

**Minutes of the Imperial College
Union Clubs, Societies and Projects Board
17th November 2017
Royal School of Mines G01**

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
Recreation Sector Chair	Thomas Pleece
KSC Chair	Ellis Skinner
CGCU President	Claudia Caravello
RCSU President	Michael Edwards
A&E Treasurer	Emilia Jude
Student Activities Administrator	Hannah Hart
Student Activities Coordinator	Kristie Thacker

Formal Business

1. Chair's Business

- 1.1 Minutes from last meeting have been approved
- 1.2 Short Presentation on the Accreditation Scheme – Kristie Thacker
 - 1.2.1 Focus Group: Thursday 23rd November 17:30

Matters for Report

2. NAC

- a. There are currently 12 applications under considerations with feedback from the October opening.
- b. **ACTION:** ICSM ask for viewing access to Incubator Clubs transaction and budget pages on eActivities. DPCS to talk with Systems to arrange this.

3. ADF

- a. DPCS tells the Board that information on applications is about to be sent out. There are around 20 applications.

4. Tours

- a. The Board will be voting on the 14th November.
- b. Questions over whether Bottlematch is applicable for sports tour funding. DPCS says they can apply and it would be down to the committee to decide.

5. CSP Policy Working Group

- a. The following members put themselves forward for the Policy working group: Dan Faehndrich, Rhys Smith, Michael Edwards, Rajev Ark, Andrew Hill
- b. **ACTION:** DPCS to arrange meeting for Focusgroup

Matters for Decision

6. ADF Committee election

- a. No interested members in running.
- b. Will continue with the previous four members (Sports Chair, CGCU President, ICSMSU Treasurer, and Recreation Sector Chair) with DPCS holding final decision if there is a split in voting matters.

7. NAC

- a. Sports Sector Chair is elected into the Committee

8. Use of Union Funds Policy

- a. Drafted by Rachel (DPFS) and James (DPCS) last year but current DPCS has added slight adjustments and changes.
- b. Committee discuss whether there should be percentage limits for clubs with smaller finances
- c. **Action:** Tom to look into 7 year length of financial responsibility for clubs
- d. **Action:** Tom to look into finances of shut down clubs with positive and negative balances
- e. **Action:** Harlington Grant period – when this is taken back from CSP's and how/when can CSP's reapply to spend left over amounts.
- f. Committee vote on points 1.3, 1.3.1, 1.3.1.1 – motion passed

Matters for Discussion

9. ICSM Dep Socs

- a. ICSM raise the question of what constitutes a DepSoc, and what their roles and responsibilities are - Welfare, Education, Social
- b. **Action:** Hannah and Rhys to arrange meeting with CU's and any other interested members to discuss DepSocs and feedback to CSP at a later date.

10. RCSU Report

- a. Mums and Dads – matching issues: systems used and questions asked between the different ways CU’s manage their schemes successfully. Look at using the involvement of club interests of individuals to help build a stronger relationship
- b. Room Bookings – DepSocs appear to have privileges in room booking abilities with access to un-bookable rooms through the Union and with direct contact with departmental bookers.
 - i. **Action:** DPCS and Hannah to distribute room booking policy and look into extending the bookable rooms through the Union.
 - ii. **Action:** DPCS to update on changes to the room booking system and process.
- c. Sponsorship – issues regarding the turnaround, particularly with Physics and Maths. Calls to look into an online process through eActivities for ease and speed. DPFS explains this is being looked into and is in the systems pipeline for April/May.

11. MG Governance

- a. It is believed the restructure raised issues with elections of Committee members
 - i. The current voting structure is the following: MG’s have AGM - one club, one vote with existing exec allowed a vote each. Mini MG’s – one club, one vote
 - ii. ICSM and Sports Sector raise the question as to whether a club having a bigger membership should have more weight/votes in the elections due to it affecting a larger number of people.
 - iii. It is decided that the one vote per club will stay for now.
- b. MG difference with CU
 - i. Decided that the MG Exec should decide on constitution changes like CU’s do rather than having all members of the MG vote on changes.
 - ii. MG’s look to seek a period of time where Constitution changes can be made for ease on Committees.

12. AOB

- a. A&E raise concerns over Conference and Events bookings and how their bookings are often changed or cancelled last minute (Great Hall, SCR, QTR).
 - i. DPCS recommends keeping a record of these problems to be looked into by the Student activities Team
- b. Request for MG Chairs being able to changed committees on eActivities
 - i. Action: DPCS to speak to Systems about arranging this.

Date of next meeting: 12/12/2107 SAF 122 18:00-23:00