Minutes of the Imperial College Union Clubs, Societies & Projects Board

20th August 2020 – Teams online meeting

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| Management group rep | Role | Name |
|  | ICU Deputy President (Clubs & Societies) | Ross Unwin |
|  | ICU Head of Student Experience | Tom Newman |
|  | ICU Deputy President (Welfare) | Shervin Sabeghi |
|  | ICU President | Abhijay Sood |
|  | Student Opportunities and Development Manager | Rachel Sunderland |
|  | Student Activities Co-ordinator – Governance and Frameworks | Marta Mazzini Cea |
| [Arts & Entertainments Clubs](https://www.imperialcollegeunion.org/your-union/how-were-run/management-groups/19-20/Arts_%26_Entertainments_Clubs) | Chair | India Marsden |
| [Athletic Clubs](https://www.imperialcollegeunion.org/your-union/how-were-run/management-groups/19-20/Athletic_Clubs) | Chair | Geoffrey Sheir |
| [Overseas Clubs](https://www.imperialcollegeunion.org/your-union/how-were-run/management-groups/19-20/Overseas_Clubs) | Chair |  |
| [Recreational Clubs](https://www.imperialcollegeunion.org/your-union/how-were-run/management-groups/19-20/Recreational_Clubs) | Chair | Adam Turner |
| [Social Clubs](https://www.imperialcollegeunion.org/your-union/how-were-run/management-groups/19-20/Social_Clubs) | Chair |  |
| [City & Guilds College](https://www.imperialcollegeunion.org/your-union/how-were-run/management-groups/19-20/City_%26_Guilds_College) | President  | Hayley Wong |
| [Graduate Students Association](https://www.imperialcollegeunion.org/your-union/how-were-run/management-groups/19-20/Graduate_Students_Association) | President | Zixiao Wang |
| Imperial College [School of Medicine SU](https://www.imperialcollegeunion.org/your-union/how-were-run/management-groups/19-20/School_of_Medicine) | President | Muntaha Naeem |
| Imperial College School Medicine SU - Clubs and Societies | Chair | Christian Oldfield  |
| [Royal College of Science](https://www.imperialcollegeunion.org/your-union/how-were-run/management-groups/19-20/Royal_College_of_Science) Union | President | Aparna Pillai |
| [Royal School of Mines](https://www.imperialcollegeunion.org/your-union/how-were-run/management-groups/19-20/Royal_School_of_Mines) Union | President | Jasmine Crocker |
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Apologies; Community Action Group, Silwood Park

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Formal Business

1. Chair’s business
a. Welcome and Conflicts of interest

Matters for decision

1. Membership pricing and strategy.

Due to Gov and College social distancing measures as a result of COVID-19, CSP activity may be reduced which brings into question membership price justification. Committee members discussed principles by which all MGs will sign up when considering membership changes as a result of social distancing measures. These agreed principles are;

* 1. Unlink grant to membership
	2. Subscription for membership is to be transparent.
		1. Members will know what their fee will go towards. This could be as simple as ‘supporting the CSP’, but it must be stated at point of purchase.
		2. CSP may opt for a pay-as-you-go offer to it’s members. This should be reflected by a drop-in memberships fee with the option to pay extra (or pay as you go) for individual activities that would have otherwise been covered in the original higher membership fee.
	3. CSP should not change their membership if they can still deliver usual activity.
	4. CSP to offer both in person (within Gov and College’s restrictions) and remote activities
	5. Health and safety must be considered if changing membership fee.
	6. MGs must be involved in membership fee changes and will give final approval.
1. Safe activities and community development fund

DPCS has been working with the Union to create a new administratively agile fund for making CSP activities safe during a pandemic. The committee discussed this new fund’s size, source and criteria.

3.1 20k pot size was agreed.

3.2 It was agreed that the criteria will not include making travel safe as this would deplete the 20k too quickly.

3.3 The amount applied for would be brought down to £500 from £1000

3.4 Decision for allocating this will be taken by DPCS, DPFS, Student Opportunities & Development Manager and by Head of Student Experience. When making allocating decisions these decision makers will avoid monopolising of CSPs from this fund.

1. CSP Transport options

4.1 Due to Gov and College social distancing measures as a result of COVID-19 until further notice CSP travel will be altered;

- The Union will not endorse overnight trips nor international travel

- Union minibuses can't provide socially distant travel. For this reason, no Union vehicles will, be in use. However, DPCS is working on alternatives for Sports training sessions travel.

1. NAC 20/21

Due to resources the Union has not been able to support New CSP to a good enough standard for some time. With all the expected fast changes as a result of COVID-19 restrictions the Union feels it will not be able to support New Activity. The committee agreed to suspend NAC for one year, and instead use the time to focus its support on dormant, inactive and incubator CSPs, plus look at how the whole process can be streamlined to be less admin heavy for all involved.

1. COVID code of conduct (1st item)

6.1 The committee was shown a draft code of conduct due to the importance of communicating and adhering to health and safety during a pandemic where lives are at risk. This code of conduct will serve as a guidance doc alongside the volunteering policy, as the volunteering policy is owned by the Board of Trustees.

None-adherence of this guidance, will be reprimanded.

6.2 The committee discussed if there should be a higher standard code of conduct for senior volunteers. It was agreed that there should only be one code of conduct.

6.3 The committee requested for code of conduct to have an enhanced point regarding social media usage.

6.3 It was highlighted that a breach of the code of conduct will incur financial penalty, the committee agreed.

6.4 The committee decided it was not necessary to have a separate covid code of conduct

1. Use of building space

7.1 DPCS is working with the College to better understand the needs of CSP College space.

7.2 ACTION for MG’s – to populate the list of rooms within College their corresponding CSPs will need

7.3 ACTION for DPCS – add Great Hall in his discussion with College re CSP use of space.

7.4 Risk assessment with COVID-19 social distancing restrictions measures will have to be completed for every event activity. Risk assessments (RA) processing has been highly prioritised by the Union as there has been some neglect of this in the past. The Committee was given a heads up to expect RA to be imperative for CSP activity to go ahead and to expect a new way of submitting these.

1. ‘Give it a go’ programme

8.1 Give it a go programme may not be facilitated in person, the committee agreed that ‘give a go’ for 20/21 should be;

* Online
* If face to face to only be done with low capacity
* Free
* Low commitment (no membership or subscription needed)
* Sport CSP might only be online social events

8.2 DPCS asked the committee which MGs wanted to take part in this years ‘give a go’ programme. Below are those who opted in;

- Recreation

- Community

- Arts & Ents

- ICSMSU

- RSM

- ACC (pending decisions on sports hub)

- CGCU

-Sport

1. AOB - CSPB – future format/invites

9.1 committee agreed for CSPB to be held on Thursday at 6pm wherever possible

9.2 Next CSPB to be in mid-September

ACTION – Activities coordinator to put this in Committees Chairs diaries

9.3 potential topics to be discussed on next CSPB will be which policies to rework throughout the year as well all decide on all other future CSPB dates for 20/21 academic year.