

**Minutes of the Imperial College Union
Clubs, Societies and Projects Board
23 May 2017
Sherfield H008A & B**

Deputy President (Finance & Services)	Rachel Blythe
A & E Chair	Jack Steadman
CGCU Chair	Milia Hasbani
ICSMSU C&S	Tom Bacarese-Hamilton
Media Chair	Rob Garside
RCSU Secretary	Michael Edwards
SCC Chair	Sina Lari
Observers	
Student Activities Administrator	Laura Regan

Formal Business

1. Chair's Business

- 1.1 Deputy President (Finance & Services) (DPFS) apologises for the Deputy President (Clubs & Societies) (DPCS) absence due to ill health
- 1.2 DPFS informs the board the new Student Activities Manager, Iain Pullar, has begun their post.

2. Papers Attached

- 2.1 West Basement User Group (WBUG)
- 2.2 Major Events Planning

Matters for Decision

3. WBUG

- a) Media Chair explains the paper to the board and its main purpose; to solidify current processes in policy for the shared space in the West Basement
- b) DPFS questions whether the Media Chair has a list of the groups who are part of the WBUG and those who use the shared spaces. DPFS questions whether anyone can apply to use the space
- c) Media Chair explains the booking system for specialist spaces which is used by members. Media Chair and A&E Chair discuss using the WBUG paper to clarify use of specialist spaces before the two merge under the Management Group (MG) restructure

- d) ICSMSU C&S raises concern of member having power over the space with little oversight
- e) The board agree that the management group restructure will prevent this from happening

ACTION

The Student Activities Administrator will send out the paper for a vote via email, to be decided before the next CSPB meeting

Matters for Discussion

4. MG Expectations

- a) DPFS asks the board for input on what they believe expectations should be between club committees, MG Vice-Chairs, MGs and Union staff in relation to events planning, governance and finance issues
- b) DPFS asks the board to work in two groups on what they thought their expectations were. The groups discuss CSP expectations for 20 minutes
- c) The board feedback their group discussions. The Student Activities Administrator updates a live document with the information (see appendix one)
- d) A&E Chair raises the point that MGs need to be a coherent brand with mechanisms in place to ensure clear channels of communication
- e) CGCU President suggests a live calendar to see what type of events CSPs are holding and to ensure no major event clashes among a MG
- f) Media Chair asks the board whether there is a Union member of staff in charge of governance for elections, constitutions, etc. The DPFS informs the board that the Head of Student Voice and Communications, has those responsibilities
- g) ICSMSU C&S expresses the need for CSPs to follow the correct level of escalation through volunteers and staff for certain queries
- h) The board discuss the distinction between what the Finance and Activities team are responsible for and conclude there needs to be more clarity
- i) A&E Chair raises the concern that the finance staff on level 2M are inaccessible to students due to restricted card access
- j) DPFS informs the board that the finance team will be joining the activities team on Thursdays for drop-in Ask Activities sessions around campus
- k) The board discuss VAT exemptions and whether there should be a flag on eActivities to make this clearer to CSP treasurers

ACTION

The Student Activities Administrator will circulate the updated MG Expectations document and the board will feed in any more suggestions they might have

The DPFS will ensure that the Finance Team are available for open hours during the working week for drop-in enquiries

5. Club, Society & Project (CSP) Finance checklist for MG Committees

- a) The board agree to bench this point of discussion due to the absence of the DPCS

6. MG next year contact details

- a) DPFS asks the board to ensure they send the contact details for the newly elected Vice-Chairs as they cannot be added to eActivities until committee changeover, 31st July/1st August

ACTION

Student Activities Administrator to send out excel spreadsheet for Mg Vice-Chair contact details

7. Printing Policy

- a) DPFS informs that board that the Union are hoping to use recycled grant to fund printing for CSPs who have printing as a core cost. The DPFS asks the board to collate a list of CSPs under their management that have printing as a core cost
- b) CGCU President requests that all CSPs are allocated a nominal fee to cover publicity costs for Freshers which can come out of the original CSPB grant rather than the recycled grant dedicated to printing
- c) ICSMSU C&S raises the point that ideally CSPs should be spending their allocated funds so this is only a temporary solution to printing as there should not be recycled grant
- d) Media Chair requests that whatever the outcome there is communication to CSPs so they are aware of the process
- e) The board agree that the Student Activities Manager should be the member in staff of printing procedures and communication to CSPs

ACTION

Student Activities Administrator to email CSPB members asking for their CSPs with printing as a core cost

8. CSP Finance Board

- a) DPFS informs the board of the proposal to have a CSP Finance Board that would feed into CSPB. The committee would be chaired by DPFS and attended by treasurers of MGs and Constituent Unions (CUs). The DPFS asks for feedback from the board on the proposal
- b) A&E Chair informs the board that the A&E MG have previously had meetings with CSP treasurers and the MG treasurer which were successful
- c) The board agree that the proposal sounds good and would like to see it move forward

9. Major Events Planning

- a) DPFS asks for the boards opinions on the Major Events Planning paper circulated prior to the meeting
- b) A&E Chair suggests there are student representatives on the committee that oversees event expenditure
- c) The board discuss the proposal of having student representatives on the committee, the benefits of utilising the CSP Finance meetings for updates and the possibility of having MGs as student representatives
- d) The board discuss having event planning and budgeting training available to CSP committees
- e) The board discuss the length of planning time prior to submitting an event budget and agree this window of time needs to be considered more thoroughly by including more stages earlier in the process
- f) The board discuss the benefits of using a spreadsheet events budget rather than eActivities
- g) The board discuss the post-event budgets reviewing the event and agree point 13, rectifying budgets, covers this
- h) A&E Chair questions whether seeing what CSPs are spending and doing will be used in data polls. The DPFS confirms this explain it aids good financial management
- i) CGCU President asks whether the Union offer marketing support. The DPFS clarifies that is mostly overseen by an individual CSP

Any other business

10. CGCU President – Officer Academy Training

- a) CGCU President asks the DPFS/Student Activities Administrator what the Officer Academy Training scheduled for June is for
- b) Student Activities Administrator clarifies that the Academy will be a workshop day for incoming CSP committees to attend. It is intended to supplement handovers and train the volunteers with key information they will need to run a CSP

11. Media Chair – Sport Imperial Survey

- a) Media Chair asks the DPFS what is happening with the data from the Sport Imperial survey
- b) DPFS informs the board that there have been meetings already to discuss the data and there are further meetings scheduled. The DPFS assures the board things are moving forward however they can take some time

12. Media – Ring-fencing for Motor Clubs

- a) Media Chair asks DPFS whether there has been any progress in securing funding from College to ring fence for Motor Clubs

ACTION

DPFS to ask DPCS for an update and feed back to the board

13. RCSU Secretary – By-Elections

- a) RCSU Secretary informs the DPFS there was problem with the opening of the by-elections in that there were no seconders next to every position
- b) CGCU President asks DPFS who the Returning Officer is
- c) DPFS informs the board that James Cox is the Returning Officer

ACTION

DPFS to inform systems of the online issues with by-election nominations

The meeting concludes at 19:30

Appendix One

Events:

Events	Expects of: Club Chair	MG Vice-Chair	MG Chair	DPCS	DPFS	Activities
Club Chair	x	- Would be first point of contact - Help and advice on small and relevant scale (ideally more experience) - Writing budgets with CSP committees - First line of approval - Support with publicity	- Escalated for more niche knowledge - More than £1000 escalated to MG Chair - Scale of escalating budgets, approval - Support with publicity	- Legal help/liability - Insurance	- Legal help/liability - Insurance	- Room bookings - Admin help and planning - If you can't find the right help go to them - Training - External speakers - Budgeting advice - Catering forms - Help with promotion - Support with publicity
MG Vice-Chair	- Every event should have a producer (someone responsible) - Timings, we expect things in on time!!! - Keeping people up to date with when things are happening	x				
MG Chair			x			
DPCS				x		
DPFS					x	
Activities						x

Governance/Problems:

	Expects of:					
Governance/Problems	Club Chair	MG Vice-Chair	MG Chair	DPCS	DPFS	Activities
Club Chair	x	- Hold monthly meetings	- Attend said monthly meetings			
MG Vice-Chair		x				
MG Chair	- Hold termly meetings		x			
DPCS				x		
DPFS					x	
Activities						x

Finance:

Finance	Club Chair	MG Vice-Chair	MG Chair	DPCS	DPFS	Activities	ICU Finance
Club Chair	x	- Approve spending quickly provided it is coded correctly - Checking things accurately and spending time to answer questions - Make people aware of exams and direct to activities@ic.ac.uk	- Make people aware of unavailability due to exams and direct to activities@ic.ac.uk	- Run annual budgeting			- Get VAT back WITH a notification button saying you have got it back (can just be a colour change if you don't get VAT back) - Do donations in a timely maner
MG Vice-Chair	- Spend SGI responsibly, benefitting the majority of members (consider food and drink) - Give us enough detail and have everything signed (don't want to be asking loads of questions)	x				- Pick up in exams with questions	
MG Chair	Media-to spend SGI responsibly in a way that benefits the majority of members especially when buying food or drink (but especially especially with alcohol) - Give us enough detail and have everything signed (don't want to be asking loads of questions)	- Monitor the spending of clubs to ensure that they are following procedures (dont lose VAT, etc.) - Allow clubs to spend their money on what they deem to be right	x			- Pick up in exams with questions	
DPCS				x			
DPFS					x		
Activities						x	
ICU Finance							