



CLUBS, SOCIETIES & PROJECTS BOARD (CSPB)
Clubs, Societies & Projects Board for the 2020/21 session, to be held 8th October 2020 at 6pm on Microsoft Teams.

Attending:

Management group rep	Role	Name
N/A	Deputy President (Clubs & Societies)	Ross Unwin
N/A	Student Activities Co-ordinator – Governance and Frameworks	Marta Mazzini Cea
Arts & Entertainments Clubs	Chair	India Marsden
	Treasurer	Benjamin Stobbs
Athletic Clubs	Chair	Geoffrey Sheir
	Treasurer	Aymeric Regnier
Recreational Clubs	Chair	Adam Turner
City & Guilds College	President	Hayley Wong
	Treasurer	Allan Lee
Graduate Students Association	President	Zixiao Wang
Royal College of Science Union	President Treasurer	Aparna Pillai Matthew Leontsinis
Royal School of Mines Union	President	Jasmine Crocker
	Vice President – Clubs & Societies	Jessica Dring-Morris
	Treasurer	Chami Gomez
Imperial College School of Medicine SU	Clubs and Societies Chair	Christian Oldfield
	Treasurer	Pedro Chen
	Vice Chair- Volunteering & Academics	Pritesh Patel
	Vice Chair- Sports & Arts	Sebastian Mitchell
Overseas Clubs	Chair	Joshua Afengbai
Knowledge Clubs	Chair	Alexander Nielsen

Apologies; Community Action Group, Silwood Park, Social Clubs

Agenda

Action Tracker -

As the action tracker had not been updated for a number of meetings DPCS updated committee members on most pertinent **items** that need completing.

- **Motor club garage to be more fit for purpose.** Adam Turner to confirm with Team Bo and update DPCS.
- **Halls and Silwood Park** – to be picked up at next CSPB as no Silwood rep on meeting.
- **Finance situation to be reviewed and new fund to be created** – DPCS to complete this by end of Term 1, however committee members were reminded of COVID adjustments working group. Committee agreed to use the same working group for to explore both funds and adjustments
- **Room booking policy review** – Marta and Jo Purkiss to move this forward
- **Harlington applications** – it is on DPCS's list of items to get too
- **Review authorisation process of online requests** – Committee members explained they had a lot of push back from their CSPs. DPCS explained this has been reviewed with multiple Faculties and College, and all are in agreement that online RA's should go ahead. Union's prepopulated template should help make a faster process for CSPs, committee members were encouraged to send any suggestions to improve this template. Union has approved two thousand events so far. DPCS explained RA has laxed in the last few years and this was always on the cards to be improved, this new RA system is not as a response to COVID, although COVID has meant face-to-face events will need an extra layer of safety controls. MG encouraged to send any recurring complaints to Activities inbox and or DPCS. Committee was reassured annual RA process is being reviewed which should positively affect the timescales of RA as a whole.

Action – DPCS and RCSU Treasurer - Matthew Leontsinis to meet regarding details of DeptSoc and ICU's relationship.

Action – CSPs have mentioned they cannot see where on eActivities it says that online events must be risk assessed. DPCS to reiterate this point via ACO and eActivities page. All CSP activity needs a risk assessment

Action – Finance training level 1 and 2 still not uploaded, DPCS to remind Declan and Sam to upload this.

- Finance training level 3 to be **recorded** by DPCS and shared with MG chairs and vice presidents.

MG updates

MG	Highlight	Headache	Docs and Finances reg flags
Knowledge Sector update	1st MG meeting in two years, committee is starting to take shape with recently elected members.	Welcome fair issues, slight disappointment on platform deliverables.	10 CSPs are missing contact details 7 missing financial responsibility
Arts and Ents	Achieved a Vice Chair vote. CSP successfully moving their art form on line. Union Brunch livestream.	In person music events. Working to gain more clarity and guidance from Blyth centre. Societies with no committees that are still holding activity.	
Royal College of Science Union	All DepSpc have sponsors and sponsorships funds. Good event turn outs.	Online RA push back and confusion. Event classes with RCSU and Dept Soc.	
CAG	Haven't met all CSPs yet. Highlights to come next month (?)	Unsure how to run RAG AGM. DPCS explained it was added in to the online autumn elections.	
Athletics Club	Launch of Imperial Athletes, Student can pay £25 membership for access to all sports clubs. Martial arts vice chair recruited too.	Launch of Imperial Athletes, lots of questions and improvements to accommodate those Sports that don't quite fit into current new model. Team Court Vice Chair role still vacant.	Ice hockey in debt

Recreational Clubs	<p>Individual conversations with Vice Chairs – Rec Club MG has a good grip on what their CSPs do.</p> <p>Microsoft Teams set up, faster resolving of issues, good info sharing.</p> <p>Appreciation societies doing well with online transition.</p>	<p>Welcome Fair mailing list.</p> <p>Exploration clubs are struggling with online transition, would like more support from Move Imperial – ACTION - DPCS to have a convo offline with Dance Clubs and Exploration Clubs (in person physical activity that is not under Move Imperial) to dress the lack of endorsement from central body. What can the union do to help facilitate these?</p>	
Royal School of Mines Union	<p>Training sign up numbers are great.</p>	<p>Incubator clubs.</p> <p>Tennis – no courts. Can they start training by hiring external courts and claim later? ACTION –RSM to set up meeting with DPCS, Athletics Clubs, and RSM Sports Clubs.</p> <p>Hockey Club need new keeper kit, SGI from membership would fund this. How can they do this in new membership scheme? DPCS explained they can access ADF or Harlington fund.</p> <p>RSM Cricket does not have access to eActivities. ACTION – DPCS to get RSM Cricket on eActivities.</p>	
City & Guilds College	<p>Good sponsorship so far.</p>	<p>Science Soc to amend their constitution but have skipped a few democratic steps in doing so. ACTION - DPCS and CGC to pick this up offline.</p>	
Imperial College	<p>Clubs are generally happy.</p> <p>Clubs and Soc rep and plan.</p>	<p>Tennis has now been accepted as part of Imperial Athletes and are paying for their own courts, but hey</p>	

<p>School of Medicine SU</p>		<p>will be reimbursed for this. ACTION – ICSMSU to email RSM email trails for this agreement.</p> <p>Golf in the incubator, would like some support from Move Imperial. DPCS reassured committee those in incubator will get another chance. ACTION – DPCS to pick up golf chat with ICSMSU offline.</p> <p>Musics request to use Reynolds rejected and signposted to SK campus, this is not possible due to timings. DPCS explained it may be due to no system to monitor COVID safety measures atm. ACTION – DPCS, Declan and ICSMSU Clubs Chair Chris to discuss.</p>	
<p>OSC</p>	<p>Teams chat created for all CSP committee members.</p> <p>Will be running a new election.</p>	<p>Mailing list and memberships were headaches, but this has been sorted.</p>	

ACTION - Knowledge sector to share on the Teams CSPB general folder the online platforms which one of their SCP recommends as 'cheap and easy' for events.

Suggestion to explore getting a Zoom account to share with all CSP's, DPCS pointed out potential for license's breaches and that updated versions of Teams are catching up to other platforms. **ACTION** – DPCS to ask for Teams features to be unlocked for certain role accounts.

ACTION – RSM and ICSMSU to send Geoff Athletics Clubs, a list of CSP to be included in the comms for Imperial athletes.

Working group for COVID funding adjustments

Working group expected to meet 2hours next week and 2hours week after.

Committee members volunteered were;

ACC Chair - Geoffrey Sheir

Arts and Ents Chair - India Marsden

Recreation Sector Treasurer

Christian Oldfield - ICSMSU Clubs and Societies Chair

Nielsen, Alexander - Knowledge Chair

The working group will agree on the principles for DPCS to follow when calculating the reallocations. DPCS will then contact each MG or CU. All these changes to be ratified at the Nov CSPB.

Sub-committee policy reviews (NAC)

Committee reviewed and authorised Policy so the new NAC Committee could be elected. The review was completed with the understanding that sports Societies will in future be affected by Imperial Athletes developments.

ACTION – Activities coordinator to remove all non-relevant NAC Policies and make sure there is only one and relevant NAC policy on the website.

Policy changes included;

- updating the term 'physical meetings', as these will most likely be done online.
- Add a caveat for incubator to have exemptions on the 12month, to include things like a pandemic.

Sub-committee policy reviews (ADF)

Committee asked for ADF policy to include a reference to the Contingency fund Policy to avoid merging of Policies.

Amend section on equipment care to reflect for pause of activity or access due to factors outside of a CSP control, such as a pandemic.

"excepting periods of time where maintenance cannot have been undertaken due to Union or College policy preventing in person activity"

Change 'CSPB' to 'Activities development fund committee'.

Suggestion to add a timeline for decision = added 'application will be collated and approved by committee within a month.

Sub-committee policy reviews (TOURS)

CSPB to be named correctly.

Sub-committee rep elections (NAC)

Arts and Ents Treasurer - Benjamin Stobbs,

Recreation Sector Chair - Adam Turner

Knowledge Chair - Nielsen, Alexander

Christian Oldfield - ICSMSU Clubs and Societies Chair

ACC secretary - Ariane de Saint Victor

Sub-committee rep elections (ADF)

ACC Chair - Geoffrey Sheir

Arts and Ents Chair - India Marsden, Chair

RCSU Treasurer - Matthew Leontsinis

Pedro Chen - ICSMSU Management Group Treasurer

Recreation Sector Treasurer - Ferdinand

Sub-committee rep elections (TOURS)

Seb Mitchell - ICSMSU Vice Chair for Sports and Arts

Olivia Keatley - Team Field Vice Chair

Recreation Sector Chair - Adam Turner

Arts and Ents Secretary - Daniel Foran, Secretary

Zixiao Wang GSU President

MG standing orders

Sports - to be rewritten due to Imperial Athletes scheme **ACTION** – to be ratified in next CSPB.

Knowledge – researching most relevant versions **ACTION** – to be ratified in next CSPB.

Culture **ACTION** – to be ratified in next CSPB.

Community **ACTION** – to be ratified in next CSPB.

DPCS – **ACTION** to work individually with Sports, Knowledge, Culture and Community Standing orders.

Arts&Ents and Representation standing orders, were accepted by DPCS with everyone's consent. With updated ratification date for Oct 8th 2020.

AOB

Action - CSPB meetings to be cancelled and rebooked to allow for accurate attendance records.

1. Suggestion to review Life Members offer due to potential online safeguarding concerns. Committee members expressed the value that Life Members have brought to CSPs. **ACTION** – RSM to lead on writing a paper to be brought to Council.
2. Sales invoice Union process changed. Committee asked for more transparency on how and when the Finance team chases invoice payments. **ACTION** – DPCS and DPFS to review this and see if chaser emails can be sent and recorded automatically from eActivities.
 - a. What happens if there is a bad debt? Does the Union underwrite these debts? Even if this is not sustainable. DPCS suggested it may be better for this to be down as a 'CSP loss'. DPCS informed that new head of Finance has agreed for the Finance team to reach out the CSPs after three months and ask them how they would like to process, for example they may want to get involved in the debt chasing.

3. Some CSPs are unable to clear their contact details flag on eActivities.
ACTION - MG chairs to send any of these CSP contact details to Activities inbox, the Student O&D Team will sort this out.

Next Meeting: 12th November 2020