



CLUBS, SOCIETIES & PROJECTS BOARD (CSPB)
Clubs, Societies & Projects Board for the 2020/21 session, to be held 13th
 December 2021 at 6pm on Microsoft Teams.

Attending:

Management group rep	Role	Name
N/A	Deputy President (Clubs & Societies)	Ross Unwin
N/A	Deputy President (Finance & Services)	Sam Lee
N/A	Student Activities Co-ordinator – Governance and Frameworks	Marta Mazzini Cea
Arts & Entertainments Sector	Chair Treasure	India Marsden Ben Stobbs
Sports Sector	Chair Treasurer	Geoffrey Sheir Aymeric Regnier
Community Sector	Vice-Chair (Faith)	Shivam Patel
Recreation Sector	Chair	Adam Turner
Knowledge Sector	Chair	Alex Nielsen
City & Guilds College Union	Clubs & Societies Chair	Kyubin Lee
Imperial College School of Medicine Students' Union	ICSMSU Clubs & Socs Chair	Chris Oldfield
	ICSMSU MG Treasurer	Pedro Chen
Royal College of Science Union	RCSU Treasurer	Matthew Leontsinis
Silwood Park Students Union	Chair	Alex Dhond

Apologies, Graduate Student Union, Royal School of Mines Union, Community Action Group

Agenda item - Action tracker

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

ACTION – MG Chairs to email any outstanding sponsorship contracts to DPFS.

DPCS updated CSPB on the first round of allocations for Activities Development Fund (ADF) and gave a reminder that the second round for ADF application will open tomorrow Jan 15th, 2021.

Grant adjustments as a result of COVID19 means the ADF pot may increase, this is further detailed in agenda item 9 COVID grant adjustment update. **ACTION** – MG Chairs to encourage CSPs to submit their applications for ADF second round.

The work on updating the Code of Conduct will be continued after budgeting has been completed.

Agenda item – New Gov restrictions and ICU’s support

Lockdown 3 again means no in person activity. ICU staff are running individual online sessions for CSPs committee members who may need support on all kind of topics such as running online events, leading campaigns, etc.

ACTION – MG Chairs to help advertise these sessions to their CSPs.

ICU will run a competition for CSPs who run events, these CSPs could potentially win a £1000 prize, the aim of this competition is to significantly increase the promotion of CSP events but also support and encourage online activity as it can be difficult to do during these times. To enter this competition CSPs will have to fill/complete a ‘bingo card’ of items or milestones. More information on this to come soon.

ICU is looking to build a bank of resources to support CSP to run these events and reach these milestones on the bingo card.

DPCS opened the floor for MG reps to suggest anything else ICU could provide to support CSP during this time.

Board asked for an update on the ‘Safe Activity and Community Building Fund’. DPCS explained this will most likely not be sent up, due to the COVID19 Grant adjustments and how these savings will be going to ADF. The Board asked for these criteria to be updated on to the ADF Policy.

ACTION – DPCS to corroborate if ADF Policy already covers the criterion on the would be ‘Safe Activity and Community Building Fund’.

ICSMSU Clubs & Socs Chair highlighted that the murder mystery package the ICU provided over Christmas had a really good reception, so anything else like this to help run online socials would be very welcomed.

Agenda item - MG Support

ICU would like to be more proactive in helping MG Chairs with issues they may be facing; ICU will trial short 1to1 online meetings between MG Chairs and Marta Student Activities Co-ordinator.

ACTION - Student Activities Co-ordinator to send out available time slots for these catch ups. DPCS will be having 1to1s with CSPs Chairs/Presidents in the next few days and later with CSPs Treasurers and Vice Chairs.

Agenda item - MG updates

MG	Highlight	Headache
Arts and Entertainment Sector update	Murder mystery online social was enjoyable. But as there is not much activity going on Highlight are few.	<p>At least 3 CSPs decided to make last min Constitution changes due to the Jan 20th Committee updates deadline ahead of CSP online elections.</p> <p>DPCS suggested having an MG vote, this may help to get these changes through, no need to organise a full-on meeting.</p>
Knowledge Sector update	(Neutral event neither highlight or headache) MG Meeting to address constitution changes, it was hard to come to a full agreement. Alex recommends MG Chairs to prompt CSPs as some may not realise their updates may mean a constitution change.	<p>CSPs having issues with non-responsive committee members and wanting these roles to be re-elected too. DPCS explained the process to deal with this means a 'vote of no confidence', following CSP bylaws and may need 20 ordinary members approval, over all these requests will have to go to Council.</p> <p>ACTION – Knowledge Sector Chair to talk to Alex at Council.</p>
Recreational Clubs	<p>Being able to resolve queries regarding COVID grant adjustments.</p> <p>One CSP begun its constitution changes before Christmas and is now all sorted.</p>	<p>In preparation for elections two gaming Soc have requested merging. DPCS will be able to lead this via NAC committee.</p>

Agenda item - Annual budgeting discussion

The Board discussed CSP budgeting Policy 20/21. As per the 1994 Education Act the Union must be transparent as to how it allocates funds to CSPs, arguably one of the most important aspects ICU allocates money too. The CSP budgeting policy is a compliance requirement that needs to be agreed on by CSPB published and accessible to all students. Over the years CSP Budgeting Policy has been improved. DPCS will lead CSPB discussion on the policy changes/ improvement for this 20/21 intake.

1. Section 3 in the Policy Timeline. New timeline proposed, with an added date for the Finance and Risk Committee (a Sub Committees of the Board of Trustees) to agree a provisional figure of grant available. This means the CSPB decision on this allocation will now be provisional subject to ratification by the finance and risk committee on the 17th of March and by the Board of Trustees on the 23rd of June. These two Board have overall sight of the Union's expenditure so it's fitting and legal requirement for them to have final agreement of this allocation of funds.

CSPB asked for clarification on 'CSPB grant allocation'. Was this figure decided after budget allocation suggested by CSPB, or, the figure allocated by the 'COVID grant allocation adjustment working group'.

CSPB discussed the pros and cons of clarifying this and their preference for this figure to have a caveat to not go lower than £328k or even £425k, however CSPB also acknowledge it may bring some tensions with the Board of Trustees, as well as the need to maintain flexibility to accommodate for hard to predict financial deficiencies COVID19 may leave as part of its legacy.

ACTION - DPCS to add a line reflecting the CSPB's discussion on further clarification of the term 'CSPB grant allocation', the new suggested wording was *'during the 19/20 budgeting CSP budgeting around X amount of fund was allocated to CSPs with core running of their clubs. 20/21 has been an exceptional year given the pandemic and we hope to return to normal a similar value to that used by clubs in the 19/20 academic year.'*

2. Proposing a change for creating of mini management groups within sports clubs, and for these to swap submitted budgets within them, much like CU's scrutinise each other's and MG Sectors too. Imperial Athletes will be involved in the sports clubs budgeting process discussion. More details on this discussion further below.
3. Appeals process has been removed as it doesn't work well with potentially everyone's grants being readjusted by the Board of Trustees.

ACTION – MG Chairs to think about how appeals could run given the figures will be provisional. To be discussed at budget meeting 2 on 2nd of March.

4. MG Chairs clarified which management group committee members will be the main contact during budgeting, section 4 of the CSP Policy. For any MG or CU not

represented in today's meetings the Chair will be selected as a responsible contact.

ACTION – Shivam to ask Enson if this suits the Community Sector.

5. DPCS suggested mentioning ADF in the CSP budgeting Policy and MG Chairs agreed on suggesting a figure for this fund.
6. There was an ask to acknowledge the 'impact reach' of some CSPs, DPFS explained it's a balance of making sure CSP funding primary and by law must be allocated to furthering the education of Imperial College Students.
7. There was an ask for acknowledging that some CSP have a greater reach in than their membership, some run events open to all Imperial College Students. DPCS suggested for this to be included the 'activity line description' when submitting a budget. DPFS highlighted the need for MG Chairs to understand and therefore advocate for their CSPs when budgets are discussed.
8. CSPB asked for more clarity on section 6.7 'principles affecting allocation'. **ACTION** – DPCS to add this as an agenda item for relevant budgeting meeting discussion (proposed agenda item to be 'maximum subsidy will be agreed by CSPB').
9. CSPB asked for clarification on Section 6.7.ii 'self-generated income' and where a SCP reserves and DMF would fall within this. CSPB debated using the minimum level of SGI over that year or over a three-year period. But also acknowledge there are some CSP whose average may fluctuate dramatically skewing their average SGI. Another suggestion was to look at roughly where the line sits in their five-year trend graph.

CSPB asked if DMF could be incorporated into budgeting for equipment, after a discussion DPCS explained that this is unlikely. In addition, DPFS explained there will be a DMF process review to see how and if this can be more flexible to CSP needs.

The discussion also highlighted the discrepancies between CSP with many members but who don't charge a fee.

CSPB voted on the following potential calculations for SGI

minimum since start of AY 19/20 → 2 votes
minimum since start of AY 20/21 → 0 Voter
average since start of A/Y 19/20 → 6 votes

On further discussion CSPB realised the Policy clarified this further in the text as well as the fact that ICU does not have enough information or resources currently to pull the data of all CSPs transactions to calculate an average.

CSPB voted to confirm that the above vote is not valid as its not within reach.

DPCS suggested a new wording 'These numbers will be based on the closing balance in the club's accounts at the end of 19/20 academic year, CSPB will consider exceptions and alternative metric of SGI reserves on a case-by-case basis as requested by their Management Group Chair.'

This new wording accumulated 8 votes of approval from CSPB.

10. CSPB asked for clarity on Section 6.7.iv and why Printing and Publicity cost have been limited. DPCS suggested a clearer phrasing to reflect the discussions and agreements reached by CSPB, new wording to include 'publicity is not considered core printing'.
11. CSPB asked for clarity on how the new process for sports club budgeting will pan out. DPCS explained sports clubs will be using the budgeting app but with a set number of categories which will be reflected in their set template format as part of their development plans. These sports clubs' budgets will then form part of a larger budget of Imperial Athletes. Overall, it follows the same process but with added parameters on what budget can be applied for or not.

CSPB asked for further clarity as to at what point does the split between the amount of money allocated to sports and the amount allocated to non-sporting clubs gets looked at, with the aim to bring equality and avoid sports clubs getting more funds allocated disproportionately.

DPCS explained this fairness will be addressed when.

- CSPB discusses what the sports funding categories will be
- A number of Management Groups Reps will have oversight of this balanced allocation including DPCS, DPFS, ICSMSU Clubs & Socs Chair and Sports Sector Chair, Move imperial
- CSPB will have a chance to question this at budgeting meeting 2 and 3
- MG Chairs can at any point request access to all, and any budgets submitted

DPCS explained he will be reviewing the large amount of internal charges submitted by Move Imperial as our CSP use their facilities. This should free up around £70k, which DPCS will make a case for it to go to CSP activity funding.

ACTION – DPCS to change RCC to REV.

DPCS explained that vintage vehicles have been significantly affected by the lack of maintenance able to be carried out during these lockdowns. It is therefore likely they will need heavy funding to get them to a functioning level they were before the pandemic. It has also been questioned whether CSP grant funding is best placed for this type of work to be carried out.

DPCS has started conversations with the Faculty of Engineering to clarify who is best placed to fund Imperial College Mascots.

ACTION - Adam (REV Chair) to provide some rough costings for these repairs in the meantime.

12. Membership cost. DPCS explained the unwritten agreement that a CSP needs to charge memberships in order to receive grant, DPCS suggested adding that membership cost should not be £0 to receive grant as a new section in the Policy (Section 6.7.x). CSPB welcomed this addition with the caveat that some MG Sectors may have exceptions and CSPB will take these on a case-by-case basis.

CSPB asked for clarity with user groups such as Bikes and how these will be looked at as they have £0 membership. DPFS addressed this is his AOB agenda point (please find this further down in the minutes.)

CSPB agreed to pass this policy with the above discussed amendments.

Agenda item - COVID grant adjustment update

Adjustments have been decided, these decisions can be seen in the **COVID grant adjustment** working group spreadsheet. The Sports Board agreed to a 50% reduction to all sports clubs, CSPB was grateful for this sacrifice as these savings will go back into the ADF pot for to access.

Next steps.

1. Changes will be communicated to CSPs (MG Chairs will be given the heads up when this email has been sent).
2. Finance team will action these allocation decisions

As agreed there will be no appeal accepted, instead Clubs will be signposted to the ADF pot.

Agenda item – ‘Hello 2021’ event

Dates for this event has been pushed back to accommodate exam period.

ICU will Run a series of events week commencing Jan 25th.

ICU will promote CSP run events from 1st of Feb.

Raptor will be involved in running virtual campus similar welcome Faire is Oct 2020, there will also be a couple of student volunteers to build a Gather.Town map.

ACTION – MG Chairs to prompt their CSP to update the spreadsheet with their CSP intro info for these online events. (link to spreadsheet will be in the last ACO sent before Christmas break).

ACTION – MG Chairs to see if they or any of their CSPs would like to be involved in developing something with the Imperial College London building in Minecraft.

ACTION – MG Chairs to suggest ideas of union run events to DPCS. Examples include OT’s live cook along, quiz, Bingo night, OT Dance workshop,

Agenda item - Leadership and CSP online elections

Previously Board members expressed that not all of their CSP would benefits or take up online elections. DPCS asked Board members to submit examples of reasons why CSPs would want to opt out of online elections to better understand what the Union can work on to support these CSPs.

AOB – Values Session

Between January 25th till the 29th DPCS will be holding ‘values session’ with CSPB members. These will inform the update of ICU’s strategy.

ACTION – DPCS to send ‘values session’ invite to MG Chairs, Treasures as well as Constituent Unions.

These will most likely be on Tuesday’s evenings, 26th of Jan has been discussed as a potential session date.

AOB – DPCS review projects

From next week ICU will begin info gathering on CSP transport to inform the **transport review**, please look out for comms on surveys we are keen for CSPs to complete so we can make better and informed decision for the future of CSP travel.

Aspects of the **storage project** have to be put on pause as the Union building is closed, such as inventory taking. Instead, we will now focus on space ‘needs’ and will focus on understanding what space CSPs, Dep Socs, CU’s needs what they have and how best to utilise these. Once face to face activity is allowed, we will pick back up inventory and waste amnesties.

Document storage plan being worked on to improve the ability to search for documents such as training documents, to allow for better information sharing and continuity.

AOB – DPFS review projects.

DPFS will be working on some improvement projects that would be valuable to have CSPB members involvement, **ACTION** – MG Chairs to think if they would like to be involved in the following projects.

1. A role review for the DPFS. Thursday 21st Jan at 6:00 PM there will be a meeting to discuss the bylaws of the DPFS role.
2. Union space ‘user groups’ review. The aim is to formalise these groups in the Union’s structures.
3. Sponsorship contract process review.