

Minutes of the Imperial College Union  
Clubs, Societies and Projects Board  
15 November 2016  
Skempton 064B

Deputy President (Clubs & Societies)	James Cox
Deputy President (Finance & Services)	Rachel Blythe
A&E Chair	Jack Steadman
ACC Chair	Elinor Winstanley
ACC Treasurer	Thomas Lord
ACC Treasurer	John Welsh
CAG Treasurer	Woojin Chae
CGCU Chair	Milia Hasbani
CGCU VPFS	Andrew Olson Gallardo
ICSMSU C&S	Tom Bacarese-Hamilton
ICSMSU Treasurer	James Palmer
Media Chair	Rob Garside
RAG Chair	Cyn Nancarrow-Lei
RCC Chair	Dominic Price
RCSU Chair	Lloyd James
RSMU Chair	Noah Hawkins
RSMU VPCS	Madeleine Hann
SCC Chair	Sina Lari
Observers	
Student Activities Manager	James Lindsay (JL)
Student Activities Coordinator	Slavina Georgieva (SG)
Student Activities Coordinator	Laura Regan (LR)
DocSoc Chair	James Long

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## Formal Business

### **1. Chair's Business**

- 1.1 Deputy President (Clubs and Societies) (DPCS) gives a tour funding update and hopes a decision will be reached by the subcommittee next week
- 1.2 DPCS gives update on the Activities Development Fund (ADF) stating there were 29 applications received and 11 funded
- 1.3 DPCS gives a Sports @ Imperial update, Sport Imperial are to review their policies and DPCS is having meetings to discuss brand, funding and a survey for students

- 1.4 James Lindsay (JL) updates CSPB on the room booking request openings for next term and reminds the board CSPs should be returning rooms to their standard layout. ACC Chair asks this information is detailed in confirmation emails

**ACTION**

**Laura Regan (LR) to get ICT to help amend the room bookings confirmation email**

Matters for Report

**1. ADF Report**

- a. DPCS welcomes questions from the board if they have any questions about how the subcommittee are choosing to fund CSPs

**2. Management Group (MG) Restructure Focus group**

- a. DPCS discusses the salient points raised at the MG focus group , highlighting the current processes are a bit opaque at all levels and MG Chairs need to be more transparent
- b. DPCS invites the board to detail one positive and negative thing from this term and to share how their last MG meetings went
- c. DPCS gauges interest in the activity of the MG Focus group. There is unanimous agreement from the board to continue with the focus group

**3. #AskActivities**

- a. DPCS introduces the Ask Activities lunch time drop-in sessions to the board.
- b. RCC Chair asks how popular it has been. DPCS explained there were 3 clubs who came but there is room for development
- c. DPCS asks the board to push this initiative to their CSPs

Matters for discussion

**1. Budgeting Policy**

1.1 Comments on Policy

- a. DPCS opens the discussion whether the board should allow clubs with no membership fee to apply for grant
- b. CGCU Treasurer raises the issue that clubs are currently being forced to decide between charging membership or applying for grant. The board discuss the current status of the policy and the potential benefit of start-up costs for CSPs who do not charge membership
- c. SCC raises the point that clubs who do not charge membership can still apply to the Activities Development Fund (ADF)

- d. DPCS asks the board whether they think charging for membership would harm CSPs numbers. The board do not reach a conclusion
- e. CAG Treasurer explains that a lot of their CSPs would use the money for fresher's fair with materials like printing costs and banners.
- f. CGCU Treasurer questions where the minimum £2 membership charge originated from. JL explains it is the minimum amount the system will allow for the cost of a transaction
- g. The board discuss whether they measure accessibility to grant through CSPs level of engagement. DPCS questions how this can be measured and put into policy. The board do not reach a workable outcome
- h. Media Chair raises that point that applying for grant does not guarantee receiving it and the decision should be kept at the discretion of CSPB
- i. DPCS asks the board whether they are in favour of restricting the lines around being allocated grant. There is some agreement that this may work but the board agree they need a better idea of numbers

## 1.2 Discussion of Policy

- a. The board discuss the opening time for grant applications and conclude that an earlier is better for students due to exams
- b. The board discuss the policy point about deliberate deceit and establish there are several, difficult to monitor, issues. The board conclude they should judge the allocation of grant on previous years expenditure

### **ACTION**

**DPCS to insert a line in the budgeting policy detailing that requests will be heavily judged against previous years expenditure**

- c. The board discuss the policy point on printing and whether it should remain in the budgeting process or be removed as a separate expenditure. The board conclude that printing should be kept in the policy with other types of club expenditure
- d. The board discuss the policy point on sponsorship and college funding. The board conclude they would like more information about the clubs this point affects

### **ACTION**

**DPCS to find out how many clubs this policy point affects and a list of DepSocs it affected last year and write on the CSPB Facebook group**

- e. The board discuss the policy point on goods and services in kind. A&E Chair proposes this point is removed from the policy. CGCU Treasurer highlights the

- board need more information to make a decision. The board do not make a decision on this point and will return to it for discussion at the next CSPB
- f. The board discuss the policy point on inflation. They conclude the point needs clarification and propose that any price increase over 1% needs to have a reason
  - g. The board discuss the policy point on health and safety. A&E Chair proposes health and safety is measured on its own or put under the welfare board, separate to the budgeting policy. The board agree they need more information of CSPs affected by health and safety issues. They board discuss that CSPs shouldn't have to fund other CSPs for high risk activities via the grant

#### **ACTION**

**DPCS to put health and safety under welfare. JL to gather information from CSPs about what they need to make activities safe and will present to Senior Management Group (SMG)**

- h. The board discuss the policy point on food and drink. They conclude that there needs to be clarity about which CSPs receive budgeting for food and drink and what consists as necessary for core activities

#### **ACTION**

**DPCS to find out and detail which CSPs are eligible to grant for food and consumables**

- i. The board discuss the policy point on ring fences and agree that the Union should approach the college to help with funding in certain cases, such as the mascots
- j. DPCS asks the board whether there should be more information in the policy for the board to make decisions. RCSU Chair asks the subsidy per member is in the appendix. DPCS proposes a comparison of members for the previous two years is listed. A&E Chair asks that turnover for previous years is added
- k. DPCS asks whether the board think further detail on the pricing matrix will be useful. RCSU Chair proposes printing is detailed. A&E Chair proposes a budget by CSPs to explain how they reached the predicted figure for printing
- l. ICSMSU C&S proposes more clarification around CSPB-C in the policy to make it clear about what is non-fundable and what is core activity
- m. DPCS tells the board this will be ready for the CSPB meeting, 12/12/2016 in order to fit in with the budgeting policy timeline

## **2. MG Focus Group Plan**

- a. DPCS explains to the board the discussion that was had by the MG Focus Group. They explain this will eventually be taken to council for further discussion
- b. A&E Chair presents the proposed restructure diagram to the board
- c. Media Chair raises concern this may cause more bureaucracy and there will be a lack of interest in the positions. The focus group reassure the board that the next level in the MG structure would be able to take responsibility for sub-groups
- d. The board agree that it is a good idea to improve the branding of MGs
- e. ACC Chair raises the point that sub-groups will allow for more knowledgeable CSP members to lead CSPs with more niche needs
- f. DPCS explains the next steps will be to come up with a recommendation for structure with CSPs and canvas for opinions. They explain the next points to discuss will be operational efficiency and democracy
- g. DPCS invites members of the board to come to the next MG Focus Group

### **3. Closing down clubs**

- a. DPCS asks the board to submit a paper by next Tuesday, 22 November 2016, if they wish to close down clubs. They will need to explain why they are proposing to close down the clubs and where the money will go

## AOB

### **1. DPCS: Room Bookings Survey**

- b. DPCS tells the board there have been 100 responses to the room bookings survey. The survey is now closed

### **2. ACC Chair: Minutes**

- a. ACC Chair asks when the minutes of this CSPB meeting will be sent out.

#### **ACTION**

**Laura Regan to complete minutes and DPCS to send to the board in a weeks time**

### **3. DPCS: Discussion**

- a. DPCS asks that the board feed the information and discussion from the meeting back to their management groups so information is passes down to CSPs

**The meeting concludes at 20:15**