

Clubs, Societies and Projects Board

AF/25-26/02

Minutes

12th June Meeting, 6-8pm, held in Meeting Room 3, Beit Building, South Kensington

Attendance

Union Staff

Hannah Corsini (HC)

Christian Cooper (CC)

Lucy Brown (LB)

Nico Henry (NH)

Stephanie Yeung (SY)

Students

Nathalie Tedfors Lindell (NTL)

Enzo Amaral (EA)

Stefaniia Medvetskaia (SM)

Tom Gordon (TG)

Arjun Narendran (AN)

Shahmir Durrani (SD)

Daniel Zhuo (DZ)

Ewan Badcoe (EB)

Jasmine Ajaz (JA)

Phoebe Holdsworth-Bianek (PHB)

Amelia Spindler (AS)

Minutes

- 1. Welcome**
- 2. Minutes of the previous meeting / actions arising / confidential items**
- 3. Reports/updates**

a. Chairs report

CC did not have much to update on as this is the last CSPB.

However he has been looking at the ADF designation for next year and he will be bringing this the Finance, Audit and Risk committee. Student fund and governance paper on ADF will be brought to the board next week to try and ingrain the governance in the Union more.

Congrats to TG!

b. MG/CU updates

CGCU

Some difficulties with getting grant — DZ will speak to CC about this.

Arts and Entertainments Sector

Communication on income budgeting was a bit lacking as everybody expected reminders they did not receive.

- The most egregious membership costs have now been sorted by CC and he will sort the rest.

AGM held 11/6 — NTL will be Chair for 25/26. NTL will send CIDs and voting records to CC.

Culture Sector

None.

Imperial College School of Medicine Students' Union

Society photos held.

Had a lot of success at Union Awards.

RSMU

Teams committee meeting call and handovers held one-on-one.

Sparkes cup planned for 15/6.

Sports Sector

AGM held — JM will communicate results to CC on 13/6.

ACC held successfully on 11/6. Sold 1.2K tickets and sold out on the door. Successful year of working with Events.

Recreation Sector

AB Income went well presumably, as nobody requested help.

Full committee elected. TB elected as Chair.

Royal College of Science Union

Summer dinner went really well though less tickets sold than expected.

Science Challenge has been organised for 26/6.

Sparkes cup on 15/6.

Summer elections were successful — exec is full including the new PG role.

Community Sector

None

c. Activities Team Updates

Covered in other agenda items.

4. Welcome fair update

There was no governance vote held on this item within the meeting but CC and LB tried to assess overall sentiment.

At the previous meeting, the consensus for the Welcome Fair was to have Sports, Arts and Recreation on Day 1 and Culture and Community on Day 2.

CU sports have been moved into Day 1 to be with the rest of sports.

Day 1 now has 204 societies and Day 2 has 175 which is not aligned with the previous 190 societies per day. Therefore this is not 100% confirmed and will be tweaked.

LB asked how people would feel about NAI and RSM sports being moved to Day 1, and if there were any other societies which could be moved.

Feedback

EB asked why ICSM academic-based societies were being kept with other CU societies rather than with academic-based societies. ICSM said that they wanted medical societies to be kept together - AN said that it would be hard to get two days off placement so ICSMU would need to stick to the same day. CC said in addition that moving ICSM's academic societies to Day 2 would overinflate Day 2's number as the majority of ICSM's societies are academic.

LB suggested NAI groups should move to Day 2 and PM should oversee a dedicated zone for NAC. That would put numbers at 196 and 183. EA said he agreed this could work operationally but asked how it would be advertised. CC said PM could put some union stalls about starting a new society alongside them and it would be advertised as information relating to new societies.

AS asked if Medics NAI would stay on Day 1 and AN replied yes if possible. However, this would make the numbers 200 and 179.

SM asked if new sports could stay on Day 1 and CC said that would only leave 2 NAI groups moving to Day 2 which would not resolve the number disparity. SM said new sports find it hard to recruit people so moving these to Day 2 would not help.

LB asked if RSM Sports could move to Day 2 to be with other RSM societies. RSM said no, they are happy with them being split as they find it hard to recruit people.

CC asked to put appreciation or exploration on Day 2. Rec said no.

It was asked if sports could be split over two days. CC said this would not be operationally possible because sports need to have trials.

Overall, people were happy with the proposed plan and if LB can find enough tables for Day 1 then it will go ahead. However, she warned that they may need to make changes.

Everybody was then asked to vote on which societies they would move if they had to.

Votes:

NAI received 5 votes.

Martial Arts and Individual Societies received a vote.

Appreciation received 3 votes. Games and Hobbies received 2 votes. EA said that he would like to keep these together as they do not seem different to students, and that he would like to keep them with Arts & Entertainment as there is a big crossover.

Media received a vote.

LB said she may need to revise her plan with August allocations but that she was not anticipating any under-allocation. LB also asked everyone to remind CSPs to fill out applications for their stalls as this will be a hard deadline.

5. Handover Planning & Management Group Training Day

CSPB training day

This will be held in mid to late July with the Rep team. It will focus on MG-specific issues such as campaigning, governance and representation.

The plan is to hold it in-person in an afternoon style session. The outgoing and incoming committee will get to meet CC and TG.

The preferred date amongst ICU is 25th July, as everyone has this afternoon free. Backup 1 is 11th July and Backup 2 is 22nd July. CC requested everyone let him know when they and their incoming MGs are leaving.

Feedback

Rec and RSM said none of those dates would work for them.

CC said that potentially earlier could work — e.g. the 23rd June. He asked for a cut-off date as to when people are leaving the country or have placements.

NTL said making a day session would be hard for postgrads as they would need to take half a day off. LB added that other people may be working over summer too so suggested 2 or 3 evenings could be better instead. She asked if an online session would have better availability, but reiterated that in-person sessions would achieve more. NTL said that if networking is the main focus then they should do in-person sessions but accepted not everyone will be able to make it.

CC asked what people would like to see in the half-day training.

- **How to use EActivities as an MG group.** CC asked if this should be done in-person or through written training, and said he could improve written training on this
- **Society reach** — how to reach societies through their emails who are non-responsive
- **Reading list on Union Policy.** It was also raised that the pages are a bit of a headache. LB said the activities page has been updated.
- **Communications with vendors about contracts.**
- **Clear signposting** on who to speak to on specific issues and who to direct people to.
- **Calendar of key timelines.**
- **Things to look out for when you approve activities as MGs and common mistakes people make**
- **Guidance on MGs' role in governance**
- **Trips funding** — understanding trips funding and being prepared for sub-committees. It was suggested that there should be a template for funding breakdown.
- **Networking time**

CC said he would create a doodle poll to assess when the best time would be.

MG 1-1s

These will be held from August onwards with Activities Coordinators and will be focused on MG personal development.

Training packs

An MG guide and online training packs will be sent out in August.

CSP Training

This will be held in late September.

MGs are expected to attend CSP Essentials training, and this will be held near to 1st August. It will be an in-person conference with mandatory and optional sessions. Online resources are being developed to supplement training.

6. ICU Venues Booking Process Update

ICU venues team have updated their bookings. This will be in the CSPB newsletter tomorrow.

Reynolds, Metric and Union Bar will be bookable with 2 weeks notice unless:

- External speakers will be in attendance
- External guests will be in attendance
- 24 hour events are to be booked
- Very large attendance expected

This was necessary as a lot of events were going through the Activities Team straight to Venues team.

PHB asked if Freshers Fortnight + Wednesday nights + Friday night availability could be made clear and EA asked if the Venues team could make the availability available on Celcat.

CC said Celcat is not used for ICU and the internal bookings system has commercial bookings so cannot be shared. He is not sure if the general availability can be made public but he will go back to the team on this.

EA asked if there would be a preference of dates option so CSPs could request multiple dates for bookings. CC said he will pass this on.

7. Activity Proposal Form 2025/26

Overall feedback for the new proposal form is positive.

Key points:

- Date/calendar functionality removes need for auto-rejections.
- Flow is simpler and efficient, clearer layout.
- Form explains how to do everything very intuitively.

Discussion points:

Events and trips

In the new form, a trip is defined as being overnight with accommodation and travel. An event is defined as something where there is no overnight stay, and can be multi-day.

Rec raised that day trips exist where CSPs travel very far outside of London but do not have overnight accommodation. There is also some overlap as there are some competitions which are international, and events where not everyone travels together. EB said the labelling reduces clarity. He suggested a list of questions where there is a yes/no (e.g. is it international?)

CC said he agreed with this as long as the Activities Team could have something that they could label it internally. Another issue would be being unsure of submission timelines if labels are unclear. EB agreed distinction is important but felt that overnight stay should not be the distinction. He also raised that if a society clicks the type by accident and doesn't inform on their travel then the Activities Team wouldn't know how they are travelling.

LB said that events external to London are usually covered by a risk assessment anyway. LB asked if it should be restricted to M25. EA said that for example Canoe go to an event held in Swansea — so they would list this as attending an activity but tick that they are travelling.

CC said there needs to be more clarity on the flow of which to pick.

Competitions

Arts&Ents wanted to check on competition being sports-only or if dance would be included. LB said this was included in the form because competitions are funded in core activity anyway but sometimes sports clubs qualify for additional competitions and have to fill out request forms. LB said this would be clarified. EB said maybe they could change this to 'non-core competitions.'

Contracts

NTL and SM raised the issue of contracts — general feedback was that there may be multiple different contracts which may need to be signed at different times.

CC suggested a table drop down where many different contracts can be listed and "upload now / upload later" could be checked. CC said they would decide a minimum signing timeframe. This would allow more flexibility.

NTL said the specific case of licenses is difficult as sometimes a deposit is required. LB said she had flagged this to Ashley and they are working on a flowchart on how to sort licenses.

Recurring activity

The definition of 'recurring' was unclear. LB said recurring activity is the same activity in the same location. She said these would be taken out and dealt with separately, and that a separate conversation would be held on this.

LB and CC will make changes and share the updated form. People should use TESTs that are their MG or CC in order to get familiar with this form. It will be released for the next academic year on the 15th August for just October events, then go onto the activities pages on the new website.

8. Financial Approvals Update

The Board has been looking at pulling out MG approvals.

Currently the system is as follows:

Submission > Approval layers > Finance Team

There are extra levels of approval if the requests are higher. The highest layers are as follows: CSPs approve up to £50. MG up to £1000. Coordinator up to £10K. Board of Trustees up to 50K.

However, students approving finance is high-risk as there is no oversight and some things may be approved that the Activities Team would not approve. Trustees and Senior Management would like to remove MG approvals.

CC would like to feed back what MGs think about this honestly.

LB said that this is a lot of work for MGs and that there is also less cross-collaboration with Activities Team as they may have to do work without knowing the event will be rejected anyway.

NTL asked if they are completely removing MG approvals of any spending amount. CC said the discussion's scope is open from keeping MG approval all the way down to completely removing it.

NTL said that she is not totally against changing the system if there was a good plan to ensure finances would be processed in a timely manner. She asked if MGs could have access to what is put through eActivities for transparency. CC said he believes oversight will stay.

NTL also asked if there would be any way for MGs to reject but not approve finances to reduce waiting times. CC said he is not aware of this as a possibility but he will look into it. He believes oversight will stay.

EB said that he agrees with NTL and that MGs should act as a filter for anything which can be rejected immediately and that if they did not do this, the workload on ICU would be too high. LB asked if there would be a way to shift this so that the support could be before requests are submitted rather than having MGs as a filter post-submission. EA agreed this would be best but said society reach is an issue. He agreed with NTL's idea that MGs should be able to reject claims and not approve them.

EA's biggest concern would be the timeline as people make mistakes and that he would like to know what the order of approval would be if they had to re-submit. CC said he could look into this, and that he believed submission date could probably be changed quite easily.

SD said he would be fine with this as he believes he does not add value when approving finances and would be better at answering questions from societies on what they have planned.

SM said that approving expenditure may be hard for the Activities Team as there would be so many societies to speak to and MGs have a knowledge of the societies. She would like the ability to reject too as it would still allow MG insight into the CSPs. CC said that some MG Chairs were not committed to approving claims and so this led to delays in approval, however agreed that MG oversight would be good.

JA asked if the limit for Activities Team approval should just be lowered. She agreed they should work with CSPs but raised the issue of society reach. CC said that reducing the limit would increase the approvals completed by the Activities Team but maintain the MG workload. To mitigate this, the limit would have to be lowered to £250, below which there are very few applications anyway. He said another issue would be the lack of transparency for MGs on what would be rejected due to risk anyway.

CC said removing the MG approval and going from £50 to £10K would be 6 or 7 working hours a week for the Finance Coordinator. DZ asked if different people could look and could have simultaneous approvals going on. CC said he would chat to Phil about this but it is not feasible at the moment.

CC said he will check the minutes on this issue and discuss it higher. LB wanted to clarify that this change would not be suggested if the AT could not manage it.

9. Sponsorship Contracts Improvements

CC said sponsorships will open around 15th August.

Couple of minor changes based on issues they had this year and positive feedback. Push for sponsorships at the beginning of the year. Sponsorship processing times have not decreased as much as they wanted. Consolidated push for people to do early sponsorship but not going to close door for later sponsorships.

Victoria putting together a new form on making sponsorship submissions similar.

One issue is amending sponsorship template. External sponsorship templates are allowed as some companies want these. However low risk as legal teams have produced this and AT are trained to review and sign. Sponsorship template from ICU has been reviewed from College Legal.

However some students edit the whole contract and this has resulted in massive delays.

Core terms behind sponsorship agreements won't change but this will be consolidated into a schedule at the end of the agreement and this won't be editable to a CSP. Terms of contract — name of CSP, and what the sponsor + CSP will be giving each other. One-page will be given and then the terms and conditions will be appended.

CC asked for feedback and if anyone wants to be involved.

CC said this will be shared once completed in July.

10. Key Dates for 25/26

Key dates will go in the committee onboarding newsletter.

Welcome fair stall confirmation is not on this sheet.

EA asked what the reasoning was behind the lack of drop-ins in August and September. LB said that there is so much processing to do that drop-ins would delay processing. She said they are not necessarily happy with not having drop-ins but they have multiple training touchpoints and she would rather make sure tickets get responded to on-time than focus on drop-ins.

EA asked if financial activity will not get approved throughout summer. CC said finance will be closed on a date TBC but probably the second week of July. This will be communicated as soon as they

have a date and this will be closed till mid to late August. CSP submissions may not be opened until a little later. EA said that a lot of exploration socs who do summer tours are frustrated over this as their costs are quite high so they often would like to get money back from this ASAP. LB said this is not possible and this is part of why there is no activity on September along with insurance reasons. A lot of groups previously which tried to do September activities had issues with their finances.

RSMU asked what timings will be in terms of Harlington allocations for coaches. CC said this would be sorted out over the next few weeks in terms of annual budgeting and then the admin aspect would be sorted over the following weeks. LB said she has an upcoming meeting with Nick and she will ask.

AOB

Annual Budgeting

CC will meet over Teams or in-person for direct feedback. This will be consolidated and passed onto RF and TG.

SD asked on BUCS if Move Imperial doesn't charge until end of the year. CC said Move Imperial invoices ICU every term, and that specific societies end-of-year invoices are because grant is not allocated specifically for ground hire. CC said for invoices that happened in 24/25 there is not a lot they can do.

Actions

CC

CC will contact the ICU Venues team about making bookings availability transparent.

CC will check if the Metric and Reynolds booking system can include a preference of dates option so that CSPs can suggest a range of dates.

CC will create a doodle poll to assess when would be best for CSPB training.

CC to look into how the re-submission process for financial approvals works i.e. if they go to the bottom of the queue / submission date is changed.

Others

Sports, Arts and Rec to send AGM results including CIDs ideally by 13/6.

Everyone to remind their CSPs that there is a hard deadline for Welcome Fair allocation.

Everyone to let CC know when is best for CSPB training or fill out the doodle poll.