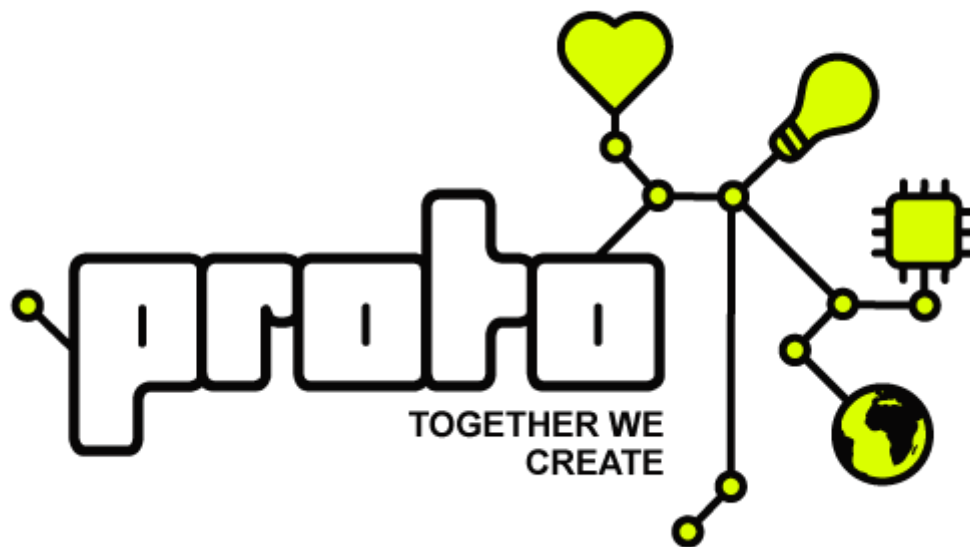


# Study Association Proto

## Half Yearly Report 2018 – 2019



Written by the eighth board of S.A. Proto

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## 1. Introduction

Over the past half year, we learned a lot about being a board but also about ourselves. We discovered what worked, but also what did not work. We worked on the goals that we set in the policy plan, and achieved a lot of the goals that we had written down.

For instance, we welcomed the master students of Interaction Technology to the association. There have been three events organised by the new InteracCie already. We connected with associations outside of Enschede: ASCI, Helix, and Cognac. Our other goal was to have more member and staff appreciation, which we tried to give through tokens of appreciation (achievements, U Rock trophy, christmas cards, etc.) as well as actively thanking people for their work.

The hunt for a candidate board has also begun. The board interest lunch is already behind us, however our own board year is not. We will continue to work like we did on the goals that we started earlier this year. This also means providing the best care to our members.

Besides what is already past us, there are also events to come. For instance, we will have a master market, the DIYCie is organizing another amazing building activity and we are trying to organise another Duvel beer tasting.

In the following pages of this document, we have reflected on our first half year in more detail. If you have any remarks or questions regarding this document, we are happy to answer them at [board@proto.utwente.nl](mailto:board@proto.utwente.nl), or you can come to us personally.

Yours sincerely,

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## Table of Contents

<b>1. Introduction</b>	<b>2</b>
<b>Board Task Division</b>	<b>6</b>
2.1 Committee Responsibles	6
<b>Action Plan</b>	<b>7</b>
3.1 Protopolis Policy	7
3.1.2 Cleaning	7
3.1.3 Keys	7
3.1.5 Alcohol in Protopolis	7
3.2 Activity Policy	8
3.2.1 Committee Function Introduction	8
3.2.2 Committee Size	8
3.2.3 Committee Communication	8
3.2.4 Activity Distribution	9
3.2.5 Proto Day	9
3.2.6 Event Promotion	9
3.2.7 Spotlight on Committees	10
3.3 Member Policy	10
3.3.1 Board Accessibility	10
3.3.2 Active Members	10
3.3.3 International Students	10
3.3.4 Master Students	11
3.3.5 Alumni	11
3.4 Educational Policy	11
3.4.1 Informing the Students	12
3.4.2 Educational Mail	12
3.4.3 Practice Material Database	12
3.4.4 Book Sale	12
3.4.5 Educational Panels	13
3.4.6 Study Nights	13
3.4.7 Master Market	13
3.5 External Policy	13
3.5.1 External Support	13
3.5.1.1 Financial Sponsorship	14
3.5.1.2 Creative Sponsorship	14
3.5.1.3 Lunch Lectures	14
3.5.2 Member Discount	14
3.5.3 External Financial Policy	14
3.5.4 External Publicity Policy	15
3.6 Financial Policy	15
3.6.3 Usage of Surplus Sponsorship	15



3.6.5 Committee Budget Plans	15
3.7 Other Things	15
3.7.1 Merchandise	15
3.7.2 Foundation ICE	15
3.7.3 DokuWiki	16
3.7.4 Staff Appreciation	16
3.7.5 Food Policy	16
3.7.6 Semi Annual Survey Results	16
<b>4. Committees</b>	<b>17</b>
4.1 Forming Committees	17
4.2 Acquisition Committee	17
4.3 Activity Committee Extraordinaire	17
4.4 BonCie	18
4.5 Camp Committee	18
4.6 Culture Committee	18
4.7 Dies Committee	19
4.8 DIYCie	19
4.9 EducaCie	19
4.10 EEMCS Party	19
4.11 EEMCS Trip	20
4.12 EmergenCie	20
4.13 ENTROPcY	20
4.14 First Year Committee	20
4.15 FishCie	21
4.16 Gala Committee	21
4.17 GraphiCie	21
4.18 Guild of Drafters	21
4.19 Handyman Committee	21
4.20 Have You Tried Turning It Off And On Again committee	22
4.21 Kick-In Committee Creative Technology	22
4.23 Magazine Committee	23
4.24 InteracCie	23
4.25 OmNomCom	23
4.26 P.S.C. Lee Ho!	24
4.27 pLAN	24
4.28 Protography	24
4.29 ProtOpeners	24
4.30 ProtoTrip	25
4.31 SportCie	25
4.32 Symposium Committee	25
4.33 TIPCie	26



<b>Appendix</b>	<b>27</b>
Appendix A - Activity Overview	27
Appendix B - Results Promotion Brainstorm	30
Appendix C - Results Survey	35



## 2. Board Task Division

### 2.1 Committee Responsibilities

Three changes took place the last half year: the board decided to disband the Magazine Committee, as explained in 4.23, and the board responsible for the Symposium Committee changed from Jeroen Ritmeester to Emiel Steegh. More details can be read in the respective chapter of those committees.

The overview below has been left to show the division as it is now.

<b>Peter van der Burgt</b>	<b>Emiel Steegh</b>	<b>Maxim de Leeuw</b>	<b>Philippe Tuinman</b>	<b>Jeroen Ritmeester</b>	<b>Daniela van Meggelen</b>
Alumni*	DIYCie	BonCie	Activity Committee Extraordinaire	Acquisition Committee	Dies Committee
ENTROPcY	Handyman Committee	Camp Committee	Culture Committee	Foundation ICE*	EEMCS Trip
Gala Committee	Have You Tried Turning It Off And On Again Committee	EmergenCie	First Year Committee	pLAN	EEMCS Party
Guild of Drafters	ProtOpeners	FishCie	Kick-In Committee CreaTe		EducaCie
TIPCie	Protography	OmNomCom	ProtoTrip		GraphiCie
	Symposium Committee	P.S.C. Lee Ho!	InteracCie		SportCie

\* The Alumni committee and Foundation ICE are technically a separate organization from Proto, but there is still a board responsible to ensure proper communication.



### 3. Action Plan

#### 3.1 Protopolis Policy

The choice of putting emphasis on Protopolis as a relaxing area as opposed to a working area worked out quite well. However it still happens that people want it to be more quiet. This is often met with a board member saying that the Protopolis is a place for members to relax, not meant to get work done. People are often redirected to balcony, boardroom or flexoffice.

Besides this, hosting smaller meetings in the Protopolis on Thursdays was well received. We had some wonderful ideas given to us during these meetings aside from the fact that doing this shows transparency towards the members of Proto. However, we noticed that it discouraged members to enter Protopolis because it looked like a private meeting, which is not our intention. We now have open meetings once a month where members can freely join the discussion and ask question, the remainder of these small meetings are semi-open meetings where we will have a normal board meeting, however members can still come in and ask questions or participate at relevant moments.

##### 3.1.2 Cleaning

We set out to keep associationroom more clean and to have big clean ups after every module. We also set out to clean up more ourselves, just before we close at the end of the day. This seems to help a lot, as we can start the day with a fresh Protopolis. Another attempt at keeping Protopolis clean, was handing out more 'House Elf'-achievements, however we noticed that this does not really help with getting people more motivated.

##### 3.1.3 Keys

The locker is still working well. The combination has been changed about every module, to ensure the safety of the code. This policy seems to continue to work. A bluechip key has been added for committees to be used when a board-member cannot be present. This key has access to the entire closing group the board members have access to, however this will be changed to only the groups that are necessary for closing off. This key is mostly to provide the HYTTIOAOAc, the DIYcie and the Handyman with the means to close Protopolis themselves during their weekly work evenings if for some reason the board responsible cannot attend.

##### 3.1.5 Alcohol in Protopolis

The new alcohol policy that we set, that follows the University policy, worked out well. There have been some complaints about the rule that people can only buy/drink alcoholic beverages after 15:30, but not enough to dismiss this new alcohol policy.



## 3.2 Activity Policy

### 3.2.1 Committee Function Introduction

Like previous years the introductory trainings (chairman, secretary, treasurer, promotion) for new committee members have been successful. The promotion training especially was well fleshed out this year with a step by step promotional plan with the order of promotional channels that needs to be followed. There weren't a lot of attendees to the introductory trainings, but people who missed out have had individual sessions later. The slides were also sent to each committee for future reference. The new committee members knew more what is expected of their function. Feedback about each training was given by the Officer of Internal Affairs. For example, the treasurer function went into too much detail, which is not necessary for the committee-members. A main aspect was to communicate the importance of each function to the new committee members. This helps with the improvement of the trainings for the years to come.

### 3.2.2 Committee Size

The only committee that exceeds the advised members amount is the pLAN committee. This hasn't posed any problems, the committee functions as it should. The reason for this was partly experimental and partly a compromise: the pLAN is a very popular committee and we wanted to try to fit all the applicants of the first committee market in. With this higher than usual committee size, we wanted to aim for a relatively high workload, which has worked out very well.

Some committees experienced a decrease in members, which was solved by recruiting new members through Proto's different social media channels right away, when it was desperately needed, or during the second committee market.

Most committees have been filled enough to where they can function properly. The only committee that is in desperate need of members is the P.S.C. Lee Ho. Unfortunately, the second committee market has not yielded more members, meaning that the ENTROPcY has been asked to join.

### 3.2.3 Committee Communication

So far, only the ACE, ENTROPcY and Culture Committee have organised a big event together. Communication between these committees went rather smoothly, partially because the ACE and Culture Committee are covered by the same board responsible.

On the other hand, between helping committees and organizing committees does not always go well. An example of this is communication between the TIPcIe and organizing committees. Request to the TIPcIe were not always clear, and as such miscommunications did occur.

Other committees are currently planning on organising joint activities, like the SportCie and the Culture Committee, the Dies Committee and the ENTROPcY, and like last year the KICC will ask the SportCie, the FYC and supporting committees for help.

If committees need an ERO, they can request one on the site. Unfortunately, some events request an ERO very last minute. Another problem might be that an activity doesn't have an participant cap, and way more people come to the event than expected. Some weeks ago,





this happened during a study night, and last minute effort resulted into getting a backup ERO. The solution would be to cap the attendance per ERO necessary (first 19, than 49, than 99). People can still sign up using the website and will be placed on the backup list. If enough people are on there, another ERO can be found using the board responsible.

### 3.2.4 Activity Distribution

The year planning for internal use has been expanded to include a weekly planning separated by quartile, also indicating when exams will take place. This helps greatly with the planning. Next to that all activity spots are reserved in the Board's Google Calendar as well as the Proto Calendar. This helped us avoid double scheduling of activities. The activity distribution up until December 31st and their participant amount can be found in Appendix A.

### 3.2.5 Proto Day

It is sometimes difficult to think of original activities and not stick to the standard Movie Night or Board Game Night. We're working on coming up with a variety of activities to be planned by writing new ideas down immediately but also by planning committee activities that are more relaxed on a Proto Day. During exam weeks we refrain from organising a specific activity, since activity turnup seemed to be lower during this period, and prefer to keep the SmartXP open for people who need to study. Promotion especially needs to be done more regularly on the times that are scheduled for it (monday afternoon) once the activity has been thought of. The Officer of Internal Affairs will push more for promotion to his fellow board members by reminding them to post in Proto's promotional channels and thus, actively promote that week's Proto Day activity.

### 3.2.6 Event Promotion

Facebook is rarely used for promoting event and replaced by other media (read: no longer a primary communication channel) because facebook is strongly declining in use and much less frequently checked than other channels. The Instagram is well used, with some post schedule inconsistencies, but the content seems to be well appreciated as can be seen in the amount of likes per post. WhatsApp is also used a lot as it covers a great audience, but it can be considered as spam sometimes. To prevent this partially, promoters are instructed to promote a few hours apart.

Committee members are encouraged to personally approach Proto members to promote these events.

Two brainstorm sessions were held to define the problems with the current promotion methods and to think of new promotional media. The main problems are the absence of a general base for promotion (i.e. email list everyone is signed up for because we cannot force users to receive email) which is used by members and the fact that the most effective ways of promoting events are also easily seen as spam (WhatsApp, word-of-mouth promotion). Furthermore, the more involved someone is to Proto, the most easy is it to inform them of activities. Instagram seems to work well, however.

A workgroup has been constructed that will meet regularly and will act as a panel by gathering information and looking at different perspectives. They will think about general promotional solutions, as well as suggestions for the Kick-In and the Camp committees. The group concluded that the Kick-In, as it is the first impression for students-to-be, is very



important for getting people involved with Proto. If that is the case, promoting events will be easier as members are more interested in knowing what is going on. They are working on a list of suggestions for that. The group is also planning on focussing on the Proto Camp, making a video about Proto, and coming up with more efficient ways of promotion. The group will also look at other members, how they can be or stay attracted to Proto. Once the candidate board is known, the workgroup will discuss with them what they want to do with the group (if they want to let it continue in this way, or if the candidate board is taking over, etc.). For now, the workgroup is meeting and gathering information when they have the time.

### 3.2.7 Spotlight on Committees

An overview has been made based on the known big activities of committees (see Appendix A). This can give a boost in promotion. The way that questions were personalised is, for example, to base them around a specific activity that the committee has coming up, how the type of committee can differ from others and by asking them silly questions. Hopefully introducing a larger variety of questions will make the spotlights more enjoyable to read.

## 3.3 Member Policy

### 3.3.1 Board Accessibility

The weekly newsletter highlighted some personal goals and stories from the boards, which was met with positive responses! We're happy to share these stories to give the members more insight in what we do behind the scenes. More of these personal pieces for the newsletter (as well as the Instagram) are planned. Next to that, the 'Proto Presence Plaque' was introduced, giving a direct indication whether a board member is accessible on short notice on the university or not. It's a fun addition, but its effect has not had a big impact yet.

### 3.3.2 Active Members

Our gratitude is being expressed, but this could be done more regularly. The newly introduced 'U Rock Trophy' (inspired by board 6.0's 'OK-Trophee') has been awarded three times so far to people that we want to recognize for their extraordinary help and insights in the association. We as board started to plan the Active Member Activity. Different options for the activity are being discussed at the moment. The CoCoBo (Committee Constitution Drink) has also been planned, to thanks the active members more.

### 3.3.3 International Students

The Buddy-program promotion was upheld again this year, by including a flyer in the Kick-In goodybag. In total 49 buddies (mentors and new students) signed up from the EEMCS faculty. Exact numbers of how many of these were Creative Technology students is unknown. International students are still not a big part of Proto's activity partakers, which is unfortunate, but has been accepted. Not many steps have been undertaken to find the cause to this, the Internal's energy was spent more on getting the students in general active and highlighting different aspects of committees and the board. Focus on internationalisation will be taken up in the coming half year, with help from the study advisor to gain more insights. A possible plan on how to tackle this further in the next academic year could also be done together with the new candidate board.



### 3.3.4 Master Students

The master committee, the InteracCie, is functioning well. See point 4.24. Making the students a member of Proto proved to be a problem. We expected the students to stop by Proto during the Master Kick-In, however due to problems in the schedule, only a few students found their way to us. We will advise the upcoming candidate board to become a more active part of the organisation so they stay in the information loop of the master Kick-In and can quickly adjust the scheme if things go wrong. A specific Facebook group was made for the Interaction Technology students to initiate contact within the group, but this is not used. This was expected, but we still wanted to offer them this first stepping stone. Their WhatsApp group seems to be used well and frequently for communication amongst their fellow students. The mailing list however is used more for study related topics (PhD positions for example) and should be strayed from using for promotional purposes to avoid spam. However, Interaction Technology students are not seen that much in the Protopolis or at Proto activities in general, which is unfortunate. However, an important point of the Interaction Technology staff was the community building within the study, which they are working towards. The InteracCie tries to help with its activities.

Together with the study program, there is the aspiration to send a monthly newsletter to all Interaction Technology students. However this process is still a bit rough around the edges. Proto promotes their upcoming activities and writes a short piece each time, however it can be more outstanding and interesting. We will work on that and also communicate that to the parties involved. Furthermore, there are frequent meetings with the interim-master coordinator and the programme director to discuss matters and try to work together.

### 3.3.5 Alumni

The alumni committee is here to organize activities for the alumni of Creative Technology and Interaction technology. As of now, they organized one Drink. There has been the idea to have a mini symposium, but due to communication issues within the committee, this idea did not come through. It is planned to look at the possibilities of doing it again, since we now know what to keep more attention to. The committee was looking for new members at the beginning of the year. However, no members were found. It is the idea to look for new members after the first drink.

## 3.4 Educational Policy

It has been half a year since the master study Interaction Technology became a part of Proto. We have visited some introductory lectures at the beginning of the year and organised a barbecue together with the study program to let the master students get to know us. Not all Interaction Technology students are Proto members, but the number is increasing over the year. A few are present at educational activities (lunch lectures, studynights). For more information on the master students, see 3.3.4.

There have been few complaints about Canvas as far as the Officer of Educational Affairs knows, most students and staff seem to work well with it. A returning issue is the lack of coherence between Canvas module pages, which is communicated to the teachers. It has been stressed to use a Canvas template.



### 3.4.1 Informing the Students

Additionally to visiting lectures, the Officer of Educational Affairs was planning on making a video where they could explain what their function entailed as presentations do not really stick with students and videos can reach more people at once. This has not been made as the Officer of Educational Affairs noticed that a lot of students already knew who to contact with complaints or feedback and it was hard to find the time to make it. It will be suggested to the candidate board to make it, as it might inform the students that do not yet know about the Officer of Educational Affairs.

The General Creative Technology Flowchart is still in progress of being updated. Based on the amount of changes that have to be made, a new version will have to be printed. If there are little changes, only the digital version will be updated. There is no flowchart yet for Interaction Technology, as it is a less coherent and defined study than Creative Technology. A lot of other overviews were planned to be made: the overview on the contents of the study is still in progress, and the minor options flowchart is finished. The overview of possible projects is on hold as there is little input that can be used. Evaluations have been written and are very much appreciated by teachers. They are also sent to students so they know what has been done with their feedback.

### 3.4.2 Educational Mail

All studies have received at least one educational mail per module, most more than two. These educational emails contain information about studynights, signing up for modules, referring to the Wiki (containing summaries and practice materials), module evaluations, and other relevant things for the different study years (i.e. minor or GP information). It is not known how effective these emails are, but there have been no complaints about people perceiving these emails as spam.

The anonymous email option has been used a couple of times at the beginning of the year, not much afterwards.

### 3.4.3 Practice Material Database

The second study year has constructed their own database with summaries and practice tests, which have been uploaded to the DokuWiki (with consent). Some practice tests of other studies (i.e. Business & IT) have also been added to the DokuWiki. There has been little other input, but sufficient materials can be found by keeping tabs on the WhatsApp groups.

Students like to use practice materials, but do not know how to use the DokuWiki nor how to log in. A solution for this has yet to be found.

### 3.4.4 Book Sale

A university-wide committee has been constructed to look at the different options, as well as making the contract more strict for StudyStore. All associations have been asked to fill in a survey about their experiences with StudyStore. As everything is arranged through IAPC, we have little direct problems. To stay updated, the Officer of Educational Affairs has at least one meeting every module with IAPC.



### 3.4.5 Educational Panels

The CREEC has changed from being a Creative Technology evaluation committee to one that also encompasses Interaction Technology. To reflect this change, the name has changed to Creative Technology and Interaction Technology Evaluation Committee, or CRITEEC for short. They are internally separate, as both studies have a different chair to organise evaluations for the respective study.

The CRITEEC will have a meeting with the EducaCie to discuss their differences and similarities, so it is more clear for both groups as well as other students.

At the end of this calendar year, both studies will be evaluated by the accreditation committee. The OLC (=opleidingscommissie/programme committee) is working on a plan to meet their set standards.

### 3.4.6 Study Nights

A lot of study nights are being organised, some more last minute than others. The EducaCie is planning ahead according to a scheme that is made at the beginning of each module. Sometimes, some last-minute requests for study nights are heard and the committee tries to fix whatever they can. An open study night has been organised at the end of each module so students can study for resits and deadlines. They are generally well-visited (see Appendix A). Study nights were mostly promoted through WhatsApp groups but also by asking teachers to promote them on Canvas, as well as mentioning all study nights in an overview study night poster and in educational emails. This worked out really well. Arranging student assistants for study nights differs a lot in difficulty per subject, as not every teacher responds very quickly. It is especially hard to arrange teaching assistants for Interaction Technology as there are rarely any.

### 3.4.7 Master Market

The education committee is currently busy planning the Proto Master Market and will organise this event in collaboration with the study program. This market will be set up like the minor market that took place earlier this year, where current master students with Creative Technology roots can talk about their experiences.

## 3.5 External Policy

### 3.5.1 External Support

Overall, the external affairs are going steady, keeping constant contact with companies new and old to arrange sponsorship (3.5.1.1) and other types of collaboration. Although the focus has been primarily on the financial aspect, as the Acquisition is getting ever closer to the target, it is more feasible to shift focus to non-financial collaborations.



#### 3.5.1.1 Financial Sponsorship

The contracted total (received and to be received) is currently at €4969.50 according to the signed contracts, i.e. this money may not be paid yet. This is 82.8% of the minimum target and 66.2% of the personal target.

#### 3.5.1.2 Creative Sponsorship

Thus far, no creative sponsorships have been acquired. We are focussing mostly on financial sponsorship and attempt to acquire creative sponsorships as a part of financial sponsorship negotiation. There are no plans to change this method.

#### 3.5.1.3 Lunch Lectures

Many companies have been willing to give a lunch lecture, although so far most of them are done more justice by naming them workshops, as they are not during lunch time and there is no lunch present. Naming events “workshop” seems to have a negative influence on the sign-up count, compared to last year’s external events. Therefore, a different name for such events may produce a higher sign-up count.

The original goal of organising one sponsored/externally organised activity each module has not been met, as companies often take a long time to organise such activities, more than expected. However, on average, the total of four lectures/workshops will be met according to this year’s signed contracts.

As mentioned by the Officer of External Affairs from board 7.0, the income and expenses for the lunch may as well be removed from the budget plan altogether. In this year’s financial policy plan, the lunches are paid for a part of the incoming sponsorship. This means the income and expenses for the lunches mentioned in this year’s budget plan could have been omitted. This will also be passed on the the Officer of External Affairs of 9.0.

#### 3.5.2 Member Discount

There have not been any additions regarding membership discount. A few attempts have been made to arrange small discounts at restaurants and electronics webshops. This has not yet yielded anything, because of a lack of replies from the approached parties. Most membership discount deals will have expired officially. The Mitra discount seems to sustain itself by verbal agreement. The Starbucks discount is still used by members regularly. The Acquisition will discuss the option of more actively searching for membership discount and the option of awaiting them more passively and looking into them when the opportunity arrives.

#### 3.5.3 External Financial Policy

The sponsoring packages have been renamed and given a new price. Before, the sponsoring packages were named Green, Silver and Gold and have now been renamed Bronze, Silver and Green, respectively. The prices of each package has been increased according to the increase in the sum of their components. Existing partnerships have been charged/will be charged the old price.





### 3.5.4 External Publicity Policy

Board 8.0 has been trying hard to get in contact with our sister associations. The board has met with Watt, LiNK, ASCI and Helix and will meet with Cognac and Intermate soon. This is mostly for the board of Proto en the sister associations to learn from each others' experiences. An occasional collaboration may result from it, such as the Green Party with Watt.

The organisation of a networking drink is being attempted by the Acquisition committee in cooperation with various companies. The goal is give the members of Proto a chance to meet with companies from inside and outside the region.

## 3.6 Financial Policy

### 3.6.3 Usage of Surplus Sponsorship

Currently, most committees are on schedule with their spendings (which can be seen in the financial overview). So far, only the constitution drink has been way cheaper than expected. The board is looking into spending the remaining money on our own plastic cups (so we don't need to loan them from any of the EEMCS associations).

### 3.6.5 Committee Budget Plans

The HYTTIOAOAc and the OmNomCom have sent in their budget plans. The money they have reserved for when items break and need to be replaced, have not yet been used. Other expenses, like the payment of domains seem to go as planned.

## 3.7 Other Things

### 3.7.1 Merchandise

For the first time Proto had their own 'Ugly Christmas Sweaters' this year. These were up for pre-order. There were mixed opinions about the design, sporting our new fluffy friend Llarly the Llama. There currently are no plans to bring back this specific design next year, a new design would be fun as well! The regular Proto sweaters were sadly not done at the beginning of the second module, since there was no clear consensus about the design. A Google form was spread around to get the different opinions of members to find a design that could possibly be used for multiple years to come, instead of releasing a new hoodie/sweater design each year, to keep a coherent look 'brand' for the association. The new design will hopefully be done around mid March.

Apart from merch like hoodies and sweaters, we are also looking at other types of merch: reintroducing Proto bow ties and some other types, depending on the survey. Some more seasonal merch will be looked at but will be done based on pre-order.

### 3.7.2 Foundation ICE

Currently, the board of Foundation ICE is occupied with arranging the subsidies. After that, they can round up everything related to the ExplorAsia study trip. The board of Foundation ICE has organised an interest lunch to recruit new candidates for the new board. This has



yielded one application. The current ICE board members will reach out to all the participants of the interest lunch and visit lectures to recruit more candidates. If the ICE board needs help in recruiting, the board of Proto will assist ICE in recruiting more interested people through various channels that are not determined yet. So far, ICE has been present at both the first and second committee market of this academic year.

### 3.7.3 DokuWiki

The DokuWiki is kept updated, but there seems to be a lot of trouble logging in for most students. Navigating through the DokuWiki is also found hard, so direct links are mostly used. A solution has yet to be found for this matter.

The request pages are used frequently, for requesting drinks (TIPCie) or designs (GraphiCie).

### 3.7.4 Staff Appreciation

People that are of significance for Proto were all given a Christmas card this year. For some, a small christmas tree was lasercut to express our gratitude for all they do for us. These people were not all staff members of Creative Technology or Interaction Technology, but also the BOZ, RedDrop Design, Xerox and Asito. The token was very well received by all of them! Furthermore the 'Goodbye party' for Erik was organised together with Proto, to thank him for being the Creative Technology bachelor coordinator for so many years. This was received very well by Erick, but also all other participants there. Kasia, the new bachelor coordinator, has also been given a nice plant pot as an 'office-warming' gift.

### 3.7.5 Food Policy

The current food policy and amount of money that is set for financing food will stay for the rest of the year. Then we can see if this was too little or too much money on a yearly basis. Most committees also (partly) finance food for other helpers (photographers, drafters), with the exception of the TIPCie.

Dinner forms are put on the Facebook page, in WhatsApp groups and on the activity page. The day after the activity, the form is removed from the Facebook so it looks more clean.

### 3.7.6 Semi Annual Survey Results

The survey participants are various generations of students (First year 20.5%, Second year 38.5%, Third year 15.4%, Older year 25.6%). The majority of the survey participants are enrolled in Creative Technology (76.9%), a small amount in Interaction Technology (5.1%), and a relatively small portion of participants are from other study programmes (17.9%).

Proto as an association was judged quite well. People thought it was generally well organised and acted with the members in mind. Besides this, people felt accepted in the association. The average grade of Proto was a 7.5.

The participants were also positive about the board's approachability and presence in the association room. The average grade for the board was a 7.6.

From the results of the survey it became apparent that it was not clear for the members that we were having open board meetings on Thursdays. However, people were enthusiastic





about the idea. One half of the respondents don't not really see more appreciation than the previous years. The other half thinks that there is more appreciation, also towards the staff.

About Protopolis, people are also divided. Not everyone feels welcome in Protopolis. They do think that there is lots of choice for foods. The variety can be a little higher. Our active members are fairly positive about the organization of committees and communication with the board. The activities they organize are also good reviewed.

People do think that there are too many laidback activities (such as movie nights, pLAN & Chill) and prefer having more workshops and company visits

The educational information is also appreciated. Not everyone knows where to go if they have problems with their study, but a lot of people think that their problems are taken seriously. There are some saying that the programmes themselves have lack of communication between them and the study association.

In the space for other comments, people said that in general people say that the board is doing well.

In general the respondents, who were active members of proto, gave higher grades than people who are not active members.

## 4. Committees

### 4.1 Forming Committees

The committee forming was guided by the Officer of Internal Affairs. To ensure that all interested Proto newcomers had at least one or more committees to join a detailed division was made, taking into account the top 3 committees of the interested, but also the amount of new members needed by these respective committees. A suggestion list was sent to each committee from where they were free to handle the application procedure how they wished. The committees themselves were a bit confused at first and an explanation was shared. In the end almost all interested people got in at least one committee that they were most interested in.

During the second committee market a similar system was applied, only were all contacts from the interest lists send to the respective committees, since a lot of the committees present at the second committee market are supporting committees that can use all of the help they get.

### 4.2 Acquisition Committee

The committee market at the start of the year has yielded two new members for the Acquisition committee. This brings the committee to a total of six members, including the Officer of External Affairs. Everyone has been on one or more company visits and each member handles contact with a company either alone or in cooperation with one other member. Company visits are almost always done in duos to ensure the best possible communication toward the company. An external event, namely Nederlandse Carrièrebeurs in Utrecht, has also been attended by the Officer of External Affairs and a new member of the committee.



### 4.3 Activity Committee Extraordinaire

The ACE organised two activities so far, with a third on its way. The Ghost Walk, which was part of the Fright Night event with the Culture Committee and with help of the ENTROPcY, and the BBQ Hunt. There were not many participants, but those present enjoyed the event very much. The BBQ Hunt brought a new concept of hunting for your food to the Midwinter BBQ. The planning for the AmACEing rACE was picked up where it left off last year and was finished together with the new committee members. Unfortunately only a couple of people signed up, this could be due to the fact that the activity were to take place on a saturday. To not let the efforts of the committee go to waste it was decided to move the activity to a weekdate where the CreaTe first and second years are free of lectures according to the schedule. A collaboration with a company will most likely be added to hopefully boost participation rate. Some exciting activities are planned for the coming months.

### 4.4 BonCie

This year, the BonCie has acquired a new member as some of the members of the committee weren't as available anymore as last year. With the help of the committee, the plants in Proto have remained alive. Not every member has put in the same amount of effort into watering the plants, meaning that we will be looking into the possibility of using a schedule for the members so that we know who should water the plants per week. The committee has already had its first activity this year. Approximately 15 people came to decorate plant pots, in which people can place the plants they bought last year. The event was very joyful. The idea to organise an activity with the DIYcie will not be organised this year, as the idea we have, is not yet ready to be used.

### 4.5 Camp Committee

This year, we again had around 70 first years participating, as well as 30 people attending as activists. The activists seemed to have a better understanding of what was asked from them. This is mostly due to the fact that the committee could inform the activists better of what they should do due to last year's camp evaluation. The activists had to apply for a spot using a google form. From these applicants, the committee chose the most fitting people. To make sure everyone had a sleeping spot, an extra tent was acquired. This tent however didn't have a flooring, resulting in it being quite cold at night, sleeping only on an awning and air mattress. It might be better to take just a bit less people so everyone has a warm place to sleep than to bring more activist to sleep in a cold environment. Other than that, everything went quite smoothly. The events where the committee had to put in some effort to fix things, seemed unnoticed by the participants. This year, the committee prohibited bringing any alcohol to the camp locations, as there is plenty at the location. This resulted in way less alcohol abuse, making it much more relaxed for the Emergency Response Officers to help during the camp.

### 4.6 Culture Committee

The culture committee had a good head-start with 6 new members (of which two Interaction Technology students) at the beginning of the year, organising a total of four activities up until



the end of 2018. The Sinterklaas Shoe Setting (an older but re-introduced concept, with 40 shoes!) and the Decorate the Tree in the SmartXP were especially popular! The collaboration with the ACE (with help from the ENTROPcY) for the Fright Night was also a welcome addition. The committee is enthusiastic in sharing holidays from different cultures. The different cultures themselves are not highlighted as much, but the Culture Fair (organized together with Astatine, Atlantis, Communiqué and Dimensie) covered 10 different cultures, which turned out great! In total 143 people signed up, but over 160 people were present in the end. The activity was a huge success! It will definitely be recommended to organise something like this next year. The coming months the committee will slow down a bit, and put the focus back in more original and elaborate activities that are not related to standard holiday traditions. The committee now has plans for a Jam Session, Easter activity and finally a spring/summer activity focussed around the indian color festival.

#### 4.7 Dies Committee

The preparations for the eighth Dies are ongoing and the committee is focused on making the Dies spectacular! The committee started quite early this year and have worked hard so there is little stress. The theme of this year's Dies is European HoliDies and the promotion for events has started. All activities are planned after the exam week, except for the Dies dinner which is planned as close as possible to the Dies date (from April 18th to May 3rd). A different location has been found for the cantus.

#### 4.8 DIYCie

After a lot of discussing within the committee the thing for the workshop switched to a robot that would be able to re-draw digital drawings on paper. This plan was abandoned after the committee re-evaluated the project as too difficult and not particularly useful to own. The plan that stuck is a programmable LED-Matrix. The chairman of the committee had to switch chairpeople due to personal circumstances. In order to make the workshop happen on the proposed date 5 june in Q4 the committee has placed strict deadlines on itself. Deadlines were in place already for the previous plan, but these deadlines were not met and new ones had to be set for the current plan. After the committee market a 6th member joined the committee. The handyman has offered to help as assistants during the workshop.

#### 4.9 EducaCie

The EducaCie is still one whole committee with one meeting per week, as there were no Interaction Technology students interested in being a part of this committee. Through other channels (asking around in Proto and SmartXp, attending CRITEEC sessions) the committee tries to know what is going on with Interaction Technology. The committee poster has been updated and is hanging in Proto. Apart from evaluating the studies during their weekly meetings, the committee has organised a minor market and is also organising a master market. Studynights are also being organised a lot, see 3.4.7. An internal schedule has been made, on which the dates of the studynights have been based.

Since a months, the EducaCie is having more frequent contact with the CREEC. They had a meeting together to discuss their roles and differences, and both parties communicate input they get to ensure more efficient work is done and both parties don't do double work.



#### 4.10 EEMCS Party

At the beginning of the year, the party committee of Inter-*Actief* organised the first EEMCS Party as there were no other people from the other organisations to be a part of the committee. Sadly there weren't a lot of people at the party. The committee is thinking of maybe organising another EEMCS Party, but it has been made clear that the other associations also want to have a role in this organisation.

#### 4.11 EEMCS Trip

A destination has been chosen and the committee is fully focused on organising the trip, as the committee was formed quite late. The announcement drink will be held soon and Proto can bring 23 people with them!

#### 4.12 EmergenCie

This year, the board has 3 people who are licensed ERO's (Emergency Response Officer). The group of ERO's is sufficient enough, however sometimes it is still hard to find people (especially when there is an exam week). The licensed board members are being the ERO's quite often, and it is stressful and quite tiring to be the ERO all the time. Therefore, a meeting will be scheduled in the near future to ask people in the committee if things could/should be changed so people want to be ERO more easily. Next to that, the board responsible will contact other faculty/university associations about how they are running their ERO committee.

#### 4.13 ENTROPcY

During this year the ENTROPcY has held one activity and has helped with multiple others. They organized the glow in the dark golf event and has helped with the symposium and the ACE fright night. Furthermore, this year there were valentine roses like last year, which was received well. Furthermore the ENTROPcY has made a policy on how they are going about helping other committees. This policy is there to make it easier for themselves and for the other committees. This year during the symposium, the committee learned that such a policy was necessary due to the fact that they worked a little too hard during this time.

#### 4.14 First Year Committee

Changing the committee members' role every module was changed to switching them around after every main activity. That way each committee member can finish their responsibilities for that specific activity before switching mid-way. Four activities have been organized so far: the Holiday Drink Workshop and the Grolsch workshop, although small-scale were a success. A small activity was organized in the beginning of the year, Pyjama Day which little starter for the committee. The Movie Visit was a not much of a success, only four participants were present, of which two committee members. The risks of organizing an activity at the last minute was made clear to the committee by the board responsible beforehand, which they understood. However, there was basically no promotion, which resulted in the poor participation rate. This has been discussed in depth with the



committee members and they have been made aware of their individual responsibilities as a committee. They agreed on taking matters more seriously from now on. The activities that are in the works at the moment are a joined party with AEGEE and the Family Day at the end of the year.

#### 4.15 FishCie

The committee is doing well. The calendar works well in seeing when a certain member has to do anything like cleaning the aquarium filter or having to get the HABHAK. The committee also created a new calendar, which goes on to august 2020. It is fabulously fit with fish pictures.

#### 4.16 Gala Committee

This year we are organizing the Gala together with Astatine. The organisation is going quite smoothly as the dates and times were planned ahead which made the organisation more organised. Furthermore, we have altered the idea of the “finding your date” activity as we noticed that they can be quite awkward at times. The beer pong tournament Drink was quite the success. It was received well and there were a lot of attendants.

#### 4.17 GraphiCie

A lot of people left the committee at the start of the year and relatively few new members were added. The committee was also present at the second committee market, where 2 new interested people were found. They will have a small trial period as well.

The committee had an evaluation session to reflect on the past half year. Merging the two functions of chairman and logistics worked out fine, but during busy periods it was harder to keep track of all posters. This will be communicated to the board responsible in time so they can take over if necessary. Furthermore, the committee has switched from Facebook to Trello for giving feedback to posters as less people use Facebook actively. Finally, to make the committee closer and more active, they will meet every quartile and have a teambuilding after that. Design requests are mostly divided through the division sheet, but occasionally someone claims making the poster. The introduction period went well. The newly added members liked the assignments that were given, but mentioned that making three posters was a bit too much. For the second trial period, we have reduced this to one. We will evaluate this trial session, so the committee can further improve it.

#### 4.18 Guild of Drafters

The Guild of Drafters is working, however sometimes it is still difficult to communicate properly to them. It is strived to have fixed moments of communication, however this does not always workout as drinks are not always on fixed moments as well. This is due to the fact that not all of the drinks are on a monday. The new introduction process to drafting has been defined by the committee and seems to be working, however there are not a lot of new people that started drafting. To help with this, and other more passive drafters, the TIPCIe is also looking into a system of opt out, instead of opt in for the drafters. This would hopefully stimulate more active drafters. Drafters had to get used to the new alcohol policy of the university, which states that it is prohibited to drink alcohol while drafting. Besides this, some



have said that they would like for more Proto members to sit at the bar to make drafting more fun for the drafters.

#### 4.19 Handyman Committee

The handyman had a very slow start this year. With no persisting members from last year and only 3 new members the committee found itself in an interesting position, meetings were hardly attended and no one showed up to work during the evenings. After the chairman took action to get the committee enthusiastic around the end of Q2 meetings started to get full attendance. Now in Q3 members started working on projects, with some dedication this will continue. Organising a larger event or project looks like a good way to have the committee bond over something larger, as smaller individual products carry only personal responsibility, risking inactivity. Alfred, Michel and the Board have been asked for a larger project but these are not readily available, however, they have been asked to organise a legothon, which everyone was up for (possibly together with the ACE).

The committee is currently working on: their dokuwiki page and/or monthly facebook posts for publicity, a wheeled basket for the blankets, a LED strip for the poster board and Alfred's vinyl cutter. They have finished fixing 2 chairs, the grill in proto (cleaning it and making sure the lid stays up again). They have offered to support the DIYcie during the workshop. During committee market 2.0 enough members were found to get the committee to 6 members, increasing the potential of the committee but also bearing the risk of getting back into the pattern of not working on anything, looking promising for a short amount of time and then falling back again.

The building nights are not promoted as open events but if other members of Proto want to work in proto or the flex office on a thursday night, they may join.

#### 4.20 Have You Tried Turning It Off And On Again committee

New and capable members with relevant knowledge who are even interested in the web development/sysadmin branch are joining committee. They are currently working on fairly large projects and getting a foothold in the existing environment.

In light of future proofing The website has been redesigned. Committee hosting has been moved to Hornet, additional offloading has not happened yet but is still on their agenda.

App development is difficult but steady progress is made each week.

There have been issues with communication between the board, board responsible and the committee however we are open about this and working on improving communication in every way possible. By having an additional board member present during meetings, giving the board weekly updates on everything to keep them involved and setting clear rules on communication (and the channels used), communication and clarity should improve.

#### 4.21 Kick-In Committee Creative Technology

The committee was formed and one last committee member has been found during the second committee market. The committee market has also helped to find people interested in being helpers during the Faculty Days themselves, much like the activists that help during Camp. These helpers will support the committee so they can focus more on all the





organisation. Weekly meetings have already started, to make sure most of the planning and documentation is finished before the do-groups need to be formed. This way we make sure we're well prepared and ready to take on the last-minute problems that might occur. A lot of brainstorming is also taking place to see if we should/want to change some of the fixed concepts that have been done for a few years now to make the Kick-In more interesting for everyone with more diverse activities. A meeting with all the EEMCS faculty committees took place recently, in which some of the changed plans (the EEMCS lunch is moved to the first day of the Faculty Days for example) and the faculty's expectations of us were discussed.

#### 4.23 Magazine Committee

Due to the lack of interest from Proto members in the committee and the resignation of all people that joined the Magazine committee after the first committee market, the Magazine committee has been disbanded and suspended indefinitely. The two committee members made clear very shortly after starting their first draft that they would like to rethink their priorities and resign.

There will not be made any attempts to recruit new members for this committee, based on this year's experience and advice of multiple former board members and multiple years of unstable production and insignificant amount of interest in joining the committee. The website will be archived for future reference, but no new articles will be published. The Proto.Ink website is active until the next payment is due.

#### 4.24 InteracCie

A new committee member was found during the second committee market, bringing the committee to five members. They are very eager to organize activities to benefit Interaction Technology. Two of the activities that have been organized focused more on creating a community within Interaction Technology, which is very important for the study as well. The focus has shifted more towards organizing educational and professional activities, a lunch lecture has already taken place for example, with a decent amount of attendees, ranging from different CreaTe years and I-Tech students. The opening of the newly decorated Interaction Technology space might also be an activity for all of Proto's members to enjoy. The Acquisition has not been contacted for company contacts, but those have not been needed so far. One company approached the committee through the Officer of External affairs and plans for a workshop and big activity are made at the moment.

#### 4.25 OmNomCom

The committee has some new members, and during the first meeting, functions were assigned to make sure everyone had one specific role. The members of the committee have been assigned these roles because before this happened, people were all doing random tasks and there was no structure. The division of these roles has made the committee function way better as one person is responsible for one specific thing. The committee currently has 8 people to make sure new people can be educated by experienced members to prepare for them leaving the committee (this is presumed to happen in the near future). The committee is currently rotating weekly products because it seemed a nice idea and we could also see if these products would sell better than current products. Members seem to



enjoy the new products being rotated now and then, and if we hear that people are missing regular (which are rotated for that week), we check how much ask there is for that product. If a product is selling so fast that it is sold out within 2 days, the committee is ordering more of this product to see if it is not just impulse but multiple batches are actually getting sold out quickly. If this is the case, than a product will most likely become a standard, weekly ordered, product. We will continue doing this till the summer break, and will advise the next board continuing this as well.

#### 4.26 P.S.C. Lee Ho!

Currently, the sailing weekend is planned for the 14th till 16th of June. Unfortunately, 2 members of the committee have left, and the aid of the EntropCy has been asked. We are still hopeful that the sailing weekend will be a success. The owner of the boats has sold one of its larger boats, meaning that there has to be looked at smaller boats to accompany the larger boats. Because of last years' problem with one of the boats, the owner has told us we could take one of his boats to the weekend for free. This would mean that the money usually spend of the boats now remains unused. The idea was proposed to make the camp much cheaper than normally, yet this means that next year will be much more expensive meaning that people won't join as easy. Therefor, the money will be used as a buffer for the following years. This means that the weekend will become just a bit cheaper.

#### 4.27 pLAN

The committee has been a great success thus far, averaging one activity every month. Each event so far has been visited by roughly the expected amount of people (usually around 20) or more. Working with eight members rather than the formal maximum of seven has proved to be very productive. One member of the committee indicated the need to indefinitely be less active in the committee due to personal reasons. Therefore, effectively, the count reverts back to seven. The high amount of committee members makes it easy for everyone to prepare the events and clean up afterwards. The activities so far have been a great source of bonding, being mostly multiplayer centred. No activities outside of Proto have been organised yet, which was a proposed goal in this year's policy plan. However, because of the high volume of activities of pLAN and of Proto in general, we will not pursue this goal anymore, at least until the end of this academic year.

#### 4.28 Protography

Videography currently has no members but the committee is looking into setting up a videography team for the dies. New members have been added to the committee at the start of the year. There was no introductory photography session hosted as the new members already possessed a desirable level of familiarity with photography. Instead a joint activity was organised with the photography committee of Euros Rowing where some new members went to spin steel wool with some members of the Euros committee. A foam model workshop will be coming up for the end of this module when CreaTe module 3 needs pictures of their foam models, this will be coordinated with the teacher of this class. Instead of printing photos from the budget, it has gone towards a Flickr premium account as their change in policy left us with no other choice for the time being. The proto site now features banners made by the protography committee (also giving credit to the photographer).





## 4.29 ProtOpeners

Very often the request for ProtOpeners has been sent late. Since a few weeks we have tried sending the request right after the mini-BV (mini-board meeting) when it is clear ProtOpeners are needed. At the beginning of the year fun/themed messages were sent to request ProtOpeners, this however decreased after inspiration quickly ran dry.

## 4.30 ProtoTrip

The committee decided that the concept of this year's ProtoTrip (and possibly ProtoTrip as a whole in the future) should be the exploration of a city through a scavenger hunt or quest. This way, the culture, history or history for example can be explored by the participants. We travelled with 20 participants, this includes the 7 committee members, to the city of Antwerp. The activity limit was not met, but the group-size was pleasant to travel with. Organisation went very smoothly, the few hiccups that were encountered along the way were quickly solved by the fast handling of the committee. The evaluation is planned on the 8th of March, where an experience and possible improvement document will be put together to aid next year's committee.

## 4.31 SportCie

In the beginning of the year, the SportCie has organised some more expensive activities. Members often wanted to join the activities but told the committee they were too expensive and did not join. The committee is now focused more on cheaper activities as there is insufficient budget available to decrease these activity costs. It is not yet sure whether this has the desired effect.

The Prototeam for the Batavierenrace is almost filled and the committee will soon make the final division. At least one committee member will be present in each group. We are currently busy contacting the StAf organisation for more information. We will provide training sessions for both activities to improve prestations and are looking at a new design for shirts as well. For the StAf, the committee is also looking at organising a practice match with a different association.

The SportCieLympics are present on the background (i.e. the committee is keeping track of the points) but the scoreboard has just been printed for members to be seen. This will hopefully also increase the amount of participants at activities.

## 4.32 Symposium Committee

The symposium that was organised last year and held 3 October in Q1 of this year was attended fairly well and financially sound. It was disappointing that there were a lot of last minute cancellations coming from speakers, but most of this was fixed to the committee, part of ENTROPcY and a few experienced proto member's best abilities throughout the day. This could have been prevented by creating contracts for the speaking parties to get the agreement officialised also making sure that if someone cancels they have a back-up ready. Other problems could have been prevented by starting on time, working hard enough, stronger communication and having experienced members in the committee.

Without the additional help the symposium would not have been possible in the way it was held, and the committee will show it's thankfulness by taking them out for dinner. The committee evaluated on the symposium (and although the committees presence was small a



lot of insight was gained). No further evaluation with outsiders has been planned as everything there was to evaluate had been evaluated numerous times one-on-one or in smaller groups. This information has been compiled in a sort of “how-to symposium & pointers” document.

Jeroen was the interim board responsible until the symposium was held because Emiel who was already in the committee could not responsibly fill the position of chairman and board responsible at the same time, as that would give him more responsibilities and power than necessary. As Emiel was the only person with experience with the symposium he became the board responsible after the previous symposium was done to add experience to the committee.

This year not enough members could be found to form a new committee during both committee markets but a list of interested members has been kept for the next year.

#### 4.33 TIPCIe

The TIPCIe is starting to be a more well rounded committee as it exists for about one and a half year now. It is now more certain how things should be handled and what to do if something happens. This first half year there has been a switching of roles and people coming in and going out of the committee. This was quite a challenge but the TIPCIe is filled with committee members now and works well. The new role of committee treasurer, to do a first check and then to inform the association treasurer, seems to be working well to keep an eye on the finances of Proto's drink committee. Furthermore, the communication is being worked on to get fixed moments of communication with the Guild of Drafters.



## Appendix

### Appendix A - Activity Overview

*Until the 31st of December*

Date	Activity	Committee	Participants (signed up)	Helpers	Present
2018-09-05 20:00:00	GMM	Association Board	10	0	20
2018-09-12 20:00:00	Protoday Movie Night	Association Board	-	-	~8
2018-09-18 16:00:00	Constitution Drink	Association Board	-	-	100+
2018-09-19 13:45:00	JavaScript Workshop	Study Programme	38	2	60
2018-09-19 18:30:00	Glowgolf	ENTROPcY	10	0	10
2018-09-20 12:45:00	Committee Market	Association Board	56	0	~70
2018-09-21 12:30:00	Hamburger Afternoon	OmNomCom	-	-	-
2018-09-21 16:00:00	FriAD	TIPCie	-	1	~30
2018-09-26 19:00:00	Board Game Night	Association Board	-	-	~8
2018-09-28 16:00:00	Proto Camp 2018 - Activists	Camp Committee	32	0	32
2018-09-28 16:00:00	Proto Camp 2018	Camp Committee	68	0	64
2018-10-01 16:00:00	MoAD	TIPCie	-	1	~15
2018-10-03 10:00:00	Symposium - From Pixels to Purchase	Symposium Committee	-	1	66
2018-10-03 19:00:00	Meme Competition	Internal Affairs	-	-	6
2018-10-04 12:45:00	HABHAK	FishCie	13	0	12
2018-10-08 16:00:00	MoADennis	TIPCie	-	1	~25
2018-10-10 19:00:00	pLAN & Chill	pLAN	12	6	18
2018-10-15 16:00:00	MoAD	TIPCie	-	1	~15
2018-10-16 19:00:00	GeoGuessr	Association Board	-	-	2
2018-10-17 12:45:00	Promotion Brainstorm Session	Association Board	11	0	13



2018-10-17 19:00:00	Studynight Math for NM	EducaCie	14	0	19
2018-10-18 12:45:00	Acquisition Interest Lunch	Acquisition Committee	2	4	2
2018-10-22 12:45:00	Committee Function Training - Treasurer	Association Board	-	-	-
2018-10-22 19:00:00	Open Studynight for I-Tech	EducaCie	14	-	9
2018-10-23 12:45:00	Committee Function Training - Promotion	Association Board	-	-	6
2018-10-23 19:00:00	Studynight Computer Science	EducaCie	22	0	19
2018-10-24 12:45:00	Committee Function Training - Secretary	Association Board	-	-	-
2018-10-24 19:00:00	Avatar the Last Airbender Book 1 - ProtoNight	Association Board	4	0	25
2018-10-25 12:45:00	Committee Function Training - Chairperson	Association Board	-	-	-
2018-10-25 19:00:00	Studynight Programming	EducaCie	24	0	25
2018-10-26 16:00:00	FriAD	TIPCie	-	1	~25
2018-10-29 19:00:00	Open Studynight for Smart Tech	EducaCie	6	0	3
2018-10-31 19:00:00	Let's Get Creative!	Association Board	5	0	4
2018-10-31 19:00:00	Studynight New Media Project	EducaCie	10	0	14
2018-11-05 8:45:00	Pyjama Day	First Year Committee	-	-	~8
2018-11-05 19:00:00	Treat Yo Self	Association Board	8	0	8
2018-11-06 19:30:00	Open Studynight for Resits	EducaCie	10	0	12
2018-11-07 19:00:00	Board game night	Association Board	-	-	7
2018-11-08 12:30:00	HABHAK	FishCie	9	1	9
2018-11-12 16:00:00	Karaoke MoAD	TIPCie	-	1	~25
2018-11-13 17:30:00	We-Tech-We-Talk	InteracCie	13	7	13
2018-11-14 19:00:00	Fright Night	Activity Committee Extraordinaire	13	15	21
2018-11-15 19:30:00	Bouldering	SportCie	6	4	7
2018-11-16 16:00:00	FriAD	TIPCie	-	1	~35
2018-11-19 16:00:00	Draft Your Own Beer MoAD	TIPCie	-	1	~30



2018-11-20 12:45:00	Lunch Lecture: Unlocking People With Locked-In Syndrome	Study Programme	28	-	30
2018-11-21 19:00:00	Top Notch: Minecraft night!	pLAN	25	9	25
2018-11-22 12:45:00	Study Trip Board Interest Lunch	Study Trip Committee	20	2	18
2018-11-22 18:00:00	Thanksgiving Dinner	Culture Committee	19	7	19
2018-11-26 16:00:00	MoAD: Strohpers	TIPCie	-	1	~20
2018-11-28 12:45:00	Promotion Brainstorm Session 2.0	Association Board	7	0	6
2018-11-28 16:00:00	Minor/Pre-Master Info Market	EducaCie	68	6	71
2018-11-28 21:30:00	EEMCS Party	Association Board	-	-	~15
2018-11-29 12:30:00	HABHAK	FishCie	6	0	6
2018-12-03 16:00:00	MoAD: Pro Deo	TIPCie	-	1	~15
2018-12-04 23:59:00	Sinterklaas Shoe Setting	Culture Committee	-	-	40
2018-12-05 19:00:00	Pokémon Movienight	Association Board	-	-	4
2018-12-07 16:00:00	FriAD	TIPCie	-	1	~35
2018-12-10 16:00:00	MoAD: Captain Iglo	TIPCie	-	1	~25
2018-12-10 18:00:00	Decorate the Tree in the SmartXP	Culture Committee	23	8	25
2018-12-11 19:00:00	Lemme Smash Ultimate Tournament!	pLAN	19	9	19
2018-12-12 13:45:00	Laser Cut Workshop	Study Programme	-	-	-
2018-12-12 19:00:00	Boardgame Night	Association Board	-	-	6
2018-12-12 19:30:00	Studynight: Y1 Sounds & Circuits	EducaCie	22	1	22
2018-12-13 20:00:00	Proto On Ice!	SportCie	7	7	10
2018-12-17 16:00:00	MoAD: Ex-Via: To Bee(r) or not to Bee(r)	TIPCie	-	1	~20
2018-12-17 19:30:00	Studynight: Y2 Statistics	EducaCie	8	0	6
2018-12-18 19:00:00	Potluck Christmas Dinner	InteracCie	9	5	8
2018-12-19 19:00:00	Holiday Drink Workshop	First Year Committee	14	8	14
2018-12-19 19:00:00	Movie Night with Inter-Actief	Association Board	1	1	1



2018-12-20 12:30:00	HABHAK	FishCie	10	0	10
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## Appendix B - Results Promotion Brainstorm

*Results of the first session (17/10/18)*

### Most used ways of promoting events:

#### - Posters

Are sometimes seen as random noise in the room.

Ideas:

- Have more checklist posters;
- Make use of the A0 posters;
- Use triangle flyers;
- Add QR codes to posters to make signing up for an event easier;

#### - WhatsApp

Works quite well, especially when it comes to last-minute promotion.

However, WhatsApp is quite spam sensitive and messages are quickly 'snowed under'.

Ideas:

- Send a link in messages which enables people to sign up for a reminder per email.
- Send a link in messages which enables people to sign up for an event.
- Make a specific app group for promoting events where only the board can post messages.
  - This will only work if the other group apps will remain promotion-free.
  - You will miss out on a lot of people, if they do not know this group app exists.
  - It can be tested with lowkey activities.

#### - Word-of-mouth

Visit lectures and promote at drinks.

You can also promote through project groups, by for example going to a drink with your project group where activities are promoted.

- Something that might attract project groups to drinks, is by organising project group battles.

Walk around the SmartXp with a signup sheet, or let people send a message to the board responsible of the committee that is organising an activity so they can sign them up.

- This might work for big activities or as a final way to save activities (otherwise people might experience this as real-life spam).

Idea: NFC/QR in these signup sheets so people can easily sign up.

#### - Facebook

Is used less and less. Facebook can be used in a supportive way, with more elaborate posts that can not be posted on other social media.

Is being replaced by Instagram and Snapchat.

- You could post posters in stories, and add short promo (like videos) as well.

#### - Mail

Big chunks of text in the News Letter aren't read.



Idea: Have a summary (tldr) at the beginning of the mail so people that do not want to read a lot of text know what is going on.

- **Google Calendar**

The Google Calendar shows every activity, which makes it quite full sometimes.

There is a personalised Calendar, but that one doesn't always work.

**Other ways of promoting events:**

- **Committee clothing**

Idea: NFC chips in the committee clothing so people can easily sign up for events.

- Twitter

- **Website/Wiki**

No one knows how the Wiki works.

The 'News' page can be printed so people can read a physical copy.

- **QR Code**

Could be added to the poster template.

Question is whether it solves the problem of people not knowing that certain activities even exist.

Enables people to easily sign up for events.

- **OmNomCom**

Idea:

- Sign up for events through the OmNomCom.
  - Add a random button that will sign you up for random activities.
- Spotlight
- Narrowcasting
- Proto app (when it is done)

**Combinations might also work well!**



Rough results of the second session (28/11/18). Those are in Dutch, if you wish to have an English version, please contact Daniela van Meggelen.

**Brainstorm 2.0**

**WAT IS SPAM?**

- R whatsapp (nu wel)
- R mond-tot-mond (buiten kerkels, ligt aan hoe je het brengt)
- R Alles van de Google Calendar in je agenda
  - schied bij: categorie (education, party, etc.)
- R Website (lay out, sensory overload)
  - analytics? verschil voor je?
  - niet actief promo opt-in

abonneer per interesse; weekly mail voor de activiteiten waar je als interesse zit

→ verplichten om je interesse op te geven → pop-ups?

→ pls. automatiseer deze poep

**WAT NIET?**

- Posters → in Proto wel gezien, verder niet gezien
- mond-tot-mond (kerkels, ligt aan hoe je het brengt)
- R facebook (is ook alleen voor promo)
  - add foto's van events die geweest zijn → albums uploaden
  - la ATGET FB
- R mail → niet vaak, opt-in
- Google Calendar → analytics
- Commissie Kleding → tek, weinig reach, meer vaker doen
- OmNomCom → activiteit aanmelding
- Website (op zich)
- QR codes (worden niet gebruikt)
- RIP Twitter & Slack
- R Spotlight (lange read, wordt ondergesneeuwd)
  - foto's zijn wel leuk → fotoserie
  - niet als promo
  - (denk aan Q updates!)
- Narrowcasting (ook niet gezien)
- ProtoApp (notifications van alle events → kul, interesse → chill)
- R Insta / Snap (kies, medium voor promo)
  - meer bekend maken
  - meer & leuke posten
  - snap wordt minder gebruikt

**THROWBACKS**

AOB: commissies promoten bij kick-in

AOB: wiki → men kan niet inloggen (met wat account inloggen optie?)

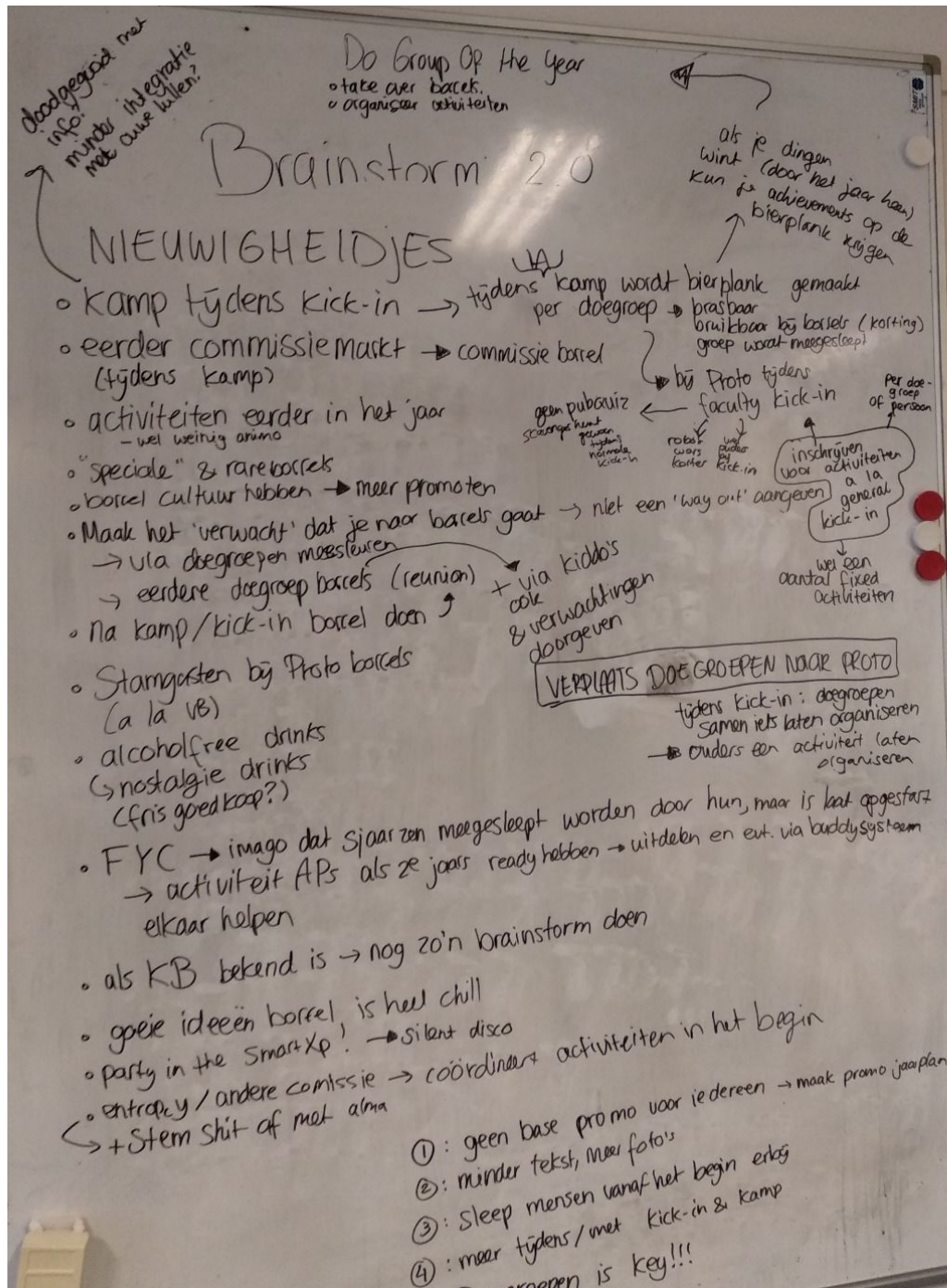
AOB: website → updates, happenings per category





# Brainstorm 2.0

- recap
- spam?
- reach?
- new methods?
- take overs
- twitter wordt niet gedaan
- instagram/snapchat → video updates? → niet iedereen vindt dat chill
- poster story → link includen (even kijken of dat mogelijk is)
- meer promo ook op insta → increase insta, decrease fb
- verified account krijgen? → dan kun je links toevoegen
- UCreate & Proto stijl overlappen → activiteiten overzicht wel chill; echter niet duidelijk wat
- meer persoonlijkheid aan insta → throwback Thursday met photography?
- narrowcasting → onoverzichtelijk; rolfieren kan wel
- bij grote activiteiten → wat is een groot activiteit?
- hebben ~~de~~ al een image waar mensen heen gaan
- plek van nieuwsbrief op site
- lapje tekst → overzicht poster
- banner tijdlijn ~~ip~~ tussen banner foto's zetten
- (driehoeks) flyer per week
- Meeting met promotie functies
- promo plan / guidelines maken



**Conclusion:**

- *Facebook is not used*
- *A lot of things are classified as spam, but are most useful*
- *Have to get more people connected to Proto (which happens most at the beginning of the year so kick-in/camp)*
- *We don't have a baseline*

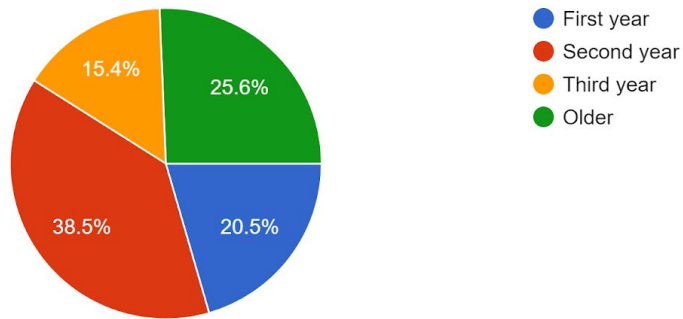


## Appendix C - Results Survey

General demographic questions about you.

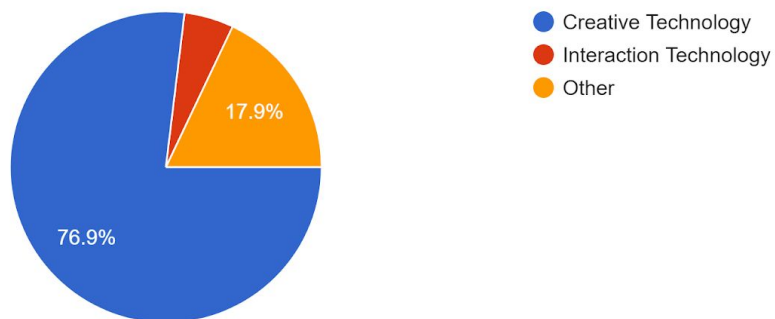
### What year student are you?

39 responses



### In which study are you currently enrolled?

39 responses

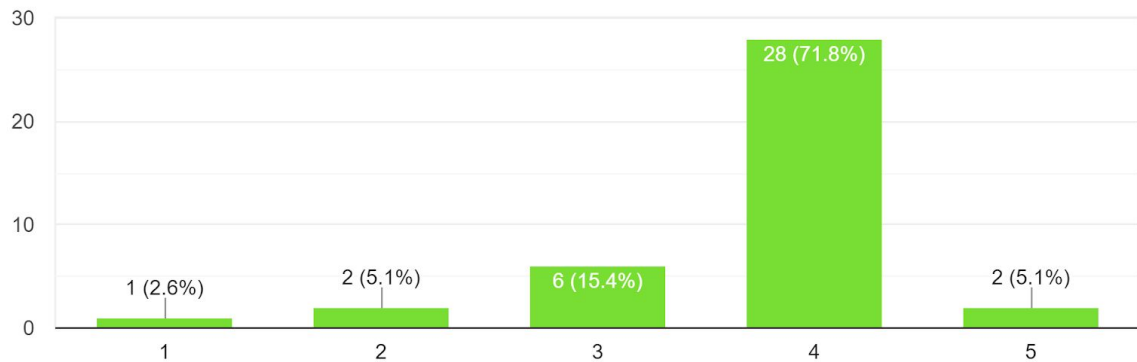




This part is about Proto as an association.

### Proto is well-organized.

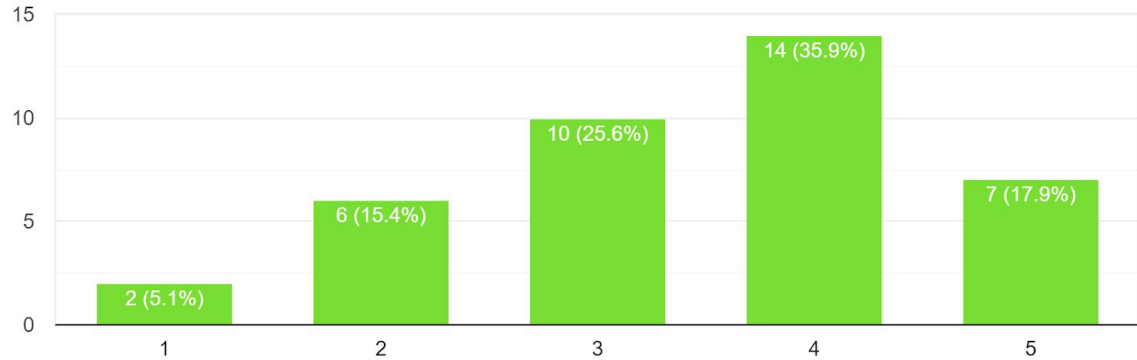
39 responses



Average: 3.73

### Proto acts with my needs in mind.

39 responses

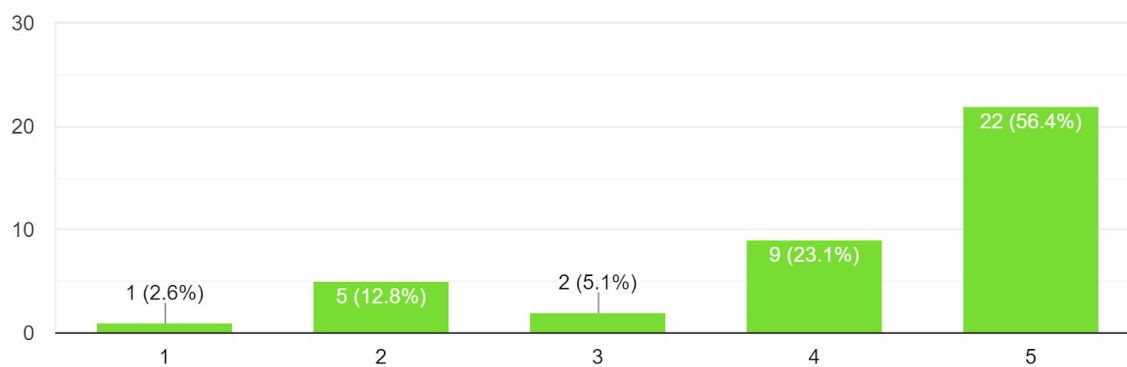


Average: 3.49



### The overall ambiance at Proto is good.

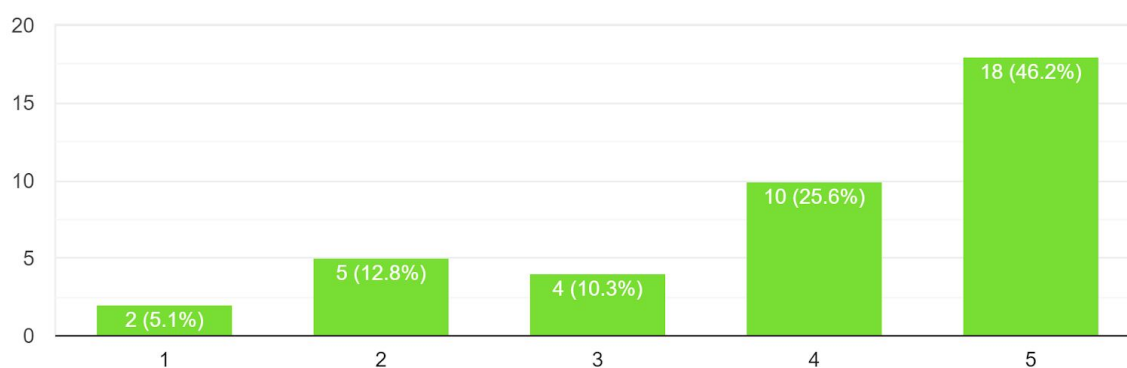
39 responses



Average: 4.20

### I feel accepted within the association.

39 responses

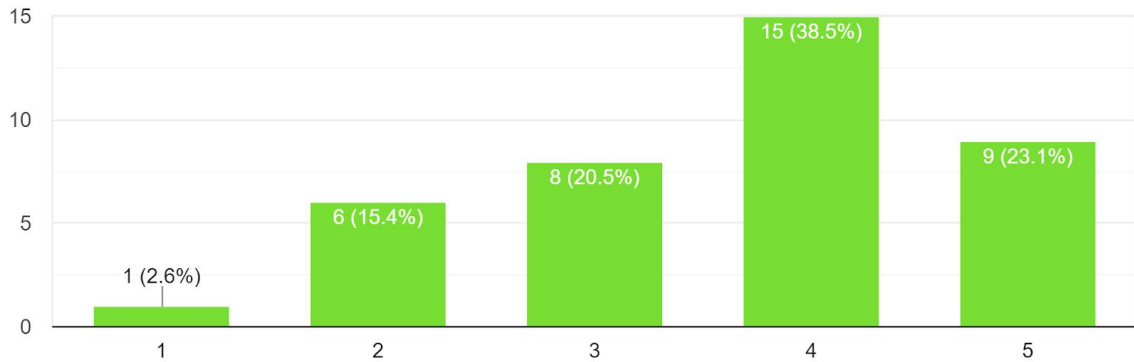


Average: 3.98



I feel like I can develop myself within Proto (i.e. through committee work, discussion topics, interesting activities).

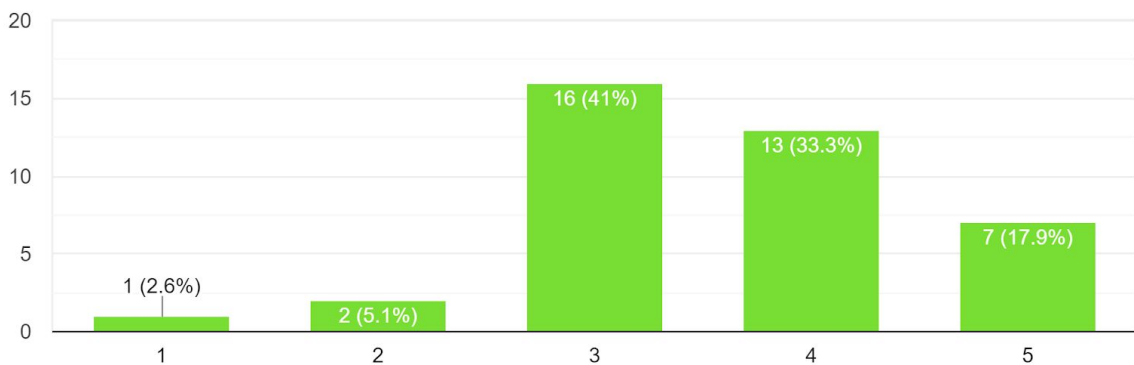
39 responses



Average: 3.68

Proto focuses enough on internationalization. Think of internationally-focused activities (i.e. ...d people speaking English at activities).

39 responses

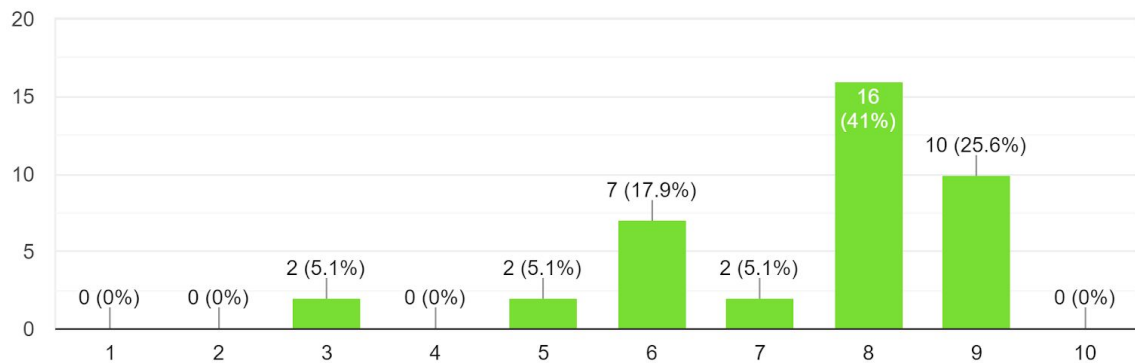


Average: 3.59



## What grade would you give Proto as an association?

39 responses



Average: 7.46

Q: Do you want more Proto merchandise? If yes, what kind?

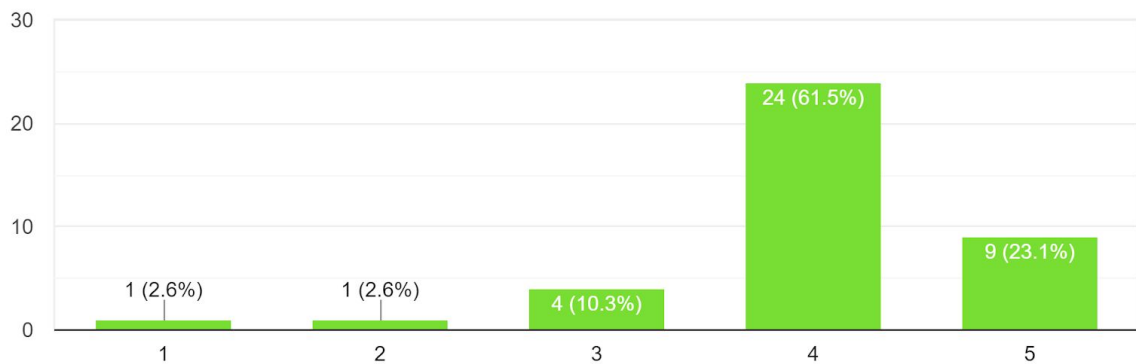
A: A short summary: Scarf, beanies, sweaters, t-shirts, socks, mascot-like figures, coffee mugs, flip flops and shoelaces.



## Questions about how the board is doing.

So far, I feel like the board is functioning well.

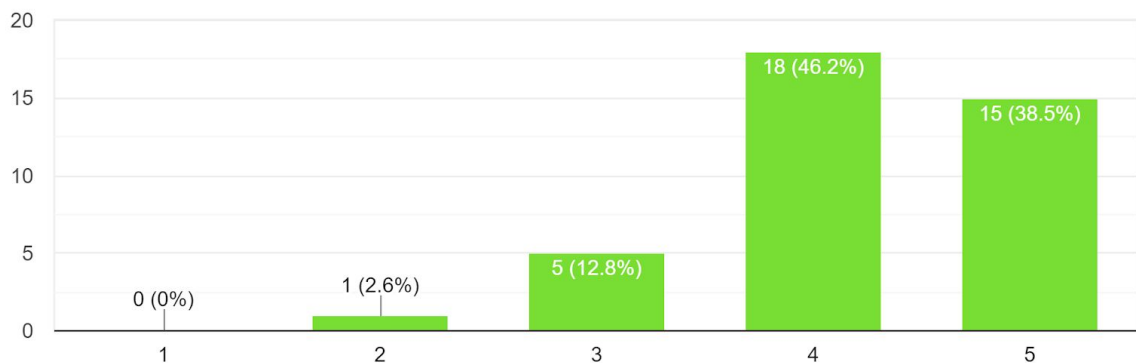
39 responses



Average: 4.00

The board is present often enough in the Protopolis.

39 responses



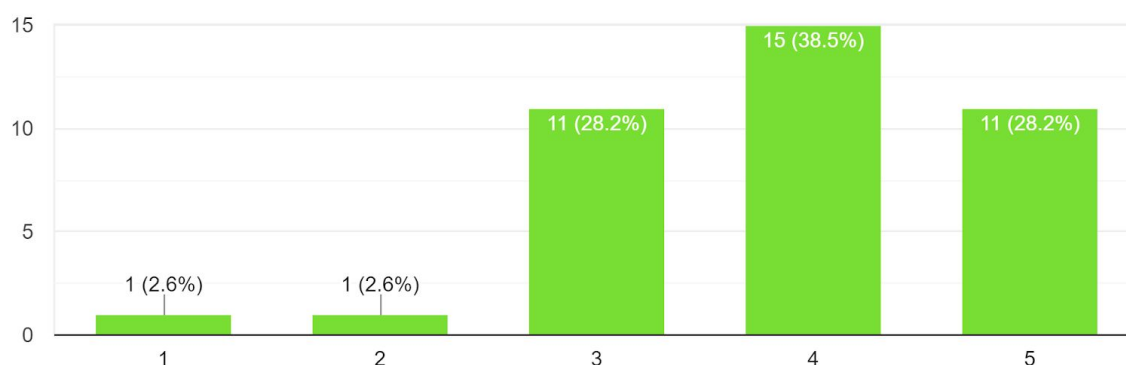
Average: 4.20





## I feel like the board supports me.

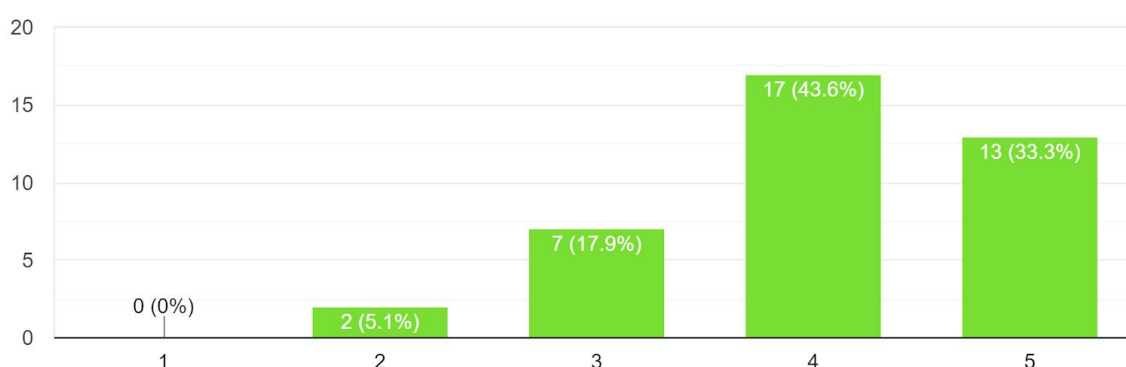
39 responses



Average: 3.88

## The board is open for questions and feedback.

39 responses



Average: 4.10

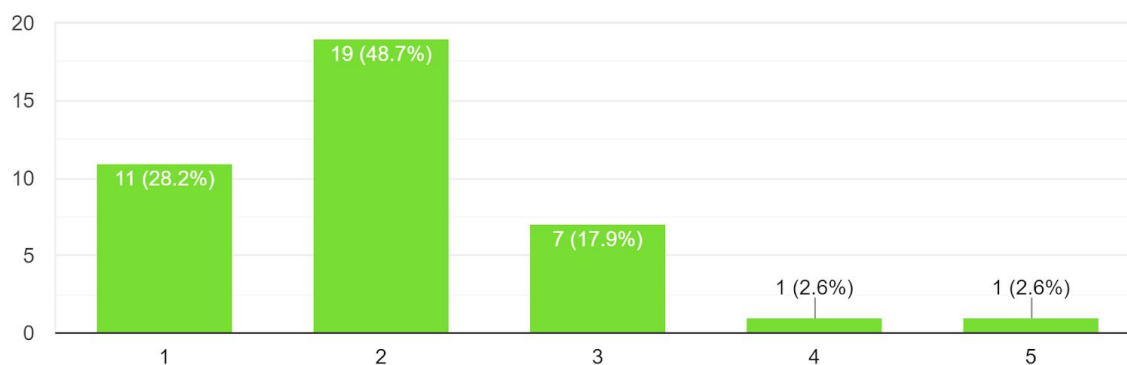
Q: It is clear who the board members are and what they can do for me.

A: Most of the answers to this question were yes. Some answered that it was not very clear for them, however that they do know where to go if they have questions. Some thought it was not very clear.



I feel like the board acts superior to the members.

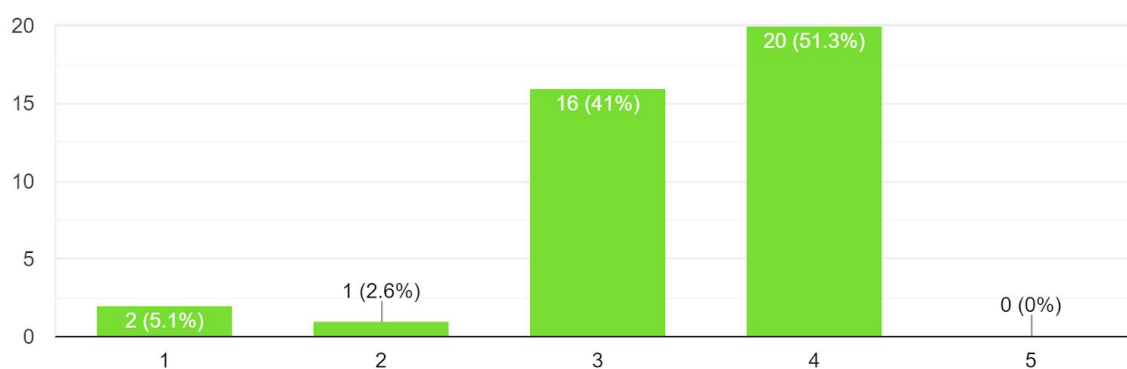
39 responses



Average: 2.00

Proto is being well-represented towards external parties (companies, other associations).

39 responses

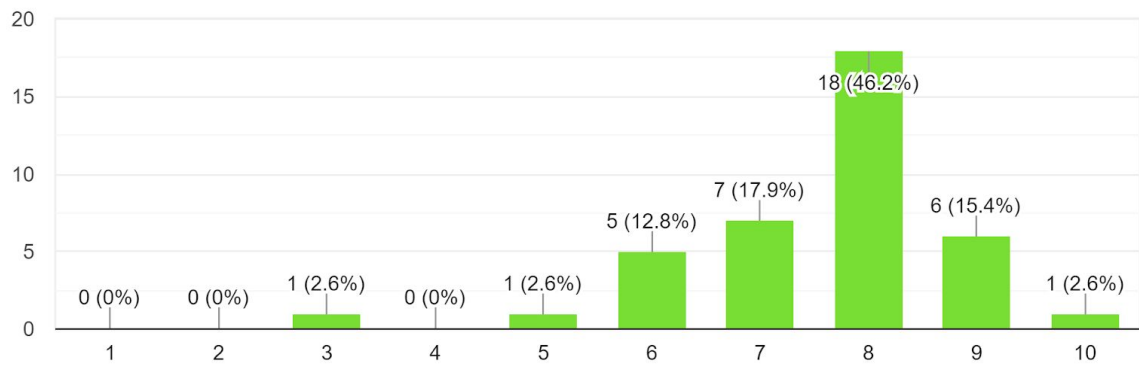


Average: 3.39



## What grade would you give the board?

39 responses



Average: 7.56



### **Questions about the board's goals and whether they are reached.**

Q: Every Thursday, we have meetings in Protopolis so members know what we are talking about (transparency) and have an opportunity to participate (openness). How did you experience that?

A: From the results of the survey it became apparent that it was not clear for the members that this was happening. A lot of people did not know about it. Some thought it was a good idea, since it would make the association feel more transparent and accessible.

Q: We also wanted to make Protopolis more of a relaxing area instead of a working area. Do you think this has been achieved?

A: People are generally agreeing with the abovementioned statement. However some still think that people are working there too much, and it could invade on the relax vibe.

Q: We wanted to show more appreciation to our members and staff in multiple ways. Did you notice how we did that?

A: It is divided about 50/50 percent. One half does not really seem more appreciated than the previous years. The other half thinks that there is more appreciation and also towards the staff.

Q: Do you have suggestions or ideas to help us reach our goals?

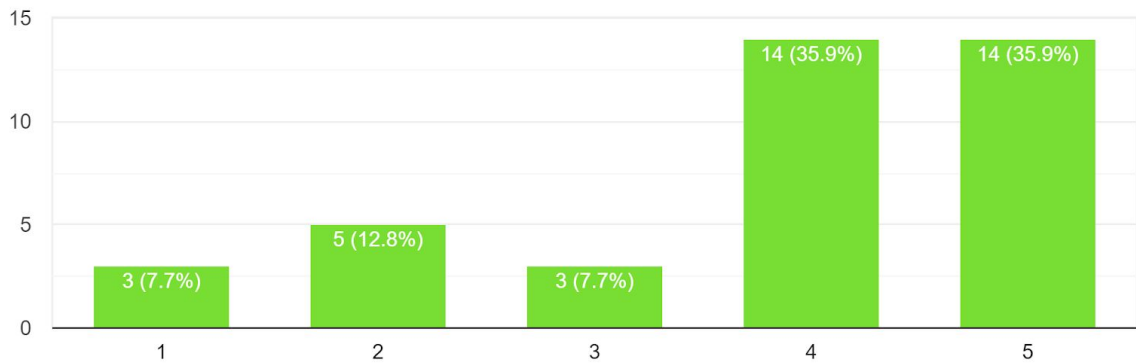
A: These answers range from people wanting free stuff, to ideas to liven up the Protopolis some more. There are also some suggestions for food here.



## Questions about Protopolis, our association space.

I feel like I am welcome in Protopolis.

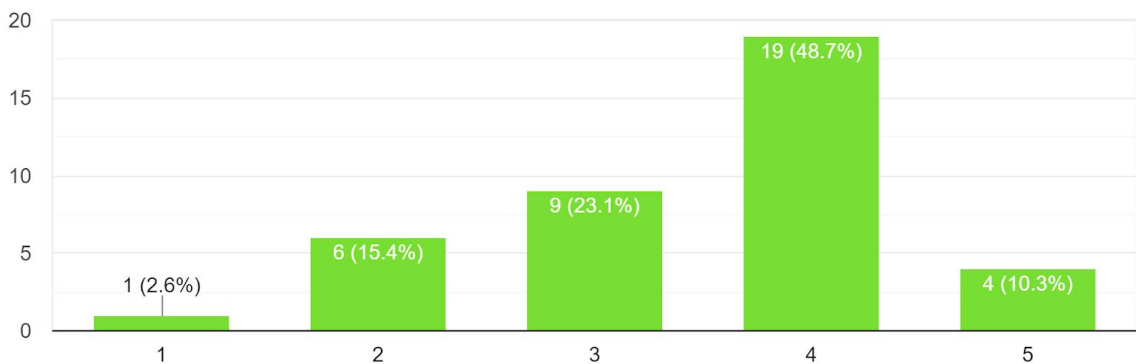
39 responses



Average: 3.80

Protopolis is generally clean.

39 responses

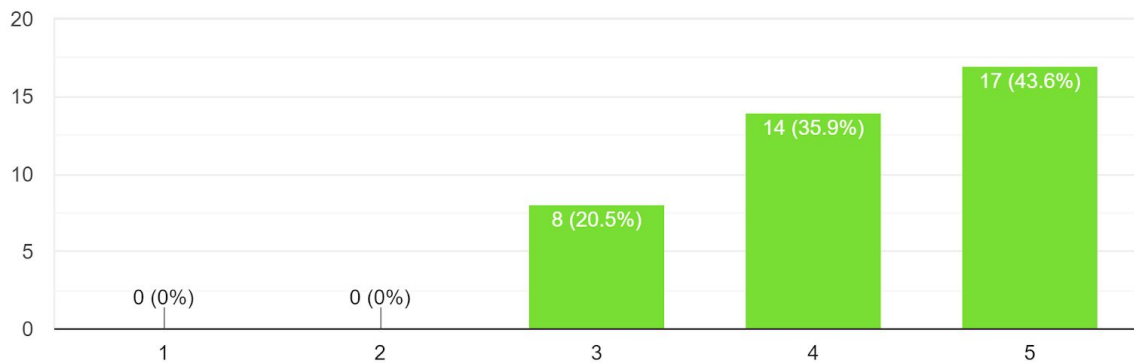


Average: 3.51



There are always enough snacks and drinks available.

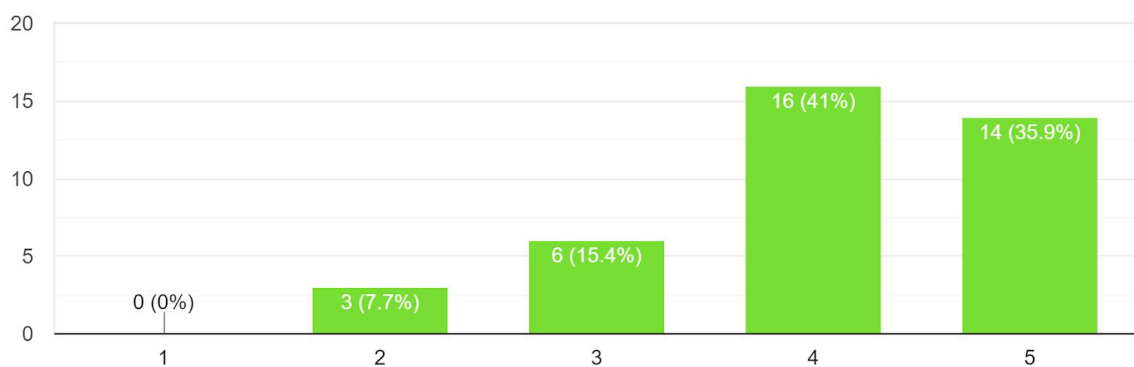
39 responses



Average: 4.24

The selection of food variety is good.

39 responses



Average: 4.10

Q: Would you like to see more/less food in any certain category?

A: People would like some more healthy snacks, and want some lunch options.

Besides this, people would like more fruit and veggies.

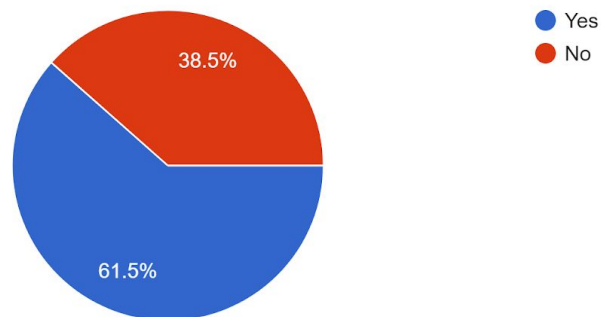
Furthermore, people would like more non sugar options for beverages.



## Questions about the committees.

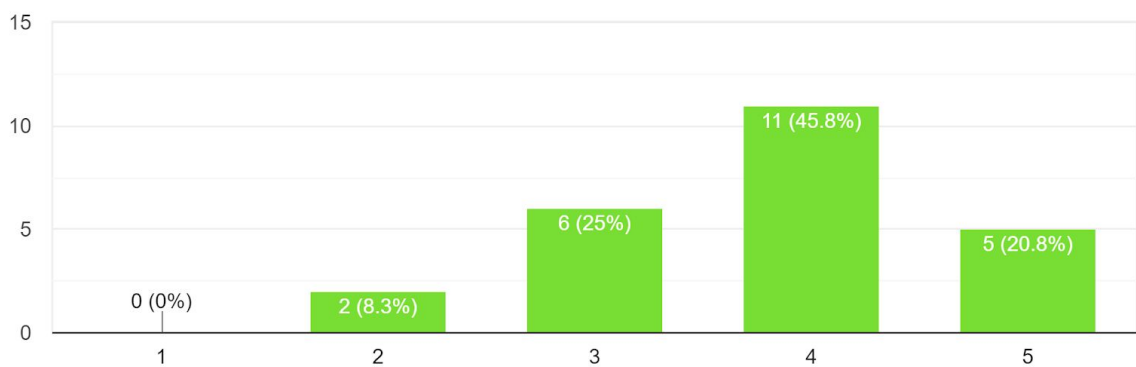
Are you a member of a committee?

39 responses



I feel appreciated as an active member.

24 responses

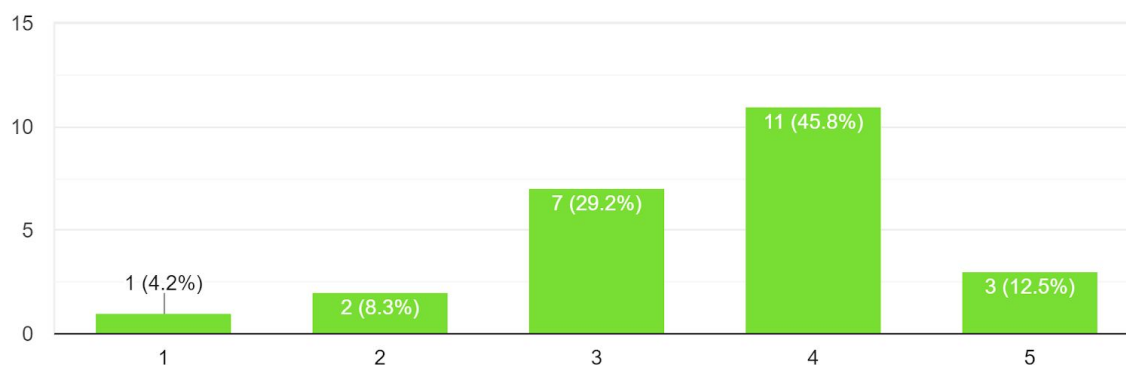


Average: 3.81



The internal communication within committees, and communication with the board works well.

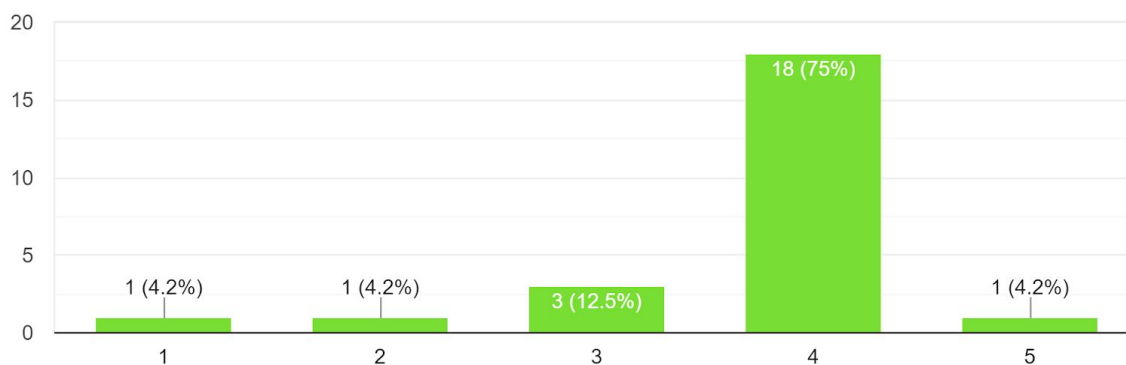
24 responses



Average: 3.58

The committees I am in are well-organized.

24 responses



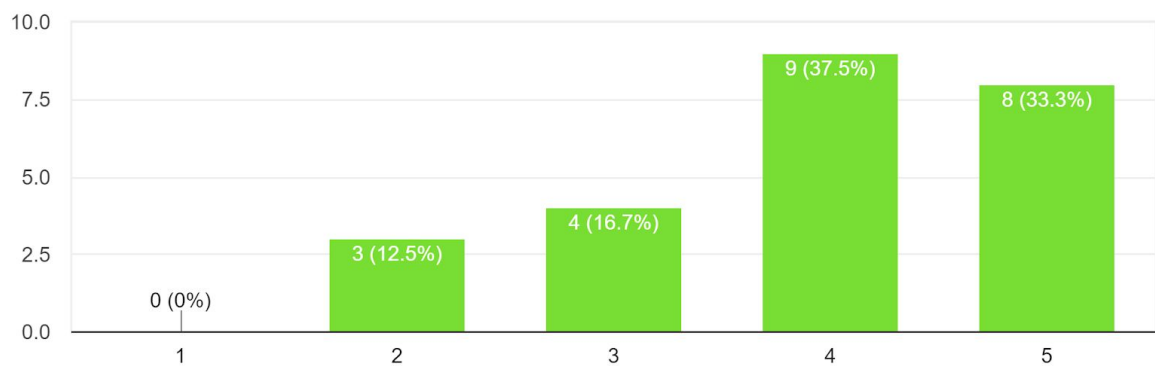
Average: 3.73





I feel like I know where to go when there are problems within a committee.

24 responses



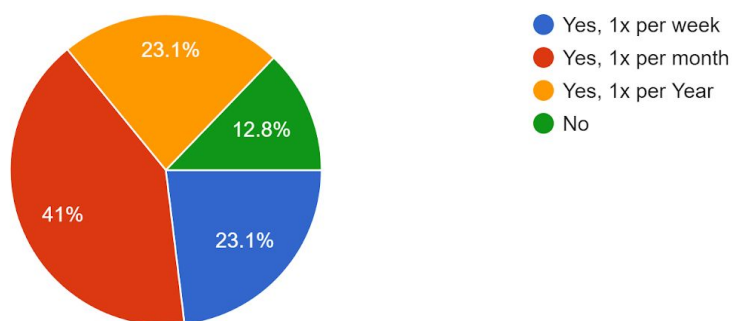
Average: 4.00



## Questions about the activities.

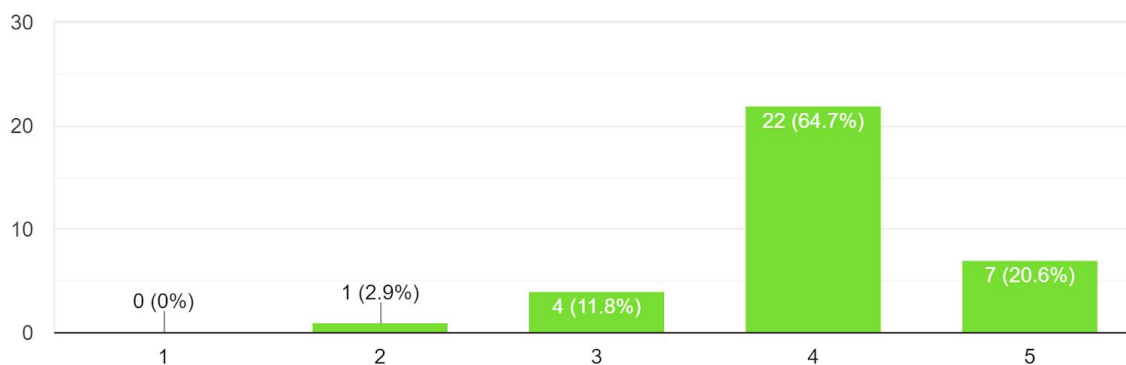
Have you been to an activity/activities organized by Proto between September 2018 and now and how often?

39 responses



The activity was/activities were fun.

34 responses

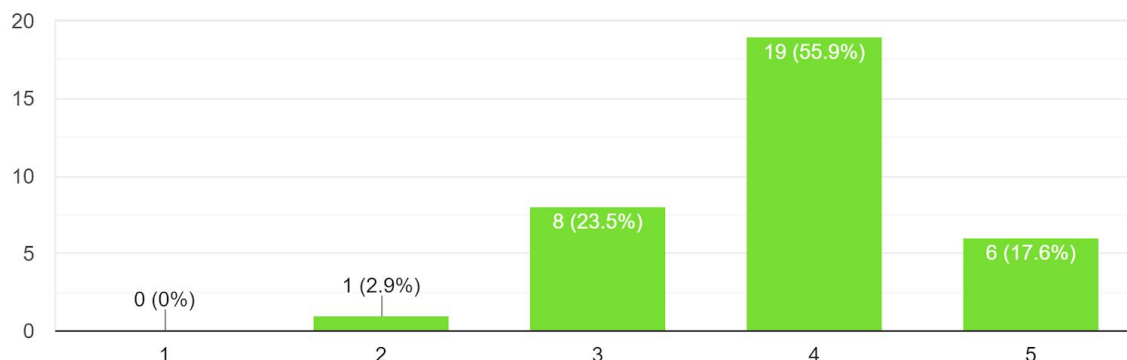


Average: 4.06



### The activity was/activities were well-organized.

34 responses



Average: 3.89

Q: Any additional comments on the activities?

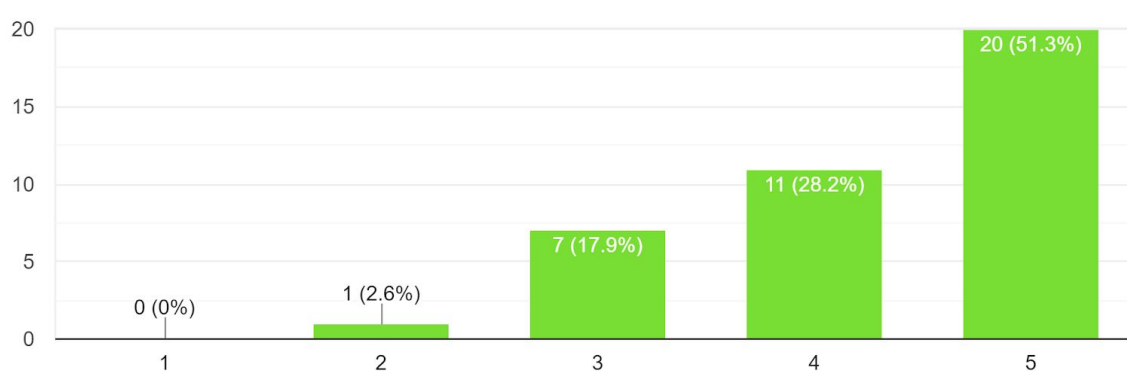
A: People would like more variety of activities, as older years see too much repetition.

Quite a lot would like more activities.

There is also mention of some activities being promoted too much, while others lack promotion.

### Enough activities are being organised.

39 responses

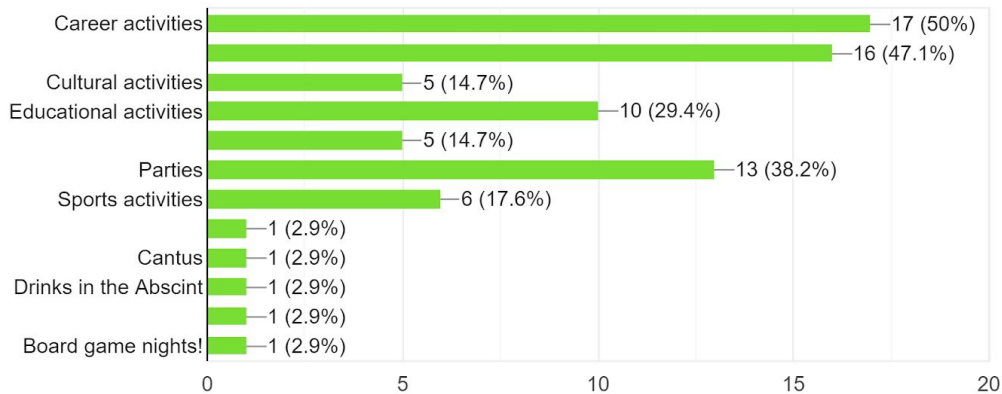


Average: 4.27



## I would like to see more of these activities

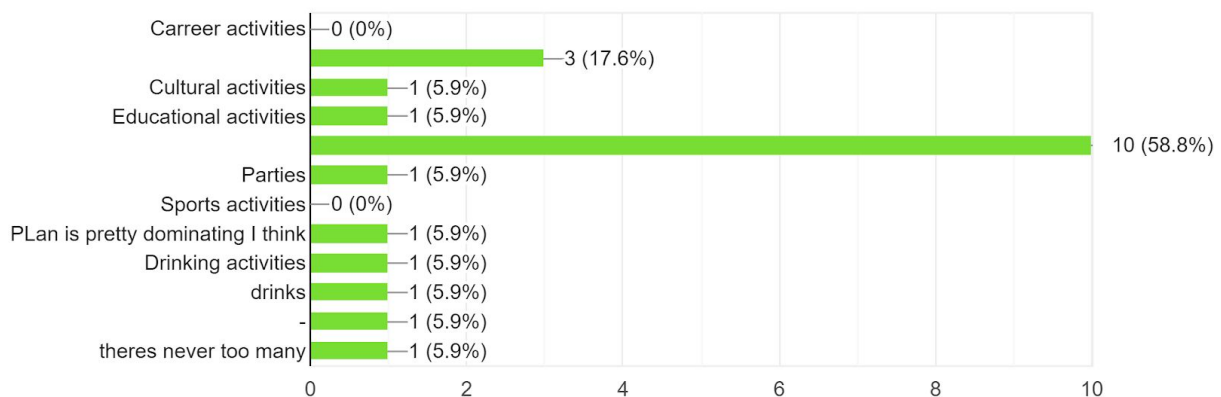
34 responses



Career activities, Creative nights (DIY nights, Arts and Crafts nights), Cultural activities, Educational activities, Laidback activities, Parties, Sports activities, Workshops that aren't business related (stuff like Photoshop or Maya that improve upon the study), artistic stuff (more in depth than movie nights, more like discussing movies/games/other media from some perspective), Cantus, Drinks in the Abscint, More activities which help you making study/career choices (like the minor market), Board game nights!

## I think there are too many activities in these categories

17 responses



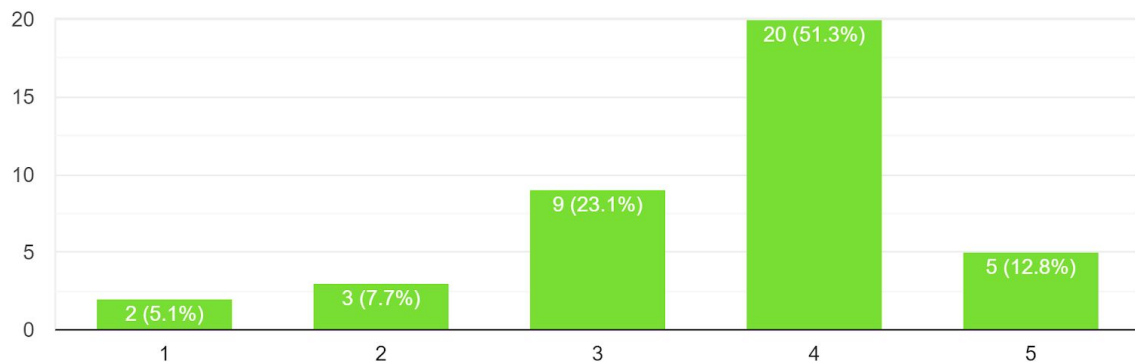
Career activities, Creative nights (DIY nights, Arts and Crafts nights), Cultural activities, Educational activities, Laidback activities, Parties, Sports activities, PPlan is pretty dominating I think, Drinking Activities, drinks, -, theres never too many



## Questions about education

Proto provides me with sufficient educational information (flowchart, mail, overviews).

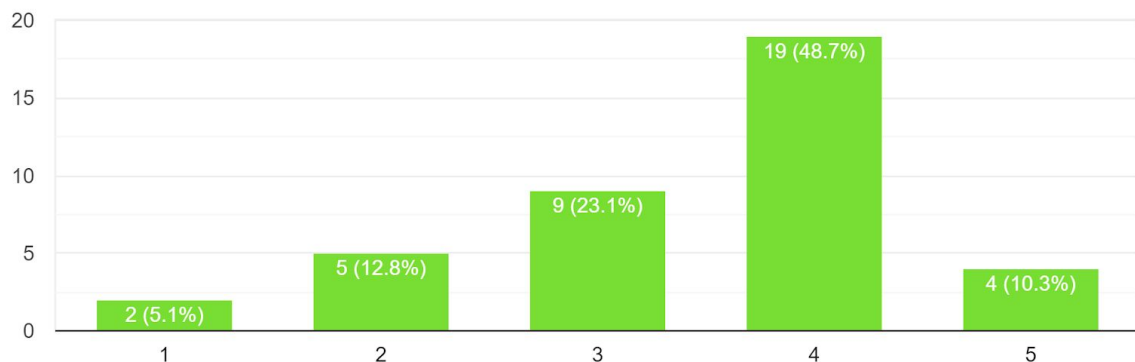
39 responses



Average: 3.59

I feel like the educational mail I receive is useful.

39 responses



Average: 3.44

Q: Do you think Proto provides enough educational support?

A: A lot of people think that Proto provides enough educational support.

There are some saying that the programmes themselves have lack of communication between them and de study association.



**Other comments.**

Q: Do you have anything that you want to say but did not get the opportunity ?

A: In general people say that the board is doing well.