



CLUBS, SOCIETIES & PROJECTS BOARD (CSPB)

Clubs, Societies & Projects Board for the 2020/21 session, to be held 2nd June 2021 at 6pm on Microsoft Teams.

Attending:

Management group rep	Role	Name
N/A	Deputy President (Clubs & Societies)	Ross Unwin
N/A	Student Activities Co-ordinator – Governance and Frameworks	Marta Mazzini Cea
Arts & Entertainments Sector	Treasurer	Benjamin Stobbs
Sports Sector	Chair	Geoffrey Sheir
Community Action Sector	Vice Chair (Faith)	Shivam Patel
Recreational Sector	Chair	Adam Turner
	Treasurer	Ferdinand Krammer
Knowledge Sector	Chair	Alexander Nielsen
City & Guilds College	CGCU Treasurer - Allan Lee	CGCU Treasurer - Allan Lee
Imperial College School of Medicine Students' Union	President	Muntaha Naeem
	Clubs and Societies Chair	Chris Oldfield
Royal School of Mines Union	Vice President (Clubs and Societies)	Jessica Dring-Morris

Chairs Business

1. Apologies for Absence

- a. Silwood Park, Royal College of Science Union, Graduate Students Union, Overseas Sector.

2. Action Tracker and MG Chairs reports

- a. Risk Assessment - MGs were not sent examples as requested, but support sessions with SO&D Team seem to have helped CSP with their queries.
- b. New membership policy to extend associate membership – this has now developed into a Union-wide membership offer review being headed by ICU President's working group. In the meantime a small number of case by case requests have been escalated to DRO and considered for student on interruption of studies to be granted associate membership status so they can participate in

elections. MGs were reassured that the advice is still that only full members can participate in elections.

- c. MG Chair reports focused on MG Group elections, most are well under way and will be happening soon. – **ACTION** MG Group elections to be completed by end of term, so newly appointed officers can take part in Volunteer Training week commencing June 14th.

Matters for Report

3. SPB Departmental Society Policy

- a. Departmental Society Policy was reviewed and passed.

4. Sub-Committee updates (NAC, ADF, Tours)

- a. Tours
 - i. Applications have been approved; their budgets will now have to be submitted by June 14th.
 - ii. There have been some delays in response to some applications. DPCS went through the details for the non- successful applicants for MG Chairs' reference. **ACTION** – DPCS and SO&D team to send details of none approved Tours to the relevant CSP.
 - iii. Silwood Tour has not been approved **ACTION** – DPCS to contact Silwood Exec as their tour application replicates the Surfing Society Tour.
 - iv. The next stage is for budgets of approved Tours to be uploaded by the 14th of June.
 - v. MG Chairs were reminded that main travel costs, and costs of luggage and equipment is all eligible for funding up to 40% of the main travel.
- b. ADF
 - i. MGs were asked to encourage their CSPs to apply for ADF and Safe Activity Fund. Examples include, booking bigger venues to accommodate for social distancing, or sanitizing adjustments and products etc.
 - ii. Funding can be applied for activity happening before October, but allocated funds must be spent before July 20th.
- c. NAC
 - i. CSPB discussed the approach for applications of new groups centred around women, and how best to support them without creating duplication.
 - ii. It was important for CSPB to understand why the Dept Soc aren't able to cater for their needs. **ACTION** – DPCS and SO&D Team to Invite the 'women in set' NAC applicants, already existing 'women in ...' Societies to the conversation with relevant Dep Socs and MG Groups.
 - iii. **ACTION** – Shivam to pass on contact details of Women in Maths Committee to DPCS
- d. Harlington updates - Harlington committee will hopefully meet by end of June. DPCS is collating a proposal with Martial Arts clubs for new Martial Arts Mats for use in the Union building. Hopefully outcomes will be heard in July.

5. Budgeting – MG, start of resolutions

- a. DPCS talked through resolutions process for MG1 and MG2, CSPB decided on the below timeline and tasks.
 - i. first round of resolutions would be open until 16th June.
 - ii. Form sent out for resolution panel members, with doodle to decide on a panel date. **ACTION** for DPCS.
 - iii. ACO budget update to include when to expect budget decisions etc.

ACTION – DPCS to share MG1 or MG2 process on Teams Budgeting channel.

6. Plan for last CSPB of 20/21

- a. June 24th will be the final CSPB of 2021 to be mixed mode so those in London can meet in person, with a social at the Union Bar after to say thank you to all CSPB Volunteers.

7. AOB

- a. Imperial Athletes second membership –
 - i. ‘Second clubs’ under Imperial Athletes model has not worked. This needs to be discussed at SCB. **ACTION** – Sports Sector Chair to arrange this meeting.
- b. Music societies College space –
 - i. Music societies need more simultaneously, bookable rooms to accommodate for current Music regulations. **ACTION** – DPCS to ask College to access the drawing rooms on level 6 and 7 of SGB.
- c. Membership refunds –
 - i. The Unions systems is not able to support rollover memberships. The only way to do this would be to ask for a refund and then the member should repurchase it.
 - ii. If an individual student requests a refund, then it is up to the CSP to agree or disagree to a refund. If the CSP wants to agree to a refund, they should pass the original request email, along with confirmation from the chair and treasurer stating that they want to offer a refund, to the DPFS and DPCS. Subject line should be CSP MEMBERSHIP REFUND.
- d. Minibuses procurement – DPCS gave a summary of the Transports Project so far. See full [report](#).
- e. The next stage of the transport project is to go out to tender for the new fleet. CSPB were asked for feedback on the current list of procurement requirements,
 - i. Good to explore sustainability but hybrid electric vehicle may not be the best for CSP who travel to remote places.
 - ii. Driver training, MiDAS may be above and beyond of what is required.

- iii. **ACTION** – Recreational Sector Chair to put in writing feedback about rising cost concerns.
- iv. CSPB asked for there to be no restrictions on the number of days a vehicle could be booked.
- v. Ability to cross the border into Europe, 15 seaters need a special licence, 9 seaters can cross with ease.
- vi. 9 seaters also beneficial as it has space to transport kit etc.
- f. If during the procurement stage CSPs need travel they are advised to apply for the 'Community Building Fund'

Next meeting – June 24th