

Royal College of Science Union

Minutes of the 6th Ordinary Meeting of the Clubs and Activities Committee

Held at 18:00 on 25th June 2015 at Union Meeting Room 6

PRESENT:

- James Badman – RCSU Honorary Junior Treasurer (JB)
- Philip Kent – RCSU Honorary Secretary (PK)
- Adrian Baily – RCSU BioSoc Junior Treasurer (AB)
- Hannah Maude – RCSU BioChem Chair (HM)
- Ahranee Candem – RCSU BioSoc President (AC)
- Kelsey Mills – RCSU Honorary Secretary-elect (KM)
- Jasper Stassen – RCSU Honorary Junior Treasurer-elect (JS)
- Akash Bhattacharjee – RCSU BioChem Treasurer-elect (AB)
- Lloyd James – RCSU Physics President-elect (LJ)

APOLOGIES:

- Jerry Chong – RCSU Maths President-elect (JC)
- Pietro Salvi – RCSU Physics Treasurer-elect (PS)
- Alexander Powell – RCSU Chemistry Treasurer-elect (AP)
- Hayley Weir – RCSU Chemistry President-elect (HW)
- Jake Phillips – RCSU Physics President (JP)
- Kunal Sharma – RCSU Maths Treasurer (KS)
- Serena Yuen – RCSU President (SY)
- Nas Andriopoulos – RCSU Chemistry President (AA)

ABSENT:

- James Che – RCSU BioChem Treasurer (JC)
- Rafael Sanchez Bailo – RCSU Maths President (RSB)
- Jonathan Risley – RCSU BioChem Chair-elect (JR)
- Richard Fu – RCSU Maths Treasurer-elect (RF)
- Ejaaz Ahamadeen – RCSU BioSoc President-elect (EA)
- James Davis – RCSU BioSoc Junior Treasurer-elect (JD)

OBSERVERS:

None

Meeting opened at 18:05.

A. CHAIR'S BUSINESS

RECEIVED: This item was verbally presented by JB.

B. APPROVAL OF THE MINUTES OF THE 5TH MEETING

RESOLVED:

- a. To pass the 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:

1. BioChemSoc: Successful bar night at B@1. A final year dinner did not happen as people did not buy tickets in the end. It is recommended that a big expensive event does not happen as there are event clashes – this should happen in December.
2. BioSoc: Nothing to report
3. ChemSoc: The summer party with the department was very successful. Locker deposits were returned. A successful finalists dinner happened.
4. MathSoc were not present to report
5. PhySoc were not present to report

E. END OF YEAR PROCESS

RECEIVED: This item was presented by JB.

NOTED:

6. Current committees have until June 26th to complete financial processes. Any unspent grant will be recalled by the RCSU for return next year through internal charges. This measure has been approved by the DPCS.
7. Next year's committee details need submitting before the end of the Union year.
8. The profile entry document is pending for MathSoc.
9. HM queried the refund for their dinner and timings before year end. JB clarified that this is not necessary to be done by year end as this is not done by the club.

F. HANDOVERS

RECEIVED: This item was presented by JB.

NOTED:

10. It is important that people hand over to next year's committee. A handover should consist of talking and perhaps noting some details on paper for future reference. It is of note that next year's committee do not start until August 1st so committees cannot start organising events, for example.
11. Financial responsibility forms are due soon to declare that responsibility for finances and union rules. Also, clubs should check their accounts to look for any suspect finances to declare on the form.
12. Activity codes should be zeroed before the end of June 26th.

At this point in time the agenda was reorganised to consider item J next.

J. SPONSORSHIP

RECEIVED: This item was presented by JB.

NOTED:

13. Clubs were urged to talk to sponsors as soon as possible. The central RCSU sponsorship list will be circulated shortly. The aim right now is to get started with sponsorship as there are usually cutoff dates within companies.
14. A template for contracts is available on the Union website – contracts should be done for all agreements and these should be run through the RCSU. No contracts can be signed until August 1st and all must be signed by the Union.

ACTION: JB to add people to Dropbox.

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

G. INTRODUCTION FOR NEW CLUBS

RECEIVED: This item was presented by JB.

NOTED:

16. JB introduced himself and welcomed everyone.
17. The purpose of C+A is to discuss dep soc problems and chase up dep socs for any matters required by ICU. This meeting will happen once a month or twice a term.
18. KM will organise all meetings and JS is first point of call for general and specifically financial matters.

H. ALCOHOL POLICY

RECEIVED: This item was presented by JB.

NOTED:

19. All alcohol from external sources is forbidden within College and consumption is against the law. This includes events run by departmental societies, for which College catering should be used. Ultimately clubs should not break the law.

I. FINANCIAL RESPONSIBILITY

See point F.

K. FRESHERS' EVENTS

RECEIVED: This item was presented by JB.

NOTED:

20. Now is the best time to organise freshers events before people leave for the summer holidays. It is recommended that people talk to predecessors to obtain help and suggestions for events. An RCSU calendar will likely be set up to avoid clashes. The RCSU calendar will likely be similar to previous years.
21. Closer to the start of term JB and JS will be busier so queries done sooner rather than later.
22. Budgets should be done for all events with expenditure over £75. This is to the RCSU can know about the event. There may be a need to do risk assessments during event budgets. Events should ideally break even. Considering timings, it may take 3-5 days to get financial

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documents completed so dep socs should advise the RCSU if approval is required urgently. If the cost is over £1000, a meeting will need to be held with a union sabb for the budget. This will also increase the timing so two weeks in advance is advisable. If it is over £10,000 allow further time due to additional levels of scrutiny.

23. A facebook page will be set up to help with collaboration between dep socs.
24. Read all the training and do the quizzes to get help with eActivities. The RCSU can also help.

L. ANY OTHER BUSINESS

25. All C+A meetings are usually held in the RCSU Office, which is opposite the Sherfield climbing wall.

Meeting ended at 18:45