



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

**Attending:**

| <b>Management group rep</b>                                | <b>Role</b>   | <b>Name</b>   |
|--|---|---|
| N/A  | Deputy President (Clubs & Societies)                                    | Ross Unwin  |
| N/A  | Student Activities Co-ordinator – Governance and Frameworks             | Marta Mazzini Cea                                     |
| <u>Arts &amp; Entertainments Sector</u>                    | Chair   | India Marsden   |
| <u>Sports Sector</u>                                       | Chair<br>Treasurer  | Geoffrey Sheir<br>Aymeric Regnier                     |
| <u>Community Sector</u>                                    | Chair<br>Vice-Chair (Faith)   | Enson Un<br>Shivam Patel                              |
| <u>Culture Sector</u>                                      |   |   |
| <u>Recreation Sector</u>                                   | Chair<br>Treasurer  | Adam Turner<br>Ferdinand Krammer                      |
| <u>Knowledge Sector</u>                                    | Chair<br>Treasurer<br>Vice-Chair (Education)                            | Alex Nielsen<br>Chris Mentis Cravaris<br>Wei Yen Heng |
| <u>City &amp; Guilds College Union</u>                     | President<br>C&S Chair<br>Treasurer                                     | Hayley Wong<br>Kyubin Lee<br>Allan Lee                |
| <u>Imperial College School of Medicine Students' Union</u> | ICSMSU Clubs & Socs<br>Chair<br>ICSMSU President<br>ICSMSU MG Treasurer | Chris Oldfield<br><br>Muntaha Naeem<br>Pedro Chen     |
| <u>Royal College of Science Union</u>                      | RCSU Treasurer  | Matthew Leontsinis                                    |
| <u>Royal School of Mines Union</u>                         | VPCS<br>Treasurer   | Jessica Dring-Morris<br>Chami Gomez                   |
| <u>Community Action Group</u>                              | Chair   | Tin Hang Un   |

**Apologies**, Silwood Park, Graduate Student Union.

**ACTION** - DPFS to reach out to Silwood Chair for budgeting.

**Agenda item** - Action tracker

**ACTION** – MMC to contact OSC Chair to progress and finalise standing orders.

## Agenda item - MG updates

In the interest of time there were only three of MG updates shared at the CSPB meeting.

| MG                              | Highlight  | Headache  |
|---------------------------------|--|---|
| <b>Knowledge Sector update</b>  |  | <p>Delays in Sponsorship agreements confirmation, 6 contracts being waited on.</p> <p><b>ACTION</b> – Knowledge Sector Chair to escalate this delay in contracts by sending an email with details of numbers of contract and length of delays, cc in DPCS Ross, DPFS Sam, ICU president Abhijay and ICU MD Tom Flynn.</p>   |
| <b>Royal College of Science</b> | Executive committee projected expenditure meeting with Faculty, will take place next week. | <p>Tried to catch up with CSPs regarding budget but have had no engagement. CSPB members provided some advice on how to improve CSP engagement, such as pointing out that this is a break in their constitution but also approaching volunteers individually can have better response rates.</p> <p>Committee positions still not changed <b>ACTION</b> – DPCS Ross, Matt Treasurer and Aparna Chair to review constitutional role changes.</p> |
| <b>Recreational Clubs</b>       | Managed to reach all CSPs ahead of grant reallocations and received a good response.       | <p>Miscommunication with finance where a PO had not been paid even though it showed as paid. This has created some tensions between the club and the supplier.</p> <p><b>ACTION</b> – Recreational Clubs Chair to send email summary of this.</p> <p><b>ACTION</b> – DPCS, DPFS and Jayne Hufford HoF to discuss and resolve this.</p>  |

**Agenda item - Annual budgeting discussion.**

CSPB members discussed and agree on a new timeframe for the 20/21 CSPB Budgeting Policy. The full policy will be looked at the Jan CSPB meeting. See agreed timeframe below,

| Date   | Action   |
|--------|--|
| 13-Jan | Budgeting opens for CSPs online (Day after CSPB)                                     |
| 11-Feb | Budgeting meeting 1 (18:00) (@SPB)   |
| 19-Feb | Budgeting closes for CSPs (13:00)<br>Budgeting opens for Management Groups 1 (13:00) |
| 28-Feb | Budgeting closes for Management Groups 1 (13:00)                                     |
| 02-Mar | Budgeting meeting 2 (18:00)  |
| 06-Mar | Budgeting opens for Management Groups 2 (13:00)                                      |
| 14-Mar | Budgeting closes for Management Groups 2 (13:00)                                     |
| 16-Mar | Budgeting meeting 3 (18:00)  |
| 18-Mar | Distribute final budgets to CSPs   |
| 23-Mar | Appeals meeting  |

**ACTION** – DPCS and ICSMSU Clubs & Socs Chair To meet and plan which activities to separate for CSPB, SPB and CSP.

The Board asked if there will be debt management support for MG groups, DPCS gave the Board a heads up that there will be a new policy being reviewed and created regarding CSP debt management plans.

The Board also asked if there will be training on the annual budgeting app. There was a discussion, and it was agreed that the following would be best for budgeting app training.

1. Live walkthrough of the app, with questions session after - video would be ideal for this, recorded for future use and reference
2. bulk off CSP training to be done centrally with MG Chairs to pick up questions but to have pre-recorded material to reference to

**ACTION** – DPCS to offer the following.

1. Jan 12<sup>th</sup> - CSPB training (as agenda item of next CSPB)
2. Jan 13<sup>th</sup> - CSP Vol training live sessions and share recording after
3. Jan 14<sup>th</sup> - Open budget submission window

**ACTION** – DPCS level 1 finance training to be re-recorded.

**Agenda item - Grant adjustments due to COVID19.**

The COVID grants adjustments working group met and shared the spreadsheet with their decisions. The savings made were greater to allow more funds to go to ADF.

After signposting Board members to the working groups principles, the Board was happy to approve the workings and allocations of the working group.

The Board asked for ADF to prioritise those CSPs which were more negatively affected by the COVID grants adjustments.

**ACTION** –Declan to put a question for ADF approvals for grants adjustment losses.

**Agenda item** - Christmas closure and Term 2 activity.

Term 2 activity will all be tier dependent. If London is a tier 2 we will go back to the already agreed limited and Govt. compliant face to face activity. With the possibility to relook at the restrictions for dance groups. However, if we go into the tier 3 there will be no face-to-face activity.

**ACTION** – DPCS to find out why room bookings to Medics will begin on Jan 18<sup>th</sup> and not before.

**ACTION** – All MG Chairs to Spread the word about Facebook groups there to support those not going to visit family over the break, including the Xmas budding scheme. Also, any ideas for events or activities during this break will also be welcomed.

**Agenda item** - Appendix 4 -CSP Code of Conduct.

CSPB we're not aware of the code of conducts but think it's a great idea and suggested for this to be shared and signed by all union members and captured similarly to financial responsibility process. **ACTION** – code of conduct to be signed in January.

There was a discussion about the mention of websites and emails and how some of these rules were being broken. Suggestion for code of contact to refer to, Cyber Bullying Policy, Web Policy, Social Media Policy, and there be a mention about proper conduct with an online/virtual presence.

**ACTION** – once budgeting is completed DPCS will bring to CSPB, Web Policy, Email Addresses, and Social Media Policy.

**Agenda item** - Scheduling CSPB, SPB and Sports Board.

- Joint CSPB will be January 12
- CSP will take place on all dates agreed on the above agenda item – '*Annual budgeting discussion*'.
- Sports Board will meet fortnightly every Tuesday between 5:00pm and 6:00pm

**ACTION** – DPCS and MMC to catch up on this re scheduling.

**Agenda item** - Elections improvements.

Leadership has taken into account CSPBs comments however they agreed that online voting will be a necessity for all CSPs. If any CSP wants to opt out they will need to run this via the MG Chair first, and then to submit a formal request.

**ACTION** – DPCS and MMC to work on formal opt out form.

**ACTION** – MMC to work with Systems and Union Reception to send a mail merge to CSPs informing them of the roles that will be elected too, as a prompt to make any changes needed before e-voting takes place.