June 5th CS PB minutes



CLUBS, SOCIETIES & PROJECTS BOARD (CSPB)

The fifthordinary meeting of the **Clubs, Societies & Projects Board** for the 2019/20 session, to be held 5th June 2020 at 17:00 on Microsoft Teams.

**Attending:**

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| **Management group rep** | **Role** | **Name** |
| N/A | Deputy President (Clubs & Societies) | Thomas Fernandez Debets |
| N/A | Student Opportunity & Development Manager | Rachel Sunderland |
| N/A | Student Opportunity & Development Co-ordinator – Governance and Frameworks | Marta Mazzini Cea |
| N/A | Head of Student Experience Student Union | Tom Newman |
| [Arts & Entertainments Clubs](https://www.imperialcollegeunion.org/your-union/how-were-run/management-groups/19-20/Arts_%26_Entertainments_Clubs) | Chair | Joseph O’Connell-Danes |
| [Athletic Clubs](https://www.imperialcollegeunion.org/your-union/how-were-run/management-groups/19-20/Athletic_Clubs) | Chair | Ross Unwin |
| [Recreational Clubs](https://www.imperialcollegeunion.org/your-union/how-were-run/management-groups/19-20/Recreational_Clubs) | Chair | Chris Turner |
| [Royal School of Mines](https://www.imperialcollegeunion.org/your-union/how-were-run/management-groups/19-20/Royal_School_of_Mines) | Chris Carter (President) & Annie (VP Clubs and Socs) :) |  |
| [School of Medicine](https://www.imperialcollegeunion.org/your-union/how-were-run/management-groups/19-20/School_of_Medicine) | President | Ben Russell |

Apologies;

[City & Guilds College](https://www.imperialcollegeunion.org/your-union/how-were-run/management-groups/19-20/City_%26_Guilds_College), [Community Action Group](https://www.imperialcollegeunion.org/your-union/how-were-run/management-groups/19-20/Community_Action_Group), [Graduate Students Association](https://www.imperialcollegeunion.org/your-union/how-were-run/management-groups/19-20/Graduate_Students_Association), [Overseas Clubs](https://www.imperialcollegeunion.org/your-union/how-were-run/management-groups/19-20/Overseas_Clubs),

[Royal College of Science](https://www.imperialcollegeunion.org/your-union/how-were-run/management-groups/19-20/Royal_College_of_Science), [Silwood Park](https://www.imperialcollegeunion.org/your-union/how-were-run/management-groups/19-20/Silwood_Park) and Social Clubs.

**Agenda**

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| **Item** | **Subject** | **Lead** |
| 1 |  Welcome - Recording reminder | Thomas Fernandez Debets |
| 2 |  Apologies | Thomas Fernandez Debets |
| 3 |  Conflicts of Interest | Thomas Fernandez Debets |
| **Matters for Decision** |
| 4 |  CSP Grant for 20/21 | Thomas Fernandez Debets |
| **Matters for Discussion** |
| 5 | How is the Union responding in the context of COVID-19? | Tom Newman / Thomas Fernandez Debets |
| 6 | CSP Volunteer Strategy  | Rachel Sunderland |
| 7 | Establishing meaningful partnerships between student volunteers and the Union  | Thomas Fernandez Debets |
| 8 | Update on the room bookings project | Thomas Fernandez Debets |
| 9 | Note on Student experience for the Education Strategy and Operations Group  | Thomas Fernandez Debets |
| 10 | Reviewed Policies based on CSPB feedback are now uploaded. | Thomas Fernandez Debets |

**Agenda item 4 - CSP Grant for 20/21**

Union budget will be taken a hit, there will be a new staffing model where there are obvious savings which can be explored with this in mind what should be the new criteria for CSP to spend the budget allocated.

CSPB explored a number of options and discussed a number obstacles for adding/amending spending criteria, for example;

* government guidelines are constantly varying, affecting the events that could take place. For example, is it 200 people that can attend? or 50 people can attend events?
* it's looking like there will be no BUCs competitions for 20/21
* Suggestion for more CSPB meetings to happen before October
* Person who agrees expenditure to have guidance on what we expect to be approved
* Management Committee Chairs to ask their clubs to list their new online core activities
* encourage remote engagement

CSPB mentioned

* We should do what makes sense yet can't predict membership or attendance
* normally once the CSP has the money allocated it's up to them how they spend it
* most CSPs will be losing money as they will expect events to not take place
* there is already a layer of expensive approval
* key to this will be communicating Unions fiscal situation

CSPB explored a number of options;

* could membership be looked at?
	+ Membership to be free for the first term, however this may show inflated demand and may push up be expenditure when trying to respond to a sudden surge of members
	+ if already short of funds free membership would only further hinder CSP financial situations
	+ only buy membership if CSP deliver core purpose roll
	+ flexibility for the review membership after first term - This will have to be approved by the management group before it reaches DPCS&DPFS
	+ DPCS highlighted that recreational clubs may suffer more so this will be more promoted by Union of these clubs to help
	+ Could the ADF be reviewed? And would this be enough to address the Union’s financial hit?
	+ could there be a percentage taken off all CSPs budgets?

CSP be agreed that

* DPCS will review the ADF pot make an estimate as how much of this can be given to the Union
* This review will then inform the percentage there needs to be taken from CSP budget allocation
* DPCS to contact management group chairs individually to see where allocated budgets can be moved
* Financial situation to be reviewed at the end of first term any unused budget to create an ‘ADF-like’ fund for CSPs to access
* CSPB highlighted that this is an agreement **only** to be fulfilled in this year due to COVID-19 difficulties

**Agenda item 5 - How is the Union responding in the context of COVID-19**

Union building is closed, staff are working remotely, some commercial staff in furlough (Shop, Venues, Bar, Commercial casual student staff).

Union activity is on pause, but we are still dealing with inquiries, processing refunds to help CSP financial position, the student Choice Awards, and the summer elections have been adapted to take place online.

The Union is planning what will ‘new activity’ look like in Oct, and what services we will focus on within the College’s decision for a blended approach of on campus and online.

There will be more furlough staff to come, they will be on furlough for three weeks before the end of June, this is in connection to government guidance and schemes to allow staff to potentially return on a part time basis in July. It makes financial sense for some staff to return on a part time basis to bear in mind limited resources for the next few months.

The Union is doing a lot of scenario planning at the moment. Part of this planning has brought to light that there is already a lot of activity done online but other events and services are not such as minibuses, room bookings etc.

The Union wants to focus on building a sense of community and improving student’s extracurricular life, we are looking for CSPB to help steer these discussions in time for October.

CSPB members highlighted that over the next few months;

-new committees hand over will need the Union support

- having a direct point of contact within the Union for each management group would be very useful. Specially as Gov regulations change management groups want to know how we can align decision's to these changes and quickly react to changes to come

The Union highlighted that an exit strategy is already being planned and its part of Union staff members objectives.

ACTION = Next AC0 (All Committee Chairs weekly email) to include comms regarding Rachel Sunderland being the best point of contact for management groups.

CSPB asked if officer Academy will be virtual? Agenda Item number 6 of this meeting will explain this in more details however the short is answer yes, officer Academy next year will be more holistic will be over a week it will be through a mix of learning platforms such as eActivities and webinars.

CSPB asked if after every government announcement the Union could have guidance so as to be more reactive?

ACTION = DPCS to liaise with Rachel and Tom Newman from what can be communicated with management committees to react to government announcements one suggestion is a frequently asked question static document on the website.

CSPB asked what are the plans to access CSP equipment?

The College's is leading a plan on how the buildings are used. The Union is talking to the College about how the Union spaces access needs, this will form part of the whole accessing college space plan.

**Agenda Item 6 - CSP Volunteer Strategy**

The volunteer strategy presentation delivered by Rachel Sunderland can be found here. Please note the Volunteer strategy started before lockdown and it is relating to all volunteers’ roles.

ACTION = DP CS to add Rachel too the CSPB Teams channel

ACTION = Rachel Sunderland to share presentation on CSPB Teams channel

After the volunteer strategy presentation CSPB advised to be aware of ownership for the next affected by the changes or improvements the strategy will bring.

ACTION = Rachel Sunderland to share report on the full research as part of the volunteer strategy as this highlights the need for the strategy to be done collaboratively, thus agreeing with CSPB’s advice on not losing sight of student ownership.

CSPB was very supporting of the Vol Strategy and felt this was a welcome approached not tried before, they did highlight the importance of timings due to management group committee changes coming up.

**Agenda item 7 - Establishing meaningful partnerships between student volunteers and the Union**

DPCS introduced the designing of a framework for better student consultation he's working on. This includes a monthly ‘Town Hall’ like meeting where senior volunteers and Union staff are invited to attend for a two-way update to be shared, as well as once a term for Tom Newman to attend CSPB.

CSPB asked for the allocation of one student opportunities and development coordinator to be allocated per management group to help with day to day queries. From their recent experience this has been the most effective support to progress queries and management group needs.

DPCS explained the restructure of the team was aimed too better represent students’ needs and senior volunteer structure. However due to College closure during lockdown and further restructures etc this has been paused, but it will be picked up again by Tom Newman and Rachel Sunderland.

It was also noted that DPCS is writing a paper on resources which will be shared with CSPB for comments.

**Agenda item 8 - Update on the room bookings project**

The Union is reviewing the room booking policy specially relating with new commercial events. DPCS is reviewing the new policy which will be shared with CSPB before it's taken to Leadership.

Two main points being looked at in this policy are;

* reserving out of term Time for commercial bookings and term time for CSP bookings
* re-purposing of rooms including Beit venues, to be made accessible for CSPs to book.

ACTION = DPCS to share new Union room booking policy by next Friday (June 12th) for CSPB to comment.

**Agenda item 9 - Student experience for the Education Strategy and Operations Group**

This is a working group run by the College, it meets on a daily basis, the project group is made up of 7 streams of which ‘student experience and extracurricular activity’ is one of these streams. Each stream has been allocated a staff member, DPCS will be one of the Officer Trustee’s representing students in the student experience stream. DPCS will be coordinating a cross College stakeholder communication mapping exercise, this was shown to CSPB.

This project will help build a case for College to support the funding of online services and platforms.

CSPB was asked what in their opinion are the key deliverables that need to be added to the Student Experience stream, below are their suggestions;

* exercise and health including mental health
* making sure online activity connects with CSPs main core and most current gov guidance’s (?)
* building long and lasting meaningful relationships (☺)

**Agenda item AOB**

1. CSPB asked how the Harlington allocation funds were progressing.

DPCS explained that the applications are being reviewed in light of the financial situation.

ACTION = DPCS will get in contact with those CSPs that have had an approved application to update them on the progress and situation.

1. CSPB highlighted the need to consider GDPR guidance update for clubs if there will be membership joining changes.