

Clubs, Societies and Projects Board

Minutes

14th November Meeting, 6-8pm, held in Meeting Room 3, Beit Building, South Kensington

Attendance

Group	Name	Role
Imperial College Union	Christian Cooper (CC)	Deputy President (Clubs and Societies)
	Stephanie Yeung (SY)	Deputy President (Finance and Services)
	Emina Hogas (EH) <i>until item 3</i>	Deputy President (Education)
	Lucy Brown (LB)	Activities Manager
	Hannah Corsini (HC)	Democracy and Representation Assistant
City & Guilds College Union	Isaac Lo (IL)	C&S Chair
	Daniel Zhuo (DZ)	President
	Zelin Shao (ZS)	Treasurer
	Yirui Xu (YX)	C&S Officer
Imperial College School of Medicine Students' Union	Arjun Narendran (AN)	C&S Chair
	Hamzah Raza (HR)	VC Sports & Arts
Culture	Stef Medvetskaia (SM)	Treasurer
Sports	Stef Medvetskaia (SM)	VC Team Court
	Junior Mbah (JM)	Chair
Recreation	Ewan Badcoe (EB)	Secretary
	Kagan Pekgoz (KP)	VC Games & Hobbies
	Thurston Blount (TB)	Treasurer
RSM	<i>Not present</i>	-
RCSU	Deniz Etit	VC Clubs & Societies
Arts & Ents	Tom Gordon (TG)	Treasurer
	Pip Moss (PM)	VC Media, VC Sports
	Liberty Wright (LW)	VC Fine Arts
	Ben Bishop (BB)	VC Music
	Natalie Tedfors Lindell (NTL)	Chair
Community	Shahmir Durrani (SD)	Chair

Minutes

1. Welcome

Apologies noted from Priya (Culture Chair)

CC welcomed everyone and introduced the annual budgeting review.

EH introduced themselves to the committee.

2. Minutes of the previous meeting / actions arising / confidential items

NTL asked to add a surname, Ben **Bishop**. With these amendments, **minutes accepted**.

3. Annual budgeting review

- First, CC conducted a stakeholder research panel involving the management groups. Feedback boiled down into 5 key points:
 - **Compliance**: Charity law and regs, sustainability,
 - **Equity**: ensuring amounts granted stay the same, and monitoring of the equalities act
 - **Transparency** — making sure both process and the policy are transparent
 - **Efficiency** — how efficiently they use the grants
 - **Financial accuracy** — that budgets and actual usage of grants are aligned.
- Then sector analysis conducted of other London unis, Sheffield, Manchester, Lancaster etc. and brought these into the analysis based on what was raised in the panel.
- CC then interviewed the Imperial CFO — mainly talked about time frames and cycles and membership targets (whether people artificially inflate these for grants). After this talk, **strategic alignment** was added into the above.
- Once these ideas are more concrete, finance and systems will collaborate.

3 key strands which should be changed. ICU assessed in comparison with other student unions.

- **Staff-student control** — at the moment, ICU sits on the very student-controlled end in terms of allocating budget.
- **Timeframes** — very early in term 2
- **Specificity** — low specificity at Imperial versus other institutions which have very defined things you can ask for.

SWOT analysis introduced. Groups to evaluate the three pillars.

Feedback:

AN — ICSM —

Student-controlled policy process.

Strengths - Student voice gets represented very well. Distributed workload reduces activities team burden. Good knowledge as students are best-placed to understand their CSPs and MGs finances. Teaches students about finances.

Threats — distant from the centralised activities team as it gets more and more student-controlled. If there is no oversight from the staff group where does students responsibility end.

PM — Arts and Ents.

All qualitative rather than quantitative.

Strengths - Flexible and adaptable — CSPs don't have to read pages. Allows MGs to defend some of their CSPs decisions.

Threats - CSPs don't get proper funding as the need and reach is not understood. Allows unconscious bias and wealth inequity.

NTL — Arts and Ents

Annual budgeting is in spring term

Strengths - Not during exams, committees tend to be available and experienced at this time. Allows a good time for appeals.

Opportunities - Considered allowing committees to choose timeframes using rounds, but this creates extra work and inconsistencies in between rounds. Considered doing it over summer instead — limited time, unavailability, inexperienced team.

JM - Sports

Annual budgeting digital systems

Strengths - Easy access, email reminders. Can copy from last year. Also historic data from the past couple of years.

Threats - If MG isn't very responsive, then they may not be logging in, and checking the platform. This links with the student-controlled element.

Next activity: scenarios and what the issues/problems and mitigations could be.

Remove/reduce/accept as mitigations.

Feedback given by each MG on situations.

4. Activities development fund resolutions

- About 7K has been allocated so far after the committee met.
- There were some where the committee was split down the middle so CC decided.
- There were 6/7 which were not allowed operationally or impractical — consensus asked for to resolve these in the ADF committee.
- NTL raised that it may depend on the size of the application eg. those bigger than 1K should come to CSPB.
- In cases of less than 1K, CC will go back to the ADF committee to resolve it.

5. Activities Team Projects

CC and LB provided an update on activities team projects.

Extra reserves —

- After a successful bid, 16K which would normally be swallowed up in reserves has been designated for the activities team to use for student projects.
- This should be put back into student experience, especially hard-to-reach and unengaged students. It is ringfenced for this.
- Consultants have been reached to decide how to use this money in the most appropriate way.
- Not much more detail on this as it happened a couple of weeks ago.
- CC asked for input on this and to push to CSPs when it comes through.
- Culture raised that FoNs have money for EDI which students/staff fight for EDI projects — potential to do something similar?

6. Reports/updates

a. Chairs report

CC presented his report.

- His key project, the annual budget review, will be completed this evening.
- Next CSPB meeting is the *2nd Thursday of December - Thursday 12th*.
- Student experience fund is now out.
- £17500 spent on this fund.
- Any efforts to push the fund would be appreciated.
- They cannot email students who are able to get this directly, and although the bursary funders can, they are reluctant to do so.

- First round of allocations for trips just closed.
- New activities committee isn't available until December to allocate grants.
- CC will make alternative arrangements for those unable to fill out any forms.

Update on the **activities process**:

- New website page under activities on the SU website for students who want to start a new society.
- Patrice and CC have made changes to this process, feeding in from sector best practice.
- Applications for new societies are now open and will close on the 1st December.
- At this point CC and the activities team will discuss each application.
- This will **not** be a yes/no process like last time.
- If no, then no further action taken.
- If it is feasible then: risk assessment, rating and onboarding will be set up.
- Medium risk and below socs will start in January and until March CC will work with these to produce final outcomes, with aims to improve their constitutions and objectives during this phase.
- There will be 'fast track' version of this which is the same milestones squeezed into term 2.
- Everything should be completed by summer to ensure no training spillover into summer.
- The above means there should be *no groups running activities until January*, so if anybody is noticed then they *should be flagged to be supported*.

b. Activities team updates

CC requested people familiarise themselves with all the deadlines in the CSPB newsletter. Reminders will be sent when it gets closer to deadlines.

- Christmas dinner applications should be in — please do ASAP if not.

LB provided an update —

- They have been recruiting for an extra team member in the activities team, and there will be two new starters in January: a finance coordinator and an events coordinator.
- Finance coordinator will take over CC and SY's role in annual budgeting.

c. MG/CU updates

Sports

- ACC has sold out.
- Next events will be in second term.
- Most Christmas dinner and club applications have come in.
- No other concerns.

Arts & Entertainments

- Arts night sold well and was a success.
- Planning for next term's arts show has started — risk assessment should arrive soon.
- Feedback gathered from CSPs on room booking systems, summary feedback will be sent imminently
- Emailed activities about getting Ben added to the system — will chase this with CC.
- Internal events booking form on SUMS seems to be missing.
 - Lucy noted to submit this as a standard event proposal rather than on SUMS as there have been issues with SUMS event booking submissions — this was in the newsletter updates.
- NTL asked for website to link to the SUMS pdf.
- NTL asked for update on the Great Hall closure, CC provided an update in AOB.

Recreation

- No updates

Culture

- No major updates.
- Experiencing difficulties with getting the CSPs to talk to them, as they are not used to having a management group.

Community

- No updates

Knowledge

- Nobody present

ICSMSU

- Lots of tours and trips planned.
- Otherwise not much to report.

RCSU

- Autumn Ball happened — there were some problems with the venue but nothing concerning, otherwise went well.
- Science Challenge (a competition for high school students) being planned.
- Some confusion around finance and risk assessments from CSPs, who sometimes believe that if they have completed finance forms they do not need risk assessments
- Researchathon is planned for this weekend.
- Some welfare events are planned for later this term.

CGCU

- Welcome dinner held on the 19th October.

- Planning to do Christmas events, including a boat dinner. They have submitted a proposal for this but have not had a reply yet.
- Planning on doing a Christmas collaboration with departmental reps — giving out free gifts around campus

RSMU

- Nobody present.

7. Any other business

Great Hall is being redeveloped. Will still be an events space. Provisional timelines — basic work done in March and April and construction to start in May. Arts and Ents and Culture groups may conflict with this and some community groups. These dates may change. Nothing heard about storage space yet. Activities Team looked at last year's event proposals for these spaces and compiled these as a list, they will then have a chat with everyone this could affect. CC requested people plan to this for their events.

NTL said that the sooner they can get specific dates the better. All events up to term 2 can be submitted — not expected for these to be affected.

PM requested for this to be put on the next community newsletter as CSPs are being emailed by rooms and spaces when they book.

More direct conversations will be held with Arts and Ents and Culture around this.

End of meeting.