

Royal College of Science Union

**Minutes of the 1st Ordinary Meeting of the Clubs and Activities Committee**

Held at 12:00 on 23rd June 2014 at Meeting Room 3

**PRESENT:**

2014/2015 officers

- Serena Yuen – RCSU President (SY)
- James Badman – RCSU Honorary Junior Treasurer (JB)
- Philip Kent – RCSU Honorary Secretary (PK)
- Hannah Maude – RCSU BioChem Chair (HM)
- Ahranee Candem – RCSU BioSoc President (AC)
- Adrian Baily – RCSU BioSoc Junior Treasurer (AB)
- Athanasius Andriopoulos – RCSU Chemistry President (AA)
- Rafael Sanchez Bailo – RCSU Maths President (RSB)
- Kunal Sharma – RCSU Maths Treasurer (KS)
- Jake Phillips – RCSU Physics Chair (JP)
- Nishant Prasad – RCSU Physics Treasurer (NP)

2013/2014 officers

- Plabon Saha – RCSU President (PS)
- Victoria Walpole – RCSU Honorary Junior Treasurer (VW)
- Dongwhi Kim – RCSU Vice President (Operations) (DK)
- James Badman – RCSU Honorary Secretary (JB)
- Hannah Maude – RCSU BioChem Chair (HM)
- Yichen Qiu – RCSU BioChem Treasurer (YQ)
- Alexander Lloyd-Simpson – RCSU BioSoc President (ALS)
- Max Heaver – RCSU BioSoc Junior Treasurer (MH)
- Oliver Connor – RCSU Chemistry President (OC)
- Fangjia He – RCSU Maths President (FH)
- Jack Parkinson – RCSU Physics Chair (JDP)
- Serena Yuen – RCSU Physics Treasurer (SY)

**APOLOGIES:**

- James Che – RCSU BioChem Treasurer (2014/2015) (JC)

**ABSENT:**

- Yash Chawla – RCSU Chemistry Junior Treasurer (2014/2015) (YC)
- Samuel Spreadbury – RCSU Chemistry Junior Treasurer (2013/2014) (SS)
- Hazuki Morishita – RCSU Maths Treasurer (2013/2014) (HM)

**Observers:**

None

*Meeting opened at 12:10.*

## **A. CHAIR'S WELCOME**

**RECEIVED:** This item was verbally presented by VW.

### **NOTED:**

1. Everyone was welcomed to the meeting.

## **B. 2013/2014 MG MATTERS**

**RECEIVED:** This item was verbally presented by VW. Club reports were verbally presented by the relevant 2013/2014 representative.

### **NOTED:**

2. All claims should now have been made. All other financial documents should be made very soon as eActivities will soon lock down.
3. New claims can be made after August 18<sup>th</sup>.
4. Grant should be spent very soon, if grant is in the negative it should be zeroed as soon as possible.
5. Club reports:
  - a. Biosoc: Started well but matters went downhill as the year progressed due to a reduction in events. The annual debate did not happen this year due to restrictions in time.
  - b. BioChemSoc: Improvement over previous year due to an increase in events, and the finances are in a better shape. Preparation has started now in terms of handbooks. A new website and additional events are currently in development.
  - c. Chemsoc: Events have been improved this year with new seminars and a careers fair. Future plans involve a newsletter and more Christmas events, such as a dinner. The year has been generally successful.
  - d. Mathsoc: sponsorship went very well this year, and Mums and Dads was much improved. Inter-departmental football tournament was successful.
  - e. Physoc: There were many new events this year but it was felt that Mums and Dads was not successful.

*At this point, all the 2013/2014 officers left the meeting.*

## **C. TREASURER'S BUSINESS**

**RECEIVED:** This item was verbally presented by JB.

### **NOTED:**

6. Budgets have now been allocated, and further funding will not be received.
7. Training quizzes, and the financial responsibility form should be completed as soon as possible. Read the handbooks as you can pass the quizzes without reading them and means you miss out on important information.
8. If help is required, contact JB and SY via email or Facebook.
9. Sponsorship should be acquired as soon as possible; money is necessary especially to aid in the event of an emergency.
10. Sponsorship contracts cannot be signed until August 1<sup>st</sup>. Please run all contracts by JB and SY before the DPFS.
11. With all financial documentation, there will be a 3-5 day delay in approvals as JB and SY must also complete their degrees. In urgent cases please let JB or SY know.
12. Avoid claims for greater than £100, in this case submit a purchase order.
13. Plan events now and place your events in the event calendar found on Dropbox to avoid clashes with central RCSU events. Do not clash with RCSU events!

14. Event budgets are required if the event will have a total cost of over £20, however the RCSU feel this bar is set too low and so we will only request a budget for events over £100.
15. Instructions for all financial operations found in the manuals and appropriate quizzes.
16. Clubs will not have access to their money until August 1<sup>st</sup>.
17. The Activities Development Fund supplies money for new initiatives that have not been budgeted for. Please contact SY and JB before applying.
18. All club treasurers and presidents will be added to Dropbox.

#### **D. HANDOVERS**

**RECEIVED:** This item was verbally presented by SY.

**NOTED:**

19. Handovers should have been received by now. If they haven't they will be arriving soon.
20. Please contact SY or JB if you have any questions or need help.
21. The Union has provided a Depsoc Handover booklet that should be read and it includes a checklist for starting off with. There is also a general handover checklist. Please use these checklists.

#### **E. MUMS AND DADS**

**RECEIVED:** This item was verbally presented by PK.

**NOTED:**

22. Departmental Societies have full control over Mums and Dads. The Union will provide allocations and then provided to the nominated contact to administer. This may be the departmental representative however there is no need for them to be. Unlike in previous years, the dep rep has no control over allocations.
23. For information on alcohol, ask Anthony Crowther, there is no central ban on alcohol contrary to rumours. However under-18s must not be given alcohol under any circumstances. Club presidents can access a list of under-18s in eActivities.
24. Any questions about Mums and Dads should be sent to PK.

#### **F. STANDING ITEMS AND MEETING FREQUENCY**

**RECEIVED:** This item was verbally presented by PK.

**NOTED:**

25. Being able to select the week in each month was preferable.
26. It was desired to be able to submit club reports termly.

**RESOLVED:**

- a. To hold the next meeting in September, after the 10<sup>th</sup>.
- b. To post a Doodle poll to pick the time of the next meeting.
- c. To receive termly club reports.

#### **G. FRESHERS' EVENTS**

**RECEIVED:** This item was verbally presented by SY and JB.

**NOTED:**

27. Clubs should run non-Mums and Dads freshers' events, as it ensures people remain involved with the club.

28. Running both alcoholic and non-alcoholic events is encouraged to ensure everyone is included.
29. Keep to the event calendar on Dropbox.

No resolutions.

## **H. EVENTS POLICIES**

**RECEIVED:** This item was verbally presented by SY and JB.

### **NOTED:**

30. Detailed information on alcohol will be available soon, but it was noted that licensing law requires that, on College property:
  - a. Only alcohol purchased from College Catering can be consumed.
  - b. Bringing non-College alcohol for consumption in College is illegal, especially if consumed in a non-licensed room (i.e. departmental space).
  - c. In the Union, the same rules apply but it must be Union alcohol, not items brought in externally.
31. Use of alcohol is not prohibited, but use must remain within the law to prevent club officers getting into trouble either with College, the Union, or the police.
32. At least one representative from each club must turn up to RCSU meetings, a penalty of dormancy is possible for poor attendance without apologies being sent.
33. Union documentation must be filled out on time, as well as outstanding training quizzes. A list of what needs doing can be found in eActivities or the training handbooks. Club accounts can be frozen as a penalty for not competing tasks on time, unfrozen when pending items are completed.
34. Room bookings should now be made as the system is open.
35. Freshers' Fair should now be organised – consider demonstration, freebies. More information will be provided soon but remember to write risk assessments for science demonstrations and submit them to SY or JB.

No resolutions.

## **I. ANY OTHER BUSINESS**

### **NOTED:**

36. Do not handle cash; all purchases must be done online.
37. All club members can make claims if they fill out the Key Information and Making a Claim quizzes. Claims are submitted online.
38. Emails sent to members only containing sponsor's content are not allowed. As a minimum requirement, the club should provide some information about club matters in the email too.

*Meeting ended at 13:57.*