

Royal College of Science Union

Minutes of the 5th Ordinary Meeting of the Clubs and Activities Committee

Held at 18:00 on 18th May 2015 at the RCSU Office (Sherfield 214D)

PRESENT:

- Serena Yuen – RCSU President (SY)
- James Badman – RCSU Honorary Junior Treasurer (JB)
- Philip Kent – RCSU Honorary Secretary (PK)
- Adrian Baily – RCSU BioSoc Junior Treasurer (AB)
- Jake Phillips – RCSU Physics Chair (JP)
- Athanasius Andriopoulos – RCSU Chemistry President (AA)
- Isabella Tanase – RCSU BioChem Vice-Chair (IT)

APOLOGIES:

- Hannah Maude – RCSU BioChem Chair (HM)
- Kunal Sharma – RCSU Maths Treasurer (KS)
- Nishant Prasad – RCSU Physics Treasurer (NP)

ABSENT:

- Ahranee Camden – RCSU BioSoc President (AC)
- James Che – RCSU BioChem Treasurer (JC)
- Rafael Sanchez Bailo – RCSU Maths President (RSB)
- Yash Chawla – RCSU Chemistry Junior Treasurer (YC)

OBSERVERS:

None

Meeting opened at 18:15.

A. CHAIR'S BUSINESS

RECEIVED: This item was verbally presented by SY.

B. TREASURER'S BUSINESS

NOTED:

1. There was confusion as to why some people were classified as OBSERVERS, PK agreed to correct.

RESOLVED:

- a. To pass the corrected minutes.

C. TREASURER'S BUSINESS

RECEIVED: This item was verbally presented by JB.

D. VERBAL REPORTS

RECEIVED: This item was verbally presented by each depsoc in turn.

NOTED:

2. BioChemSoc: Easter egg hunt – huge success, 50 attendees. Friday is module talk given by final years to advise 2nd years as to what modules to do. Planning final year dinner with other years invited as well. Trying to organise dates, for end of June. Photos for first and second years being organised as no professional photo is taken.
3. BioSoc: Module talks at the moment. No progress has been made on leavers' dinner. Still in progress for organisation. JB recommended progress is sped up. Concern over vacant positions.
4. ChemSoc: There have been very few events since last meeting. Hoodies have been given out. The Department are planning a summer party, date to be confirmed. Finalists' dinner is also being organised with the department, at the RI on June 9th. Sold 46 of 120 tickets. YC and HW to be contacted when AA goes on holiday.
5. MathSoc were not present so did not report.
6. PhySoc: Leavers party, was successful with positive feedback from students and department, aside from a cracked window and sick committee members. There was poor attendance from committee members, including those who said they would attend, some attended drunk. There was general poor behaviour of attendees however the department seems fine. There have been a few research frontier events however organisation has been quite bad. No further events, currently preparing for summer tour. Committee motivation is currently quite low, potentially due to exams. JP is interested in doing a sports day/barbeque day to end the year with an application to the depsoc pot.

E. CLUB REPORTS

RECEIVED: This item was presented by PK.

NOTED:

7. A club report form will be sent around again soon for clubs to fill out, focusing on similar topics to last time. The form is compulsory later in the year when the CSPB wants the form, but doing it earlier means that clubs can win the club of the year prize.

At this point in time the agenda was reorganised to consider point I – elections next.

I. ANY OTHER BUSINESS – ELECTIONS

RECEIVED: This item was presented by JB.

NOTED:

7. eVoting will be used and the election will be held during the RCSU Election to boost voter turnout.
8. All positions must be elected, and if a chair, treasurer, and secretary is not elected the society may close although it is unknown if this will actually happen to a departmental society as they tend to be special cases.
9. The dates are set to avoid conflicting with a Union election. It is proposed that nominations open on June 6th at midnight and close on the 15th at 10AM. Manifestos will be due at the same time. Voting will open at 12PM and close on the 18th at 12PM.
10. Results will be announced at a bar night on the same day.

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11. There was concern over clashes with exams however it was felt that little could be done to mitigate this seeing as the season we are in.
12. JP questioned as to why people cannot be appointed into positions. It was clarified this is Union policy.
13. The committee were asked if an open nomination was preferred – this would allow anyone to see who was standing at any point in time.
14. It was also clarified that clubs could opt out of the bar night results.
15. JB noted that constitutional changes for positions must be submitted by June 1st, and may only affect positions that have not been elected.

RESOLVED:

- a. To adopt the timetable noted above.
- b. To use open nominations.

At this point in time the agenda was returned to its original order.

F. ALCOHOL EVENTS

RECEIVED: This item was presented by JB.

NOTED:

16. Alcohol not purchased from College catering cannot be consumed in College – else it is against the law. Alcohol must also be consumed in a licensed area.

G. END OF YEAR PROCESSES

RECEIVED: This item was presented by JB.

NOTED:

17. Handovers and sponsorship should have commenced with next year's committees, in the case where no committees have been organised for next year, current committees could.
18. AIT requested a database of consulting contacts, SY confirmed she would provide an up to date copy on the dropbox. JP suggested clubs avoid TeachFirst due to a variety of issues experienced in the past.
19. Actual handovers should start in June before people depart for the holidays. A Union booklet may be provided as well, but clubs are advised to point people to Union training as well. A joint meeting/joint social may be a good idea.

H. DEPSOC FINANCES

RECEIVED: This item was presented by JB.

NOTED:

20. All finances must be processed by June 26th, after which club finance shuts down.
21. Grant remaining may be used to zero out negative balances from the same account in other funding codes. If this cannot be done, the RCSU will centrally recall grant so it avoids disappearing into the Union systems, so the RCSU can distribute it out next year.
22. Following June 26th, clubs can do no further financial jobs so please ensure any documents are submitted following that point, RCSU finance will continue until July.
23. Union Finance will reopen on August 18th.
24. Some clubs have financial matters which require resolution with club.finance.enquiries@imperial.ac.uk.

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25. BioSoc: Claim 17199 has been queried – this needs clearing with the Finance team. This is queried because it is a duplicate of another claim, 17464, which has been paid.
26. BioChemSoc: Two invoices which require payment by supplier – both are to P+G for the same amount. Perhaps these are duplicates?
27. ChemSoc: P+G Invoice requires payment. Sandwich Shop PO needs either paying or being marked as paid. RCSU needs to be internal charged for dep soc pot application. RE 1053 looks to be incorrect, and should be a correction not a redistribution to zero the Christmas dinner code. There are two uncommitted claims which need looking into.
28. MathSoc are not present.
29. PhySoc: Flights have been paid but the receipt must be sent to fiannce. MFR 253 needs conversion to a correction. For hoodies, the committee hoodies have not arrived. PO 5007763 needs an invoice, PO 5008605 needs goods receipting and an invoice. Two claims need processing before the end of finance.

I. **ANY OTHER BUSINESS – ALL OTHER BUSINESSES**

30. RCSU events for the rest of term are the Summer Ball on June 23rd, Colours/Results Bar Night on the 18th, and RCSA AGM with free food and drink on the 9th
31. PK requested dep socs nominate people who have done a good job this year for RCSU Awards.

Meeting ended at 19:05.