

# General Member Meeting 30



20/03/2019, 20:00

@Zilverling A-138

Minutes and Revised Minutes by Emiel Steegh

## Presence

Peter van de Burgt	19:49
Emiel Steegh	19:50
Jeroen Ritmeester	19:50
Maxim de Leeuw	19:50
Philippe Tuinman	19:50
Sarah Hoekstra	19:55
Rens Kruining	19:55
Hannah Ottenschot	19:55
Kevin Vogelzang	19:55
Chantal Vriens	19:56
Daan van der Veen	19:56
Daniela van Meggelen	19:56
Sanne Bouman	19:56
Xadya van Bruxvoort	19:56
Manouk Hillebrand	19:57
Sander Koomen	19:57
Jonathan Matarazzi	19:58
Mick Tijdeman	19:58

Renske Mulder	19:58
Sebastiaan van Loon	19:59
Jesse Visser	19:59
Lyanne Uhlhorn	19:59
Natalie Kamp	19:59 (until 23:42)
Connor Stork	20:00
Maartje Huveneers	20:04
Arthur Vogelzang	22:50
Jur van Geel	22:50

## **1. Opening**

- a. The general member meeting (GMM) is opened at 20:05 on the 20<sup>th</sup> of March 2019.

## **2. Announcements**

- a. –

## **3. Quorum**

- a. This GMM has a total of 27 votes.
  - i. Laura Kester has authorised Kevin Vogelzang to vote in their place.
  - ii. Frank Lammers has authorised Kevin Vogelzang to vote in their place.
- b. At 22:50 Jur van Geel and Arthur Vogelzang joined the GMM effectively increasing the total votes to 29 from that time onward.

## **4. Fixing the agenda**

- a. The previous minutes are not in chronological order on the agenda. Minutes of GMM 28 (held on 2018-09-05) will be reviewed before the minutes of GMM 29 (held on 2018-09-25).

- b. The audit committee has sent a document; this has been added to the agenda.
- c. Laura Kester has sent a document; this has been added to the agenda.
- d. Kevin Vogelzang adds the point Google Calendar Policy.
- e. The received document by the board of advisors is about GMM 28 and as such will be dealt with before the minutes review of GMM 28.
- f. The charging and discharging of the audit committee will happen during the next GMM as the notification of changes came in too close to the current GMM.

## 5. Previous minutes

- a. [Letter by the Board of Advisors](#) [Submitted Document]
- b. Comments from the GMM
  - i. If the minutes of GMM 28 are never finished by board 7.0 a notice like the one in the letter will be added to those minutes. (**AP Board 30.01**)
  - ii. Sander Koomen has pledged to help with making the minutes for GMM 28. (**AP 30.02**)
  - iii. (If) partial minutes keep happening what can be done to prevent that from happening again. Some suggestions by this GMM and counter arguments:
    - 1. All the minutes of a change of boards GMM are written by the “new” secretary.
      - a. As opposed to the current situation where the part that a secretary is responsible for is dictated by who is charged while it happens. I.e. the part before the change of the boards is done by the “old” secretary and the part after is done by the “new secretary”
    - 2. Discharging the “old” secretary only after they have finished their minutes.
      - a. It might be unfair to discharge one person later.
      - b. This gives the association something to hold against a secretary if they do not do their work.

3. Have the “old” secretary type the outline of the minutes live during the GMM and let the “new” secretary finish them
  4. Hold a GMM that puts a deadline on the minutes and use it as a review moment for those minutes.
    - a. Hosting an additional GMM for more trivial matters may take the power out of the meetings.
  5. Partially discharge the “old” secretary during the change of the boards GMM and only discharge them fully when the minutes are finished.
  6. When the candidate board is elected, they will, together with the board, review the way secretaries handle the change of the boards to prevent unfinished minutes. (AP Board & Candidate Board 30.03)
- iv. A request came in to no longer publicly host (read: host for non-members) GMM documents in order to make matters related to people discussed during any GMM unavailable for outsiders.
1. If you google search for a name that is in the minutes of a GMM, a link to that GMM will come up within the search results.
  2. These are the apparent options:
    - a. Change nothing (everything we do is publicly available).
    - b. De-index the GMM wiki-pages (searching for a name will no longer harvest results from the association wiki but can still be found through the right link).
    - c. Put the GMM wiki-pages behind log-in (GMM matters will only be available for members of the association).
      - i. This option requires a change in the Rules and Regulations as they state that the documents should be publicly available.

3. *Voting: is the current situation acceptable and should nothing be changed (for) or should the board propose a change the current situation (against)?*

<i>for</i>	<i>against</i>	<i>blank</i>	<i>abstain</i>
7	19	1	0

The vote is not passed; The board will propose a change to the public availability of the GMM documents by the next GMM.

**(AP Board 30.04)**

c. [GMM 28 2018-09-05](#) [Page]

i. General comments from the GMM

1. The use of participants is not clear.
2. Some conclusions are missing.
3. Missing AP recapitulation at the end.
4. Use markup in the revision (participants, conclusions APs).
5. As it is not a transcription anymore; non-relevant content should be removed.

ii. All the questions asked will be used to write the yearly report and the yearly financial report.

iii. All the comments and remarks will be used to revise the minutes of GMM 28. (AP Secretary 30.05)

iv. No vote will take place on these minutes as they are not complete.

v. Action Points:

1. These are missing from the document and will be discussed when the full minutes are presented.

d. [GMM 29 2018-09-25](#) [Page]

i. General comments from the GMM

1. There are no line numbers.
2. In the revision add that Daniela van Meggelen made the minutes.

ii. Action Points:

1. The first AP was completed.

2. The conclusion to the second AP is that the statutes must be changed to appropriately charge Interaction Technology Students.
- iii. *Voting: approve the minutes of GMM 29 of the 25<sup>th</sup> of September with the changes mentioned.*  
Vote passed unanimously; the minutes of GMM 29 will be revised and published (AP Daniela van Meggelen 30.06)

## 6. Documents received

- a. [Letter from the Audit Committee](#) [Submitted Document]
  - i. Audit checks financial work, they have concluded that everything as it should be.
  - ii. There were minor flaws in the bookkeeping and documents, these were fixed, or the problem has been resolved.
  - iii. Proto is Financially healthy.
- b. [Drawing from Laura Kester](#) [Submitted Document]
  - i. A document to lighten the mood.

## 7. Semi-Yearly report 2018-2019 (for Approval)

- a. [Half Yearly Report Board 8.0](#) [Document]
- b. General Remarks from the GMM
  - i. Very enthusiastic with a lot of exclamation marks.
  - ii. Line numbers are missing.
  - iii. There are some non-contentual inconsistencies that need to be formalized.
  - iv. Some sentences have an awkward structure.
- c. Page by page review:

*p1.*

*p2.*

*p3.*

*p4.*

*p5.*

p6.

p7.

### 3.1

Open meetings are a good initiative.

#### 3.1.3

Even though evenings without board presence rarely happen it is useful to have an additional key in case a board member cannot make it. Last year some members of the committee had their own key for other reasons, so this was not necessary yet. The key is not in the financial report yet because it was only requested recently, the deposit has not yet come in. There is an eighth key for the TipCie.

#### 3.1.5

The board still upholds the alcohol policy and it has not yet caused problems. Telling members they cannot buy alcohol before 4 'o clock sufficed so far. Add to the document that the policy is not new and refer to board 7.0. (**AP Board 30.07.01**)

p8.

Clarify what an ERO is. (**AP Board 30.07.02**)

#### 3.2.2

Entropy has been asked and they did not respond before the publication of the document, however they have joined the committee by now.

#### 3.2.1

Change the color of the last 2 sentences to black and improve their flow. (**AP Board 30.07.03**)

#### 3.2.3

2nd paragraph: Issues between organizing and helping committees were identified but no solutions were suggested or provided. It was discussed during a board meeting that creating policies for supporting committees help to prevent these miscommunications. Then putting these policies or rules on the association wiki. Create rules/policies for requesting a helping committee to streamline communications and put these on the association wiki. (**AP Board 30.08**)

p9.

### 3.2.3 cont.

There are then/than errors that will need to be addressed. (**AP Board 30.07.04**)

The sentence ending in “using the board member” is weird, this needs to be addressed. (**AP Board 30.07.05**)

### 3.2.4

Compare actual activity distribution to the internal year planning to find out if there is anything to learn from it. (**AP Board 30.09**)

### 3.2.6

the Instagram is not used for promotion as much as it is used for getting to know the association.

Tenses are switched up; they will be corrected (**AP Board 30.07.06**)

A more elaborate plan on requesting EROs will be written for the requestee, after the planned meeting with the EmergenCie and a discussion within the board. This plan includes setting the limit of participants to 19 until an ERO is willing to help at the event, after which the limit can be increased. (**AP Maxim de Leeuw 30.10**)

p10.

### 3.3.3

The officer of internal affairs is doing well in ICOS, however this is not mentioned. Philippe Tuinman is more of an advice-giving type during the ICOS meetings for other associations. He wanted to focus more on the less active new members problem.

Mention what the Philippe Is doing within ICOS (**AP Board 30.07.07**)

### 3.2.7

The first 2 sentences are a little off. Philippe has an overview of what to post on IG and when. However, finalizing the document on what is posted when and how proved very hard as many factors influence when a committee can and should ideally post. pinpointing a moment for them to get promotion is difficult. The document exists but it is internal, the



reference to appendix A will be changed to reference an internal document (AP Board 30.07.08)

*p11.*

### 3.3.5

The plan was to host a symposium but since the event had to be cancelled the drink was held instead. Starting next week, the committee will sit down with their responsible to start organizing the next activity.

The committee will look for new members next week. It seems likely that no new members will be found since interest is very low. If no members are found, the issue will be discussed with the study program as they are an official committee. (AP Peter van de Burg 30.11)

### 3.3.4

The mailing list mentioned is the mailing list from Interaction Technology itself, not Proto, this will be corrected. (AP Board 30.07.09)

*p12.*

### 3.4.1

The officer of educational affairs is known well enough, to the point trying to make them better known no longer requires attention over other issues.

Add that the flowchart will be printed as there are quite a lot of changes. (AP Board 30.07.10)

### 3.4.2

Why was the anonymous email option not used after Q1? It was promoted after Q1 as well, so it is most likely not forgotten, but the students probably do not see the need for it anymore.

The updated flowchart can be found on the educational study page on the association wiki.

It is not yet certain whether the book contract will go through study store but the receiving parties are pushing for stricter consequences if the supplying party does not uphold the agreement.

#### 3.4.3

The officer of educational affairs is the one who keeps tabs on the WhatsApp group chats.

*p13.*

#### 3.4.5

In the last sentence it is not clear which standards are to be met. OLC is working on a plan to meet standards set by the accreditation committee, this will be clarified in the document. **(AP Board 30.07.11)**

#### 3.4.7

Seeing as the proto master market last year was a problem, it is good news that Erik and Kasia were very enthusiastic about it this year.

Sarah Hoekstra will forward (to the officer of educational affairs) the information of why the proto master market was a problem last year and include who to contact about the issue.

**(AP Sarah Hoekstra 30.12)**

*p14.*

#### 3.5.1.2

A creative sponsorship is anything that is not monetary sponsorship e.g. supplies, physical, lunch lectures. This will be made more explicit in the document. **(AP Board 30.07.12)**

#### 3.5.1.3

Lunch lectures are a type of sponsorship that pays for an event. Stating that Proto gains the money as sponsorship only to lose it by paying for lunch is redundant and can therefore be removed from the budget plan. Clarification on why the lunch lectures should be removed from the budget plan will be added to the document. **(AP Board 30.07.13)**

*p15.*

#### 3.5.4

With being attempted it is meant that the acquisition committee is trying to organize a networking drink with companies in- and outside of this region this may not end in anything but so far it is working out.

Members will most likely not see an activity with sister associations as communication is slow.

### 3.6

There are numbers missing that are in the policy plan, this is because there are no anomalies or updates this will be signified at the start of this paragraph. **(AP Board 30.07.14)**

### 3.6.3

The plastic cups are meant for beer during drinks. This will be added to the document. **(AP Board 30.07.15)**

### 3.7.1

A lot of opinions on the hoodie design need to be discussed and things have been busy, so the hoodies have been put on the backburner. Designer will be messaged after the board discusses the opinions again. It has been delayed, not cancelled.

There is no plan to keep the design for multiple years as new designs as giving some one the opportunity to design is a good thing and having different merch each year keeps things fresh.

The suggestions/conclusion of the merchandise poll is missing, this will be solved by referring to the appendix. **(AP Board 30.07.16)**

### 3.7.2

There is only one application for the ICE board. There were allegedly complaints that people did not know they could sign up yet. ICE held an interest lunch, and they had a stand during the second committee market, and the association helped with promotion through their Facebook and email channels. Proto helped the ICE where they could.

To clarify that ICE has been assisted already the tense will be changed from future to past. **(AP Board 30.07.17)**

*p16.*

### 3.7.3

Suggestions for the association wiki should be sent to the association board.

Emiel Steegh has already done some work on improving the association wiki but this is not reflected in the document which is a shame. What has happened will be included in this section.

### 3.7.4

It is requested that appreciation (of study staff or other) be highlighted more on Instagram. **(AP Internal 30.13)**

### 3.7.5

The food policy should be updated to make sure it is very clear on when you get “free” stuff, this should include drinks. **(AP Board 30.07.18)**

The dinner form is discouraging for people with food allergies as they do not know the place beforehand and might not be able to eat there. The board will discuss the dinner form in combination with allergies and diets during a board meeting. **(AP Board 30.14)**

### 3.7.6

This piece will be updated with information that survey results are in the appendix, and will include the amount of people that participated, this gives more meaning to percentages, small samples are not very valuable. **(AP Board 30.07.19)**

*p17.*

### 3.7.6 cont.

Make it clearer whether people do or do not know in this section. **(AP Board 30.07.20)**

The text reads “One half of the respondents don’t not really see more appreciation than the previous years” This has a spelling mistake and 1<sup>st</sup> year students do not have a frame of reference so that may jumble the data. Both will be fixed **(AP Board 30.07.21)**

Workshops, lunch lectures and company visits had few participants, this has been a thing of the past as well: people want more events with companies but never sign up. Thea de Kluijver (study advisor) was contacted to combine these events with the subject professional development. They now count as professional development material and mentors actively tell their students that these events exist.

*p18.*

#### 4.3

Maybe the idea of the amACEing race is cool but it looks like there is not enough interest for the event when looking at the time and effort being put in at the moment. Since the activity is ready to go (everything is ready to make it happen) it would be wasted potential to let it slide by. A large influence on the low sign-up count is that the concept was not clear and the timing was bad first time around. Both problems have been solved for the next attempt. If that does not work out the event will be eliminated.

#### 4.5

The evaluation of this year's camp and the cantus-benches situation is missing, they will be added (the bench situation will financial report). (**AP Board** 30.07.22)

The benches were rented to another association directly after us, they damaged the benches, Proto almost had to pay for (part of) the reimbursement. Luckily our treasurer took care of business, we did not pay for what we did not break.

Renting at a better place than another association will be considered for the next camp.

*p19.*

#### 4.7

The different location of the cantus should be clarified in the document. (**AP Board** 30.07.23)

#### 4.8

The decision to pull the plug on hosting the activity this year will be made the week after the GMM. If the activity happens next year it will most likely be in October, even

though Creative Technology year one will have minimal experience with microcontrollers. The tutorial will have to teach them.

#### 4.9

a month or a few months? → a month

**which name responds to what, get some clarity, elaborate in the document**

[a question by sarah]

*p20.*

#### 4.12

As the ERO requests often come in late it is not fair to the pool to call them out for not being able to ERO often by calling EROing often as a board responsible stressful. Change the word stressful to something less condemning. **(AP Board 30.07.24)**

How to request an ERO should be clearer to other committees and there should be rules to keep everything fair for the EROs. This will be done through an EmergenCie policy, that includes: How to request, when to request and before what time the request has to come in to ensure that everything is in the best interest for EROs and maximize the potential to get an ERO present at an event. To keep one person responsible and avoid miscommunications the committee responsible should request the ERO. Maxim de Leeuw will write or improve a policy for the EmergenCie. **(AP Maxim de Leeuw)**

The policy that will be put on the association wiki is to show committee members what they are up for, this does not mean the committee members become responsible.

During the upcoming EmergenCie meeting it will be discussed if it is possible to get younger members (who will stay with the association for a longer time) an ERO license. The board has already discussed this want input from the EmergenCie on the matter. It should however be noted that first year students may not get their BSA and leave Enschede. It should also be noted that the EmergenCie currently has 12 people and that this amount should be enough people to cover the Proto events.

#### 4.13

The ENTROPcY is has been a helpful committee so far even though there are 6 board members and the original goal was to support a smaller board. The committee has saved

Symposium and Lee Ho and the start of year the organized a glow golf filler activity. If a committee needs experienced members of Proto to help them then the ENTROPcY is there.

Change the wording of the last sentence to something like “The amount of work was improperly divided”. (**AP Board 30.07.25**)

*p21.*

No plans or activities are mentioned even though they are part of the committee. This information will be included. (**AP Board 30.07.26**)

The date of the gala will be added to the document, it was Wednesday the 13<sup>th</sup> of March. (**AP Board 30.07.27**)

The gala was not very strongly attended, the reason for this may include that it was hosted between two associations instead of three, where the other association did not manage to bring in as many people as Proto did. However, the evaluation is planned for the future so more information will be included in the yearly report. (**AP Peter van der Burgt 30.17**)

4.18

The communication referenced in this passage is between the TIPcie and the Guild of Drafters. (**AP Board 30.07.27**)

With opt-out it is meant that drafters will be assigned to a drink ahead of time and that they are responsible for reporting they are not available and finding a replacement if they cannot make it. (**AP Board 30.07.28**)

The TOP has not been heard of anymore, it was introduced for new members, people that only joined the committee this year. The idea came up to do it again for members that are already in the committee but were not yet properly taught what a drafter must do during a drink. However, the plan has not been worked out yet. The TOP will be discussed with the TIPcie again (**AP Peter van de Burgt 30.17**)

*p22.*

4.19

There is interest within Proto for open building nights, but this committee should first focus on itself. Open building nights might be a good idea as a separate thing. This will be kept in mind.

The general structure of the piece needs an update and mentioned people, Alfred de Vries (SmartXp Technician) and Michel ten Bulte (Building Manager in the Zilverling), need to be introduced. **(AP Board 30.07.29)**

If a lack of motivation re-occurs in the committee it will be addressed by setting up a meeting to learn from it and improve in the coming years

#### 4.20

With open it was meant that the committee and the board responsible are aware and are working out the communication problems. Open will be changed to have acknowledged and are working on. **(AP Board 30.07.30)**

Communications are improving. The board is getting more regular updates about the committee as well.

Additional off-loading sounds weird and is not very descriptive, this will be replaced with the bus factor. **(AP Board 30.07.31)**

The committee thinks the android app will not flop again because last time(s) they were building on a broken foundation and this time they have started building it from scratch. The android has been going steady in the last few weeks and the people who are working on it are motivated. The apple app is coming along steady as well but is a solo project.

#### 4.21

The piece says a new member was found, but this is not true. This might have been wishful thinking but should be corrected. **(AP Board 30.07.32)**

Break from 11:40 until 11:55



p23.

4.23

Now that the committee has been ended, the articles written by the committee should be removed or archived

p24.

4.26

There was a bit of a financial problem last year. This year there is a one-time opportunity to do the activity much cheaper. However, the committee will not use the entire discount they get on lowering the price this year but will spread the money saved across to multiple events to keep the price as steady as possible. This should be reworded in the section to be clearer. **(AP Board 30.07.33)**

4.28

Flickr, the website used to host all of the photos of the Protography, has changed their subscriber model. Users now need to pay €50 per year to host more than 1000 pictures. Because the Protography has more than 15,000 photos online the committee paid for one year of membership while the HYTTIOAOA is working on a SNT hosted alternative content management system. The change with Flickr will be reflected in the document. **(AP Board 30.07.34)**

p25.

4.30

Prototrip is not like other trips (EEMCS trip or the trips of other associations). The committee wants to take other roads like scavenger hunts. They will start each year with a brainstorm to look at options for that (and coming) year(s).

4.31

The idea of the SportCieLympics was not communicated very clearly and a lot of members of the association did not know it existed. This is in part because the committee waited with the promotion until the scoreboard arrived. Now the concept is promoted (mainly within activities) but still not explained very well. The SportCieLympics will be discussed again within the committee and promoted outside of SportCie activities.

4.32

Rewrite officialized to get the agreements written down. Change working hard enough to imposing deadlines. Rewrite starting early to “stayed in the hypotheticals stage too long”. (**AP Board 30.07.35**)

p26

4.32 cont.

Because not enough members could be found for the committee this year there will be an experience gap that needs to be closed for the next year. This will be solved by handing over a “how to symposium and what to think of” guide by Emiel Steegh to the next committee and the new committee can always ask members of the previous committee(s).

Appendix A.

The total participants numbers are: in the case of a sign-up or ticket activity, people that signed up or bought a ticket through the Proto website (that means no other associations) and in the case of an activity without sign-up or tickets, a (rough) head-count (this will include members from other associations if present). A disclaimer with this clarification will be added. (**AP Board 30.07.36**)

The reason the dates stop at December 31 is because this looks nice.

Appendix B.

This appendix has no reference to it but will be referenced in section 3.2.6 Event Promotion. (**AP Board 30.07.37**)

Appendix C.

*d. Voting: approve the half yearly report of board 8.0 with the changes mentioned.*

Vote passed unanimously; the half yearly report of board 8.0 will be revised and published (**AP Board 30.07**)



## 8. Break

- a. The Board discussed the situation regarding the unfinished minutes during the break and has decided to take up the unfinished minutes of GMM 28 together with Sander Komen and Rens Kruining who have offered to help the board. **(AP Board & Sander Koomen & Rens Kruining 30.02)**
- b. The letter of the Board of Advisors also included the suggestion to add a notice on the association wiki to the yearly report of board 7.0. This notice would read that the document has not been revised completely and that readers should refer to the minutes of GMM 28 for changes that should have been implemented.
  - i. *Voting: Add the notice proposed in the letter of the Board of Advisors to the yearly report of board 7.0?*  
Vote passed unanimously; The notice proposed in the letter of the Board of Advisors will be added to the yearly report of board 7.0 (AP Board 30.18)

## 9. Semi-Yearly financial report 2018-2019 (for Approval)

- a. [Semi-Yearly Financial Report](#) [Document]
- b. General comments from the GMM
  - i. In the last version of this document there are some inconsistencies on the budget plan numbers because Maxim was working with a revised version that was not on the wiki, the Audit Committee was working with the latest version on the association wiki, these were not in line with each other. As these versions were different, some tables will not add up. The numbers will be fixed in the revised version of the report.  
**(AP Treasurer 30.19.01)**
- c. Page by page review:

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*p2.*

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*p4.*

*p5.*

*p6.*

The bookkeeping errors in the expenses table says it is fixed, this will also be reflected in the status and an explanation will be added. **(AP Treasurer 30.19.02)**

Under the Dutch Law the only buyer pays BTW. Companies can deduct those taxes and down the line only the end consumer will pay these taxes. Associations are officially consumers so they pay taxes as income not as expenses like companies (also as income but they can deduct these taxes). The University of Twente, being a company, passes on all of the prices without BTW and later settles the BTW. However, when we as an association transfer money to the university, we have already paid tax on it, and so have our members. We have always let our members pay the tax on top of the price, so when in turn we pay Benno Pals we pay that amount our members paid including the BTW. So the amount Taxes Alfred's Workshop should not have been the way it was last year, we have paid the BTW twice. And for the future the price in the OmNomCom will include taxes, and that entire sum will be booked back to the UT directly, without having to pay additional taxes over that amount. How taxes on Alfred's workshops will be handled will be discussed in a meeting between Alfred de Vries (SmartXp Technician), Benno Pals (Head Finance Department) and the Treasurer.

*p7.*

*p8.*

Even though we are over halfway through the year; the committee expenses are not more than half of the budget because more/more expensive activities usually take place in the latter half of the year.

Minus signs in brackets (instead of (only) using black and red) will be added to denote negative money to make the document clearer. **(AP Treasurer 30.19.03)**

The unforeseen expenses are currently only budgeted but not forecast. The forecast will be dialed down to 1200. **(AP Treasurer 30.19.04)**

There is an expected profit of 4000€ because committees are more likely to be cautious and sit on their budget and underspend leaving the association with a committee's surplus as profit at the end of the year. It also seems like Expenses General play a very large role in the profit.

*p9.*

### *3.1.1*

The printer broke down, this saves on costs for the printer. That money may be used for buying a new printer. The board is looking into the warranty of the current printer, if the problem falls within the warranty, the budget won't have to be used, if it does not fall within the warranty the budget will be used.

The Good idea budget is not being used, as there are no ideas being supplied.

The Food Helpers Activity should cost 500€ instead of making that amount. **(AP Treasurer 30.19.05)**

The difference between the columns budgeted and forecast is not equal to the total difference. This may explain a large part of the 4000€ profit earlier on. This will be corrected. **(AP Treasurer 30.19.06)**

Food/drinks and coffee are not being changed at the same rate; they do not match because a lot of money has been won from the left-over camp sauce and coffee cups. These saved money in the food/drinks category, as the budget is also intended for this purpose.

It looks like the External Affairs has gone over budget because the business cards haven't been charged on the External Affairs instead of the Acquisition Committee this has been fixed through a memorial booking but this is not yet reflected in the Expenses General table. **(AP Treasurer 30.19.07)**

The Board weekend is turning a 73€ profit because there were errors in the previous final settlement. Because the amount is corrected in the system at the moment it looks like there will be a profit.

The constitution drink still has a forecast but has already passed because some of the money left in the budget was planned to be used for proto branded cups. However, the money for cups should not come from the constitution drink budget. The money for cups will be found in a more appropriate budget. **(AP Treasurer 30.19.08)**

Although pLan is in the description, they are not yet in the table. This is because they have not spent any of their budget until the previous bookkeeping point but have in the time since. The committee will be added to the table. **(AP Treasurer 30.19.09)**

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*p11.*

*p12.*

p13.

p14.

3.1.1 cont.

4470 MasterCie

The name MasterCie will be changed to InteracCie (**AP Treasurer 30.19.10**)

p15.

3.1.3

Doubtful debts are moneys that should have come from a member that decides to stop paying without cancelling their membership. The name for this account might be incorrect so it will be investigated. (**AP Treasurer 30.19.11**)

FDW never to be paid again is a historic entry of a member that did not pay some years ago that cannot be removed from the bookkeeping.

9500 and 9510 both have a little higher forecast than what has been spent because in the first half of the year most inaccuracies are discovered.

Currently it looks like the TIPcie profit will disappear before the end of the year. This is not the case and the profit will be put in a reservation for the next year and possibly the proto branded cups. This will be reflected in the document. (**AP Treasurer 30.19.12**)

*d. Voting: approve the Half Yearly Financial Report of board 8.0 with the changes mentioned.*

Vote passed unanimously; the Semi Yearly Financial Report of board 8.0 will be revised and published (**AP Board 30.19**)

## 10. Update Statutes and Rules and Regulations (Informing)

- a. [Changes and Additions Statutes Discussion – English](#) [Document]
  - i. This is only an informing document to create a discussion. It will only be discussed during this GMM there will be no vote. When this GMM is done the outcome will be used to get in touch with the notary who will write a proposal for us that we will vote on next GMM
  - ii. We will vote when the time comes on a Dutch draft of our statutes written by a notary (this is legally required). If the vote passes that draft will be officially published as our statutes by that notary.
- b. General comments from the GMM
  - i. Officially the document linking Proto to studies is an opinion piece.
    1. Thom Palstra (Rector Magnificus of the UT)'s secretary will be mailed asking how associations are bound to studies. (**AP Secretary 30.20**)
  - ii. There is no pressure on the matter lawfully as the Burgerlijk Wetboek overrules our statutes and currently everyone is entitled to vote. The budget from the SU to change statutes once every 4 years does not expire, so no pressure there either. It would just be good to include Interaction Technology and be in line with the law as quickly as possible.
  - iii. For the next GMM where the vote on the statutes will take place a corresponding Rules and Regulations document will be available.
- c. *Poll: the preferred option for member handling in our statutes of the GMM.*
  - i. *The outcome will be used in the decision making by the board of which way of handling members will be asked for at the notary.*

<i>All members get 1 vote.</i>	<i>Donors as a replacement for secondary members (giving them no vote)</i>	<i>Payment plan as a replacement for secondary members (giving them no vote)</i>	<i>Primary members get 2 votes, secondary members get 1.</i>
16	1	0	5

The preferred option seems making all members equal in terms of rights.

- d. There will be a moment to sit down with the board and discuss the exact request we will take to the notary.

## 11. Any other business

- a. Google calendar policy
  - i. If an event is used as a sign up the calendar gets very annoying and long blocks of event.
  - ii. To prevent long blocks only the final date for sign-ups that would cover multiple days.



- b. The GMM is being held quite late in the year
  - i. The Audit committee only starts checking the financials on the 31<sup>st</sup> of January.
  - ii. There are two other options:
    - a. Split the half yearly report and half yearly financial report review GMM into two separate GMMs.
    - b. Since the half yearly financial report is not mandatory it is possible to run it past the audit committee, upload it in March and send an email to notify the members with an audit committee letter attached to it, instead of including it in the half yearly GMM which can then be hosted earlier in the academic year.
- 2. The board of next year will have to consider their options (AP Candidate Board 30.21)
- c. It would be good for the productivity of the GMM if first time visitors knew how a GMM works.
  - i. The board is working on a document on how GMMs work and how to prepare for them. The document will be uploaded to the association wiki and linked to in the GMM invitation/event once it is finished. (AP Board 30.22)

## **12.Survey**

- a. The sign-up system for a GMM was well received.
- b. The AMA will be held the 15<sup>th</sup> of May
- c. The received documents will be put online.

## **13.Closing**

- a. The general member meeting is closed at 01:38 on the 21st of March 2019

## Action Point Recapitulation

AP	Who?	What?
30.01	<i>Board</i>	If the minutes of GMM 28 are never completed by board 7.0: add a notice
30.02	Board & Sander Koomen & Rens Kruining	Finish the minutes of GMM 28
30.03	<i>Board &amp; Candidate Board</i>	Review the way secretaries handle the changing of the boards to prevent unfinished minutes
30.04	<i>Board</i>	Propose a change to the public availability of the GMM documents
30.05	<i>Secretary</i>	Revise the 8.0 part of the minutes of GMM 28
30.06	<i>Daniela van Meggelen</i>	Revise, add publishing data and publish the minutes of GMM 29
30.07.X	<i>Board</i>	Changes to the Semi-Yearly Report
30.08	<i>Board</i>	Create rules/policies for requesting a helping committee to streamline communications and put these on the association wiki
30.09	<i>Board</i>	Compare actual activity distribution to the internal year planning to find out if there is anything to learn from it
30.10	<i>Maxim de Leeuw</i>	Write a more elaborate plan for requesting EROs
30.11	<i>Peter van der Burgt</i>	If no new members are found for the alumni committee, the issue will be discussed with the study program
30.12	<i>Sarah Hoekstra</i>	Forward (to the officer of educational affairs) the information of why the proto master market was a problem last year and include who to contact about the issue.
30.13	<i>Internal</i>	Highlight staff appreciation more on Instagram
30.14	<i>Board</i>	The board will discuss the dinner form in combination with allergies and diets during a board meeting
30.15	<i>Maxim de Leeuw</i>	Make or improve the “ERO requesting and using the EmergenCie” policy
30.16	<i>Peter van der Burgt</i>	Include an evaluation of why the gala had a lower attendance than previous years in the yearly report
30.17	<i>Peter van der Burgt</i>	Discuss the future of the TOP with TIPcie
30.18	<i>Board</i>	Add the notice proposed in the letter of the Board of Advisors to the yearly report of board 7.0
30.19.X	<i>Treasurer</i>	Changes to the Semi-Yearly Financial Report
30.20	<i>Secretary</i>	Email Thom Palstra’s secretary inquiring about the connect between studies and associations
30.21	<i>Candidate Board</i>	Consider the option of hosting the GMM earlier by splitting the half yearly GMM into normal and financial report GMMs or doing the half yearly financial report as an email
30.22	<i>Board</i>	Make and publish a how to (prepare for) a GMM document

<b>AP</b>	<b>Where?</b>	<b>What?</b>
30.07.01	SYR 3.1.5	Alcohol policy is not new, refer to board 7.0
30.07.02	SYR p8	Clarify what an ERO is.
30.07.03	SYR 3.2.1	Change the color of the last 2 sentences to black and improve their flow
30.07.04	SYR p9 3.2.3	Fix then/than errors
30.07.05	SYR p9 3.2.3	The sentence ending in "using the board member" is weird, this needs to be addressed.
30.07.06	SYR 3.2.6	Workgroup-part tenses are switched up; they will be corrected
30.07.07	SYR 3.3.3	Mention that Philippe is doing well within the ICOS and what he is doing
30.07.08	SYR 3.2.7	The reference to appendix A will be changed to reference an internal document
30.07.09	SYR 3.3.4	Change mailing list mentioned to ITech study mailing list
30.07.10	SYR 3.4.1	Add that the flowchart will be printed as there are quite a lot of changes
30.07.11	SYR 3.4.5	In the last sentence clarify which standards are to be met.
30.07.12	SYR 3.5.1.2	Clarify what a creative sponsorship is
30.07.13	SYR 3.5.1.3	Add clarification on why the lunch lectures should be removed from the budget plan
30.07.14	SYR 3.6	Explain that missing numbers mean no anomalies or update
30.07.15	SYR 3.6.3	Add that the plastic cups will be used for beer during drinks
30.07.16	SYR 3.7.1	Refer to the appendix B to conclude the merchandise poll
30.07.17	SYR 3.7.2	Change the tense, ICE has been assisted, not will be.
30.07.18	SYR 3.7.5	Be very clear on when you get free stuff (incl drinks) from the food policy
30.07.19	SYR 3.7.6	Reference survey results appendix and include sample size
30.07.20	SYR 3.7.6	Make it clearer whether people do or do not know in this section.
30.07.21	SYR 3.7.6 p17	Fix previous "in relation to previous year" statistics by filtering out 1 <sup>st</sup> year students. Fix don't not.
30.07.22	SYR 4.5	Add the evaluation of this year's camp and add the cantus-benches situation to the financial report
30.07.23	SYR 4.7	The different location of the cantus should be clarified in the document
30.07.24	SYR 4.12	Change the word stressful to something less condemning for other EROs
30.07.25	SYR 4.13	Change the wording of the last sentence to something like "The amount of work was improperly divided"
30.07.26	SYR 4.15	Include plans and activities of the committee
30.07.27	SYR 4.18	State between which parties the communication is
30.07.28	SYR 4.18	Elaborate on the opt-out plan
30.07.29	SYR 4.19	The general structure of the piece needs an update and mentioned people, Alfred and Michel need to be introduced
30.07.30	SYR 4.20	Change "open" to have acknowledged and are working on
30.07.31	SYR 4.20	Replace additional off-loading with the bus factor
30.07.32	SYR 4.21	Remove the part where a new member is found
30.07.33	SYR 4.26	Rewrite the part about spreading the discount to be clearer
30.07.34	SYR 4.28	Add a piece about the change in Flickr
30.07.35	SYR 4.32	Rewrite officialized to get the agreements written down. Change working hard enough to imposing deadlines. Rewrite starting early to "stayed in the hypotheticals stage too long"
30.07.36	SYR Appx. A	Add a disclaimer explaining the total participants (see minutes for full disclaimer)
30.07.37	SYR Appx. B	In section 3.2.6 make a reference to appendix B

<b>AP</b>	<b>Where?</b>	<b>What?</b>
30.19.01	SYFR All of it	Make sure the numbers in the revised Semi-yearly Financial Report add up
30.19.02	SYFR 2.2	Reflect the fixed part in the status in the table and add an explanation
30.19.03	SYFR All of it	Add minus signs in brackets everywhere the number is negative instead of (only) using colors
30.19.04	SYFR 3	In the profit/loss summary set the forecast of unforeseen expenses to 1200
30.19.05	SYFR 3.1.1	The Food Helpers Activity should cost 500€ instead of making that amount in the table
30.19.06	SYFR 3.1.1	Fix the difference between the budgeted/forecast and total columns
30.19.07	SYFR 3.1.1	Fix External Affairs going over budget in the table (Sarah Hoekstra offered to help with the coding of the Excel Sheet)
30.19.08	SYFR 3.1.1	Correct the constitution drink budget so it no longer includes the proto cups and move the proto cups to a more appropriate budget.
30.19.09	SYFR 3.1.1	Change the name MasterCie to InteracCie
30.19.11	SYFR 3.1.3	Check wether the name doubtful debts is appropriate (with the Audit Committee)
30.19.12	SYFR 3.1.3	Explain in the document why TIPcie loses their profit in the forecast (reservation/cups)