

General Member Meeting 40



17 February 2021, 19:30

@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 40th General Member Meeting of S.A. Proto is opened at 19:36 on 17 February 2021.

2. Announcements

1. Imke Verschuren states the general rules and regulations for the online GMM.

3. Quorum

1. At the start of the GMM, a total of 13 votes were counted.
 - a. Frank Lammers has authorized Hannah Ottenschot.

4. Fixing the agenda

1. Frank Lammers is disappointed that the font used in the agenda is not Arial.
 - a. Imke Verschuren replies that this will unfortunately not be changed.

5. Previous minutes

1. General remarks
 - a. Frank Lammers noticed that the line number restarts every page.
 - i. **AP Jesse Visser (40.01)** Fix the line numbering in the minutes of GMM 39.
2. Page 2
 - a. Hannah Ottenschot wonders why ACE is mentioned in relation to the budget of the integration week.
 - i. Jesse Visser explains that this relates to the ACE activity that should have taken place during the integration week. These are the only costs made for the integration week and the budget and costs have been oved to the ACE, so they can still organise the activity later.
 - ii. **AP Jesse Visser (40.02)** Improve the wording regarding the budget of the cancelled ACE activity during the integration week in the minutes of GMM 39.

30 3. Page 5

- a. Hannah Ottenschot does not understand the comment from Peter van der Burgt about the budget of the Kick-In committee describing the cost of the Kick-In as known after the fact.

- 35 i. Jonathan Matarazzi explains that in the budget plan the expected expenses for the Kick-In committee were adjusted to reflect the expenses of the online Kick-In instead of the expected expenses of a “normal” Kick-In.

1. Hannah Ottenschot replies that she finds the wording of this point in the minutes of GMM 39 confusing. It should be clarified what the difference is between what Peter van der Burgt expected the expenses of the Kick-In committee to be and what was written in the budget plan.

- 40 a. **AP Jesse Visser (40.03)** Improve the wording of the comment of Peter van der Burgt regarding the expected expenses of the Kick-In committee in the minutes of GMM 39.

4. Page 6

- 45 a. Hannah Ottenschot wonders if the FishCie will still make a budget plan for their improvements to the fish tank in the Protopolis. She asks if this could become an action point for the committee.

- i. Sebastiaan van Loon replies that there has not yet been an effort to create a budget plan, mostly because the FishCie has not been allowed in the Protopolis for a while. Despite this it is still on the planning.

- 50 1. **AP FishCie (40.04)** Create a budget plan for the improvements of the fish tank.

- b. Frank Lammers is happy that Maxim de Leeuw took over “the thing”. He will officially pass on this responsibility at the end of this GMM, but he is not sure if he can join the GMM in time. If not, Hannah Ottenschot will pass on the responsibility in his name.

- 55 i. If Frank Lammers ever needs to be summoned you can simply call out “*Frank nha Tel Nin*”, which roughly translate to “Frank is the greatest”, and he will appear.

5. Page 7

- 60 a. Philippe Tuinman notices that his name is spelled wrong in the presence list.

- i. **AP Jesse Visser (40.05)** Fix the spelling of Philippe Tuinman’s name in the presence list of the minutes of GMM 39.

6. Action points

- 65 a. **Jonathan Matarazzi (37.04)** 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.

- i. Jonathan Matarazzi replies that he forgot the last time he was in the Protopolis but will do this the first time the board is allowed in the Protopolis again.
- b. **Board 10.0 (37.14)** Make sure Proto's Homey is used.
 - i. Jesse Visser replies that because the board is not allowed in the Protopolis they have not yet worked on installing the Homey.
 - 1. He adds that, despite this, the Have You Tried Turning It Off And On Again committee could already start thinking of a possible implementation of the Homey in the Protopolis.
 - a. Maartje Huveneers agrees that it is indeed a good idea to come up with a plan on how to implement the Homey, so that when people can enter the Protopolis again they can immediately start on the implementation. She also thinks this should be a higher priority for the Have You Tried Turning It Off And On Again committee.
 - i. Jesse Visser does not think it should be a high priority for the committee as they already have some tasks that are a lot more important for the functioning of the association.
- c. **Board 10.0 (37.19)** Make sure to mention that helpers at activities can make use of the food for helpers' budget more leniently.
 - i. Imke Verschuren replies that for the few activities where helpers were present, they were reminded that they could use the food for helpers' budget. This was also done for the activities that were not during dinner time, but did involve food.
- d. **Sanne Bouman (38.02)** Add the reservation sheet to the audit folder.
 - i. Jonathan Matarazzi replies that this has not yet happened but that he has sent Sanne Bouman a reminder and that it will be done as soon as possible.
- e. **Board 10.0 (38.03)** Contact BOZ on the procedure for receiving funds per primary member.
 - i. Imke Verschuren replies that this has been investigated and that the procedure only requires the board to send a plain number of primary members. If this number is significantly different than expected, BOZ will ask for a full list of primary members.
 - 1. Peter van der Burgt notes that he recently had a conversation with Jonathan Matarazzi where Jonathan mentioned that there were still some problems with counting the number of primary members and wonders if this has had an impact on the counting of primary members this year.

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- a. Jonathan Matarazzi replies that the system with which Proto originally counted the number of primary members might possibly no longer be accessible. The Have You Tried Turning It Off And On Again committee is in contact with LISA to find a possible solution.
 - i. Peter van der Burgt asks when the deadline is set for finding a solution to this problem.
 - 1. Jesse Visser replies that the deadline is set for the first of October 2021, when the member fees will have to be paid.
 - ii. Jonathan Matarazzi also adds that the last accurate counting was after the Kick-In, so the last counting should still be quite accurate for this academic year.
- f. **Board 10.0 (38.04)** Discuss with the Audit Committee and Board of Advisors if they would like to be evaluated in the annual report.
 - i. Imke replies that this has been discussed with the Board of Advisors and that they would like to be included in the annual report.
 - ii. Jonathan Matarazzi replies that he is not sure anymore if this was discussed with the Audit committee or what the conclusion was.
 - 1. Sanne Bouman does remember that with the previous Audit committee they agreed that it was more valuable to have an evaluation with just the committee and that that doesn't need to be included in the annual report. So, the Audit committee does not need to be included in the annual report.
- g. **Board 10.0 (38.05)** See if the integration week should be kept as an activity and permanent committee.
 - i. The conclusion of this action point can also be found in the semi-annual report, but the committee agreed that if the Kick-In and Camp can continue as normal the integration week does not have to be organised again. If the Kick-In cannot happen, the board will try to keep the committee going. It is hard to determine a moment when this will be clear, but hopefully a decision can be made in June.
 - 1. Sanne Bouman wonders if June might be too late to decide.
 - a. Sebastiaan van Loon replies that the last integration week also started quite late and that this wasn't a major issue.
 - 2. Hannah Ottenschot asks if there will already be a committee in June.
 - a. Sebastiaan van Loon replies that in June the board will start looking for a committee.

- i. Hannah Ottenschot thinks this might be too late.
 - 1. Sebastiaan van Loon thinks that it doesn't make sense to start earlier as it will not be clear if the committee is even needed at all.
 - ii. Hannah van Ottenschot notes that perhaps the Kick-In committee could take on some of the tasks of the integration week if the Kick-In cannot continue as normal.
 - 1. Sebastiaan agrees and if needed will first start looking for integration week committee members within the Kick-In committee.
- h. **Jonathan Matarazzi (38.07)** Look into the possibility of creating more transparency in the financial documents of Proto.
 - i. Jonathan Matarazzi replies that he has started looking into this and some improvements will already be included in the semi-annual financial report. But major improvements will come in the annual financial report.
- i. **Jonathan Matarazzi (38.08)** Check if any of the Reservations Miscellaneous have expired and can be removed from future financial reports.
 - i. Jonathan Matarazzi replies that this will be included in the semi-annual financial report.
- j. **Board 10.0 (38.09)** Look into the possibility of requesting a Xerox printing pass from LISA.
 - i. Jesse Visser replies that he has contacted Xerox about this, who pointed him to LISA to request new printing passes. But, because the board has barely had the need to print anything other than at Xerox this has not been a high priority.
 - 1. Sanne wondered if there had been any contact with Xerox and if there has been contact about the open invoice from Xerox.
 - a. Jonathan Matarazzi replies that the invoice has been paid.
- k. **Sanne Bouman (38.10)** Correct Yearly Financial Report 2019-2020 and upload it to the DokuWiki. **(APs 38.11 – 38.15 & 38.18)**
 - i. Sanne Bouman kind of forgot but will fix it as soon as possible.
- l. **Jesse Visser (38.15)** Look into including an active minute taking workshop in the secretary function training.
 - i. Jesse Visser replies that, because he has only given one Secretary training, he has not looked too much into changing the format.

At 20:00 Maxim de Leeuw joins the GMM, increasing the total number of votes to 14.

- m. **Sebastiaan van Loon (38.18)** Look into posting committee introductions on social media.
- i. Hannah Ottenschot does not remember seeing these.
 - 1. Sebastiaan van Loon replies that they have not yet been posted, but that the posts are now ready to be put on Instagram.
- n. **Audit Committee (38.19)** Write a strategic plan regarding the liquidity of Proto for the coming years.
- i. Jonathan Matarazzi replies that the committee has not yet worked on this, but that he will bring it up during their next meeting.
- o. **Board 10.0 (38.20)** Look into the possibility of promoting donations to Alumni.
- i. Jesse Visser replies that this has not yet been done but that he is working on a larger email to the alumni with a little more content than just begging for donations.
 - 1. Sanne Bouman wonders when the email will be sent.
 - a. Jesse Visser replies that he hasn't yet set a hard deadline, but that it will probably be somewhere during Q4, but before the end of the year.
- p. **Audit committee (38.21)** Make clear which reservations should be included in the budget plan and which should be in the financial report.
- i. Jonathan Matarazzi replies that this has not been a high priority, because this is mostly for the budget plan of the next treasurer.
 - 1. Peter van der Burgt is confused by the wording of the action point and asks which reservations would not be important to include in the financial reports.
 - a. Jonathan Matarazzi replies that all reservations should be included in the financial reports, but this overview of the reservations is currently not included in the budget plan.
- q. **Board 10.0 (38.22)** 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.
- i. Sebastiaan van Loon replies that this has been looked at and that there will no longer be a camp at the end of the year. Instead, the board is looking at organising a larger camp for the new first years and the then second years that missed out on this year's camp. Alma Schaafstal is also very enthusiastic about this idea.
 - 1. Maxim de Leeuw wonders how this larger camp will be organised, because there has always been a lack of space at the camp site.

a. Sebastiaan van Loon replies that it will possibly be at another location with more space.

r. **Jesse Visser (39.07)** Correct the Minutes of GMM 38 and upload them to the DokuWiki. (**Aps 39.01 – 39.06**)

i. Jesse Visser replies that the minutes have been revised and uploaded to the DokuWiki.

s. **Imke Verschuren (39.08)** Add the complete budget plan of ICE to the GMM documents of GMM 39.

i. Imke Verschuren replies that this has been done.

t. **Jonathan Matarazzi (39.11)** Contact the manufacturer of Proto's printer for the missing parts.

i. Jonathan Matarazzi replies that he has not yet contacted the manufacturer but wants to first find out what parts Proto has laying around.

ii. *Editors Note: All parts were already there, and the printer was functioning normally, it is just not properly connected to the network.*

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

i. Jonathan Matarazzi replies that the Budget Plan 2020-2021 has been revised and uploaded to the DokuWiki.

7. *Voting: Approval of Minutes GMM 39 on 17 February 2021*

a. Vote passes unanimously.

8. **AP Jesse Visser (40.06)** Revise the minutes of GMM 39 and upload it to the DokuWiki (**APs 40.01 - 40.03 & 40.05**)

6. Semi-Annual Report 2020-2021 (For Approval)

1. Philippe Tuinman asks if the board can explain more clearly why the semi-annual financial report will not be discussed yet during this GMM.

a. Jonathan Matarazzi replies that firstly the document deadline for this GMM was too close to the half-year mark of the financial book year and secondly there were some minor errors found in the bookkeeping compared to the previous annual financial report, which should be fixed first.

2. General Remarks

a. Frank Lammers thinks that, even with everything going on, the board has done a great job so far.

i. The board thinks this is very kind of Frank.

- b. Peter van der Burgt was quite shocked at the length of the report, before noticing that most of the pages consists of the appendices. He thinks it could be more inviting if appendix A regarding the semi-annual survey is put in a separate document.
- i. Hannah Ottenschot adds that, if this is implemented, it is important that this is clear that any conclusions from the survey are referring to the separated document.
- ii. **AP Board 10.0 (40.07)** Look into separating the survey appendix in future report to a separate document.

At 20:14 Puck Kemper leaves the GMM, decreasing the total number of votes to 13.

c. Page 5

- i. Philippe Tuinman wonders if a reservation will be made for next year if a new couch cannot be bought this year.
1. Imke Verschuren replies that this money will indeed be reserved for next year if needed.
- a. Hannah Ottenschot would like to see this reflected in the semi-annual report.
- i. **AP Board 10.0 (40.08)** Add to paragraph 4.1.1 in the semi-annual report that if needed a reservation will be made for a new couch in the Protopolis.
- ii. Philippe Tuinman asks if anyone is working on a replacement for Protube.
1. Jesse Visser replies that this is a very large project and that there is currently no one working on this. This is mostly because there are other issues that are more important for the functioning of the association.
- a. Peter van der Burgt asks what these more important issues are.
- i. Jesse Visser replies that one of the main points of concern is the member administration and the counting of primary members and a large ongoing update of the website. Besides this, there are currently not many experienced members in the Have You Tried Turning It Off And On Again committee and the two most experienced members are also part of the board and do not have much time.
1. Sanne Bouman adds that the new members are currently working on their first projects and trying to get to know the website and cannot be

immediately thrown into these large types of projects.

b. Maartje Huveneers asks if there were many issues with the temporary replacements of Protube.

i. Imke Verschuren replies that JukeBox has been fine but sometimes crashes unexpectedly. Awaves is also still being developed and if it turns out that might be a good replacement the board will try it again. Because only the board has been actively using the Protopolis these systems have not been tested thoroughly with other members in the room, like normally.

iii. Philippe Tuinman noticed that on the website there are still opening hours listed on the contact page, while the Protopolis is currently not open. He thinks it would be better to change this to contact hours, so companies know when to contact Proto.

1. **AP Board 10.0 (40.09)** Change the opening hours on the website to contact hours.
2. Philippe also asks if the phone in the Protopolis has been forwarded to a phone of one of the board members.

a. Imke Verschuren replies that after quite some trouble this has been done.

i. Hannah Ottenschot adds that this would also be interesting to add to the semi-annual report.

1. **AP Board 10.0 (40.10)** Add to the semi-annual report that the phone in the Protopolis has been forwarded.

iv. Philippe Tuinman thinks it is unclear that the COVID-19 page refers to a page added on the website.

1. **AP Board 10.0 (40.11)** Make clear that the COVID-19 page was added to the website.

d. Page 6

i. Philippe Tuinman asks if it has consequences that some committee have too little members.

1. Sebastiaan van Loon replies that this mostly goes for the committees that are currently not active and might have trouble if they could suddenly organise activities again. Apart from that some committees

organise less activities than normal because they have fewer members, but for now that hasn't really been a problem.

a. Hannah Ottenschot asks if the lack of members has had consequences for the motivation of some committees.

i. Sebastiaan van Loon replies that in some capacity this has indeed had an influence on the motivation of committees, especially the lack of interest from new members during the committee market.

1. Jonathan Matarazzi adds that this really depends on the committee, because he for example has a committee with only two members who are still very hyped to organise activities.

ii. Philippe Tuinman notes that it is important to consider that some committees might perish because of the lack of members. This is not as much of a concern for the semi-annual report as there will still be another committee market but should definitely be included in the annual report.

1. Sebastiaan van Loon agrees and will be sure to write about this in the annual report.

a. **AP Board 10.0 (40.12)** Add to the annual report what needs to happen with committees that do not have enough members because of the lack of new committee members this year.

e. Page 7

i. Philippe Tuinman is disappointed that there are no more ProtoDays and that it has only been tried twice. He thinks this should still be done at least once a month or be used by committees.

1. Imke Verschuren replies that the board has noticed that these kinds of casual online activities are not interesting to members. Mostly because they do not want to spend more time behind their computer after a long day of online activities.

a. Jesse Visser adds that the board prefers to put more effort in larger activities than feeling forced to push out a simple activities every two weeks.

ii. Philippe Tuinman wonders why the promotion of activities is often late and why the responsibility for promotion of activities is not given to the committees.

1. Imke Verschuren replies that this is because the board has made a schedule for promotion to keep everything organised and wants to keep control over this.

355 a. Philippe Tuinman replies that the committee should still prepare their promotion and be aware that they should promote their activities on time.

i. Imke Verschuren replies that because the board had not been looking too far ahead, they often were too late with promotion.

360 b. Maartje Huveneers adds that she does like the idea of having a promotional schedule but does think it is important for the committees to organise their own promotion.

i. Jonathan Matarazzi replies that the board still gives the committees the freedom to plan in their own promotion, but the schedule is just to keep track of this and to prevent multiple committees promoting at the same time.

365 *At 20:35 Ellis Dijkstra joins the GMM, increasing the total number of votes to 14.*

f. Page 8

370 i. Maartje Huveneers asks why the personal rounds have not yet been introduced by all the committees.

1. This was a miscommunication within the board and was not fully agreed on.

a. The members of the GMM still think that this is an interesting idea and could still be tried at other committees.

375 b. Philippe Tuinman thinks that if this has not been implemented in most committees this should be included in the semi-annual report.

i. **AP Board 10.0 (40.13)** Rewrite the text regarding the 'personal round' in committee meetings.

380 ii. Philippe Tuinman wonders if the fully online member sign-up is now the norm.

1. Jesse Visser replies that this is indeed the case.

a. Philippe Tuinman replies that this should be included somewhere in the semi-annual report.

385 i. **AP Board 10.0 (40.14)** Add to the semi-annual report that the fully online member sign-up is now the standard way to sign-up as a member.

g. Page 9

i. Frank Lammers is concerned about the mental health of the board, because this is not included anywhere in the report. This does not need to be specific but could include some ways in which the board has tried to keep up their spirit as documentation for later boards.

1. Peter van der Burgt replies that this should not have to be documented but can be communicated to the next board during their candidate board period and through the board of advisors.

a. Imke Verschuren replies that this could also be included in the general board function script.

i. **AP Board 10.0 (40.15)** Include mental health tips in the general board function script.

ii. Frank Lammers also wonders if the Board of Advisors has helped the board and why this is not included in the semi-annual report.

1. Imke Verschuren replies that this will only be included in the annual report.

iii. Philippe Tuinman asks why the board has not organised any more open board meetings.

1. Imke Verschuren replies that barely any people showed up and that it did not seem like members were interested in participating in the open board meetings. The meeting has been promoted like usual, so that shouldn't be a problem either. Three open board meetings were promoted but the last two no members came.

a. Hannah Ottenschot replies that the open board meeting was mostly used to give the members transparency on what the board is doing.

i. Maartje Huveneers replies that this can also be done through other ways, like Instagram stories for example.

b. Philippe Tuinman wonders if the board still does mini board meetings.

i. Jesse Visser replies that the board still does a 'stand up meeting' each day where they talk about what they will do that day.

1. Philippe Tuinman replies that perhaps the board can open one of those moments up for all members so even when no one will show up the board can still just have that moment.

- a. **AP Board 10.0 (40.16)** Look into opening a 'stand up meeting' for members.

iv. Philippe Tuinman wonders if the board has thought of the consequences if a committee cannot find any new members.

1. Sebastiaan van Loon replies that hopefully more members will be found during the second committee market or during the start of the next academic year. But in the worst case the board might think of merging some smaller committees with similar goals.

h. Page 10

i. Maartje Huveneers thinks the paragraph regarding master specific activities is unclear.

1. **AP Board 10.0 (40.17)** Clarify the paragraph regarding master specific activities in the semi-annual report.
2. Philippe Tuinman asks if Sanne Gritter will also be contacted to promote master specific activities.

a. Imke Verschuren replies that this is a good idea.

i. **AP Board 10.0 (40.18)** Contact Sanne Gritter for promotion of master specific activities.

ii. Maartje Huveneers think that it would be a good idea to send the alumni email as soon as possible because you can still reference the relatively recent alumni day and include a small sneak peak for the alumni panel.

1. Jesse Visser replies that this might be a good idea but thinks it would be more interesting to write an overview of everything that happened within CreaTe instead of only alumni related things.

iii. Philippe Tuinman notes that is indeed a great idea to have online activities for the alumni and maybe even continue to do so, because it is quite a lot of trouble to organise physical activities for the alumni.

iv. Philippe Tuinman wonders if motivation has been a point in the board trainings.

1. Sebastiaan van Loon replies that this has been the largest point during the board trainings.

v. Frank Lammers thinks that the motivation of committees might be an interesting design case for the study.

1. Imke Verschuren replies that a project case was made by the board for CreaTe module 3, but this was not chosen because the students did not want to do any projects related to COVID-19.

a. Hannah Ottenschot would like to see this included in the annual report.

- i. **AP Board 10.0 (40.19)** Include the project case for CreaTe module 3 in the annual report.

2. Jesse Visser adds that the board has also met with Thea de Kluijver to organise some mental health activities for the students and some activities have already been organised by her.
3. Sebastiaan van Loon adds that the board is also already trying to be more enthusiastic towards their committees and working on member appreciation.

i. Page 11

- i. Philippe Tuinman wonders if members know about the new educational menu tab on the website.

1. Jesse Visser replies that this has been included in the educational emails and mentioned during the Kick-In promotional talks.

- ii. Hannah Ottenschot misses a paragraph about the (bi-)weekly surveys the EducaCie is doing for the first- and second-year students.

1. **AP Board 10.0 (40.20)** Add a paragraph about the (bi-)weekly surveys from the EducaCie to the semi-annual report.

j. Page 13

- i. Maartje Huveneers wonders what the plan is regarding the sketching sets.

1. Jesse Visser replies that it is not feasible to return money to the students and instead there will be a request for the money to be donated. For the few students that might decline, they will still receive a pencil.

- ii. Peter van der Burgt wonders if there have been any problems with the small number of orders of books at StudyStore.

1. Jesse Visser replies that he thinks they are used to the small number of orders by now and that Proto cannot really do anything about it.

- iii. Philippe Tuinman wonders why the minor market was organised during the break and if the master market will also be organised during the break.

1. Jesse Visser replies that when looking at the schedule of the second years and the speakers this was the most logical moment to plan the minor market. But for the master market the EducaCie might look at organising it in the evening so there is more time and hopefully everyone is available.

2. Hannah Ottenschot wonders how much time was taken to find speakers for the minor market.

a. Jesse Visser replies that the committee started quite on time with the first round of emails, but there were very few responses.

i. Hannah Ottenschot wonders why there was so little response.

1. Jesse Visser thinks this might have been because of the online nature of the activity and that after the first round of emails the committee did not take enough action to try to get more responses. The members also lacked contacts to find more possible speakers so mostly speakers from previous years were contacted.

a. Jesse Visser replies that this has also been more thoroughly evaluated with the committee.

iv. Philippe Tuinman wonders if the sponsor packages have changed due to COVID-19.

1. Sebastiaan van Loon replies that the sponsorship brochure has not been updated but that in the negotiations with companies he does mention that there are other packages possible. He also notices that the standard sponsor packages are not very popular, and companies prefer to make other combinations.

a. Philippe wonders if there is a clear guideline for the prices of the sponsorships that are currently possible.

i. Sebastiaan van Loon replies that he indeed has made a clear overview for himself.

k. Page 14

i. Philippe Tuinman is confused why the Acquisition Committee thinks that there is little they can do for companies, because Proto has many online promotional channels they could use.

1. Sebastiaan van Loon replies that the committee prefers to organise activities as the main goal of the committee is for its members to get to know companies and build professional relationships.

a. Mick Tijdeman adds that Proto has enough financial means to stay afloat and does not need the Acquisition Committee to bring in a whole lot of money. It is more important that the committee stays motivated and is having fun with the things they can organise.

i. Sebastiaan van Loon also adds that this has been discussed with the committee and that they found it quite demotivating to only call companies and not be able to organise any events. The committee is currently actively looking to organise any online activities.

ii. Hannah Ottenschot notes that the workshop in collaboration with Stress and Inter-Actief is an extraordinary event and should be promoted more as this does not happen often.

1. Imke Verschuren replies that the event has not been promoted much yet because the plans for the workshop are not yet finished. The event will take place at the end of March, so there is still some time.

l. Page 15

i. Mick Tjeldeman finds the amount of committee clothing being printed not very sustainable.

1. Imke Verschuren replies that the board has not really thought about that and is a good point to keep in mind.

2. **AP Board 10.0 (40.21)** Keep in mind the sustainability of buying and printing committee clothing.

m. Page 16

i. Hannah Ottenschot wonders what kind of activities the Sk8trbois association will organise.

1. Maxim de Leeuw replies that the society will subject themselves to the almighty legend [Avril Lavigne](#) and organise creative activities related to skating and drinking beer.

ii. Peter van der Burgt wonders if the TaartCie has any specific ideas for activities.

1. Jonathan Matarazzi replies that they did, but due to COVID none of the ideas could be realised yet.

2. Hannah Ottenschot is disappointed that the TaartCie does not have an English name.

iii. Hannah Ottenschot asks if the board will still occasionally check in on societies.

1. Imke Verschuren replies that all the societies that are currently accepted has at least one board member in it. In the case of Sk8trbois, the board will be in contact with them as soon as they can organise activities.

2. Sebastiaan van Loon adds that it is not the idea of societies for the board to be constantly involved in them. It is supposed to be a way for members to start an initiative that is recognised by the association.

n. Page 17

- i. Hannah Ottenschot asks when the first episode of the Proto Podcast will be published.
 - 1. Imke Verschuren replies that she and another person from the group are currently editing the first episode.
 - 2. Hannah Ottenschot adds that it is important to properly promote the podcast, so the effort does not go to waste.
 - a. Maartje Huveneers also gives the tip to post small sneak peaks of these kinds of things on social media.

o. Page 19

- i. Frank Lammers wonders how the fish are doing. "Do they still recognise the FishCie members? Back in Frank's day the fish would follow members along the aquarium, but now they probably don't even recognise the board members anymore!"
 - 1. Sebastiaan van Loon replies that Frank need not worry. The fish definitely still follow people's hands along the aquarium. They are very enthusiastic whenever someone enters the Protopolis.
 - 2. Jonathan Matarazzi adds that since recently the FishCam is working again, so members can check in with the fish themselves.
 - a. Hannah Ottenschot replies that this would be a great thing to put on social media.
 - b. **AP Board 10.0 (40.22)** Promote the FishCam on social media.
- ii. Philippe Tuinman wonders if the new armbands for the EmergenCie already arrived.
 - 1. Sebastiaan van Loon replies that they arrived last week.
 - a. Philippe Tuinman asks if the board could send a picture of the new armbands to the committee.
 - i. Imke Verschuren replies that she will do this right after the meeting.
- iii. Philippe Tuinman thinks it is important to add to the paragraph about the FishCie that they will make a budget plan for the remodelling of the fish tank.
 - 1. **AP Board 10.0 (40.23)** Add to the paragraph about the FishCie in the semi-annual report that they will make a budget plan for the remodelling of the fish tank.

p. Page 20

- i. Maartje Huveneers wonders if the lack of feedback from committee members in the GraphiCie has been discussed within the committee.

1. Jesse Visser replies that this has been discussed before but that the committee will have a meeting again soon to discuss possible alternative ways to give feedback on designs.

- a. Maartje Huveneers replies that this should definitely be discussed and that it is important to organise this meeting as soon as possible.

- i. **AP Jesse Visser (40.24)** Organise a meeting with the GraphiCie to discuss the lack of feedback given on designs.

2. Philippe Tuinman replies that he has often send messages to the committee that they should give more feedback on designs, but it hasn't really helped. So, it is important to have a meeting with as many committee members as possible and discuss this.

- ii. Hannah Ottenschot would like to see more clarity on why Protube has not yet been fixed in the paragraph about the Have You Tried Turning It Off And On Again committee.

1. **AP Board 10.0 (40.25)** Add an explanation to the semi-annual report on why the Protube is not yet fixed.

- iii. Philippe Tuinman wonders if the Handyman EL wire activity will continue because Alfred is available again to make the components for the activity.

1. Imke Verschuren replies that the Handyman committee has contacted Alfred to laser cut the final components for the activity.

q. Page 21

- i. Philippe Tuinman thinks the switch of board responsible for the Kick-In committee is a great idea. He adds that it is very important that the committee finds new members to organise the Faculty Kick-In and if this doesn't work out during the second committee market the board should perhaps contact the study programme to promote the committee to the students.

1. Sebastiaan van Loon replies that he will keep this in mind when looking for new committee members.

- ii. Sanne Bouman wonders if it is already announced if the Kick-In will be online or in-person.

1. Sebastiaan van Loon replies that there has not yet been any clear information from the central Kick-In committee.

r. Page 22

- i. Frank Lammers wonders if there will be a digital Schrala.

1. Sebastiaan van Loon replies that it is not currently on the planning but will discuss it during a meeting with the TIPCie.

ii. Peter van der Burgt wants to give his complements for how well the TIPCie has been working.

iii. Hannah Ottenschot wonders why the pLAN has so much fun during their meetings and work well together and if this could maybe be translated to other committees.

1. Jesse Visser replies that this is mostly due to the kind of members and the culture within the committee that they are having so much fun during meetings. It might also be the number of low-key team building they organise.

2. Sebastiaan van Loon adds that it is also currently one of the committees that can organise activities more easily.

3. Appendix A + Erratum

a. General

i. Philippe Tuinman is disappointed by the number of responses on the semi-annual survey.

1. Imke Verschuren replies that the board is also disappointed. They also believe it should have been promoted more.

a. Philippe Tuinman wonders if the board has an idea on how to improve this in the future.

i. Imke Verschuren replies that the board has not formed a clear idea yet but will discuss this again soon.

ii. **AP Board 10.0 (40.26)** Discuss on how to better promote the annual survey.

ii. Frank Lammers thinks it is unclear what the purpose of the erratum is.

1. Imke Verschuren replies that the purpose of the erratum is to add summaries of the textual answers given by participants of the semi-annual survey. This is indeed not clear by the title of the document and there is no text explaining this either.

2. **AP Board 10.0 (40.27)** Clarify the purpose of the erratum of the appendix of the semi-annual report.

iii. Hannah noticed that several members did not like that the survey had so many open questions to elaborate on scores given in closed questions.

1. Jesse Visser replies that the board had purposefully made these open questions optional, so participants did not need to fill them in if they did not want to.

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- a. Hannah Ottenschot replies that it might be good to add this to the intro paragraph to the survey.
 - i. Ellis Dijkstra replies that from experience no one reads these texts and there will still be people that do not understand that questions are optional.
- iv. Maartje Huveneers recommends the board writes down which questions did or did not work in the semi-annual survey so they can be improved for the annual survey.
 - 1. **AP Board 10.0 (40.28)** Evaluate the semi-annual survey and write down which questions should be improved for the annual survey.
- v. Hannah Ottenschot noticed that some texts in the graphs is cut off.
 - 1. Imke Verschuren replies that she found out too late that the graph itself could be copied from Google Forms, instead of making a screenshot.
 - a. **AP Board 10.0 (40.29)** Fix the cut off texts in the graphs of the semi-annual survey in the semi-annual report.
- b. Page 27
 - i. Maartje Huveneers asks if it might be worthwhile to promote the educational mailing list again.
 - 1. Jesse Visser replies that the biggest problem is that students don't update their mailing preference after the first year. Which means they are not subscribed to the right mailing list. This is addressed in the first educational email of the year, but still many students did not update their preference or just unsubscribed from all educational mails. Despite this it might still be worthwhile to promote that the mailing lists exist through another communication channel.
 - a. **AP Jesse Visser (40.30)** Promote the existence of the educational emails on social media.
 - 2. Peter van der Burgt asks why students are not automatically moved to the mailing list of the next year.
 - a. Jesse Visser replies that we cannot expect students to study at the same pace, especially after the first year.
 - i. Maartje Huveneers replies that it might be good to automatically add to the mails where to change your mail preference.
 - ii. **AP Jesse Visser (40.31)** Look into the possibility of adding a mailing list preference notice to the mail templates.

- b. Jonathan Matarazzi adds that it is also not a trivial task to implement this automatic changing of mailing list subscriptions.

c. Page 34

- i. Maartje Huveneers wonders if the board is satisfied with the answers given on what the members think the board has been doing.
 - 1. Sebastiaan van Loon replies that the board thinks the answers are good and representative of what the board has been doing.
- ii. Peter van der Burgt really liked the question of which board member has which function.
- iii. In reply to the survey response requesting more space for initiative by members Hannah Ottenschot asks if the board has any plans to create more opportunities for member initiatives.
 - 1. Imke Verschuren replies that this response on the survey is probably a result of the lack of feedback from the board on for example the good idea board. She adds that the board is currently looking into ways of giving more feedback to ideas and initiatives by members and is open for any initiatives organised by members.
 - a. Imke adds that the board will add replies to ideas from the good idea board in the weekly newsletter.

4. Appendix B

a. General

- i. Peter van der Burgt notes that the number of sign-ups does not say much about the success of an activity if the actual number of attendants is not kept track of.
 - 1. Mick Tijdeman replies that the activities without sign-ups indeed might have more attendants than the ones with sign-ups, but on the other hand it should not be expected of the board or the committees that they keep count of the number of attendants at every activity.
 - a. Peter van der Burgt replies that it is fine as long as there is some indication of the number of attendants.
 - b. Hannah Ottenschot agrees that it might indeed be important to have some indication of the number of attendants.
 - c. **AP Board 10.0 (40.32)** Consider keeping track of the number of attendants at activities.
- ii. Hannah Ottenschot asks if the EducaCie still organises (online) study nights.

1. Jesse Visser replies that that is indeed the case. He does add that online study nights are a lot less work for the committee as most of the work is done by the teachers as it is more like an online tutorial.

- iii. Renske Mulder thinks it is important to add which activities might be cancelled or moved.

1. **AP Board 10.0 (40.33)** Add a note to moved or cancelled activities to the table in appendix B.

5. *Voting: Approval of Semi-annual Report 2020-2021 on 17 February 2021*

- a. Vote passes unanimously.

6. **AP Board 10.0 (40.34)** Revise the Semi-annual Report 2020-2021 and upload it to the DokuWiki. (**APs 40.08, 40.10 - 40.13, 40.16, 40.18, 40.19, 40.22, 40.24, 40.28, 40.32**)

7. Any other business

1. There is no other business.

8. Survey

7. Philippe Tuinman is disappointed with the number of participants of the semi-annual GMM. He missed promotion on Instagram.

- a. Sebastiaan van Loon replies that is has been promoted on every channel except Instagram.

- b. Renske Mulder asks why most activities are only promoted once. In previous years activities often had multiple rounds of promotion, especially big events.

- i. Imke Verschuren replies that the board is trying to minimize spam.
- ii. Sebastiaan van Loon adds that some larger activities do get multiple rounds of promotion.

1. Renske Mulder replies that it might be a good idea to make sure that events like GMMs where it is important that more people show up get multiple rounds of promotion.

- a. Maartje Huveneers adds that it might be a good idea to contact people personally to come to GMMs.

- b. Mick Tijdeman adds that GMMs are very important for the association and that it is important to make sure members keep showing up.

- c. Hannah Ottenschot adds that GMMs could also be very interesting to members and that they can learn a lot from it. The same goes for the (semi-)annual survey. This could be included in the promotion.

- iii. Peter van der Burgt replies that promotion might not be the only reason why members don't show up to GMMs because in previous years there were never much more than twelve people at any given GMM.

1. Philippe Tuinman replies that this does not mean that it should be promoted any less and that there could still have been more promotion for the GMM.

- c. Peter van der Burgt asks why the "slaghout" is at Hannah her home.

- i. Imke Verschuren replies that it has been "brast" during the change GMM and the board has not been able to complete the "bras opdracht".

- d. Peter van der Burgt asks if there will be a drink after the GMM.

- i. Jesse Visser replies that if he has a drink at home there will be a drink after the GMM.

- e. Philippe Tuinman wishes the board much luck with the second half of there board year and much luck finding the motivation to continue.

- f. Renske Mulder thinks the board has been doing a great job and has made a beautiful drawing.



- g. The board thanks the members for their contributions to the association and their participation at the GMM.

- h. Hannah Ottenschot passes on the baton for Frank Lammers to Maxim de Leeuw as the new "thing do'er" by passing the baton through Zoom. This goes flawlessly as expected.

- i. The GMM takes a moment to commemorate the retirement of Frank Lammers.

- i. Maxim de Leeuw continues to the "the thing" by making his camera appear red and with a single blow removing the red tint from his camera.

9. Closing

1. The 40th General Member Meeting of S.A. Proto is officially closed at 22:55 on 17 February 2020!

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10. Presence

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

Hannah Ottenschot	Maartje Huveneers	Puck Kemper
Imke Verschuren	Mick Tijdeman	Sanne Bouman
Jesse Visser	Peter van der Burgt	Sebastiaan van Loon
Jonathan Matarazzi	Philippe Tuinman	

Maxim de Leeuw joins the GMM at 20:00 and Ellis Dijkstra joins the GMM at 20:35.



Puck Kemper leaves the GMM early at 20:14.

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11. 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 ▶▶
37.19	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 ▶▶
38.02	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.	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.	Done ✓
38.05	Board 10.0	See if the integration week should be kept as an activity and permanent committee.	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 
38.0901	Board 10.0	Look into the possibility of requesting a Xerox printing pass from LISA.	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 
39.07	Jesse Visser	Correct the Minutes of GMM 38 and upload them to the DokuWiki. (Aps 39.01 – 39.06)	Done ✓
39.08	Imke Verschuren	Add the complete budget plan of ICE to the GMM documents of GMM 39.	Done ✓
39.12	Jonathan Matarazzi	Correct the Budget Plan 2020-2021 and upload it to the DokuWiki (Aps 39.09 & 39.10)	Done ✓

Recap current action points

AP	Who?	What?
40.01	Jesse Visser	Fix the line numbering in the minutes of GMM 39.
40.02	Jesse Visser	Improve the wording regarding the budget of the cancelled ACE activity during the integration week in the minutes of GMM 39.
40.03	Jesse Visser	Improve the wording of the comment of Peter van der Burgt regarding the expected expenses of the Kick-In committee in the minutes of GMM 39.
40.04	FishCie	Create a budget plan for the improvements of the fish tank.
40.05	Jesse Visser	Fix the spelling of Philippe Tuinman's name in the presence list of the minutes of GMM 39.
40.06	Jesse Visser	Revise the minutes of GMM 39 and upload it to the DokuWiki (APs 40.01 - 40.03 & 40.05)
40.07	Board 10.0	Look into separating the survey appendix in future report to a separate document.
40.08	Board 10.0	Add to paragraph 4.1.1 of the semi-annual report that if needed a reservation will be made for a new couch in the Protopolis.

40.09	Board 10.0	Change the opening hours on the website to contact hours.
40.10	Board 10.0	Add to the semi-annual report that the phone in the Protopolis has been forwarded.
40.11	Board 10.0	Make clear that the COVID-19 page was added to the website.
40.12	Board 10.0	Add to the annual report what needs to happen with committees that do not have enough members because of the lack of new committee members this year.
40.13	Board 10.0	Rewrite the text regarding the 'personal round' in committee meetings.
40.14	Board 10.0	Add to the semi-annual report that the fully online member sign-up is now the standard way to sign-up as a member.
40.15	Board 10.0	Include mental health tips in the general board function script.
40.16	Board 10.0	Look into opening a 'stand up meeting' for members.
40.17	Board 10.0	Clarify the paragraph regarding master specific activities in the semi-annual report.
40.18	Board 10.0	Contact Sanne Gritter for promotion of master specific activities.
40.19	Board 10.0	Include the project case for CreaTe module 3 in the annual report.
40.20	Board 10.0	Add a paragraph about the (bi-)weekly surveys from the EducaCie to the semi-annual report.
40.21	Board 10.0	Keep in mind the sustainability of buying and printing committee clothing.
40.22	Board 10.0	Promote the FishCam on social media.
40.23	Board 10.0	Add to the paragraph about the FishCie in the semi-annual report that they will make a budget plan for the remodelling of the fish tank.
40.24	Jesse Visser	Organise a meeting with the GraphiCie to discuss the lack of feedback given on designs.
40.25	Board 10.0	Add an explanation to the semi-annual report on why the Protube is not yet fixed.
40.26	Board 10.0	Discuss on how to better promote the annual survey.
40.27	Board 10.0	Clarify the purpose of the erratum of the appendix of the semi-annual report.
40.28	Board 10.0	Evaluate the semi-annual survey and write down which questions should be improved for the annual survey.

40.29	Board 10.0	Fix the cut off texts in the graphs of the semi-annual survey in the semi-annual report.
40.30	Jesse Visser	Promote the existence of the educational emails on social media.
40.31	Jesse Visser	Look into the possibility of adding a mailing list preference notice to the mail templates.
40.32	Board 10.0	Consider keeping track of the number of attendants at activities.
40.33	Board 10.0	Add a note to moved or cancelled activities to the table in appendix B.
40.34	Board 10.0	Revise the Semi-annual Report 2020-2021 and upload it to the DokuWiki. (APs 40.08, 40.10 - 40.14, 40.17, 40.19, 40.20, 40.23, 40.25, 40.29, 40.33)