



MINUTES OF THE PROCEEDINGS
of the seventh ordinary meeting of the
ARTS AND ENTERTAINMENTS BOARD
of the
Imperial College Union
in the 2014/2015 Session

The meeting of the Arts and Entertainments Board was held in Room 407A, Electrical and Electronic Engineering Building on the 16th October 2014 at 18:00.

Present:

Arts and Entertainments Board Chair	Jonathan McNaught
Arts and Entertainments Board Treasurer	Rachael Fletcher
Arts and Entertainments Board Secretary	Reuben Hill
ArtsFest Chair	Sofia Qvarfort
A Capella Secretary	Bethany Hall
Chamber Choir Chair	Joseph Hoggett
Chamber Choir Treasurer	Maria Schofield Legoburo
Chamber Music Chair	Xin Ying Phang
Choir Treasurer	Rohan Arambepola
Design Collective Chair	Justin Pither
DramSoc Chair	Peter Griffin
Gospel Choir Chair	Jasmine Gordon-Brown
Guitar Chair	Björn Gugu
Big Band Secretary	Rosemary Richardson
Cinema Chair	Jack Steadman
Jazz and Rock treasurer	Ethan Haley
LeoSoc Development Secretary	Deana Tsang
LeoSoc Treasurer	Riyadh Rateme
Music Tech Chair	Beni Bienz
MTSoc Chair	Harriet Campbell
Orchestra Secretary	Beth Slater
Sinfonietta Chair	Enric Juan
String Ensemble Treasurer	Raymond Williams
Wind Band Chair	Rachel Januszewski
Comedy Society Chair	Peter Munton
Comedy Society Treasurer	Josh Carr

Apologies:

None received

Absent:

Calligraphy representative
Fashion representative

1. APOLOGIES

The Secretary reported none received.

2. MINUTES OF LAST MEETING

The minutes of the previous meeting were accepted unanimously.

3. CHAIR'S BUSINESS

Introductions from the Exec and attending representatives were given

3.1. Publicity for clubs

NOTED:

- (a) The Arts Imperial Facebook page is underused and the Chair asked club and society committee members and club and society members to like the page
- (b) The chair has requested events be put on the Union's *What's on* calendar on the Union website
- (c) Clarification on policies for advertising AEB events in *Felix* is sought.

ACTIONS:

Chair (Jonathan McNaught) to check with felix editor about requirements on advertising AEB events and seek flexibility if required

3.2. Support for Clubs

NOTED:

- (a) Jonathan reported that there is some money left in the Activities Development Fund and that he can help with accessing that.
- (b) It is requested that the AEB exec emails be added to club and society publicity mailing lists

3.3. Updates and Other Business

NOTED:

- (a) Clubs and Societies were reminded to about keeping membership targets and to talk to AEB exec about issues with membership.
- (b) Calligraphy, LeoSoc and Guitar were all reported to have outstanding financial documents
- (c) The winter tour fund closes 27/10/14
- (d) A request to tidy the great hall cupboard and for clubs and societies to request permission before removing anything belonging to another club or society from the cupboard was given.
- (e) Clubs were reminded that under 16s are not allowed to be in clubs or societies and that suitable provision should be made for any 16-18 year old members such as alcohol awareness and instructor checks. It was stated that some negotiation with union door staff to allow entry to the union in the evenings for non-bar events may be possible.
- (f) Attendees were told of a theatre at the new Heston campus which is available to use.

- (g) Attendees were told of the new activities development committee for clubs and societies. A slot is free on the committee that needs filling.
- (h) Concern expressed at new contingency system. The Chair told attendees that no less money was available for contingency matters.
- (i) The Sinfonietta representative expressed concern at their contingency claim perhaps entering the new system and why it didn't reach the exec committee during the last session.
- (j) The chair reported that management group restructuring may occur and that he may be on the committee discussing changes.
- (k) Representatives were encouraged to sign up to imperial plus volunteering.
- (l) It is reported that the union president is keen to increase RCA and RCM collaboration. Concern was expressed by the MTSoc representative having had issues in the past with choosing who to cast after auditions. Interest was expressed about potential extra venues at the RCA and RCM for AEB clubs.

ACTIONS:

Each club or society who uses the great hall cupboard is to send someone to help tidy the cupboard.

Further discussion about the great hall cupboard is needed.

Chair (Jonathan McNaught) to investigate the new Comedy Society getting a budget through the new activities development committee.

Chair (Jonathan McNaught) to investigate why Sinfonietta contingency didn't reach exec committee.

4. TREASURER'S BUSINESS

NOTED:

- (a) Clubs and Societies were reminded to do training quizzes and read training guides and to email the treasurer if problems arise.
- (b) As much detail should be put into claims as possible to expedite approval. Good, readable scans of receipts should be included with relevant bits of the receipt highlighted. The delivery instructions box can be filled with notes for purchase orders.
- (c) VAT should be claimed back with claims split into VAT/Non-VAT lines to speed up.
- (d) Enough money must be in the chosen account for claims/purchase orders to go through.
- (e) Chairs were reminded to approve treasurer claims carefully.
- (f) Attendees were reminded to do event budgets for any big events and were reminded that events should not be planned to make a loss. Subsidy should be included in the event budget to account for this.
- (g) Clubs who wish to get tour funding for winter tours should discuss this with the AEB treasurer.

5. SECRETARY'S BUSINESS

NOTED:

- (a) Attendees were reminded to come to meetings.
- (b) A note that 3 absences can lead to club or society finances being frozen was given to representatives.

ACTION:

Secretary (Reuben Hill) to investigate getting the clash calendar up and running.

6. ARTSFEST

6.1. ArtsFest Introduction

NOTED:

- (a) The ArtsFest chair wishes to improve ArtsFest in every way.
- (b) ArtsFest 2015 is from 16th-20th of February 2015.
- (c) An exhibition will be left in the Blyth Gallery for an extra week after the main ArtFest events.
- (d) Every club should take part
- (e) ArtsFest noted as a way of increasing club and society publicity.
- (f) ArtsFest chair will have meetings with individual clubs chairs.
- (g) The theme will be "Discovery"
- (h) Events do not have to be free

ACTION: ArtsFest chair (Sofia Qvarfort) to investigate getting comedy night "Nice n Spiky" moved

6.2. ArtsFest Secretary Election (Non AEB Matter)

An election was held for the position of ArtsFest Secretary: No one stood for the position.

NOTED:

- (a) Attendees to publicise position to members.
- (b) Election to be re-held at a later date.

6.3. ArtsFest Publicity Officer Election (Non AEB Matter)

An election was held for the position of ArtsFest Publicity Officer: No one stood for the position.

NOTED:

- (a) Attendees to publicise position to members.
- (b) Election to be re-held at a later date.

7. ARTS IMPERIAL ELECTIONS (NON AEB MATTER)

7.1. Orchestras and Choirs

An election was held for the orchestras and choirs position on the arts imperial board: Moira Schofield and Enric Juan stand.

RESULT: Moira Schofield and Enric Juan elected unanimously for Orchestras and Choirs position.

7.2. Ensembles

An election was held for the ensembles position on the arts imperial board: no nominations were received.

RESULT: Ensembles position left open.

7.3. Visual Arts

An election was held for the visual arts position on the arts imperial board: no nominations were received.

RESULT: Visual arts position left open.

7.4. Dance and Drama

An election was held for the dance and drama position on the arts imperial board: Jack Steadman stood for the position.

RESULT: Jack Steadman elected unanimously for Dance and Drama position.

8. AOB

There was no other business.

The meeting concluded at 19:00.