

Minutes of the Imperial College Union
Clubs, Societies and Projects Board
18 October 2016
Sherfield H008A, 18:00

Deputy President (Clubs & Societies)	James Cox (DPCS)
Deputy President (Finance & Services)	Rachel Blyth (DPFS)
A&E Chair	Jack Steadman
A&E Treasurer	Rebecca Twidale
CAG Chair	Ju Yoo
CAG Treasurer	Woojin Chae
CGCU Chair	Milia Hasbani
ICSMSU C&S	Tom Bacarese-Hamilton
ICSMSU Treasurer	James Palmer
Media Chair	Rob Garside
OSC Chair	Vicky Jiang
RAG Chair	Cynfelyn Nancarrow-Lei
RCC Chair	Dominic Price
RCSU Chair	Lloyd James
RSMU Chair	Noah Hawkins
SCC Chair	Sina Lari

Observers

Student Activities Manager	James Lindsay (JL)
Student Activities Administrator	Laura Regan

Formal Business

1. Chair's Business

Upcoming Deadlines

- a) DPCS has not received any submissions for tour deadlines – 27/10/2016
- b) DPCS has not received many submissions for ADF – 27/10/2016

2. Minutes of meeting – 14 June 2016

- a) It is noted that the minutes of the last meeting were not presented to the board, this is due to the meeting not being quorate.

Matters for Report

3. CSP Finance Report

- a) DPFS raised the issue that Punjabi Society account is in minus
- b) SCC Chair is aware of this issue – they only have one event a year that brings in income
- c) JL and DPFS explain how the society is now in debt to the union

Action:

- a) MGs need to be aware of club finances that are in extremes (too much income and significant minus). Keep track

Matters for Decision

4. ADF Committee Election

- a) DPCS explains the roles of ADF: decisions regarding £15 000 to spend on clubs and societies for developing activities, contingency. Committee of 5 people that meet 4/5 times each year.
- b) DPCS opens the floor for nominations
- c) The following put themselves forward for ADF Committee: RCC Chair, ICSMSU Treasurer; A&E Chair; RSMU VPCS; ROM
- d) Anonymous vote takes place, votes are collected by JL

RESOLVED:

Nominations	Round 1
A&E Chair	4
RCC Chair	3
ICSMSU Treasurer	2
RSMU VPCS	2

All candidates were elected in the first round. There is only one vote per MG.

5. NAC Committee Election

- a) DPCS explains the roles of NAC: Committee of 5 people that meets 4/5 times each year. They receive applications; approve/reject applications; put forward successful applications to the new club incubator; evaluate success to approve/reject for formal ratification
- b) DPCS open the floor for nominations
- c) The following put themselves forward for NAC Committee: ICSMSU VPCS, RCSU President, CAG Chair, A&E Chair, CGCU President
- d) Anonymous vote takes place, votes are collected by JL

RESOLVED:

Nominations	Round 1	Round 2	Round 3	Round 4
ICSMSU C&S	6	-	-	-
RCSU President	1	5	-	-
CAG Chair	2	-	-	-
A&E Chair	1	1	5	-
CGCU President	1	1	1	4

ICSMSU C&S and CAG Chair were elected in round one.

RCSU President was elected in round two.

A&E Chair was elected in round three.

CGCU President was elected in round four.
There is only one vote per MG.

6. Tour Committee Election

- a) DPCS explains the roles of Tours Committee: small group to make recommendations on funding allocations to CSPB
- b) JL adds: group will discuss what constitutes a tour, debate over the policy for tours funding, debate of funding split, whether tours are given funding for transport
- c) DPCS opens the floor for nominations
- d) The following put themselves forward for a Tours focus group: ICSMSU VPSC, RCSU President

7. Tour Funding Split

- a) DPCS explains current funding split for tours between terms: term 1, 25%; term 2, 25%, term 3, 50%. Reason for split due to large number of summer term club tours
- b) DPCS opens the floor for comments/challenges to current split

Resolved:

- c) Unanimous decision to keep current split

8. Joint Maths/Computing DepSoc Membership

- a) It is noted that students on the joint honours maths and computing course want to be part of both societies so they have more chance to socialise and get involved with societies
- b) RCSU President and CGCU President resolve they can be part of both societies
- c) ICSMSU VPSC raises the issue of who will be responsible for academic representation
- d) CGCU President tentatively agrees to take academic responsibility with the decision to be discussed and clarified between DPCS, CGCU President and RCSU President outside of the meeting
- e) JL raises the issue that this decision may set a precedent for other constituent unions, therefore more discussion on this issue should be had before a decision is made
- f) DPCS proposes that constituent unions use their discretion with each case

Resolved:

- g) This is unanimously agreed

Matters for Discussion

9. Management Group Development Project

- a) DPCS proposes a focus group to discuss issues regarding plans for developing MG restructure.
- b) DPCS explains ideas for the project: change in authorisation chain with costing structures and line of contacts; move clubs so they fall into more appropriate MGs; improve risk assessment process as an outcome of union being audited; improve MG training at the start of the year; Constituent Unions to improve their identity and branding for MGs
- c) DPCS opens the floor for focus group

- d) The following put themselves forward: RCC Chair, RCSU President, CGCU President, ICSMSU VPCS, ICSMSU Treasurer; CAG Chair, SCC Chair, A&E Chair
- e) JL raises the point that NAC will also be discussing which MGs societies will be placed in
- f) CAG Chair raises the issue that it should be clubs/societies and MGs who decide the placement of clubs and societies
- g) Media Chair raises the issue of the purpose and process for the focus group
- h) DPCS explains they will feed information back to CSPB
- i) A&E Chair proposes that ideas/proposals are brought to the focus group for discussion
- j) DPCS agrees

10. Budgeting Policy

- a) Use facebook group to discuss budgeting policy, something that is going to be looked at over the year

11. Room Bookings

- a) Media Chair proposes the point for discussion. Room Bookings have posed a constant problem for clubs and societies: groups can't see what rooms are free, they're forced to go to the department. Media uses its own system – current system needs an update
- b) RCSU President adds that the system should open earlier before term starts, two weeks waiting time is not enough time for advertisement, wants to see room availability
- c) CGCU President proposes the system asks for alternative rooms as well as dates
- d) DPCS raises the issue that the college space policy is being reviewed and will be rewritten for January 2017
- e) JL raises the issue three current issues with room bookings process: ticket system is out of date; the timetabling system is the college's there it can be difficult to access; there is currently no way of getting clubs to see the availability of rooms

Resolution

- a) Ticket system is being reviewed for change
- b) New member of staff to help have quicker turn around for requests
- c) Discussions with department heads about use of the space for clubs and societies

- f) JL introduces the notion of specific feedback from CSPB and help with piloting a new system
- g) CAG Chair raises issue of societies losing space over external bookings and questions who has priority
- h) JL explains the union have a traffic light system which tries to facilitate clubs and societies getting priority, however exceptions must be made to facilitate income
- i) DPCS raises the point that in college spaces commercial bookings are last priority
- j) A&E Chair proposes the idea that a list of rooms and comments on what activities they are suitable for should be available for

Action:

- a) The website will have a more comprehensive list
- b) Feedback to be collated by MGs and then passed onto Student Activities Manager
- c) Angus Brown will be present at next meeting, CSPB to act as a focus group

12. Tour Funding Policy

- a) DPCS proposes whether anyone wishes to change the tour funding policy
- b) SCC Chair proposes this decision is left to tour subcommittee – unanimous consent
- c) ICSMSU proposes ACC Chair be present on tour focus group – unanimous consent

13. Varsity Update

- a) DPCS explains that Varsity will most likely be 04/03/2017

Any Other Business

14. ICSMSU VPCS: Finance

- a) Proposes that reimbursement process should be more transparent and there should be dates provided for guaranteed reimbursement
- b) DPFS adds that this is possible but there needs to be feasible deadlines for finance team

Action:

- a) Take queries to finance and DPFS to come to resolution on the issue

15. ICSMSU VPCS: Catering

- a) Raises the issue that food must be catered by Taste Imperial and questions whether this can be challenged
- b) JL raises the point that college insurance is not covered with other food providers
- c) CGCU President raises the point of using caterers with their own insurance cover
- d) JL refutes this point as the college have previously said this is not covered
- e) DPFS suggests making a proposal to the college regarding this issue

16. CAG Chair: Non-membership CSP for budgeting

- a) Questions how CSPs who do not charge membership can apply for funding
- b) DPCS says this is a budgeting policy decision to be discussed at CPSB Budgeting Meetings

17. SCC Chair: ICU Twitter Account

- a) Questions who controls the account due to advertising for externals appearing
- b) JL explains that social media is part of advertising strategy to bring in money, provided the company is in line with our values ICU might advertise their product
- c) RSMU President proposes this needs to be communicated clearly that they are sponsored
- d) JL explains that the hashtag #ad is used to mark this

Action:

- a) Ask Marketing department and OTs for a comment on this issue

18. DPCS: Freshers Feedback

- a) A&E Chair explains they paid for their power which worked well. Performances on UCH stage worked well and would like to get more Medic performance societies involved
- b) ICSMSU VPCS agrees

- c) DPCS proposes using CSPB meetings for planning Freshers Fair 2017 – unanimous consent

19. DPCS: Miscellaneous issues

- a) ICT problems must be reported to college ICT desk
- b) Brexit posing issues for certain clubs (Snow sports), MGs to keep an eye on how changes will affect their clubs and societies
- c) DPFS adds reading terms and conditions of international contracts will help highlight issues
- d) DPCS would like freshers fair feedback from CSPs
- e) DPCS advises there are very few funding applications, MGs to encourage CSPs to apply

20. JL: Storage and Minibuses

- a) MGs to communicate storage problems to CSPs, mess is becoming a health and safety issues
- b) Union Gym storage to be cleared if clubs have not properly stored equipment on 26/10/2016 – communicated to clubs 17/10/2016
- c) Minibuses are being mistreated by CSPs: 4 are off the road, 2 down to misuse. MGs to communicate to CSPs the importance of respecting vehicles and reporting problems so they are not held liable.
- d) It was discussed that all clubs that used minibuses without reporting problems should be fined
- e) JL explains this would have a big impact on all CSPs so reluctant to implement
- f) DPFS adds it should be CSPs responsibility to take care of the vehicle and report problems

DPCS establishes priorities for next meeting as developing MGs project and CSPB funding priorities.