



MINUTES OF THE PROCEEDINGS  
of the ninth ordinary meeting of the  
Clubs, Societies and Projects Board  
of the Imperial College Union  
in the 2013-14 Session

The meeting of the Clubs and Societies Board was held in Meeting Rooms 1 and 2 in the Union Building on the 27<sup>th</sup> of May 2014 at 6pm.

**Present:**

|  |          |            |
|--|----------|------------|
| Deputy President (Clubs & Societies)       | Yasmin   | Edwards    |
| Deputy President (Finance & Services)      | Kieron   | Creagh     |
| Deputy President (Education)               | Natalie  | Kempston   |
| Deputy President (Welfare)                 | Marissa  | Lewis      |
| CAG Chair                                  | Sam      | Page       |
| GSU President                              | Andreas  | Thomik     |
| ICSM President                             | Steve    | Tran       |
| Overseas Students Committee Chair          | Charmain | Li         |
| RAG Treasurer                              | Benjamin | Fernando   |
| RCSU Treasurer                             | Victoria | Walpole    |
| Recreational Clubs Committee Chair         | Thomas   | Wheeler    |
| RSMU Vice President of Clubs and Societies | Emma     | Toms       |
| SCC Chair                                  | Michail  | Ntinalexis |
| <b>Permanent Observers</b>                 |          |            |
| Student Activities Manager                 | Anthony  | Crowther   |
| Student Activities Coordinator             | Katie    | Colthurst  |

**Apologies:** Membership Services Manager Phil Power, RAG Chair Callum Kirk, ICU President David Goldsmith, A&E Chair Alex Savell, Media Group Chair Maclej Matuszewski, ACC Chair Chew Liew

**Observers:** Abigail de Bruin DPCS Elect.

**1.0 Chairs Business:**

**1.1 Union Awards** – It is noted that nominations for Union Awards are now open and there are 4 new awards that require nominations this year.

**1.2 Budgeting Feedback** – It is noted that there will be a form soon to gather thoughts on the budgeting process this year and the opportunity to sit and discuss the budgeting process with the Student Activities Manager if Management Groups would find it beneficial.

**2.0 Minutes of last meeting 06/05/14**

2.1 The Minutes of the last meeting are accepted as valid.

### **3.0 Matters arising:**

3.1 No matters arising.

### **Matters for Decision:**

#### **4.0 Contingency Policy:**

- 4.1 It is noted that changes were made to the policy this year to make the processes surrounding contingency clearer and allow for a clearer set of guidelines when awarding contingency funding.
- 4.2 It is noted that the policy makes it clear that CSPB can consider SGI when awarding contingency.
- 4.3 The policy also suggests discussions with the DPCS or DPFS if the contingency pot is exhausted and the club feel their aims and objectives cannot be fulfilled due to an unforeseen expense.
- 4.4 It is noted that whilst the contingency pot and development are currently grouped together, the development fund should not be an overspill for the contingency pot, and a certain amount of ring-fencing should take place next year to insure this does not happen.
- 4.5 It is noted that the contingency policy will not discriminate against smaller clubs, and the potential to consider SGI means that valid claims should be funded regardless of the club size.
- 4.6 The board moved to a vote on accepting the Contingency Policy as valid.

**Resolved: The Board voted to accept the Contingency Policy unanimously.**

#### **5.0 OSC Standing Orders:**

- 5.1 It is noted that the largest changes for the OSC Standing Orders is the addition of the OSC Awards in section 10. Previously there had been no opportunity for the OSC to recognise and acknowledge positive contributions amongst their clubs.
- 5.2 It is noted that in point 10.6 the Standing Orders mention a presentation of awards at the Union Awards, but unfortunately it is unlikely that this will be possible due to high M.G demand.
- 5.3 It is noted that in point 9.2 the orders need to be amended to include CSPB not CSB.
- 5.4 The Board move to a vote on accepting the OSC standing orders as valid.

**Resolved: The Board voted to accept the OSC Standing Orders unanimously.**

### **Matters for Information:**

#### **6.0 Next Year's Committees and Training Days:**

- 6.1 It is noted that there will be two training days for new club officers in both June and September and a new club officer networking event on the 24<sup>th</sup> of June.
- 6.2 It is noted that clubs must update their new committee details, as information about next year is sent out to the new club officer mailing list and if details are not updates clubs will not receive information about next year.

#### **7.0 Dead Clubs:**

- 7.1** It is noted that Management Groups need to inform the DPCS of any dead clubs or clubs in dormancy that are likely to be shut down at the end of the year. This is to ensure that the A to Z on the website is as accurate as possible for the new academic year.
- 7.2** It is noted that clubs in NCI need to submit a report and for it to be accepted by the New Clubs Committee in order to be created as a club and added to the A to Z.

**Matters for Discussion:**

**8.0 Sports Strategy:**

- 8.1** It is noted that the aim of the sports strategy is to clarify the Union stance on sport and sporting participation and outline the Unions goals to sit alongside the Union Strategy from 2013-2016.
- 8.2** It is noted that the strategy centres on 5 main points, and any feedback on the draft document would be very welcome.
- 8.3** It is noted that there is grounds for more recognition and publication of sporting success from the Union and throughout College.
- 8.4** It is noted that a clearer update in Felix or greater recognition could generate better publicity.
- 8.5** The College screensavers and publicising sporting success within College is discussed and it is noted that the Union could develop more opportunities to report Union sporting news to College Coms.
- 8.6** It is noted that there is a greater need to raise awareness of the successful and impressive achievements of Clubs, Societies and Projects and this could be further emphasised in the Sports Strategy.
- 8.7** It is noted that there could be collaboration with the Pledge campaign and the DPW and DPCS will discuss this.
- 8.8** It is noted that involving Clubs, Societies and Projects in Stress Less could prove problematic due to the timing of Stress Less and the need to commit to events far in advance.
- 8.9** It is noted that the Union could push Clubs, Societies and Projects to publicise more and emphasise the benefits of publicising ongoing success and achievements.

**Any Other Business:**

**9.0 Activities Website:**

- 9.1** It is noted that the Union will be re-designing the Activities pages on the Union website, as there is a limited amount of information outside of the A to Z pages.
- 9.2** It is noted that there is a plan to move to a more thematic template encompassing Sports, Arts, Media and other interest groups.
- 9.3** It is noted that Management Groups may be approached to supply some content for the restructuring of the website.

**10.0 Union Awards Panel:**

- 10.1** It is noted that 2 reps from CSPs are required to sit on the Union Awards panel and help to decide the Union awards. This is a great opportunity and anyone interested should get in touch with Rebecca Coxhead.

**Meeting end time: 18:50**