- Any changes that have been made to the budgeting policies and the impact that may have on eligibility for receiving funding.

Percentages will be agreed for Round 2 for a minimum funding level to be provided for:

- Travel costs to fixtures, training sessions, and sites of regular activity.
- Cost of facilities hire for fixtures, training, and regular activity.
- Cost of coaching and tuition fees.

If a CSP has requested less than the minimum percentage level than they will get the amount they requested rather than the higher figure. At this stage CSPB may also choose to set an absolute maximum subsidy level for subsequent rounds.

Round 2 (CSPB Budgeting pre-meeting)

Core costs will be agreed to be funded based on pre-agreed criteria. Only costs which are deemed core to the club's aims and objectives shall be funded in this round. ACC Football would be eligible for funding for pitch hire as this is core to their fulfilment of their aims and objectives, whereas an OSC club would not receive funding for pitch hire as providing sporting opportunities for their members is not their core purpose.

Grant can be awarded for:

- X % of travel costs to fixtures, training sessions, and sites of regular activity.
- X % of cost of facilities hire for fixtures, training, and regular activity. This could include a range of expenditure such as pitch hire and concert venue prices. Prices subsidised will be at College Facility Hire rates or below. Where no equivalent College space exists or use of College is impossible higher costs can be considered. Otherwise higher costs due to having to use external venues should usually be submitted as part of Round 3.
- X% of cost of coaching and tuition fees.
- Competition entry fees for sporting and non-sporting activities (BUCS, LUSL, tournaments etc).
- Maintenance and upkeep of inventory items, including the replenishment of consumable items and the replacement of equipment due to natural wear and tear (replacement of parts of musical equipment, tools for maintaining equipment, replenishment of sporting items such as tennis balls etc).
- Mandatory training course fees.
- Extra insurance requirements.
- Affiliation fees to third party organisations (for CSP, not individual members).
- Licenses and performance rights.

Where it is felt that any requests are unreasonable, grounds will be given based on the funding criteria list and the requests will be deferred to Round 3. Amounts may also be adjusted or rejected in their entirety at this stage where there is agreement. Automatic funding in this round is therefore not guaranteed and contested items will be deferred to Round 3. As in Round 1 it may be felt that due to a limited amount of resource individual club subsidy levels should be capped at an absolute amount should this not already have been done. Additionally it may be felt that money that has been granted to the Activities Development Committee for specific projects may be suitable for funding some expenditure, and these requests should be resubmitted as part of Round 4.

Round 3

This is the opportunity for CSP's to "top-up" their funding after the decisions made in the previous round, and allows for any discrepancies in funding to be addressed, through looking at individual circumstances.

- Non-mandatory training and conference attendance fees.

- Requests for extra funding on top of that already received in Round 2 for:
 - Travel costs to fixtures, training sessions, and sites of regular activity.
 - Cost of facilities hire for fixtures, training, and regular activity (specifically where more expensive non-College facilities are required to be used).
 - Cost of coaching and tuition fees.
- Facility hire costs for events such as lecture theatres, performance venues, and other event spaces.
- New equipment which falls outside the scope of the Harlington Trust.
- Associated core event costs such as technical support, equipment hire, licenses, and travel expenses.

Round 4

The Activities Development Committee will operate throughout the course of the academic year and will use the same criteria as in the preceding funding rounds for allocating funding. Its budget will have been decided in Round 1 of the budgeting process, some of which may have been ring-fenced for particular projects and initiatives. The Activities Development Committee itself may choose to set aside a portion of the funding during the course of the academic year in the same manner as in Round 1 for any new projects.

There will be a written method of application to access funding from the Committee.

The Committee may additionally consider applications for funding to cover events that have made a loss, where the event went through the correct channels of approval, and the loss could not have been avoided. Changes in costs due changes in use of venues and facilities due to the space booking process taking place after the initial budgeting rounds will also be considered by this Committee.

The Committee will comprise of:

- 5 members of Constituent Union or Management Group Committees, with at least 1 representative of a Constituent Union and 1 representative of a Management Group. There shall be a limit of one member from each Constituent Union or Management Group.
- Deputy President (Clubs & Societies) (Chair)
- Deputy President (Finance & Services)

Items which are ineligible to receive funding:

- Tours, as defined by the Tours Policy.
- Direct donations to external charities.
- Individual events and activities which aim to raise money for charity.
- Events and activities where the primary purpose is for social reasons and falls outside of the core aims of the CSP. This would usually include dinners, balls, bar and club nights.
- Costs of food and drink where the event or activity falls outside of the core aims of the CSP.
- Large equipment item purchases which would eligible to apply to the Harlington Trust.
- Affiliation fees for individuals where there is no benefit to the wider membership of the CSP.
- Activities which do not comply with the aims and objectives of the CSP.
- Activities which are contrary to Union policies or legal requirements.

Printing will not be considered as a core cost for a CSP and will usually not be funded. It may however be considered under discretionary circumstances.

Funding criteria list:

Factors that will be taken into consideration in awarding funding:

- SGI: How much SGI a CSP has will be considered, and whether this SGI has been allocated for investment in club activities. Where a club has a large amount of SGI and no plan for how they will spend it, they may be ineligible to receive grant or receive a reduced amount. Turnover of the CSP will be taken into account here. Efforts to raise their own source of funding will be looked on favourably.
- Amount of money to distribute: There is a limited amount of funding that can be distributed. Funding requests may be deemed to be too large to fund given other competing requests and to ensure funding is distributed fairly.
- Improvement in activities: Whether a CSP has increased its levels of activity and this has had an impact on costs due to a greater level of participation.
- Economies of scale and efficiency: Whether these can be achieved will be assessed, and the sharing of resources between CSP's will be encouraged where possible. It is also recognised that lower membership may result in higher costs on a per member basis.
- Sporting leagues: The accompanying increases in costs for promotions and demotions in leagues and competitions will be taken into account, looking at facility usage and location of matches, however funding will not be awarded as a reward for promotion.
- Aims & Objectives: how far does the activity meet the aims and objectives of the CSP?
- Justification of the expenditure: Poor quality applications and requests may be rejected due to a lack of substantiation or lack of transparency in figures.
- Number of students benefitting: The students who benefit do not all have to be members of the CSP, but only Imperial students should be taken into account. Direct and indirect benefits will both be considered.
- Level of subsidy and remaining cost of participation: How much impact the funding will have on subsidising the activity and whether this will have a positive effect on access to the activity.
- New activities: It is recognised that CSPs will innovate and we should encourage innovation. Funding decisions with new activities will usually have less information to base the decision upon but as far as possible a lack of previous budgets to base decisions upon should not be a major factor in the awarding of funding.
- Loss of external income streams: Income such as sponsorship or ticket sales can be variable on an annual basis and sometimes out of the control of the CSP. As a result funding should be awarded in exceptional cases where externally generated income has failed to be generated. This should not be awarded where income has failed to be secured due to negligence or circumstances under the control of the CSP Committee.