



MINUTES OF THE PROCEEDINGS
of the forth ordinary meeting of the
ARTS AND ENTERTAINMENTS BOARD
of the
Imperial College Union
in the 2013/2014 Session

The meeting of the Arts and Entertainments Board was held in Lecture Theatre 2, Blackett Building on the 23rd January 2014 at 18:00.

Present:

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| Arts and Entertainments Board Chair | Alex Savell |
| Arts and Entertainments Board Treasurer | Thomas Bradley |
| Arts and Entertainments Board Secretary | Andrew Hall |
| ArtsFest Chair | Luke Salter |
| A&E A Cappella Secretary | Valerie Osband |
| A&E Calligraphy & Oriental Painting Treasurer | William Qi |
| A&E Chamber Choir Treasurer | Josh Taylor |
| A&E Chamber Music Vice President | Jeffery So |
| A&E Design Collective Treasurer | Dong Chi Wu |
| A&E Dramatic Society Lighting Director | Alexander Lown |
| A&E Fashion Chair | Nam Cheah |
| A&E Guitar Treasurer | Yuning Zhou |
| A&E IC Big Band & Jazz Chair | Simon Stephenson |
| A&E ICU Cinema Treasurer | Gwen Owen James |
| A&E Jazz & Rock Treasurer | James Targett |
| A&E Leonardo Fine Arts Society Chair | Eleftherios Apostolakis |
| A&E Music Technology Treasurer | Jonas de Beukelaer |
| A&E Musical Theatre Treasurer | Ben Howitt |
| A&E Musical Theatre Tour Chair | Joseph Dudley |
| A&E Orchestra Chair | Jonathan McNaught |
| A&E Orchestra Treasurer | June Gan |
| A&E Sinfonietta Chair | Anna Selig |
| A&E Sinfonietta Treasurer | Rachael Fletcher |
| A&E String Ensemble Chair | Sophie Baker |
| A&E Comedy (New club) President | Nas Andrigoulos |
| A&E Comedy (New club) Treasurer | Peter Muilon |
| RCC Belly Dancing Publicity Officer | Yasmin Malik |

Apologies:

Arts Imperial Social Media Coordinator
Wind Band Chair

1. MINUTES OF LAST MEETING

The minutes of the previous meeting were unanimously accepted.

2. CHAIR'S BUSINESS

NOTED:

- (a) Clubs are encouraged to make use of ArtsImperial advertise themselves, in particular using the Facebook page to promote events and recent successes. Advertising through ArtsImperial has the potential to reach a large audience of musically minded people via the Blyth centre mailing lists.
- (b) A long-term solution to the room booking problems has been suggested with the proposal to construct a new arts centre at Imperial. To aid the bid for funding for this project clubs are requested to keep track of the number of individuals participating in their activities and also of audience numbers attending concerts.

3. TREASURER'S BUSINESS

3.1. Budgeting

NOTED:

- (a) The 2014/15 budgeting process has now begun however there have been a number of significant changes to the way that this process is run compared to previous years.
- (b) Clubs must complete the form on eActivities before the 4th February. This form is largely the same as previous years however there is an additional column to complete indicating whether the expenditure is related to the club's core activities or not (see attached AEB budgeting guide for more details).
- (c) Alex and Tom will review all AEB budgets to identify unreasonable requests and non-core activities.
- (d) Whereas in previous years all funding was allocated in a single meeting of the CSPB in which the management groups had to argue amongst themselves to get funding for their clubs, this year there will be three meetings, each with a different aim:
- (e) At the first meeting the CSPB will decide minimum percentages for all core funding categories (eg. Travel, accommodation...). All clubs who have core expenditure in this category will be allocated funding at this percentage of what they have asked for (eg. If travel is funded to 20% and you have asked for 10% you will get 10% but if you have asked for 80% you will initially get 20%).
- (f) The second meeting will be used to debate which activities are core to a particular club and so should be funded and also any clubs which are ineligible for funding or should receive reduced funding.
- (g) At the third meeting all remaining money will be allocated in a similar way to in previous years (argument). In this round clubs will receive funding to top-up the amount previously allocated to core activities in round 1 and also for any non-core activities.
- (h) All appeals will go to CSPB not to management groups and will come from a pot of money reserved for this purpose. No cuts to budgets will be made after round 2.
- (i) Requests for funding for new activities will not be considered at the main budgeting round and instead money will be reserved for the next academic year to apply to if

the new activity goes ahead. Despite this it is still worth mentioning that you intend to do so in your budget.

- (j) The process will be much stricter than in previous years with unreasonable requests for core funding likely to be moved to non-core and so would receive less funding. For this reason it may be better to voluntarily take a small cut to avoid this happening.
- (k) When requesting funding full details of finances must be given including how long any new equipment is expected to last, what income is raised from membership fees and ticket sales (including travel tickets) as well as any existing SGI.
- (l) Clubs with large amounts of SGI must justify why they still need funding from the union. The amount of SGI will be considered in relationship to the turnover of the club and if it appears that the money is not being used then funding may be cut. Whilst it is reasonable to keep a small amount of contingency money to cover equipment damage this should not be the full cost of replacement. If you have plans on what you are going to spend the money on (even if they are long-term) then these should be expressed in the budget.
- (m) When splitting funding between categories it is worth splitting items that are likely to receive different amounts of funding. Eg. for a tour it may be beneficial to split travel and accommodation as if travel is funded at 10% and accommodation at 40% you will receive more by splitting the activities than by putting everything as travel.
- (n) All of these details can be found in the Union budgeting handbook and policy as well as in the attached AEB budgeting guide. In general clubs are likely to receive less funding than in previous years due to some money being reserved the development fund.

4. ARTSFEST & IMPERIAL FRINGE

NOTED:

- (a) Planning for a dance event in the Union concert hall on the 26th February and a 'We are Metric' night on Thursday 27th are now underway. The 'We are Metric' night is intended as a social event for all the AEB clubs but is open to everyone.
- (b) The Big Band will play on the Queen's Tower on Monday 24th and A Capella will be performing on Friday 21st. On both Thursdays there will be lunchtime concerts arranged by ArtsImperial and on Thursday 20th there will be the Imperial Fringe.
- (c) There will be an ArtsFest exhibition all week in the Blyth gallery and there will be Art workshops on the Hammersmith campus.

5. MATTERS FOR DECISION

5.1. Guitar society dormancy review

NOTED:

- (a) At the December meeting of the AEB it was decided that the Guitar society dormancy should be continued for another month to allow them to complete all of their dormancy targets.
- (b) Guitar Soc have now held an emergency general meeting and have a full committee. They have held a number of events and have exceeded their membership target with 21 full member and 1 life member.

(c) There are three options available: 1) dormancy can be ended, 2) dormancy can be extended, 3) more drastic action can be taken

The decision of what action to take was put to the vote:

RESULT:

The board unanimously decided to end the dormancy period.

6. AOB

There was no other business.

The meeting concluded at 18:42.