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Minutes of the Imperial College Union  
Clubs, Societies and Projects Board  
3 November 2015  
Room 1 & 2, 18:00

Deputy President (Clubs & Societies)	Ben Howitt
Deputy President (Finance & Services)	Chris Kaye
President	Lucinda Sandon- Allum
Deputy President (Welfare)	Jennie Watson
A&E Chair	Enric Juan Alocer
ICSM Clubs and Societies	Alex Compton
RCC Chair	Stephen Ball
RCSU Chair	James Badman
RSM Clubs and Societies	Esme Stallard
ACC Chair	Toni Semmence
Media Chair	Henry Harrod
CGCU Chair	Andrew Olson
Observers	
Student Activities Coordinator	India Jordan
Student Activities Manager	James Lindsay
Apologies, Deputy President (Education)	

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## 1. CHAIRS BUSINESS

### 1.1 NAC and ADC Updates

- a) It is noted that the New Activities Committee are working through the applications
- b) It is noted that the Activities Development Committee are yet to meet

### 1.2 UPCOMING DEADLINES – NO DISCUSSION

### 1.3 MEMBERSHIP TARGETS

- a) Its noted that the Deputy President (Clubs & Societies) will start chasing clubs that are below their membership targets

### 1.4 UNFILLED COMMITTEE POSITIONS

- a) It is noted that the CAG Exec will be elected soon

### 1.5 MANAGEMENT GROUP TRAINING

- a) The Deputy President (Clubs & Societies) asks the board to start thinking about what training they would like going forward

## 2. MINUTES OF MEETING – 3 NOVEMBER 2015

- a) It is noted that the SCC Chair submitted apologies.

### **3. MATTERS ARISING**

- a) It is noted that the Deputy President (Finance & Services) doesn't have access to an area of eActivities to complete Actions 5a and 5b from the 3 November 2015 Minutes
- b) The RCC Chair updates the board regarding the DMF Policy to be brought to Council
- c) It is noted that due to changes involving halls the RCC Chair has decided to keep the paper with council and then CSPB make a proposal to make changes.
- d) The Deputy President (Clubs & Societies) asks the board to get in touch if they would like to be involved with the Management Group restructure
- e) The board move to a vote to pass the minutes as accurate with the amendments

#### **RESOLVED:**

- 1) The vote passes and the minutes are accepted with the amendments**

#### **ACTION:**

- 1. The Deputy President (Clubs & Societies) to show the Deputy President (Finance & Services) where to access the area of eActivities to close down the clubs**

### **4. CSP FINANCE REPORT**

- a) The Deputy President (Finance & Services) talks the board through finance report
- b) There was a discussion around the procedure for closing a club down that owes money to an external organisation
- c) It is noted that the process of paying the external organisation could be done through applying to the Activities Development Fund

### **5. BUDGETING POLICY**

#### **5.9 CSPB Split**

- a) It is noted that the majority of the board asked clubs about this and most feedback with indifference
- b) It is noted that clubs felt that this was purely an administrative system and shouldn't affect them
- c) The board move to a vote to split CSPB for the duration of budgeting into a *Sports* and an *Other* group

#### **RESOLVED:**

- 1) The vote does not pass with 8 against and 4 abstentions**

#### **5.1 High Cost Activity**

- a) The board discuss a cost per member cap
- b) It is noted that only a small amount of clubs were affected by a cap
- c) It is noted that high cost activity such as Gliding is only so because of the cost of their insurance

- d) The board felt that it was difficult to introduce one policy for all clubs due to their variety and diversity
- e) It is proposed to introduce a £100 cap per member and then review the clubs case by case for over £100
- f) The board move to a vote to accept the member cap

**Resolved:**

- a) The vote passes with one abstention
- g) The board then discussed the limit of case by case clubs they will review
- h) It is suggested to review 15 if there is a significant difference in cost, and 10 if not
- i) The board then moved to a vote to accept the review amount

**Resolved:**

**2) The vote passes with two abstentions**

**5.2 Schema**

- a) There was a discussion around the use of the word 'work'
- b) It is noted that the word 'work' will be changed to 'effort'
- c) The Deputy President (Clubs & Societies) explains the difference between CSPB-A and CSPB-B lines
- d) The Deputy President (Clubs & Societies) outlines what these are
  - CSPB-A: Core activity that the club cannot run without
  - CSPB-B: The club could live without, but the funding helps develop members
  - CSPB-C: This is un-fundable
- e) It is noted that clubs need clearer guidelines
- f) It is noted that clubs need reassurance that they will not be penalised
- g) It is noted that the schema will exist to aid in making decisions and is an identifier
- h) It is noted that examples of what goes into what line would be beneficial
- i) The board are happy with the proposed decisions
- j) The board moved to a vote to accept the proposal

**Resolved:**

**3) The vote passes with three abstentions**

**5.3 Minibus & Sports Subsidy**

- a) It is noted that there was an issue last year around ACC Cricket's ground hire choice
- b) It is proposed that different costs and subsidies for clubs that do not use Imperial's facilities will be considered on a case-by-case basis
- c) The board move to a vote to accept the proposal

**Resolved:**

**4) The vote passes with three abstentions**

- d) It is proposed that a minibus cost should be at a rate of 27p
- e) It is noted that this should include inflation at 1%
- f) It is noted that clubs apply the rate of inflation themselves
- g) The board move to a vote to accept the proposal

**Resolved:**

**5) The vote passes with four abstentions**

**5.4 SGI/DMF**

- a) It is proposed that SGI is taken into account where the balance is greater than a single year's turnover
- b) It is noted that it is hard to determine Departmental Society turnover
- c) It is noted that the clubs should have to provide a reason for the high SGI if not already mentioned in the budget
- d) It is noted that there is already a box in the budgeting system for clubs to explain their high SGI
- e) It is noted that any figure above £15,000 in SGI should require an explanation
- f) It is noted that this will affect around 15 clubs
- g) It is noted that time of year is important in considering the amount of SGI
- h) It is suggested to take the end of last year's balance into consideration
- i) It is proposed that if the SGI at the end of the year is higher than a year turnover, or higher than £15,000, the club need to give an explanation
- j) The board move to a vote to accept the proposal

**Resolved:**

**6) The vote passes with four abstentions**

- k) It is proposed that the board will ignore clubs that are using the Designated Members Fund (DMF) as the reason why they are using it has already been agreed
- l) It is noted that grant should not go into DMF
- m) The board move to a vote to accept the proposal

**Resolved:**

**7) The vote passes with three abstentions**

**5.5 Sponsorship/College Funding**

- a) It is noted that clubs that are proactively seeking sponsorship should not be penalised
- b) It is noted that some CAG groups and ACC Boat are not eligible for funding due to the amount of money they receive from the College
- c) It is noted that ICSMSU clubs are at a disadvantage as they struggle to get sponsorship, yet they receive the same amount of grant as other clubs that can get sponsorship easier
- d) It is noted that many clubs will not know who they will be getting sponsorship from next year
- e) It is noted that there are many funding sources from the College
- f) It is noted that some clubs get funds directly paid by college, but others get a grant to their account. This will show as different in accounts and clubs will get penalised for it
- g) It is noted that we do not want to be encouraging clubs not to tell us about sponsorship in case they get penalised for it
- h) The board agrees there needs to be a degree of incentive to tell the truth
- i) It is proposed to have any undeclared sources of income deducted from a club's grant
- j) It is proposed that the guidelines for budgeting will include: the line, undeclared income at the time of budgeting that the club will be receiving, if discovered it will be removed

- k) It is noted that it is difficult to guess the amount a club will be sponsored, this changes every year
- l) It is proposed to calculate an average sponsorship amount over a three year period
- m) It is proposed that clubs that have not declared their extra income will go through a hearing procedure through the appeals process
- n) It is noted that this process will need to have a 2/3's majority from the board and they will be able to £0 the budget
- o) It is noted that regular annual sources of income and services not declared will be counted as deceit
- p) The board move to a vote to accept the proposal

**Resolved:**

**8) The vote passes with two abstentions**

**ACTION:**

**1. The Deputy President (Clubs & Societies) and the Student Activities Manager to compile a list of things that is *in kind*. This is, things that clubs take for granted that not everyone gets**

### **5.5 Sponsorship/College Funding**

- a) It is noted that clubs that are enterprising should not be penalised
- b) It is noted that we should give guidance on sponsorship
- c) It is proposed that if sponsorship reaches a certain percentage of your turnover, the board will ask for a justification
- d) The board then move to a vote to accept this proposal

**Resolved:**

**9) The vote passes with two abstentions and one against**

### **5.5 Sponsorship/College Funding**

- d) It is proposed that the Deputy President (Clubs & Societies) and the Deputy President (Finance and Services) will look through the figures from the last three years of sponsorship and turnover
- e) It is proposed that the Deputy President (Clubs & Societies) and the Deputy President (Finance and Services) will identify Departmental Societies, Constituent Unions and around 15 other Clubs, Societies and Projects for a percentage of their total turnover from their sponsorship
- f) It is proposed that the Deputy President (Clubs & Societies) and the Deputy President (Finance and Services) will then generate a percentage of turnover, look at expected grant and ask for justification from the club
- g) It is noted that this system might improve the Unions auditing systems
- h) The board then move to a vote to accept the proposals

**Resolved:**

**10) The vote passes with one abstention**

### **5.6 Publicity/Print Subsidy**

- a) It is noted that a lot of clubs have had issues with printing because they did not budget for it last year
- b) It is noted that this is a particular issue for musical societies

- c) It is noted that additional funding for printing will be coming in
- d) It is proposed that the board will officially oppose any cut to funding to printing
- e) The board then move to a vote to accept the proposal

**Resolved:**

**11) The vote passes with one abstention**

- f) It is noted that the publicity budget will be given to the board
- g) It is proposed that all printing and publicity will be considered in a separate round in budgeting and that all the money from this will come from the Union's printing budget from last year
- h) The board then move to a vote to accept the proposal

**Resolved:**

**12) The vote passes with two abstentions**

**ACTION:**

- 2. The Deputy President (Clubs & Societies) to contact all chairs with information on the current printing situation**

**5.7 Funding for Individual Members**

- a) It is noted that this was discussed in full at the previous board meeting on the 3 November 2015
- b) The board move to a vote to accept the proposal

**Resolved:**

**13) The vote passes with three abstentions**

**5.8 Health and Safety Expenditure**

- a) It is noted that this was discussed in full at the previous board meeting on the 3 November 2015
- b) The board move to a vote to accept the proposal

**Resolved:**

**14) The vote passes with four abstentions**

**5.10 CWB and Exec Lines**

- a) It is noted that the board need to make sure the CWB line is justified
- b) It is noted that the board will decide on the amount of money in January
- c) It is proposed to rename the line CSPB-Welfare (CSPB-W)
- d) It is proposed to decide on the amount of money in the first meeting
- e) The board move to a vote to accept the proposal

**Resolved:**

**15) The vote passes with three abstentions**

**5.10 CWB and Exec Lines**

- f) It is proposed that the Exec lines will be considered in the January meeting
- g) The board move to a vote to accept the proposal

**Resolved:**

**16) The vote passes with three abstentions**

## **6. BUDGETING POLICY LAYOUT**

- a) The Deputy President (Clubs and Societies) talks the board through the layout

**ACTION:**

- 1. The Deputy President (Clubs and Societies) to send this out to the board for discussion online**

## **7. Management Group Reports**

- a) It is noted that there will be changes to the reporting system
- b) It is noted that the way to write a report should be formalised to help clubs
- c) The board are happy for a form to be created, this will be made into a web form

## **8. Any Other Business**

None

**Meeting finishes at 21:30**