



**CLUBS, SOCIETIES & PROJECTS BOARD (CSPB)**  
**Clubs, Societies & Projects Board** for the 2020/21 session, to be held 16th March 2021 at 6pm on Microsoft Teams.

**Attending:**

<b>Management group rep</b>	<b>Role</b>	<b>Name</b>
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	India Marsden
Sports Sector	Chair	Geoffrey Sheir
Recreation Sector	Chair	Adam Turner
	Treasurer	Ferdinand Krammer
Knowledge Sector	Vice Chair	Gordon Cheung
City & Guilds College Union	Treasurer	Allan Lee
Imperial College School of Medicine Students' Union	ICSMSU Clubs & Socs Chair	Chris Oldfield
	ICSMSU MG Treasurer	Pedro Chen
	ICSMSU President	Muntaha Naeem
Royal College of Science Union	RCSU Treasurer President	Matthew Leontsinis Aparna Pillai
Royal School of Mines	President	Jasmine Crocker
	Vice President (Clubs & Societies)	Jessica Dring-Morris
	Treasurer	Chamitha Gomez

## Chairs Business

### 1. Apologies for Absence

- a. Community Sector, Silwood Park Students Union, Graduate Student Union, Overseas Sector.

### 2. Action Tracker and MG Chairs reports

- a. The action tracker and MG Chairs report will be reviewed later and or postponed, budgeting agenda topics were given priority due to committee members other time commitments.

## Matters for Report

### 3. Budgeting MG2, resolutions & appeals process.

- a. **ACTION:** DPCS to get in touch with GSU Chair to finalise a budget submission.
- b. Resolutions
  - i. Original timeline for this was delayed so CSPB discussed new dates and settles on.
    - 19<sup>th</sup> (or latest 22<sup>nd</sup> March) open MG 2<sup>nd</sup> round and close on the 15<sup>th</sup> of April for MG Chairs to receive a second and diff groups of budgets to review. If MG Chairs find budget allocations, they don't agree they discuss this with the relevant Group, if an agreement can't be reached these will be brought to resolutions meeting at MG budgeting meeting 3.
    - 20<sup>th</sup> April CSPB MG budgeting meeting 3 resolutions, depending on the number of resolutions this may or may not warrant a full CSPB meeting.
    - **ACTION:** DPCS to send a doodle poll for the meeting circa the 20<sup>th</sup> of April.
- c. Appeals
  - i. Traditional one week before provisional grant allocations are put through CSPs can appeal if they feel policy and principles were not followed.
  - ii. Appeals must come through MG chairs, appeals submission form will have a required field to confirm they have spoken with their MG Chairs, with a potential to prove this in some way. MG to remember there have been plenty of opportunity for CSPs to explain their budgeting needs so this appeal stage should mainly be for any allocations where the principles have not been applied or to flag any fundamental failures, and not so much if a CSP is unhappy with the allocation.  
**ACTION:** DPCS to create and share appeals forms.

### 4. Budgeting – Leftover ringfencing (RSM, RCSU & ICSMSU)

- a. RCSU – was approved by CSPB.
  - i. slight request increase in line with other CUs. Such as printing for their RCSU magazine 'Broadsheet'.
  - ii. Welfare funding now granted to 100%
- b. ICSMSU - was approved by CSPB.
  - i. Had a restructure of its funding to make it more sustainable, with 20% increase.
  - ii. certificate printing was reduced to 50% in line with other CUs.
  - iii. Welfare funding now granted to 100%
  - iv. Telephone line was funded 100% as per other CUs with offices.
  - v. Freshers' packs printing and postage funding has been increased.
  - vi. Colours awards funded to 50% in line with other CUs.
- c. RSM - was approved by CSPB.
  - i. Welfare funding now granted to 100%
  - ii. Hackathon accepted as a new event with prizes.

- iii. Slight change in Union grant that will now cover some events that the faculty of engineering was previously subsidising.

**ACTION:** DPCS and Activities Coordinator to catch up re minuting initial ringfencing meeting.

## 5. Budgeting –Capping principles

- a. Historically CSPs who were allocated more than 10% increase on what they got last year are subject to the first level of grant reduction, if CSPB goes over the total CSP grant allocation allowed. CSPB was happy to continue with this 10% as a marker to start the capping.

## 6. Elections – voting is open and MG Elections

- a. **ACTION:** MG Chairs to Please email constituent members about voting, voting for Leadership and CSP elections closes on Thursday at 2pm, please also mention there are three prizes as voting incentives for those CSP who reach 90% turn out.
- b. **ACTION:** Student Opportunities & Development Team to send comms to CSP and clarify how to vote – they must 1<sup>st</sup> vote on Leadership Elections to then view CSP candidates.
- c. It was highlighted that online elections have brought up strong feelings of uncertainty and dissatisfaction for CSPs. MG Chairs have struggled to reassure CSPs that online elections are a positive change.
  - i. CSPB have asked for clarity on a plan for filling vacant positions as well as what will be done for membership and increasing voting registry for future online elections. CSPB also highlighted their CSPs value the flexibility of being able to add candidates on the day of voting like its often done on AGMs.
  - ii. **ACTION:** DPCS to touch base with Council and Leadership regarding CSPs holding elections using other online platforms (Line 24 of CSPB Policy) as this has historically caused many statements of dissatisfaction from CSP members unhappy with how online elections were run. DPCS to share reasonable options within timeframe before summer byelections.
  - iii. It was agreed a membership rollover or online membership wasn't suitable for all clubs The CSP committee could choose to opt-in to offering an online membership or membership rollover with the agreement of the MG Chair.

**ACTION:** DPCS to explore which CSPs may find this useful and if it would be compatible with CSP Policy, ICU Byelaws and to discuss with ICU President. These options were in addition to allowing an opt-out of eVoting, because simply opting out of eVoting does not obviate the issue of some CSP membership numbers being much lower than usual. The problem is twofold:

    - 1. Fewer nominations received from the eligible pool (due to inability to take nominations from the floor / eVoting engagement)
    - 2. Smaller eligible pool of people who can actually stand (due to limitations on in-person activity meaning reduced membership sales)
  - i. eVoting opt-out only solves point 1, and my understanding was that the board had asked DPCS to investigate online memberships and membership rollover to mitigate point 2 for CSPs for which this is a problem (not all!).
  - ii. Making it easier for CSPs to opt out of eVoting was seen as a reasonable compromise, however it must be explicit clear as to why they need to opt out and this needs a conversation with MG Chairs before it is agreed. **ACTION:** DPCS to

create a opt out form, to capture CSP plans for voting records, RO responsibilities (pending Union Council and Union President approval).

- iii. **ACTION:** New/reviewed membership policy to be announced before summer byelections. DPCS to present a paper to extend associate membership to final year students for one year after they graduate.
- iv. MG Chairs to hold elections for their committees in term 3, as per standing orders DPCS confirmed this can go ahead.

## 7. Return to activity roadmap

- a. DPCS's blog post on '[Roadmap out of lockdown for Clubs & Societies](#)' was discussed,
  - i. from 17th May CSPs will be able to do socially distanced indoor activity.
  - ii. International trips and tours are still under review, but all grant applications for this need to still be submitted before 19<sup>th</sup> April
  - iii. Tours budgets approval for CSPs means they first need to submit an event budget. DPCS reminded that CSPs should be advised to not spend any money until after May as a sensible COVID precaution.
  - iv. the discussions on testing larger groups and to allow quicker return to activity have now come to an end with College, this won't be progressing.
  - v. Minibuses won't run at a reduced service as this would mean a new process for a short amount of time, it is most likely minibuses won't run until we are in step 3 of the road map.
  - vi. There are still ongoing discussions about Coaches to Harlington, this has not yet been confirmed
  - vii. Risk Assessments will still need to be submitted and all activity must be registered, same form can be resubmitted as long as it meets guidelines (NGB, Govt, College, etc.)
  - viii. **ACTION:** DPCS to find out how previous RA can be shared with MG Chairs to help them better advise their CSPs, and possibility to review RA training.

## 8. MG Support sessions

- a. New [booking system for MG Chairs](#) to book a Team Chat with either DPCS, Rachel SO&D Manager or Marta Coordinator to discuss any queries, needs, issues or feedback.

### Next meeting

Potentially 20<sup>th</sup> April (see agenda item 3) or Tuesday 25<sup>th</sup> May 2021, 18:00 – 20:00, Teams Online