

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

Deputy President (Clubs & Societies)	Ben Howitt
Deputy President (Finance & Services)	Chris Kaye
A&E Chair	Enric Juan Alocer
ICSM Deputy President	Dina Saleh
RCC Chair	Stephen Ball
RCSU Chair	James Badman
RSM Clubs and Societies	Esme Stallard
ACC Chair	Toni Semmence
ACC Treasurer	Josh O'Donnell
Media Chair	Henry Harrod
Observers	
Student Activities Coordinator	India Jordan
Student Activities Manager	James Lindsay

---

## Formal Business

### 1. Chairs Business

#### 1.1 NAC / ADB Updates

- a) It is noted that a committee will be elected for both New Activities Committee and Activities Development board

#### 1.2 Upcoming deadlines

- a) It is noted that the Tours deadline is 30/10/2015
- b) It is noted that NAC and ADB application deadline is 21/10/2015

#### 1.3 Reminder of Membership Targets

- a) It is noted that this reminder will reoccur every meeting
- b) It is noted that all clubs are required to make their target.
- c) It is noted that if membership drops below 20, the Management Group Chairs will be expected to review the club's continuing existence and longevity

#### 1.4 Unfilled Committee Positions

- a) It is noted that the Deputy President (Clubs and Societies) and Deputy President (Finance and Services) will review unfilled committee positions ahead of the board meetings
- b) It is noted that the following Management Groups do not have executive committees:

- a) Social Clubs Committee
- b) Overseas Clubs Committee
- c) Community Action Group

- c) It is noted that the ACC are yet to fill the Vice Chair
- d) It is noted that this will take place during the ACC meeting on 22/10/2015

## **2. Minutes of Meeting – 16 June 2015**

- a) It is noted that the minutes of the last meeting were not presented to the board, this will be carried over to the next meeting

## **3. Matters Arising**

- a) It is noted that Media would like to propose the closure of the Magazine club
- b) It is noted that Magazine Club have no committee and have not been active for the last two years
- c) It is noted that they have 0 members
- d) It is noted that Magazine Club have £120 in their account
- e) It is proposed to move the leftover funds to the Media Exec Account
- f) The board then moved to a vote to close down the Magazine Club

### **Resolved:**

- a) The board moved to a vote to accept the closure of Magazine Club
- b) The vote passes with 1 abstention
  
- g) The board then moved to a discussion over the reallocation of Magazine Club's remaining funds
- h) There was discussion around the funds being redistributed to the Activities Development Fund, or the Media Exec account
- i) It was questioned by A&E if this proposal (redistribution of funds) would be arbitrary for the rest of the year
- j) The Deputy President (Clubs and Societies) suggested that this needs further discussion of it is going to be a rule within the board

### **Resolved:**

- a) The board moved to a vote to accept the closure of Magazine Club
- b) The vote does not pass with 4 abstentions
- c) This discussion will continue at the next meeting

## **4. Finance Report**

- a) The Deputy President (Finance and Services) asks the board what they would like to see in the finance reports.
- b) It is noted that A&E would like to see a source of the money, i.e. whether the SGI is coming from college or external sponsorship etc..
- c) It is noted that this could be something to consider around the time of annual budgeting

### **ACTION:**

- a) The Deputy President (Finance and Services) to pull a report together in a months' time, including 3 years of internal and external SGI and a complete breakdown of one year
  
- d) It is noted that the board would like to see clubs that have been in the red (negative) for a while

## Matters for Decision

### **5. Tours Policy**

- a) It is noted that last year working group was set up to review funding and policy
- b) It is noted that no papers were brought to the board because the Deputy President (Clubs and Societies) and the media chair need to do more research
- c) It is noted that the paper will contain proposal to introduce a Tours Sub Committee
- d) The Deputy President (Clubs and Societies) asks the board to email if they are interested in looking through the applications
- e) It is noted that the outcome of this meeting is to recommend to CSPB to approve the tours which were reviewed

### **6. Tours Funding Split**

- a) It is noted that the decision was delayed
- b) It is noted that the numbers are similar to last year's
- c) It is noted that tour funding will receive £30000 from the IC Trust
- d) It is noted the funding will be a 25% split for winter, 25% split for spring and 50% split for summer.
- e) It is noted that applications can go ahead without budget percentages being finalised

#### **ACTION:**

- a) Deputy President (Clubs and Societies) to bring this to the next meeting and do research around this

### **7. Activities Development Committee Standing Orders**

- a) It is noted that the paper is in progress.
- b) It is noted that contingency is centralised

### **8. Elections for Activities Development Committee**

- a) It is noted that the committee size is 5
- b) Elections will be done via the floor
- c) Applicants speak about their experience
- d) The board then listen to the nominations from the following:
  - a) RCS Chair James Badman
  - b) ICSM Clubs and Societies Alex Compton
  - c) A&E Chair Enric Juan Alocer
  - d) ACC Treasurer – Josh O'Donnell
- e) The board then moved to a vote to elect the Activities Development Committee

#### **RESOLVED:**

- a) James Badman is elected with one abstention
- b) Alex Compton is elected with one abstention
- c) Enric Juan Alocer is elected unanimously
- d) Josh O'Donnell is elected with one abstention

## **9. New Activities Committee Policy**

- a) The Deputy President (Clubs and Societies) gives the board some background information on what the New Activities Committee achieved last year
- b) It is noted that 20 new clubs were formed last year
- c) The Deputy President (Clubs and Societies) reviews the points to change the standing orders

## **10. Election for the New Activities Committee**

- a) It is noted that the committee size is 5
- b) Elections will be done via the floor
- c) Applicants speak about their experience
- d) The board then listen to the nominations from the following:
  - a) Media Secretary - Ellen Mathieson
  - b) ICSM Clubs and Societies - Alex Compton
  - c) RAG Chair - Will Daubney
  - d) ACC Treasurer – Josh O'Donnell
  - e) RCS Chair - James Badman
- e) The board then moved to a vote to elect the New Activities Committee

### **RESOLVED:**

- a) Media Secretary - Ellen Mathieson is elected with one abstention
- b) ICSM Clubs and Societies - Alex Compton is elected with two abstentions
- c) RAG Chair - Will Daubney is elected with one abstention
- d) ACC Treasurer – Josh O'Donnell is elected with one abstention
- e) RCS Chair - James Badman is elected with one abstention

### Matters for Discussion

## **11. Budgeting Policy Brief**

- a) The Deputy President (Clubs and Societies) gives out background on budgeting policy
- b) Going to be reviewing how we fund clubs in general
- c) It is noted that the whole board is interested in this review
- d) It is noted that this will be brought to the December meeting

### **11.1 High cost activities**

- a) It is noted that a few clubs (5%) have 75% of the budget. Examples are Riding and Polo, Underwater, Canoe etc.
- b) The board discusses whether it is possible to fund clubs in general to a specific point and stop, or do we value high cost, impressive activity which is important when we sell the union to existing students
- c) It is noted that more students benefit at low cost
- d) It is discussed how prioritising low cost and measure their impact
- e) It is noted that you can bring the cost of cheap activity down substantially through funding, however bringing the cost down for high cost activity is extremely difficult
- f) It is noted that it is important to recognise that some activities are more expensive than others
- g) It is noted that some high cost clubs only exist because they are historical and if they were created now, they would not be approved

- h) It is noted that higher cost activity should seek for more funding through sponsorship rather than through budgeting
- i) It is noted that if we use flagship societies in our marketing, this is not reflected in their membership, i.e. the higher cost activities do not have a lot of members
- j) It is noted that if someone has tried a high cost activity before they joined Imperial, that they have paid the cost of that activity prior to its subsidy before and could therefore pay for it again
- k) It is discussed whether high cost activities allow people to try something new, or if it is just for people who are already experienced
- l) It is noted that 20% funding for some high cost activities is not a lot at all

## **11.2 Ring Fencing Motor Clubs & Silwood & Community Welfare Board**

### **Motor Clubs**

- a) It is noted that the Vehicles have been around for 60+ years and have a great reputation with College
- b) It is noted that Motor Club cannot charge for anything because it is against policy and so cannot get funding from anywhere
- c) The board then moved to a vote to accept the Motor Club ring fence

### **RESOLVED:**

- a) The vote passes unanimously

### **Silwood**

- a) The Deputy President (Clubs and Societies) explains the Silwood Campus and their need for ring fencing
- b) The board then moved to a vote to accept the Motor Club ring fence

### **RESOLVED:**

- a) The vote passes unanimously

### **Community Welfare Board**

- a) It is noted that more discussion is needed as the board have a mixed view
- b) It is noted that this will be brought to the next meeting

## **11.3 Inflation**

- a) It is noted that last year different Management Groups were saying different amounts of inflation to their clubs
- b) It is important that all Management Group chairs know which exact amount of percentage of inflation it is

## **11.4 Subsidy available for minibuses**

- a) The Deputy President (Clubs and Societies) gives some background to the board
- b) It is noted if there is potential to look into nature of activity as minibus use widely differs
- c) It is noted that minibuses inside London should have less subsidy
- d) It is noted that this will be carried over to email to be discussed further

## **ACTION**

- a) The Deputy President (Clubs and Societies) to send email out to those interested in this discussion

### **11.5 Sports facility hire**

- a) It is noted that RCC, ISCM, ACC would like to be involved in this decision

### **11.6 High SGI/DMF's**

- a) Some background was given on clubs with high amounts of Self-Generated Income
- b) It is noted that we should not penalise clubs for being entrepreneuring but there needs to be a balance
- c) It is noted that this should be a club by club basis e.g. when saving for something
- d) It is noted that we should clearly state that DMF's are not included in budgeting
- e) There was a discussion on how much clubs with high SGI are penalised during budgeting
- f) It is noted that this needs further discussion

### **11.7 Health and Safety**

- a) It is noted that this presents a significant risk if not done right (i.e. clubs not funded enough to make their activity safe with certain equipment etc.)
- b) There was a discussion around the definitions of health and safety
- c) The Deputy President (Clubs and Societies) asks the board to talk with their committee and bring this back to the board

### **11.8 Committee and personal level funding**

- a) It is noted that Can't spend grant to benefit committee/specific members
- b) Exceptions - to benefit members for training, on the basis they provide training for the rest of the club
- c) Affiliate membership of their local golf club otherwise can't participate in club activity

### **11.9 Publicity and Printing**

- a) The question is asked to the board if we want to fund CSP's to do printing at all?
- b) It is suggested that publicity should be factored into event budgets and covered in the cost
- c) It is noted that if we are considering external printing sources, this needs to be considered with the board.
- d) It is noted that it is important to distinguish whether printing is necessary for the activity of the club.
- e) It is noted that free club printing caused a huge waste of paper
- f) It is noted that the amount allocated to clubs currently (£10) is very reasonable for some clubs, but not for others

### **11.10 Criteria for funding**

- a) The Deputy President (Clubs and Societies) discusses the points made on the slide
- b) The Deputy President (Clubs and Societies) would like the board to prioritise the points discussed

### **11.11 Management Group chairs present at all budgeting discussions**

- a) It is noted that ACC do not have much experience with performance rights etc., and vice versa
- b) It is noted that all Management Group Chairs sit on the board to represent all Club, Society and Project activity
- c) It is noted that members of the board have a collective responsibility

### **11.12 Constituent Union funding (telephones)**

#### **ACTION:**

The Deputy President (Clubs and Societies) to make sure funding for telephones and other constituent union equipment is on the agenda for the next meeting

### **11.13 Consideration of College funding**

- a) It is noted that this is similar to sponsorship.
- b) It is noted that this has particular effect on Departmental Societies

#### **ACTION:**

The Deputy President (Clubs and Societies) to make sure College funding is on the agenda for the next meeting

### **12. Fresher's Fair Debriefing**

- a) The Deputy President (Clubs and Societies) feeds back to the board that generally everything went well
- b) It is noted that the layout did not match the map, this was partly due to wet weather
- c) Wet weather contingency needs to be considered
- d) It was suggested to create both a wet weather and dry weather map
- e) It is noted that clubs would have liked more incentive to help out

### **13. CSP Printing**

#### **ACTION:**

The Deputy President (Clubs & Societies) to feed back the results of discussion at the next meeting.

### **14. Access Arrangements to Union Facilities**

#### **ACTION:**

The Deputy President (Clubs & Societies) to feed back the results of discussion at the next meeting.