

Clubs, Societies and Projects Board

3. Minutes

13th June Meeting, 6–8pm, held in Metric, Beit Building, South Kensington

Attendance

Group	Role	Name
Imperial College Union	Deputy President (Clubs & Societies) — <i>Chair</i>	Christian Cooper (CC)
	Deputy President (Finance & Services)	Stephanie Yeung (SY)
	Student Activities Manager (Operations) - <i>Secretary</i>	Robert Fenner (RF)
CGCU	President	Daniel Zhou (DZ)
RSMU	VPCS	Jakob Slater-Morris (JSM)
	Treasurer	Natasha Precious (NP)
Sports Sector	Chair	Vaibhav Chetty (VC)
	VC Team Court	Junior Mbah (JM)
Arts & Entertainments Sector	Chair	Celine Driessen (CD)
	VC Media	Pip Moss (PM)
	VC Entertainment	Jack Bartlett (JB)
	Secretary	Nathalie Tedfors Lindell (NTL)
ICSMSU	C&S Chair	Renee Servin Recio (RSR)
	VC Sports & Arts	Arjun Narendran (AN)
Recreation Sector	VC Appreciation	Enzo Amaral (EA)

Minutes

1. Welcome & Apologies

No apologies noted. Meeting is quorate with required 6/11 management groups.

2. Matters Arising

No changes to the action tracker since last meeting.

3. Conflicts of Interest

No conflicts of interest **noted**.

4. Confidential Business Identification

No confidential business **noted**.

5. Subcommittee Updates

CC noted that the final round of trips and ADF was complete.

CC noted that NAC committee had received an influx of over 30 applications for the final round, however only 1 had been successful.

6. Management Group Updates

CGCU

DZ provided an update:

- Hackathon last weekend.
 - There were a few sustainable models from robotics that everybody liked.

RSMU

JSM provided an update:

- Quiet term with field trips
- Handovers have started with committees
 - All going well with handover.

Sports

VC provided an update:

- Very quiet, no updates.

Arts & Ents

CD provided an update:

- Summer term focusing on smaller productions and shows. Continuing to publicise those.
- AGM on 19th — currently going well.
- IDEA show uploaded to YouTube for archive purposes.
- Great Hall project involvement
 - Have been in touch with Blyth centre.
 - Knock on effect from closing the space being considered.

CC updated on disruption caused by the Great Hall redevelopment. The redevelopment being run by Education Office.

CC noted that Officers and Union Staff are sitting on key groups for the project, including: the main user group, disruption user group, education user group, events user group, and student experience user group.

CC gave an overview of the project timeframe: Sign off this year, Spring 2025 closure, until Sept 2026.

CD asked whether Arts & Ents can be invited to the student experience group.

CC noted that the Union has staff and Officer representation on the user group but that he can ask the group.

Action: CC to contact the Education Office to request Arts & Ents representatives be invited to relevant meetings.

Recreation

EA provided an update:

- Business as usual.
- Election dates set for 27th.

ICSMSU

RSR provided an update:

- Reynolds building being renovated, redoing first floor and ground.
 - Planning to get club photos and memorabilia in — working with faculty.
 - Working on alumni establishment to get a better network.

7. Student Activities Updates

Committee Feedback Forms

RF noted that committee feedback forms will be released on 14/06/2024.

RF noted that there was a low fill out rate last year and asked CSPB to comment on the questions and form (presented on screen). [<https://editforms.com/imperialcollege-cspfeedbackform>]

Feedback from CSPB:

VC noted that the form looks good, but the challenge is getting people to open the form. He noted that most committee members don't think about or interact with union unless something goes wrong, other than financially responsible officers.

CD suggested to not make the text boxes mandatory which may potentially reduce quality but increase quantity of fill out.

RSR suggested to have less questions, but to keep the text boxes mandatory.

VC suggested to have scoring on one page and free text on another, which would be optional, to increase fill out rate.

NP suggested to add an "N/A" option for feedback since not everyone might have experienced certain things asked in the form.

Behaviour/Culture Framework

RF presented a draft version of the behaviour/culture framework to CSPB.

RF noted that there would be three levels of outcome: local resolution, escalation to a manager, escalation to disciplinary process.

RF noted that the process would be two-way, ensuring that it can be triggered by students and staff.

VC noted that imperial students are very particular about having things written down and that defining this correctly is important.

VC also noted that many CSPs don't trust the Union to resolve conflict within CSPs and therefore deal it themselves. Having back/forth local resolution with CSPs as much as possible to build trust. More important to define welfare aspect over financial/procedural support.

RF responded that many interactions with students are during high-pressure points and emphasised the need to encourage de-escalation.

CD noted that a lot of frustrations of students stem from the delays with event/trip processing. CD noted that groups feel shutdown with the constant response of "we're working on it". CD suggested having separate drop-ins to resolve small scale event proposals, providing students with the option to take action to help resolve the delay.

RSR asked whether what behaviour constitutes a particular level of disciplinary procedure will be public.

RF responded, yes, but emphasised the desire to avoid escalation where possible. If an escalation is required, the framework would be followed.

VC suggested that in the version that is shown to students we should not explicitly identify certain behaviours and associate it with the discipline level, but that we should state that there is an escalation if resolution can't be achieved.

JSM raised that we should ensure that a whole CSP does not get punished for the actions of individual members/committee members.

RF agreed and clarified that the actions members constitute bad behaviour, whereas the actions of a whole CSP would be considered culture which would warrant different approaches.

Inventory & Storage

RF updated on inventory and storage procedures:

- Change in process this year means that current committee will fill it out the inventory.
- CSPs who fail to complete an inventory will risk their storage being taken away.

RF noted that a day will be blocked out in the summer for items in storage to be disposed of, with support from the Union.

VC noted that the threat of losing space is important as many CSPs have more space than necessary.

CD asked if items that are inventoried will be insured?

RF responded, yes, all inventoried items will be insured.

RSR asked whether insurance is only for Union spaces?

RF responded that he believes all items belonging to the Union will be insured, but that he will confirm this.

Action: RF to confirm what items and what storage spaces are covered under insurance.

SUMS

RF noted that 7 applications for the SUMS focus group have been received.

RF asked that any further applications be submitted ASAP, and that the group will be confirmed soon, and meeting information sent out.

8. Annual Budgeting

CC updated that annual budgeting for CSPs has been completed and thanked CSPB for their work.

CC noted that 66 appeals were received.

- Several appeals were based on the scale factor, which was not a valid cause for appeal, although the panel was sympathetic.
- 8 of the 66 appeals were accepted, either partially or in full.
- The remaining 58 budgets had the original decision upheld.

CC noted that the final provisional allocations and requested budget were being presented to Finance, Audit & Risk Committee, then the Board of Trustees for final approval.

9. CSP Policy

CC gave an overview of the CSP policy, and the major changes made to it, noting that the current policy has expired.

Key changes are:

- Addition of a limit to the number of Principal Officer roles a Full Member can hold.
- Removal of specific references to documentation/submissions, replaced with more general statements, allowing more flexibility for both the Union and CSPs year-on-year.
- Note of the CSP Behaviour Framework and signposting to ICU Complaints.

CC went through the policy line by line, providing CSPB the opportunity to make amendments and ask questions.

Summary of additions/amendments:

- 5.1.1 iii. Secretary role description added.

- 5.1 amended to include definition of a committee.
- 6.4 amended to remove example.
- 6.8 (and sub-sections) “MG Officer” replaced with “CSPB Officer”
- Addition of 6.9 “No Full Member may exercise financial responsibility more than once within a given financial approval chain.”

CC asked CSPB to approve the policy. A vote was carried out by show of hands by chairs, or nominated representative, on behalf of the management group.

Quorum Count	Majority (50%+1)	For	Against	Abstain	Outcome
6	4	6	0	0	For

For	Against	Abstain
VC, RSR, CD, DZ, JSM, EA		

CSP Policy approved by the Clubs, Societies & Projects Board.

10. Handover and Induction

CC noted that a session will be held on 28th June 2-4pm in Metric for incoming CSP committee members to network and get to know the team. The aim of the session will be to give a basic introduction to the team and to allow members to network whilst having food and drink.

CC noted that he would like to run a CSPB induction session before the CSP session to get to know CSPB, give some initial induction and information, then join the CSP session.

RSR agreed that the 28th of June is a good day for medics as they are finished exams.

CD noted that postgraduates may not be able to make a session during the working day.

CC agreed to circulate a form asking CSPB and incoming officers for their preference on time.

Action: CC to circulate form to CSPB to determine best time for CSPB induction and networking on 28th June.

11. CSP Sustainability

CC noted that SY has released a consultation on the Union’s Sustainability Plan.

SY asked CSPB to fill out the consultation and circulate to members. SY noted that a slide deck explaining the plan is available on the Union website.

CD suggested that the consultation be added to the electronic screens in the 568 bar.

Action: SY to investigate adding the consultation as a QR code to the 568 bar screens.

12. Brand Refresh

CC noted that the Union is currently going through a brand refresh with new assets and voice.

CC presented a draft design for a CSP profile page on the new Union website.

CC asked CSPB for feedback on the design.

Collated CSPB feedback:

- Overall, feedback was that the new site looks a lot better, but the recommendations from CSPB highlighted some potential usability issues.
- Include CSP what's on events on their profile pages.
- Increase the size of the join now or make more visible.
- Membership and social media information (top right) is too small.
- First image taking up the full vertical space of the site is overwhelming, when members especially want to find key information about the CSP.
- Would be nice to have the first photograph to one side so more text is visible.
- Ensure all colour pairings for category are AAA compliant.
- Committee member details are too big and ideally would fit on one page without scrolling.
- Static join now button next to membership information.

Action: CC to provide CSPB feedback to Head of Digital & Marketing.

13. AOB

CC noted one item of AOB proposed by PM.

Union Awards

PM and CD noted their concern over the removal of Outstanding Service Awards (OSAs) and a drop off in the number of colours recipients.

CSPB consensus was that OSAs were missed by members.

CD asked why OSAs were removed and whether the Union Awards policy was available.

CC responded that the policy has lapsed and that the working group decided not to renew it but to use it as a template for awards. CC responded that OSAs were removed due to the working group not being able to define a clear enough difference between them and colours, noting that most Unions do not have a similar award and that it increases the value of both awards by having clearly defined criteria for awarding them.

CD noted that two ex-officer trustees received awards which took into account their work as officer trustees, and that other winners received awards noting paid Union roles.

CD accepted that the awards may not have been solely awarded on this basis but the awards speeches suggested this.

CD noted that some students nominated for fellowships were awarded colours, however the awards were appended to the alphabetised list of winning colours nominees, therefore those who won colours but were nominated for fellowships could be distinguished on marketing materials from those who were nominated for colours and won.

Action: CC to raise all feedback with the Awards Working Group.

CD also noted that an individual was on the website list for fellowships but did not receive an award and was then later removed.

Action: CC to raise all feedback with the Awards Working Group and discuss with CD.

End of meeting.