

**Minutes of the Imperial College Union
Clubs, Societies & Projects Board
15th November 2018
Royal School of Mines G01**

James Medler	Deputy President (Clubs & Societies)
Claudia Caravello	Deputy President (Finance & Service)
Michael McGill	RCSU President
Joseph O'Connell-Danes	A&E Chair
Thomas Fernandez-Debets	Sports Chair
Krystal law	Sports Treasurer
Thomas Pleece	RCC Chair
Deraj Wilson-Aggarwal	Silwood President
Owen Heaney	CGCU Clubs & Societies Officer
Nicolas Forster	CGCU VPCS
Zack Jeanrenaud	RSMU Treasurer
Anthony Onwuli	RSMU VPCS
Chimdi Igwe	Culture Sector Chair
Martin Yau	CF Chair
Daniel Wigh	KN Chair
Tom Willis	ICSMSU Clubs and Societies Chair
Muntaha Naeem	ICSMSU MG Treasurer
Hannah Hart	Student Activities Coordinator

Formal Business

1. Chair's Business
 - a. Previous CSPB minutes approved
 - b. Clubs in debt
 - i. **Action:** All MG's to contact all CSP's in debt to see why and send these over to DPCS & DPFS
 - ii. Event budgets to be made for CSP's in debt for all their activities throughout the year to track their progress.

Matters for Decision

2. Clubs, Societies and Projects Policy
 - a. CSPB accept definition of Management Group Board Exec
 - b. Discussion on being Chair of an MG and Chair of a CSP – appendix 3.b.c MG/CU Chairs & Treasurers are not allowed to hold a principle club officer position in addition to their role in a MG/CU without prior approval from the DPCS, or DPFS.
 - c. Discussion on whether those “appointed” below a committee for roles and responsibilities in a CSP should have registered positions on the committee. Decided no as these are not elected unless they are using Autumn Elections and individuals who are just active and helping the society are not necessarily committee positions.
Resolved: The Board moves to pass the CSP Policy with the discussed changed.
Action: Updated Policy to be published online.

3. Budgeting Timeline

- a. DPCS proposes the same week commencing dates for budgeting as previous year.

Date	Action
7 December 2018	Budgeting opens for CSP's on eActivities
20 January 2019	Budgeting closes for CSP's (12:00) Budgeting opens for Management Groups (12:00)
1 February 2019	Budgeting closes for Management Groups (12:00)
5 February 2019	Budgeting meeting 1 (18:00)
26 February 2019	Budgeting meeting 2 (18:00)
5 March 2019	Budgeting Meeting 3 (18:00)
15 March 2019	Distribute budgets pending appeals

4. Budgeting Process

- a. DPCS demonstrates new budgeting format from both CSP perspective and MG perspective.
- b. Points raised as follows:
- CSP's should be able to request their membership prices rather than just having the calculated amount but include justification box for CSPB to accept or reject – To be added to new system
 - Discussion on where sponsorship should fall in budget. Resolved: This should fall in core general lines
 - System doesn't account for variable income. This should be a discussion with the CSP and MG who can then report back to CSPB with justifications.
 - How are DepSoc's memberships protected? Resolved: These will continue to be free but if calculations prove to suggest a high membership cost then activities need to be reviewed. Discussion with MG here.
 - Change MG approvals to "Full, Partial, None" rather than "Yes & No".
- c. **Action:** DPCS to upload version for example budgets to be completed onto Microsoft Teams
- d. CSP Training to start next week (w/c 19th November)

Matters for discussion

5. Sports Hub Update

- a. DPCS proposes working group volunteers. This will include 2 Sports Sector representatives, 1 ICSMSU representative, 1 RSM representative, 1 representatives from either RCC or A&E.
- b. Paper for the proposal of Sports Hub must go to Union Council by the 22nd January
- c. Action: Regular working group meetings to be emailed out to attendees

AOB:

6. Standing Orders

- a. MG's and CU's to use guidance from the CSP Policy to create Standing Orders to be approved by CSPB.

7. Charity Clubs

- a. Wish to receive Union Grant but not charge memberships as this defeats aims and objectives.
 - b. Discussion on Felix, ICSM Gazette and Liberation societies and whether it is fitting to charge membership for these groups.
 - i. Discussion to continue at next CSPB with aim for decision in line with Annual Budgeting Policy.
 - ii. **Action:** DPCS to look into finances of these effected CSPs.
8. Health and Safety board
- a. DPFS looking for one CSPB rep top come forward to sit on Health and Safety Board
 - i. **Resolved:** ICSMSU Clubs and Societies Chair volunteers for position.
9. Update from ACC in regards to managing claims for food and drink from CSP's, particularly in regards to alcohol.
- a. Now ensuring clubs submit proof of invite for all club members for inclusivity and accessibility to event through communications such as mainlining list and social media posts. Recommended for best practice for financial claims across CSPB.

Next Meeting: Tuesday 4th December at 18:00 in Union Meeting Rooms 1&2