

**Minutes of the Imperial College  
Union Clubs, Societies and Projects Board  
17<sup>th</sup> October 2017  
Blackett Rm 1004**

Deputy President (Clubs & Societies)	Tom Bacarese-Hamilton
Deputy President (Finance & Services)	Matthew Blackett
ICSMSU President	Rhys Smith
ICSMSU Clubs & Societies	Dan Faehndrich
Sports Sector Chair	James Medler
ICSMSU Management Group Treasurer	Rajiv Ark
Culture Chair	Lanqing Chen
CGCU (Finance & Societies)	Andrew Hill
RSMU President	Rob Tomkies
RSMU (Clubs & Societies)	Ben Conway-Jones
C&F Chair	Scott Redmond
Recreation Sector Chair	Thomas Pleece
KSC Chair	Ellis Skinner
CGSU President	Claudia Caravello
RCSU President	Michael Edwards
A&E Secretary	Joseph O'Connell-Danes
A&E Chair	Jack Steadman
Observers	Owen Heaney
Student Activities Administrator	Hannah Hart

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**Formal Business**

**1. Chair's welcome**

- a. Training
  - i. Management Group Training offered (21<sup>st</sup> Oct)
- b. Expectations of the year
  - i. Document with roles and responsibilities of all volunteers, SABs and Union Staff to be circulated soon

- ii. Regular MG meetings once a month constitutionally
- iii. Club development – VC on eActivities for admin & Chairs to be more innovative
- iv. DPCS meeting with MG Chairs and VC regularly (1-2-1 basis)
- c. Communications
  - i. Email – for formal
  - ii. Facebook – informal chat, able to pin documents
- d. Data protection
  - i. Email changes – DPCS raises the future move away from MailMan and says training and discussion will be available for all closer to the date(May 2018)
- e. Health and Safety
  - i. More Audits for clubs. Motor Clubs have been the first to go through this process. Rolled out throughout the year
  - ii. These are to support CSP's activities and ensure they are safe.

### Matters for Report

#### **2. CSPB Accreditation Scheme**

- a. DPCS explains the Accreditation Scheme concept. Rewarding CSP's for their work and acknowledging successful clubs. Promote good club behaviour – constitution, finance management, general admin etc...
- b. Consultation working group where all from CSPB will be invited to give feedback and ask any questions for development.
- c. 2017/18 will be a pilot year – consultation year

**Action:** Develop working/focus group with CSPB Committee members for feedback

#### **3. Management Group Restructure**

- a. DPCS asks if all Committee members are aware and understand the changes. DPCS explains all changes and names
- b. Vice Chairs for mini management groups are there to help to reduce workload on MG Chairs

#### **4. Financial Limits Changed**

- a. VAT training requested and coming to CSP's

**Action:** Deliver VAT and financial training to CSPB Committee Members

### Matters for Decision

## **5. ADF Committee Election and Policy Review**

- a. Previous ADF Policy had lapsed. DPCS presents paper
- b. Discussion on Purpose & Scope. A&E Chair raises un-expectant loss or damage regarding equipment. Sports Sector Chair also raises changes to facilities which fall outside of a CSP's control
- c. Proposed addition of Contingency regarding un-expectant losses and damages which will be decided by discretion of the committee.
- d. The group also raised the last round of ADF allocations happen to close to the end of the year so is often taken back from the CSP in question before they have the chance to use this. DPCS says he will discuss with Union Finance department.
- e. Changes accepted unanimously by group – damage loss unexpected, summer funding
- f. The following put themselves forward for ADF Committee Election: Sports Chair, A&E Chair, CGCU President, ICSMSU Treasurer, RCC Chair
  - i. Passed in vote unanimously

## **6. NAC Committee Election and Paper Discussion**

- a. Previous NAC Policy has lapsed. DPCS presents paper.
- b. Discussion on change to meet once a term with work on OneDrive for feedback to applicants.
- c. Group raise the involvement of Management Groups in the Incubator process. NIC need to prove engagement with MG or Mini MG through meetings. Allocate NIC to provisional MG's. MG to receive NAC reports.
- d. Appeal process raised. Post appeal reports, the committee can call in Applicants in for physical meeting. Those appealing cannot request a physical meeting still.
- e. Paper passed with above changes.
- f. The following put themselves forward for NAC Committee Election: ICSMSU C&S, CGCU F&S, A&E Chair, RSMU C&S RCSU President
  - i. Passed in vote unanimously

## **7. Tours Committee Election**

- a. Temporary approval of policy for committee with plans to approve new policy later. DPCS to make changes to current paper.
- b. The following put themselves forward for Tours Committee Elections: ICSMSU C&S, Sports Sector Chair, RSMU President, RCSU President, RCC Chair

- i. Passed in voted unanimously

#### **8. Tours Funding Split**

- a. Delayed for discussion on Policy.

**Actions:** Tours Committee to work on policy to present to CSPB

### Matters for Discussion

#### **9. CSPB Standing Orders**

- a. Remove point 2b due to confusion with management group restructure
- b. Above change accepted
- c. Paper approved unanimously

#### **10. Management Group Standing Orders**

- a. Management groups asked to locate and review standing orders by DPCS.

#### **11. Clubs, Societies and Projects Policy**

- a. Working group to rewrite this policy
- b. DPCS to send out invites

**Action:** DPCS to develop Working Group for CSP Policy

### AOB

#### **12. Printing**

- a. DPCS talking to IT for printing accounts for CSP's
- b. Unspent Grant has been retained for CSP's designated for printing and storage redevelopment – Storage improvements wide (South Ken and CX) consult CSPB on all
  - i. Printing associated to certain club? ICSM
  - ii. Fund on the same line as budgeting due to oversight previously

**Action:** Working group to be created regarding storage improvements. Sports Sector Chair and DPCS to bring updates on transport to CSPB.

#### **13. Constitutions:**

- a. Every club has the same constitution with potential amendments to certain clubs - review on a club by club question. Proposed opt out clause
- b. Tour funding dates have been updated on website
- c. Life Membership - nominate part of fee to club

- i. Hasn't gone through on eActivities as SGI

**Action:** DPCS and DPFS to look into this with Systems and Finances

**14. Clubs in debt**

- a. DPFS goes through all clubs in debt with relevant MG's

**Action:** DPCS to check statuses of clubs on eActivities to see if active or not.  
Look at management group codes with Systems – few errors with some (A&E)