

MINUTES OF THE PROCEEDINGS  
of the second ordinary meeting of the  
Clubs, Societies and Projects Board  
of the Imperial College Union  
in the 2014-15 Session

The meeting of the Clubs, Societies and Projects Board was held in Meeting Room 3 in the Union Building on the 4 November 2014 at 18.00

Deputy President Clubs & Societies	Abigail de Bruin
Deputy President (Education)	Pascal Loose
Deputy President (Finance & Services)	Alex Savell
Deputy President (Welfare)	Chris Kaye
President	Tom Wheeler
A&E Chair	Jonathan McNaught
ACC Chair	Oliver Benton
C&GU Vice President Finance and Societies	Dmitri Ivanov
CAG Chair	Michael Chung
ICSM Clubs & Societies Officer	Medd Harris
OSC Chair	Soo Hong
RAG Chair	Ben Fernando
RCC Chair	Richard Cameron
RCSU Treasurer	James Badman
RSMU Vice President of Clubs and Societies	James Cox
SCC Chair	Tom Rivlin
Silwood Representative	
Observers	
CGCU President	Tim Munday
RCSU President	Serena Yuen
RSM President	Ben Warnick
GSU President	Nida Mahmud
ICSMSU President	Dariusz Hassanzadeh-Baboli
Student Activities Manager	Anthony Crowther
Student Activities Coordinator	India Jordan

**Apologies:** Media Chair Cem Hurrell, GSU Representative Nida Mahmud

## 1. TOURS APPLICATION

RECEIVED: The Tour applications were presented by the DPCS

NOTED:

- a) The tours policy was read out by Deputy President (Clubs & Societies)
- b) 7 Tour Applications were deemed by the Deputy President Clubs & Societies and Deputy President (Finance & Services) presented to the Committee as to accept this as valid, these were:

- i. Gaelic Society, ISCM Football, Fellwanderers, Gliding, De La Bache and Jewish Society.
- ii. It was questioned if De Le Bache run this activity three times a year in the same place and it was decided to have discussion on this application.
- iii. The board moved to a vote on accepting the remaining 6 tour applications as valid and these were passed unanimously.

**RESOLVED:**

**1) To approve Gaelic Society, ISCM Football, Fellwanderers, Gliding, and Jewish Society as valid tours.**

- c) Deputy President (Clubs & Societies) stated that tour reports will be more time period based in how we deal with them (this will solve previous issues). We will be pushing clubs to get them in on time and Tour Reports sent in on time should be a requirement of receiving tour funding.

**1.1 A&E Chamber Choir**

- a) Deputy President (Clubs & Societies) raised concerns over the application that states 24 people will be in one person's house. A&E Reassured that this is okay and safe, and has taken place in previous years.
- b) The board moved to a vote on accepting the application as valid.

**RESOLVED:**

**2) To approve A&E chamber Choir as valid tour.**

**1.2 RCC Exploration**

- a) Accept on the requirement that the tour has a risk assessment
- b) The board moved to a vote on accepting the application as valid.

**RESOLVED:**

**3) To approve RCC Exploration as valid tour on the proviso that a risk assessment is submitted in advance of the tour.**

**1.3 RCC Mountaineering**

- a) The club goes to the same location every year.
- b) It is noted that the club are very limited in where they can climb, and this venue is the safest for beginners.
- c) It is noted that it is unsafe and impractical to select a different location for the tour.
- d) It is noted that this trip could be included in budgeting in the future.
- e) The board moved to a vote on accepting the application as valid.

**RESOLVED:**

**4) To approve RCC Mountaineering as valid tour.**

#### **1.4 ACC Kendo**

- a) It is noted that the event is for one night only and is a competition which takes place every year.
- b) The board rejected the Kendo application as it does not fulfil the tour criteria.

#### **1.5 CGCU Rail & Transport Society**

- a) It is noted that the club would be more suited to apply for the Activities Development Fund as it would be better suited to the activity.
- b) The board rejected the CGCU Rail & Transport Society application as it does not fulfil the tour criteria.

#### **1.6 Water Polo**

- a) It is noted that Water Polo's application seems to be more aimed at being a social activity.
- b) RSM – they do play Water Polo when they go.
- c) DPCS - Primary purpose should not be socialisation
- c) The board rejected the Water Polo application as it does not fulfil the tour criteria.

#### **1.7 RCC Caving**

- a) It is noted that the club have visited this location before.
- b) The application states that only 9 people will attend, which does not make the activity inclusive.
- c) RCC Caving – Yorkshire is the only practical location. Around 10 – 15 people usually go on the tour which reflects the size of the minibus.
- d) RCC chair – Caving, by nature of its activity, is restrictive in its locations.
- e) The board moved to a vote on accepting the application as valid.

#### **RESOLVED:**

- 5) To approve RCC Caving as valid tour.**

#### **1.8 ICSM Badminton**

- a) It is noted that the club go to the same location ever year.
- b) This is due to the time of year of the competitions as it does not clash with Medics' timetables.
- c) Suggestion to build this activity into their budget.

#### **1.9 SCC IQ**

- a) This is the first tour IQ have applied for
- b) Concerns were raised by the President over the safety of walking up Snowdonia without a professional.
- c) It is noted that the application falls in line with the club's Aims and Objectives (to be social)

- d) It is noted that the activity is inclusive and promotes activity within a safe space
- e) It is noted that the event should have a risk assessment if it is to be accepted

**RESOLVED:**

- 6) To approve SCC IQ as valid tour on the proviso that a risk assessment is submitted in advance of the tour.**

**1.10 Erasmus**

- a) It is noted that the application is in error and that the specified dates are wrong – Erasmus are staying for two days and not one day as stated on the application.
- b) The board moved to a vote on accepting the tour application as valid.

**RESOLVED:**

- 7) To approve Erasmus as valid tour.**

**1.11 A&E String Ensemble**

- a) It is noted that the activity does not take part over two nights.
- b) The reason for this is so the club can still rehearse on the Friday evening
- c) It is noted that if the club extend their stay to Friday night, people will not be able to afford the tour.
- d) The board moved to a vote on accepting the tour application as valid.

**RESOLVED:**

- 8) To approve Erasmus as valid tour.**

**1.12 RSM De La Bache**

- a) It is noted that the tour is very similar to the field trips that are a part of the society's core activities.
- b) It is noted that the tour has already been partly budgeted for through their grant
- c) RSM Clubs and Societies Officer – this grant is not enough to cover the tour.
- d) RSM Clubs and Societies Officer – hard to budget for this type of activity due to the changes in location and accommodation etc.
- e) RSM Clubs and Societies Officer – The geographical location of these activities changes every year.
- f) The activity is in line with the clubs' aims and objectives as it enhances both younger and experienced students.
- g) The board moved to a vote to reject the application on the basis that the club already receive funding.

**2.0 CHAIR'S BUSINESS**

**2.1 General Conduct of clubs**

- a) Deputy President (Clubs and Societies) reminds MG Chairs of the general code of conduct of behaviour following recent events.
- b) President offers support from Officer Trustees to help educate and change behaviour should they need it.

## **2.2 Online form**

- a) We have introduced an online form to log any issues with room bookings. Lots of people complain about mess, using the room etc. DPCS to send out the link to the form on 5/11/2014.

## **2.3 OSC Chair / SCC Treasurer**

- a) There is currently no OSC Chair / SCC Treasurer

### **ACTION:**

- 1. Deputy President (Clubs and Societies) to follow this up and assist the committees with electing to these vacancies.**

## **2.4 Report from New Activities Committee**

- a) Formed three new clubs and restarted one. The new clubs are RSM Netball, Teddy Bear Hospital and Krav.
- b) It was reported that a committee was authorised French Society
- c) Medicines Sans Frontier was reformed.
- d) Everything else is pending a meeting with clubs that is happening on 6/11/2014.

## **2.5 Activities Development Board**

- a) Meeting this Thursday – details of location to be confirmed
- b) It is noted that there is a form ready to go live on the website where clubs can apply for the fund.

## **2.6 Management Group Restructure Meeting**

- a) First meeting next Monday 1pm – 2pm in MR6.
- b) SCC Chair & DPFS will be unable to attend.

## **2.7 Washing Machines**

- a) Finance has been secured for a washing machine.

## **2.8 Printing**

- a) The printer has been out of action due to excessive printing.
- b) We are looking at introducing phase policy. This will require CSPB talks.
- c) It is noted that there should be a record of club printing.
- d) It is noted that there should be limits on club printing.

### **3. Minutes of last meeting 14/10/2014**

**NOTED:**

- a) The committee moved to a vote to pass the minutes as an accurate record, this was passed unanimously.

**RESOLVED:**

- 1) To pass the minutes as a correct record.**

**MATTERS ARISING**

**4.1 Policy Review**

- a) Transport policy – this was initially meant to come as a piece for discussion but DPCS was unable to write a paper in time.
- b) Chairs who wish to discuss this policy get in touch with DPCS to arrange a meeting.

**4.2 Tours Policy**

- a) Acappella has 4 groups within it, all of which want to go on tours separately. In accordance with the current tours policy, this isn't allowed.
- b) President – can we not use our discretion?
- c) ACC – Hockey have men's/women's team separate tours do men / women tour DPFS in the past this sort of thing has been rejected

**ACTION:**

- 1. DPCS to put The Tours Policy on the agenda for the next CSPB on the 18/11/2014.**

**4.3 Web Policy**

- a) The web policy has expired

**ACTION**

- 2. DPCS to bring a Web Policy paper to the next meeting**

**5. NAC ELECTION**

- a) The New Activities Committee still needs to elect its last member
- b) Ben Howitt and Stephen Ball would like to stand
- c) DPCS notes that there is a lot of work load involved in the committee, and that members should stand down if they feel this is too much.

**RESOLVED:**

- 1) The board moved to a vote to elect Ben Howitt as the final member of the New Activities Committee.**

**6.0 RAG STANDING ORDERS**

- a) The existence of the general committee has been formalised.
- b) 3.5 last sentence, quorum is a contradiction to your bylaws.
- c) The quorum is set too low.

- d) RAG pose to change quorum – remove last sentence of 3.5.
- e) 4.1 and 4.2 is also incorrect quorum.
- f) No job description for Deputy Events Officer

**RESOLVED:** RAG – withdraw the paper and this will be a matter for decision in the next meeting.

### **7.0 Any Other Business**

- a) President - last year clubs didn't realise that tours budgeting was happening. To prevent this, extract the relevant Management Group information from the general ICU emails and send as Management Group chair to help reduce the number of clubs who miss these emails.
- b) DPCS – We can hide personal information on the website if students do not want their details to be published online. This particularly relates to sensitive areas and clubs.
- c) SCC – There is a loophole in the club election policy on not running an election.

NOTED: DPFS to follow this up.

Meeting finish 19:46