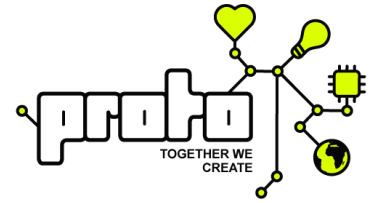


General Member Meeting 39



5 November 2020, 12:45

@Zoom

Minutes by Jesse Visser

Editor's note: A digital presence list and a recap of all action points given during this GMM can be found at the end of this document.

1. Opening

1. The 39th General Member Meeting of S.A. Proto is opened at 12:47 on 5 November 2020.

2. Announcements

1. Everybody present at the GMM speaks Dutch, so the GMM is continued in Dutch.

Editor's note: As you can read the minutes will still be written in English.

1. Peter van der Burgt send an email with some remarks but could not be present at the GMM.
2. On the 11th of November there will be a moment to give input about the SBZ situation.
 - a. Hannah Ottenschot asks if this event will be promoted to the association.
 - i. Sebastiaan van Loon replies that only the people for whom it is relevant will be notified, but that there will not be any further promotion of the event.
 - b. Maxim de Leeuw asks for a short update of the current situation of SBZ.
 - i. Sebastiaan van Loon replies that Grolsch has confirmed that the situation will develop as was predicted in [the document](#) presented during GMM 38.

3. Quorum

1. At the start of the GMM, a total of 10 votes were counted.
 - a. Peter van der Burgt has authorized Maxim de Leeuw

4. Fixing the agenda

1. There are no comments on the agenda.

5. Previous minutes

GMM 38: Change of Boards from 9.0 to 10.0 (for Approval)

1. General remarks
 - a. Hannah Ottenschot noticed that there are some sentences that mention someone will pick up a certain issue, but no action point is given.

- i. **AP Jesse Visser (39. 01)** Where necessary add missing action points in the minutes of GMM 38.
- b. Hannah Ottenschot also commented on a Google Docs version of the document.
 - i. These comments will be considered when revising the minutes.
- c. Maartje noticed that there are a couple of Dutch sentences without translations.
 - i. **AP Jesse Visser (39.02)** Add translations to Dutch sentences in the minutes of GMM 38.
- d. Maxim de Leeuw notes that the sentence “continues to ask” is confusing as it is currently used to signify that a person continues to ask about a new topic but might be interpreted as the person asking another question about the same topic.
 - i. **AP Jesse Visser (39.03)** Change phrasing where “continues to ask” is used in the minutes of GMM 38.
- e. Maxim de Leeuw notes that one of the editor’s notes mentions the cancelation of the integration week due to COVID-19 and he wonders if the costs made due to the cancelation will still be covered by sponsorship or if it must otherwise be compensated.
 - i. Jonathan Materazzi explains that the event will still be held later on by the ACE, so the expenses made will be covered by the participation fee of the event.
- f. Philippe Tuinman is very happy with the clickable links in the document.

2. Page 4

- a. Maartje Huveneers asks what ITO stands for at line 13.
 - i. This is the IT network department of LISA.
 - ii. **AP Jesse Visser (39.04)** Add a description to the abbreviation ITO on line 133 of the minutes of GMM 39.

3. Page 27

- a. Philippe Tuinman noticed that the opening hours of the Protopolis are not being updated as was mentioned on line 939.
 - i. These will be updated again after the GMM.

4. Page 31

- a. Hannah Ottenschot noticed that on line 1087 it says that “this is not what the DisCo was meant to organise”, which she finds is too harsh of a statement.
 - i. **AP Jesse Visser (39.05)** Change line 1087 of the minutes of GMM 38 to be less harsh on the DisCo.

5. Page 38

- a. Hannah Ottenschot noticed that the quick maths done by Frank Lammers about the gala ticket costs is not very accurate and confusing.
 - i. **AP Jesse Visser (39.06)** Add a note that the math done by Frank Lammers, on page 38 of the minutes of GMM 38, is not very accurate.

6. *Voting: Approval of Minutes of GMM 38 on 2020-11-05*
a. Vote passes unanimously
7. **AP Jesse Visser (39.07)** Correct the Minutes of GMM 38 and upload them to the DokuWiki.
(Aps 39.01 – 39.06)

6. Documents received

Foundation ICE letter to the GMA

1. Hannah Ottenschot noticed that there is some faulty maths in the letter to the GMM.
€34,400 and €6,000 do not sum to a total liquidity of €35,400.
2. Philippe Tuinman explains with the maths bellow why the loan should stay at €15,000,
instead of lowering it to €10,000.
 - a. *“Luiquidity: €34,400 + €6,000 = €40,400*
Expenses to be made: €46,670
Loan: €46,670 – €40,400 = €6,270
Rounded off to €10,000
HOWEVER: SRC subsidy is received after the trip is completed: €6,120
So, we would like to keep the loan at €15,000”
 - b. Hannah Ottenschot wonders what the effect is of keeping the loan at €15,000
 - i. Philippe Tuinman explains that it is uncertain when all income will be received, so keeping the loan of €15,000 will make sure the foundation will not have to go into the red to cover costs.
 - ii. He also adds that the loan does not have interest, so loaning more money does not have any drawbacks in this case.
3. Imke: “If there are no more comments, we will *skedadelido* to the next document.”

ICE 3.0 Budget Plan (For Approval)

1. Maxim de Leeuw comments that Philippe Tuinman has done a great job on the budget plan.
2. Hannah Ottenschot would like to know what the unforeseen costs are based on.
 - a. Philippe Tuinman replies that the calculation is not in the summary regarding the loan but can be found in the complete budget plan.
 - b. Hannah Ottenschot would like the complete budget plan to be included in the GMM documents for better transparency.
 - i. **AP Imke Verschuren (39.08)** Add the complete budget plan of ICE to the DokuWiki page of GMM 39.
3. There is some confusion on if the amount of the loan is also included in the vote on the document, as the amount of the loan is never mentioned in the Budget Plan but only in the letter to the GMM.

- a. The GMM agrees that the following vote, approving of the document, also approves the amount of the loan.

4. *Voting: Approval of ICE 3.0 Budget Plan on 2020-11-05*

- a. Vote passes unanimously

7. Budget Plan 2020-2021 (For Approval)

1. General remarks

- a. Maxim de Leeuw comments that the budget plan looks great and wishes Jonathan Matarazzi much luck during the coming year.
- b. Peter van der Burgt noticed that the PDF file uploaded on the DokuWiki has some weird artifacts.
 - i. Jonathan Matarazzi replies that he also noticed this and will upload a better export later.
 - ii. **AP Jonathan Matarazzi (39.09)** Make a better PDF export of the budget plan.
- c. Mick Tjiedeman appreciates the line and page numbering but would also like to see table numbering in future documents.
 - i. Jonathan Matarazzi replies that he will make sure to include table numbers in future documents.

2. Page 4

- a. Mick Tjiedeman was confused by the incoming statement overview and thought that there were 3500 membership fees.
 - i. But 3500 is of course the account number and not the number of membership fees.
- b. Maxim de Leeuw noticed that the total of membership fees does not correspond with the number of affiliated and unaffiliated ordinary members mentioned in the description of 3500 – Membership Fees.
 - i. Jonathan Matarazzi replies that the total of fees is correct, but that he simply forgot to update the number of members mentioned in the description.
 - 1. **AP Jonathan Matarazzi (39.10)** Update the number of members mentioned in the description of 3500 – Membership Fees

3. Page 6

- a. Maartje Huveneers wonders why the amount of 3610 – Food Helpers is not lowered.
 - i. Jonathan Matarazzi explains that, in case there can be physical activities, corona coordinators will need to be present, who the board also plans on giving free food for activities during dinner time.
- b. Peter van der Burgt wonders why 3150 – Board clothing is increased to €150 per board member, though there was a lot of comments on it during the previous GMM.

- i. Jesse Visser explains that during the last GMM there was only one person against the budget increase. The rest of the GMM was in favour or neutral, as long as the choice was explained better. The new budget plan 2020-2021 now better explains the choice to increase the board clothing budget.
- c. Peter van der Burgt wonder why the budget of printing is not increased, so the board can buy a new printer.
 - i. Jonathan Matarazzi replies that he would prefer to first contact the supplier of the current printer if the missing part can still be delivered. Otherwise, he would prefer to use the hardware reservation instead of the printing budget to buy a new printer.
 - 1. **AP Jonathan Matarazzi (39.11)** Contact the manufacturer of Proto's printer for the missing parts.

4. Page 11

- a. Peter van der Burgt wonders why the 4040 – Kick-In Committee now contains the costs that are known after the fact instead of the original prognose of the cost as usual. Just like in 4020 – Camp committee.
 - i. Jonathan Matarazzi replies that this is because when he originally started writing the budget plan it was already clear that the Kick-In would be cheaper and that unlike the Kick-In there were still plans to move the camp to a later date.
 - 1. Philippe Tuinman would like to see this reasoning included in the description of 4040 – Kick-In committee.
 - a. Jonathan Matarazzi replies that the reason why the Kick-In was expected to be cheaper this year is already mentioned in the description.
 - 2. Maxim de Leeuw advises Jonathan Matarazzi to make sure that the next treasurer budgets the right amount for the Kick-In.

At 13:30 Philippe Tuinman left the GMM, decreasing the total number of votes to 9.

- b. Peter van der Burgt wonders why the amount in 4240 – ProtoTrip stayed the same while the description mentions that the ProtoTrip will be cancelled.
 - i. Jonathan Matarazzi replies that the cancelation of the ProtoTrip was only decided after the changing GMM and that he believed it would be better to make this change in the semi-annual financial report.
- c. Maxim de Leeuw wonders if the FishCie has created a budget plan on how they will be using the increased budget.

- i. Sebastiaan van Loon replies that the FishCie has not made a clear budget plan yet, but because the committee now has some more experience members that know what they are doing they have a lot of plans on how to improve the aquarium.

5. Page 18

- a. Maartje Huveneers wonders why there is a budget for domain names unexpected.

- i. Jonathan Matarazzi replies that it sometimes happens that the committee has to buy a new domain name, which was not budgeted for at the start of the year.

6. *Voting: Approval of Budget Plan 2020-2021 on 2020-11-05*

- a. Vote passes unanimously

7. **AP Jonathan Matarazzi (39.12)** Correct the Budget Plan 2020-2021 and upload it to the DokuWiki (**Aps 39.09 & 39.10**)

8. Any other business

1. There is no other business.

9. Survey

1. Imke Verschuren does not remember what the survey is used for.

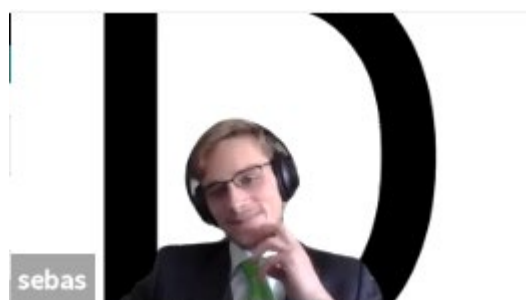
- a. Hannah Ottenschot wonders if we can still find a new chair.

2. Because sadly Frank Lammers is not present at the GMM “Franks Thing” will instead be done by Maxim de Leeuw.

- a. With the magic of Zoom Maxim de Leeuw made a pencil disappear.



1. Sebastiaan van Loon wonders if Maartje Huveneers likes his Zoom background.



- a. Maartje Huveneers would like to know if the GMM could find a new board.

2. Mick Tijdeman asks Maxim de Leeuw how he just pronounced the abbreviation of the Have You Tried Turning It Off And On Again committee, because it sounded like he was missing some letters.

- a. Maxim replies HYTTIOc: Have You Tried Turning It Off committee.

3. Maxim de Leeuw wonders if Imke Verschuren has a question

- a. She does not

10. Closing

1. The 39th General Member Meeting of S.A. Proto is officially closed at 13:41 on 5 November 2020!

11. Presence

The following people were present at the start of the General Member Meeting.

Hannah Ottenschot	Jonathan Matarazzi	Mick Tijdeman
Imke Verschuren	Maartje Huveneers	Philippe Tuinman
Jesse Visser	Maxim de Leeuw	Sebastiaan van Loon

12. Recap action points

Recap previous action points

AP	Who?	What?	Status
37.04	Jonathan Matarazzi	Arrange a sticker to put on Proto's cash register to show the amount of cash money inside has not changed between Audit Committee meetings.	To be done ▶▶
37.14	Board 10.0	Make sure Proto's Homey is used.	To be done ▶▶
37.18	Sanne Bouman	Correct the Half-yearly Financial Report 2019-2020 and upload it to the DokuWiki. (APs 37.01 – 37.03, 37.05, 37.06, 37.09 – 36.16)	Done ✓
37.19	Board 10.0	Make sure to mention that helpers at activities can make use of the food for helpers' budget more leniently.	To be done ▶▶
38.01	Hannah Ottenschot	Add the requested additional explanation by Peter van der Burgt	Done ✓

		to line 298 of the minutes of GMM 37.	
38.02	Sanne Bouman	Add the reservation sheet to the audit folder.	To be done ▶▶
38.03	Board 10.0	Contact BOZ on the procedure for receiving funds per primary member.	To be done ▶▶
38.04	Board 10.0	Discuss with the Audit Committee and Board of Advisors if they would like to be evaluated in the yearly report.	To be done ▶▶
38.05	Board 10.0	See if the integration week should be kept as an activity and permanent committee.	To be done ▶▶
38.06	Board 9.0	Correct Yearly Report 2019-2020 and upload it to the DokuWiki. (APs 38.04 – 38.06)	Done ✓
38.07	Jonathan Matarazzi	Look into the possibility of creating more transparency in the financial documents of Proto.	To be done ▶▶
38.08	Jonathan Matarazzi	Check if any of the Reservations Miscellaneous have expired and can be removed from future financial reports.	To be done ▶▶
38.09	Board 10.0	Look into the possibility of requesting a Xerox printing pass from LISA.	To be done ▶▶
38.10	Sanne Bouman	Correct Yearly Financial Report 2019-2020 and upload it to the DokuWiki. (APs 38.11 – 38.15 & 38.18)	To be done ▶▶
38.11	Board 10.0	Correct COVID-19 Policy Plan 2020-2021 and upload it to the DokuWiki. (APs 38.20 & 38.21)	Done ✓
38.12	Board 10.0	Add pictures of the board members to the board member introductions in the Policy Plan 2020-2021.	Done ✓

38.13	Board 10.0	Communicate to Sjoerd Visser who the ARBO responsible will be.	Done ✓
38.14	Board 10.0	Include the board meetings as closed in the standard opening hours of the Protopolis.	Done ✓
38.15	Jesse Visser	Look into including an active minute taking workshop in the secretary function training.	To be done ▶▶
38.16	Board 10.0	Look into the possibility of starting a Proto podcast	Done ✓
38.17	Jesse Visser	Find out if the CRITEEC will become active again in the coming academic year.	Done ✓
38.18	Sebastiaan van Loon	Look into posting committee introductions on social media.	Done ✓
38.19	Audit Committee	Write a strategic plan regarding the liquidity of Proto for the coming years.	To be done ▶▶
38.20	Board 10.0	Look into the possibility of promoting donations to Alumni.	To be done ▶▶
38.21	Audit Committee	Make clear which reservations should be included in the budget plan and which should be in the financial report.	To be done ▶▶
38.22	Board 10.0	Investigate if it is possible to get subsidy for the camp at the end of this academic year and at the start of the next year.	Done ✓
38.23	Jonathan Matarazzi	Correct Budget Plan 2020-2021 and plan a new GMM to present the revised document. (APs 38.30 38.33 & 38.36 – 38.44)	Done ✓

Recap current action points

AP	Who?	What?
39.01	Jesse Visser	Where necessary add missing action points in the minutes of GMM 38.
39.02	Jesse Visser	Add translations to Dutch sentences in the minutes of GMM 38.
39.03	Jesse Visser	Change phrasing where “continues to ask” is used in the minutes of GMM 38.
39.04	Jesse Visser	Add a description to the abbreviation ITO on line 133 of the Minutes of GMM 39.
39.05	Jesse Visser	Change line 1087 of the minutes of GMM 39 to be less harsh on the DisCo.
39.06	Jesse Visser	Add a note that the math done by Frank Lammers, on page 38 of the minutes of GMM 39, is not very accurate.
39.07	Jesse Visser	Correct the Minutes of GMM 38 and upload them to the DokuWiki. (Aps 39.01 – 39.06)
39.08	Imke Verschuren	Add the complete budget plan of ICE to the GMM documents of GMM 39.
39.09	Jonathan Matarazzi	Make a better PDF export of the budget plan.
39.10	Jonathan Matarazzi	Update the number of members mentioned in the description of 3500 – Membership Fees
39.11	Jonathan Matarazzi	Contact the manufacturer of Proto’s printer for the missing parts.
39.12	Jonathan Matarazzi	Correct the Budget Plan 2020-2021 and upload it to the DokuWiki (Aps 39.09 & 39.10)