



CLUBS, SOCIETIES & PROJECTS BOARD (CSPB)

**Clubs, Societies & Projects Board** for the 2021/22 session, to be held 14<sup>th</sup> October 2021 at 6:00pm in MR4.

**Attending:**

Management group rep	Role	Name
N/A	Deputy President (Clubs & Societies)	India Marsden
N/A	Student Activities Co-ordinator – Governance and Frameworks	Marta Mazzini Cea
Arts & Entertainments Sector	Treasurer	Ben Stobbs
Sports Sector	Chair	Beckett Marshall
Community Action Sector	Vacant	
Culture Sector	Vacant	
Recreational Sector	Vacant	
Knowledge Sector	Chair	Mathew Hamer
City & Guilds College	CSP Officer Treasurer	Jeffrey Chong Allan Lee
Graduate Students Association	In transition (?)	
Imperial College School of Medicine Students' Union	CSP Chair Vice Chair – Sports & Arts Vice Chair – Volunteering & Academics	Pedro Chen Nick Lawson Nia Davies
Royal College of Science Union	Treasurer	Susan Rutter
Silwood Park	In transition	

Chairs Business

1. Apologies and absences, Arts & Entertainments Sector Chair, Royal School of Mines Chair.
2. **Action tracker**

2.1 'Women in Tech' conversations are still ongoing. Discussion includes two potential models, creating a new Management Committee group or creating Department Society subcommittees.

2.2 Management Group committee vacancies. Elections are still ongoing.

2.3 Imperial Athletes Handbook is still ongoing. **ACTION** for DPCS and Sports Sector chair to meet and progress this.

2.4 Tankards have now been engraved up to 2021, and the service is back up and running.

### 3. MG & CU Updates

3.1 Arts and Ents update – Are excited to put on a new show in the new concert hall this term. Their music and arts societies are doing some great in person activities.

3.2 Sports Sector update - Club fixtures have started and are going well. There is some dissatisfaction with Imperial Athletes, but this is understandable as big change can bring some resistance. This year Sports Sector will be focusing on addressing constructive criticisms and learnings to improve the service for next year.

3.3 ICSMSU update – Have managed to have 121's with all their clubs and societies. And are supporting many Welcome events including successful Instagram takeovers.

3.4 Knowledge Sector update – As many knowledge sector events are speaker events these have been running smoothly and haven't been significantly affected by recent Union changes.

3.5 RCSU update – Departmental Societies have been easy to manage and 121s with all Clubs and Societies will be happening next week.

RCSU highlighted that the low activity of last year is reflected in handovers with gaps, for example guidance on how to use eActivities. In addition to this, the delayed email responses from the Union's email are making CSPs nervous as new committee have, unknowingly, left some activity planning steps till too late.

3.6 CGCU update – Although official Clubs and Societies 121 haven't taken place yet, CGCU have been reached by many of their CSPs already whilst working on budget approvals. The remaining 121s will be taking place in the next two weeks.

There was a question about if or how membership fees can be changed. **ACTION** CGCU to email DPCS with specific details for her to look at and resolve.

### 4. CSPB Sub-Committee Policy review (NAC, ADF, Tours)

#### Tours –

It was proposed and accepted that throughout the Tours Policy where it mentions 'CSP' this should be changed to 'CSPB'.

CSPB asked for clarity on 'Tops VAT', and if it was a VAT on any margin a CSP makes?  
**ACTION** – RCSU Treasurer (Susan) to email DPCS with detailed question on Tops VAT.

CSPB asked for clarity on covering the cost of flights. Each CSP member can claim 40% of travel costs. Individuals need to claim back from their CSP. CSP need to budget for how many claims they will be expecting.

CSPB asked for clarity on insurance,

- the advice was to only make bookings of items that can be refunded and have a COVID clause, it is advisable to pay for items as close to the event date as possible.

- If equipment is missing or broken the Union advises for CSPs to claim back from ADF to replace equipment, as this will be a quicker time frame and will avoid insurance excess fees.

**ACTION** - It was proposed and accepted that the consequences of failure to complete Tours reports should be more clearly stated in the Policy.

Tour Policy was passed unanimously, with the above two amendments.

NAC –

CSPB asked for point 2.4.4 *'Decisions may be made via email throughout the term and will be reviewed at a termly meeting'* to have more detail to reduce subjectivity by adding that *'Appendix 1 actions need to be completed through out the year to leave incubator'*

NAC Policy was passed unanimously, with the above amendment.

ADF –

It was suggested to merge the Societies Project Board and Sports Board back to just CSPB, and instead, for CSPB to have a Sports Subcommittee.

ADF Policy Point *'5.4.3.1. One member from an MG in SPB'*, to remove SPB.

ADF Policy Point *'5.4.3.3. One member from SCB'*, to be removed altogether.

ADF Policy was passed unanimously, with the above amendments.

## 5. **Sub-Committee elections**

CSPB members put themselves forward and voted for the following subcommittee members,

ADF –

1. Ben Stobbs Arts & Entertainments Sector Treasurer
2. Beckett Marshall Sports Sector Chair
3. Pedro Chen ICSMSU CSP Chair
4. Allan Lee City & Guilds College Treasurer

NAC –

1. Niamh McAuley Arts & Entertainments Sector Chair
2. Nia Davies ICSMSU Vice Chair – Volunteering & Academics
3. Mathew Hamer Knowledge Sector Chair
4. Susan Rutter Royal College of Science Union Treasurer

Tours –

1. Maegan Spiteri Arts & Entertainments Sector Head of Comms
2. Beckett Marshall Sports Sector Chair
3. Nick Lawson Vice Chair – Sports & Arts ICSMSU

**ACTION** – DPCS to ask RSM to take part in above sub committees.

## 6. Transport update

The Union has been working towards a leasing model for our vehicles, due to supplier delays and changes in the team the new service won't be rolling out for term 1.

As a charity who runs a transport service, we need a permit which comes with several conditions. We are waiting for an approval of this permit which means until we received this our minibuses won't be able to legally run. We predict the service will be running in November. Until then please advise your CSPs to book alternative travel, such as,

- College's Hertz Car club
- Contact travel force transport for vehicle and driver needs [sales@travelforcetransport.com](mailto:sales@travelforcetransport.com)

Sports clubs travel will be coordinated by Move Imperial with the majority being booked with an external provider.

We can complete Union driver approvals, so CSPs can get ready for when minibuses are bookable.

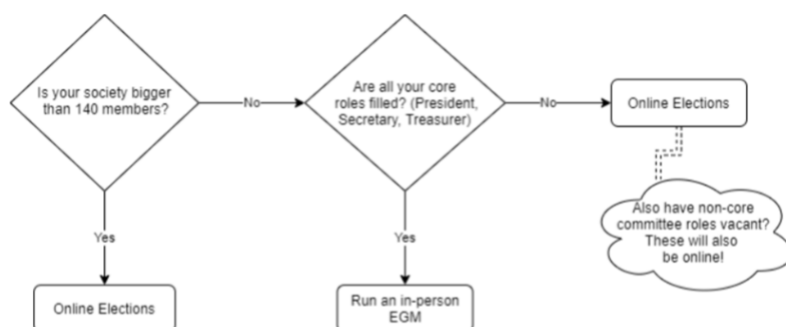
## 7. AOB

AOB 1 - DPCS shared a summary of the Council Paper presented in which Sports Clubs Sector standing orders will be updated to reflect agenda point 4 ADF policy changes. Sports sector Board to be a subcommittee of CSPB, this means budgeting approval for Sports Clubs will be done by CSPB.

ICSMSU asked for clarity on 'Medics Vice Chair' role in the Sports Sector Committee structure and how this aligns with 'Medics Sports Vice Chair'. **ACTION** – ICSMSU Sports VC to work with Sports Sector Chair to work on this constitution change.

Sports Sector change in standing orders voted on and unanimously approved by CSPB.

AOB 2 – CSPB asked for clarification on CSP autumn by-elections. DPCS explained the below



Please note we will be working with membership number taken at the end of 2020/21.

CSPB explained this was not made clear and asked for the next online elections, in spring term, to be made clearer.

AOB 3 – CSPB asked for clarity on the Annual Risk Assessment process.

**ACTION** – DPCS to remove ‘online’ from the ‘annual online risk assessments’ button on the power app and to also remove ‘why can’t this activity be done online’ as these are left over from when the country was on lockdown.

**ACTION** – DPCS to investigate possibility to edit risk assessments after they have been submitted but before they are approved.

AOB 4 – CSPB ask for clarity on rejected room bookings. DPCS reminded the committee that annual room bookings do not start until the term starts.

**ACTION** – Activities Team to add more detail to rejection emails to include info on, why /which room was rejected, and which other rooms may be available instead.

**ACTION** – Activities Team to add more detail as to which room has been approved.

**ACTION** – ICSMSU to share a list with DPCS of rooms to be added to room booking app, such as Reynolds etc.

DPCS explained that although College rooms are now available there are questions about capacity due to ventilation safety. More details on this and how room capacities may change will be shared soon.

CSPB suggested for a calendar of all rooms to show availability. However, this was not feasible as it would involve duplicating work for bookings to then be added to Kx.

AOB 5 – If large CSPs miss the online opt-in deadlines holding in person EGM is unmanageable.

CSPB request a Policy change so,

1. Elections can happen outside of online elections.
2. The number for quorate is achievable
3. CSPs with 140 members plus to have MG or CU support to run elections
4. CSPs with 140 members or less to run own EGM at any point during term
5. eVoting to be facilitated by MG & CU for large CSPs with extenuating circumstances
6. MG & CUs to be the Returning Officers and for them to delete votes after

**ACTION** – CGCU Chair Hayley and DPCS to meet and finalised proposed Byelaws change.

AOB 6 – CSPB highlighted that committee members are still lacking card access despite key lists being updated. DPCS explained that once key lists are updated there are no notifications for this to be action at the help desk, which is why we are experiencing some delays. CSPs are advised to email [union@imperial.ac.uk](mailto:union@imperial.ac.uk) for new list to be printed and taken to security.

CSPB also highlighted that CSPs have also been unable to access meeting rooms they have booked. DPCS explained there are ongoing conversation with the College to change this. Until then the Union is working towards having cards at reception that can be booked out to gain access to certain rooms.

**ACTION** – MG & CU to send DPCS a list of which clubs need card access and which committee members need card access.

**ACTION** – West basement access to storage for CSPs

AOB 7 – CSPB ask if/when the Union will be setting a date whereby committee officers who haven't bought membership or completed their quizzes will result in their societies accounts being frozen. DPCS explained this date is not yet decided. CSPB supported the 'naughty officers' and wanted to keep this process, CSPB also asked if it can be overridden if needed just in case.

**ACTION** – DPCS to ask Systems team when this date will be and if it can be manually overridden.

AOB 8 – CSPB questioned why DPFS was not completing sponsorship agreements. DPCS explained there is a backlog and if there are any urgent sponsorships pending MG & CU can send these to DPCS.

**Next Meeting:** November 18<sup>th</sup>