

General Member Meeting 37



10/03/2020, 19:30 @SmartXP

Minutes by Sanne Bouman & Hannah Ottenschot

5

1. Opening

- a.* The 37th general member meeting (GMM) is opened at 19:37 on the 10th of March, 2020.

10 2. Announcements

- a.* No one present does not speak Dutch, so the GMM will be continued in Dutch. The minutes will be written in English, as you can read.
- b.* The minutes of GMM 26 and GMM 28 have been reuploaded to the DokuWiki, now under the name of Sander Koomen.

15

3. Quorum

- a.* At the start of the GMM, a total of 16 votes were counted.
 - i.* Frank Lammers has authorized Philippe Tuinman to vote in their place.

20 4. Fixing the agenda

- a.* Agenda point 7a: Voting of the approval of the yearly financial report of 2018-2019
 - i.* "Voting of the approval of the yearly financial report of 2018-2019" should be changed to "Voting of the approval of the half-yearly financial report of 2019-2020".

25

5. Previous minutes

- a.* There are no previous minutes to discuss.

6. Documents received

30

- a.* [Letter from the Audit Committee](#)
 - i.* Jur reads the letter out loud.
 1. In short, the Audit Committee confirms the financial health of S.A. Proto is in check, and that the half yearly financial report displays the financial status and current state of the bookkeeping in an orderly manner.

35

7. Half-Yearly financial report 2019-2020 (for Approval)

- a.* [\[See document here\]](#)
- b.* General remarks
 - i.* Peter: Why is there grey-colored text in some of the tables? This makes it seem like these numbers are less important.
 1. Sanne: The decision to use grey text for any columns has been made to show what was budgeted at the beginning of the year, and the expectations of what will be used at the end of the year. She did this to make the information about the half-year mark stand out more.

40

likely that we started this year with emballage already in our possession.

b. Peter: I'd add this to the explanation, then.

95

c. Jur: I suggest you transfer the profit made here to another ledger, because having a negative number for emballage suggests it should be a liability, which is not the case.

100

i. Sanne: I believe it would be a good idea to transfer the profit in this ledger to the OmNomCom result account at the end of the year. In that way we'd also start next year with a zero point, instead of repeating what happened this year.

1. **AP Sanne (37.05):** Transfer the profit of the emballage ledger to the OmNomCom result account at the end of the year.

105

4. I see there is a new thing that has been added to the balance sheet: the inventory. It is explained that this includes our beer benches and our speaker set. However, I am pretty sure that we spent more money on the beer benches than this.

110

a. Sanne: The sum that is shown to have been in this ledger at the beginning of the year is what it cost us to purchase the beer benches. After that, we also spent money on paint and other supplies to make them fully usable. They have also already been used in a few events for which we received some money back.

115

b. Peter: It might be good to rename this 'reservation beer benches' then, just as how we have the reservation for the Proto pens.

c. Maxim: We have specifically called this 'Inventory' because it does not solely include the beer benches. It is also supposed to be used for all future inventory Proto buys. We are sort of 'saving up' money in this ledger, so we can spend that on repair costs for this inventory, etc.

120

d. Sanne: I suggest we give the ledger beneath this one, 'inventory depreciation', another name, so no confusion happens between those two at least.

i. **AP Sanne (37.06):** Come up with a new name for the inventory depreciation, that does not include the word 'inventory'.

125

e. Jur: An important thing to note here, is that you should still separate the loss or profit you make from what is shown here on the balance sheet. At the end of the year, you can re-evaluate the worth of your beer benches, but costs you make by painting them should not be added here, since they do not increase the actual worth of your inventory.

130

i. Jur makes a suggestion: create a suspense account on which you keep track of maintenance costs and money you receive from loaning the inventory to others. Once a year, you can then settle the sum of all these things with your balance. What has been done now, makes it look like things have been purchased for this ledger, which isn't the case.

135

1. Peter: Jur, I am dumb, what is a suspense account? Maybe you should explain it to us.

185 *a.* Sanne: Yes, I heard about this change after this document was already finished. It will be fixed!

i. **AP Sanne (37.09):** Change the invoice from Athom to “€500,-“ instead of “€150,-“.

ii. 1502 - Emballage

190 1. Philippe: There is no explanation here for what ‘emballage’ actually is. It also isn’t an English word, which I believe should be fixed, because this is an English document.

a. Sanne: This is something that definitely can be fixed.

i. **AP Sanne (37.10):** Change ‘emballage’ to be an English word, and add an explanation about what it is.

195

e. Page 7

i. Peter: T-Point finally sent the invoices for 2019, but they are quite higher than expected. Are they correct? Did they perhaps combine two things into one?

200 1. Sanne: It didn’t look like anything went wrong with that. The number of booklets that were shown in the invoices matched the number that had been ordered. I suspect they may have used another kind of more expensive binding because the booklets had too many pages. If there was any mistake made, it most likely happened when an estimation was made about what the booklets would cost.

205 2. Jur: I must admit I’d sooner believe that T-Point decided to settle the payment for the booklets from Camp 2018 like this, under the name of Dies 2019.

210 *a.* Sanne: This invoice, which was sent right after the end of 2019, also included the booklets for Camp 2019 and the Jantus, so I do think they fixed their bookkeeping for 2019.

b. Jur: Big chance you will never see anything from T-point from earlier, then! If this really is how they settled Dies 2019, I’d take this as a loss and hope that in a few years, you’ll be able to take the profit from the forgotten invoices from 2018 and before.

215 *c.* A brief discussion is held about when we won’t have to pay these hypothetical invoices anymore. It looks like this will be a problem for 2022.

ii. Philippe asks for Frank: Didn’t we recently receive some invoices from T-Point? Is this list still up to date, then? Philippe realizes that this question may be a little late.

220 1. Sanne: T-point has been doing their things well recently, we’ve already gotten the invoice for the Vacantus.

 2. Surprised, but pleased noises can be heard from the audience.

225 *f.* Page 8

i. 1800 – Reservation Hardware

230 1. Philippe once again takes the stand to ask a question for Frank. Manouk suggests he just stays put at the stand, but he does not want to. Frank wants to know if the OmNomCom or Have You Tried Turning It On And Off Again committee have plans for some innovation.

- 235
- a. An indignant Jesse: Excuse me, what is the Have You Tried Turning It On And Off Again committee? Philippe corrects himself. Do the OmNomCom or Have You Tried Turning It Off And On Again committee have plans for some innovation?
- b. Frank suggests a fingerprint scanner, or maybe even an iris scanner. Note that with 'iris', we do not mean a person of presumably the female sex who uses the name Iris.
- i. Sanne & Jesse: No, these plans currently don't exist.
- ii. Jur, quietly: *Do you know what that would cost?*
- 240
- ii. Peter: Is it an idea to make a reservation to get new couches for in the Protopolis?
1. Sanne: The board is currently looking into getting a new couch for cheap through Marktplaats, of suitable quality. If this doesn't work out, it would be a good idea to start building up this reservation. There aren't any concrete plans for that yet, but we're keeping it in mind.
- 245

g. Page 9: **Expenses & Income as of 31-01-2020**

- i. Philippe asks for Frank: It is clear that committees that make unforeseen expenses aren't taken into account here, because there are definitely a few that went over budget. What would then be part of "unforeseen expenses"? Now it looks like there's 2000,- that doesn't get touched.
1. Sanne: Unforeseen expenses indeed is a budget that can cover expenses that do not fit under any other budget. An example is the car that got rented last year, that got damaged, and which cost us a big amount of money. This year no situation has occurred yet where this was necessary. Often at the end of the year, considerations will be made whether losses made by committees should be seen as unforeseen expenses.
2. Jur: If everything goes according to plan, the unforeseen expenses should stay empty on the end of the year settlement.
- 250
- 255
- 260

h. Page 10: **Expenses**

- i. Melvin: I noticed that the forecast shown here (€-9,288.83) was substantially higher than what was budgeted (€-11,530.0). After looking for about thirty minutes, I noted that there are minus signs missing in the forecast columns.
1. Sanne: Good that you noticed this! It will definitely be corrected.
- a. **AP Sanne (37.11):** Fix the forecast column in the general expenses table, so there is a minus sign added in every place where there should be one.
- ii. 3050 – Printing
1. Philippe asks for Frank: How are we making a profit here?
- a. Sanne: What I found in the bookkeeping, is that at the start of this year Maxim bought a bunch of A4 paper from us through OmNomCom. I believe this was for a specific purpose, but a statement of expenses was never handed in.
- b. Maxim: I printed some things through Xerox and didn't have the heart to let the printing budget pay for this, so I put it on my own account. We probably could have fixed this in a way, but the payment only got
- 265
- 270
- 275

through after we switched years, so, you're welcome for your profit!
You can always put it down as a donation.

280

iii. 3100 - Phone Costs

1. Peter: Why is a profit made for the telephone costs as well?

a. Sanne: A reservation was made last year for telephone costs from 2018 for which the invoice would be sent in 2019. This has not happened yet.

285

b. Jur: But why was that money moved from the reservation to this ledger? That money was reserved for a specific invoice that hasn't come yet, so the money shouldn't have been moved yet.

c. Sanne: Oh, I wasn't aware that this was something I shouldn't do.

290

i. **AP Sanne (37.12):** Move the money in phone costs back to the reservations.

iv. 3190 – Constitution Drink

1. Peter: As you can all see, we have all drunk a bit too much: namely, 130% of what was planned. What is your plan to make sure this doesn't happen again?

295

a. Sanne: For us, the best course of action seems to be a combination of putting a cap on the amount of beer we give away for free, and possibly a bigger budget.

b. Peter: I think it's a good idea to put more money into the constitution drink budget.

300

c. Sanne: Whether or not the budget will increase will be up to the next Treasurer of Proto.

v. 3610 – Food for helpers

1. Peter: This amount is a lot lower than expected, which is positive for the Protography. What has caused this amount to be so much lower? Has the communication about this not been clear enough towards the helpers?

305

a. Sanne: I don't think this is caused by a lack of awareness, because the people who sometimes did not make use of the food compensation did make use of it at other times. So I suspect it's a case of drafters and EROs not feeling up to ordering food with Proto, eating at the Waaier, or that they just don't declare their food expenses. Besides this, there have barely been any events eligible for food compensation besides our drinks.

310

b. Peter: Alright, I was just confused because last year there was an amount of almost 800 euros that was spent on food for helpers.

315

c. Sanne: The 800 euros was a result of an estimate based on the loss made on take away dinners in general last year. This year, we are correctly tracking exactly how much money gets spent on the food for helpers.

320

d. Peter: Oh, that's a shame that we're only figuring that out now, because that means the Protography could have had food compensation earlier on.

e. Philippe: I would like to see one or two sentences of explanation about this in the explanation text for the food for helpers budget, then.

- d. Jesse: The idea got offered to make the Homey available for students to use for their projects, isn't that still a good option?
- 375 e. Manouk: I believe the idea was specifically to have this Homey be present in the Protopolis, so people could play around with it. This is confirmed by Mick.
- f. Jur: Whether or not this is a 'gentleman's agreement' or not, I do think we should honor this, even if it is just by attaching it to an overengineered LED light.
- 380 g. Jesse: Have You Tried currently has its priorities elsewhere, so I don't think they can implement it any time soon.
- h. Jur: Turn it on, it will give off some pretty light, I believe it will be totally fine.
- i. Sanne: The board will look into this.
- 385 1. **AP Board (37.14):** Make sure Proto's Homey is used.
2. Philippe: You are using this budget to buy pillows for in the Protopolis. Is the only reason the good idea budget is being used for this, because the idea got offered on the good idea board? Because to me, this seems more like a thing for the Protopolis budget.
- 390 a. Sanne: It is an idea that got specifically suggested by our members, rather than something we as a board decided we wanted in the Protopolis. In my eyes, this would make it a good use of the good idea budget.
3. Peter: As you can see, no money from the good idea budget has been used yet, but one of the reasons the good idea board currently exists, is so that this budget would get used more. Why is it that enough suggestions end up on the good idea board, but there is still no money being put into them?
- 395 a. Sanne: Almost all the ideas that get put on the good idea board, aren't ideas that cost money. The pillows were one of the only ideas relevant to the good idea budget. Next to that, we are looking into spending a part of the good idea budget on a new couch.
- 400 b. Philippe: But is that all the good idea budget should be spent on? Not on some kind of activity?
- c. Sanne: If there is an idea for an activity coming from our members, that's definitely something that the good idea budget can be used for. It just hasn't happened yet so far.
- 405 d. Jur: This ledger is meant for 'member initiatives', not initiatives from the board.
- 410 ii. 3140 – Board Weekend
1. Philippe: Do you have any ideas about how to ensure with the next Treasurer that it will not take half a year for the settlement to be finished?
- a. Sanne: Making a good budget plan and having communication about it more smoothly. This wasn't really the case this time.
- 415 b. Some 'oof' noises can be heard from the audience.
- c. Philippe: She's not being rude, just honest!

i. 4120 – TIPCie

420

1. Philippe asks for Frank: What is this money spent on? Themed drinks, courses for drafters?

a. Sanne: It is indeed used for themed drinks initiated by ideas coming from the TIPCie, and on necessary things like MobiTap supplies.

425

b. Peter adds that we may need to add a sum of 240,- because of tickets people didn't buy for the special beer drink. Currently, this special beer is in storage and the TIPCie will try to sell it during upcoming drinks.

l. Page 19

i. 9510 – Expenses Previous Years

430

1. Peter: Wasn't there a plan that Maxim would make some kind of reservation for the Batavierenrace bus, so it wouldn't have to end up in expenses previous years?

435

a. Sanne: Instead of making a reservation for the costs for this bus, this sum of money was added to the 'income to be received', because the expectation was that we could get this money back from another party. This didn't happen, so the loss from this unpaid 'income to be received' was moved to Expenses Previous Years.

440

2. Maxim: On the previous page, your forecast for 9510 is already higher than what is shown to be in this ledger on the 31st of January. Can you explain to the GMM why that is?

a. Sanne: This is because there are already costs that have been made between the 31st and now that I was aware of. These are some failed direct withdrawals still remaining from 2017 and 2018, from people who haven't been a member anymore for a long time.

445

b. Peter: Wait, why is the text for the forecast black here?

c. Sanne: Inconsistent formatting. I did my best :(

i. **AP Sanne (37.15):** Change the text color of the forecast in the Expenses Miscellaneous to gray.

450

3. Maxim: I have a question about "Settlement 2019 – Costs telephone". Shouldn't these go to the phone costs reservation?

a. Sanne: Yeah, you are absolutely right. I put these costs on here based on what was written on an invoice at the beginning of the year for me and didn't really give it a second thought. I will change it!

455

i. **AP Sanne (37.16):** Move the phone costs in the Expenses Previous Years to the reservation for phone costs.

m. Page 20

460

i. Peter: Very nice to see that we have more members, but I heard that not everyone has paid the right membership fee. It's good to see that we have gotten more than expected, but could this have been more?

1. Peter gets interrupted and asked to give some context to what he is talking about: affiliated ordinary members should pay 10 euros, however for some people it says on their account that they are secondary members, and thus have to pay only 5 euros.

- 465 2. Jesse: Nothing went wrong with the withdrawals of the membership fees. However, not all affiliated ordinary members seem to get counted when determining the total number of them.
- 470 3. Peter: Yes, I thought it didn't go wrong either, but Jeroen Ritmeester told me that he only paid 5 euros. There are some surprised reactions.
- 475 *a. Editor's note: it turned out Jeroen did pay 10 euros.*
- 480 4. Jonathan: It looks like there may be a problem with the people who are registered for multiple studies in the UT system, like pre-masters or people who have recently switched to a master.
- 485 5. Sanne: Yes, alright. We discovered that this went wrong at the end of last week, and have not yet had the time to find out what exactly went wrong and how to fix it. The problem is known, and the Have You Tried Turning It Off And On Again Committee is aiming to fix it as soon as possible. I don't think a GMM is the right place to try and find the cause.
- 490 *ii. Peter: I'd also like to mention the EEMCS subsidy. I would love to believe this is the problem, and I am aware both the Have You Tried and board are looking for a solution. But, I believe it is now confirmed we will be getting 10.8k. This is more than expected, but this could have been around the 12k mark.*
- 495 *1. Editor's note: the amount of subsidy we get from EEMCS is based on the total member count we pass on, which is why this is a relevant question.*
- 500 *2. Peter: I did want to mention somewhere that this happened, so it would be present in the GMM minutes somewhere, especially since this would mean that we could have had an extra 3000 euros.*
- n. Page 21*
- 505 *i. Philippe: I want to compliment Sanne for her news article! (Sanne: Thanks!) It was easy to read, it didn't really help me understand anything better but that is because I started preparing half an hour before this GMM. I have a question for the GMM: Who else read the article? Did it help?*
- 510 *1. The people present who read the article indicate to have gotten some use out of it.*
- ii. Philippe: Also, why does this blank page exist?*
- 1. Sanne: I have no idea! It wasn't there in my Google Docs. I will make sure it gets removed.*
- a. AP Sanne (37.17): Make sure there aren't any blank pages at the end of the Half-Yearly Financial Report.*
- o. Voting: approval of Yearly financial report 2019-2020 with the changes mentioned.*
- i. Vote passes unanimously.*
- 1. AP Sanne (37.18): Correct the Half-yearly Financial Report 2019-2020 and upload it to the DokuWiki.*

8. Any other business

- 510 *a. Jur: This doesn't have anything to do with the document, but it did come by: We haven't spent enough money on our helpers. I understand making the decision to save money on it when you aren't sure how much you will have to spend on it, but*

I'm in principle against doing that, because you are cannibalizing your helpers by doing that.

515 *i.* Because of this, I think we as the GMM should think about whether we ever want to put a cap on the amount of money we spend on our helpers. In that way, we won't get into the position where we will start organizing activities and make them start at 19:30 (like study nights) so we won't have to pay for food for our helpers. You are cannibalizing your activists by doing that.

520 1. Sanne: I understand the point you want to address. First: we do not start our study nights at 19:30 because we don't want to pay for food for ERO's. We do so because students need to be able to eat before it begins. But, the idea that we should put as little limits on the food for helpers budget as possible, I can agree with that. That does seem difficult when making a budget plan, though.

525 2. Jur: That is very true, so I'd say you'd make a budget plan for it to the best of your estimations. But to change your policy in the hope to not go over budget, you shouldn't do that.

3. Sanne: In what way do you mean 'changing the policy'? Do you mean what we did at the beginning of the year, or now?

530 4. Peter: For example, not giving the photographers any helper budget. I've heard from multiple photographers that this is the reason they were not taking pictures.

5. Sanne: As far as I'm aware, we didn't change the policy?

535 6. Jur: There are a lot of things that have been changed about the policy over the years. It used to be the case that every helper could get food, we eventually put the 5,- cap on this, etc. I still support this. However, I am afraid we are getting to the point where we are choking ourselves out in regard to this.

540 7. Sanne: I can agree with that. At the start of the year we were a lot stricter with the policy, especially because there wasn't a clear view on how things had gone previously. We have now seen that we should loosen this strict policy a bit, rather than save on the budget.

545 8. Jur: I am glad you have seen this now as well, however, I'm afraid that if this doesn't get documented anywhere, it will go wrong again in the future. This should be added to a function script somewhere, and it is something that should be acted upon going forward.

a. Peter agrees that it should be officially noted down that the current board and this GMM support being lenient with your helper budget, and to not exclude any helping committees.

550 9. Manouk: I think the solution here is that we as the board at least are going to adhere to this policy for the rest of the year, and that we will let our candidate board know about this as well. However, the candidate board is going to be responsible for what happens with this policy after that. If you want to make sure we will do this for sure going forward, it should be a regulation and not a policy.

555 10. Jur: It is most important to me that the intent behind why the policy is the way it is will stay clear to you and any board members going forward, not necessarily the policy itself. This can be added to your

function scripts. Not doing this, gives us the risk that we will have the same story happen repeatedly.

560 11. Manouk: I think it is then on us to make sure we will let the candidate board know about this, as we have mentioned we will do, and also on us as a GMM to ensure this does actually happen next time there is a GMM.

565 12. Maartje: Would you be satisfied, then, if we make sure we add this policy and the reasoning behind why it is the way it is to our function scripts so the next board will be made aware?

13. Jur: Yes, that'd be preferred to make another change to our rules and regulations.

570 14. Peter: I'd make sure you let every helper know that they can make use of this budget more leniently. Mention it to them multiple times, to make sure they know it.

a. The board will make sure to do this.

575 i. **AP Board (37.19):** Make sure to mention that helpers at activities can make use of the food for helpers budget more leniently.

ii. Philippe: How will you make sure that your drafters know to declare their food?

1. Sanne: I don't know what usually happens on the drinks itself. What I am aware of, is that most of the helper budget gets used when the drafters order food with us through the dinner form.

580 2. Mick: it's mentioned in the drafter training script and during the drafter course that they can declare their food, so I don't think it's necessary to mention it elsewhere.

a. Philippe: so, the only reason the amount of money spent is much lower is because of the photographers?

585 b. Sanne: No, they weren't taken into account when setting the budget. My guess is that this is really just people not always wanting to or remembering to use the budget.

iii. Philippe: It is surprising to me that for the photographers there is no compensation at all, because committees should put this in their budget plan, right? Does this happen?

590 1. Maartje: Yes, as far as we are aware. However, most activities with a photographer present have taken place in the evening or afternoon, and not during dinner time.

595 2. Philippe: Where do these photographers who don't photograph because they don't get food come from then?

3. Maartje: I believe that was more a thing out of principle.

600 a. Manouk clarifies that she thinks it was us saying that they wouldn't get to use the food for helpers budget anymore, despite us saying and communicating to our committees that they should include food for a photographer in their budget plans. Up until now, photographers did get compensation from their committees.

4. Sanne: I will say that I've now repeatedly heard 'not anymore' regarding using the helper budget for photographers. As far as I am aware, food compensation has never been made available to photographers before.

605 5. Maxim: What it said in the policy before, is that they should get their food
compensation from the budget of the organizing committee. So it is not
the case that photographers wouldn't get any food anyways.

9. Survey

- 610 a. Peter asks if there will be an after-GMM-drink
- i. Maartje answers that everyone is free to grab a drink in the Protopolis, but that no drink has been arranged.
 - ii. Peter offers to open one of the bars, but the offer is refused.
 - iii. He then asks how long we still have until it is 21:00. A few minutes are still left.
- 615 Manouk tells him that he should not be worried, because Philippe will likely fill the time with the Frank 'thing'.
- b. Philippe announces to the GMM with great sadness that Frank has not passed along anything to him about what he wanted to do for his 'thing'.
- i. Philippe consequently proposes that the board should do something fun to entertain the GMM. He will accept receiving a stack of money, but if this is not a possibility, he looks forward to seeing an act that will fill the almost 3 minutes that are left before the clock strikes nine.
 - ii. Jur wants to emphasize that emptying Proto's register into Philippe's pockets is **absolutely not an option**.
 - iii. The board has a quick discussion to decide what they will do, and asks the GMM to stand up and enthusiastically participate with their act. When Mick stands up, it is discovered that he has not been wearing pants for the duration of the entire GMM.
 - iv. Technical difficulties occur, and no sound is coming through the speakers of the SmartXP. A growing panic of not making the 21:00 rises through the entire GMM. Peter counts down the last few seconds before the inevitable end, no act having been performed yet...
- 620
- 625
- 630

10. Closing

- 635 a. The 37th general member meeting (GMM) is closed at... 21:00 on the 5th of March, 2020!
- i. The board still performs their act, a dance to the Nijntje song "Dans mee met Nijntje", after the GMM has officially been closed.

Presence

Name	Time of arrival
Maartje Huveneers	Start of GMM
Hannah Ottenschot	Start of GMM
Sanne Bouman	Start of GMM
Renske Mulder	Start of GMM
Mick Tijdeman	Start of GMM
Manouk Hillebrand	Start of GMM
Imke Verschuren	Start of GMM
Jesse Visser	Start of GMM
Jonathan Matarazzi	Start of GMM
Sebastiaan van Loon	Start of GMM
Maxim de Leeuw	Start of GMM
Peter van der Burgt	Start of GMM
Jur van Geel	Start of GMM
Philippe Tuinman	Start of GMM
Melvin van de Ende	Start of GMM

Recap previous action points

645

AP	Name	What	Status
33.17	Renske Mulder	Change section 5.4: Camp Committee in such a way that it mentions that camp is meant for both first years and the integration between first years and older years.	Done
33.20	Board 9.0	Correct Static Policy Plan 2019-2020 and upload it to the DokuWiki. (APs 33.08 - 33.19)	Done
33.23	Board 9.0	Check together with the Have You Tried Turning It Off And On Again Committee if the layout of the Proto website can be improved.	Ongoing
33.28	Board 9.0	Look into the possibility of creating a checkbox for Protographers which shows if they get food compensated at the event or not.	Ongoing
34.05	Sanne Bouman	Look into putting a cap on certain reservations for hardware.	Ongoing
36.01	Board	Make sure all articles posted on the Proto website are also posted on the DokuWiki.	Done
36.02	Board	Mention in chapter 2.2.1: Committee Function Introduction that people really enjoyed the (practical aspects) of the committee function trainings.	Done
36.03	Hannah	Look into adding taking minutes to the practical part of the secretary training.	Cancelled due to COVID - 19
36.04	Board	Rephrase line 227 so it is clear who is meant with 'a lot of people'.	Done
36.05	Manouk	Take a look at hosting an event for Professional Development which starts on Wednesday afternoon and continues during the ProtoNight in the evening.	Cancelled due to COVID - 19
36.06	Board	Research ways on getting statistics on the amount of people and kind of audience that visits the Proto Facebook.	Done
36.07	Manouk	Look into creating an open event for Proto's Symposium.	To be done
36.08	Renske	Look into using Instagram for filling committees if they need it.	Cancelled due to COVID - 19
36.09	Board	Mention the reason why the giving out of Active Member Trophies was not done publicly in the half yearly report.	Done

36.10	Board	Mention in the half yearly report that it is only necessary to communicate in English during events when there are internationals present.	Done
36.11	Board	Make sure it cannot be determined from the half yearly report where exactly the code to the key locker can be found.	Done
36.12	Manouk	Add to half-yearly report 2019-2020 that pre-master summaries and/or tests to the can now also be found on the DokuWiki.	Done
36.13	Manouk	Look into making summaries and tests on the Dokuwiki accessible to non-members as well.	To be done
36.14	Manouk	Look into the summary database from Yasmin Salce and Ruben van den Berg that Peter has access to and see if these can be added to the DokuWiki.	To be done
36.15	Mick	Make sure the new head of promotion within the Acquisitive will sit together with Renske to receive promotion training.	Cancelled due to COVID - 19
36.16	Mick	Sit together with Jesse Visser to check if his experience with creating a CRM can help with a CRM for Proto.	Done
36.17	Board	Look into distinguishing between different career events in upcoming surveys, be it the yearly survey or as a suggestion for the next board.	To be done
36.18	Sanne	Clarify step 2 of the table of chapter 2.6.1 Usage of Surplus Sponsorship.	Done
36.19	Hannah	Add to chapter 2.7.1 Merchandise that Proto dice have been ordered.	Done
36.20	Board	In line 516, change 'first half of the year' to 'first half of the academic year'.	Done
36.21	Hannah	Rephrase line 521 of the half-yearly report 2019-2020 so its meaning is more clear.	Done
36.22	Board	Look into possible problems caused by EROs not being present from 18:00 till the starting time of an activity during the evening and think of a solution.	To be done
36.23	Board	Look into hosting an event where students and staff can meet and chat.	Cancelled due to COVID-19
36.24	Renske	Talk to to EmergenCie about the necessity of food compensation during activities other than drinks regarding the adjustments to the Food for Helpers rule.	To be done
36.25	Board	Contact the legal consultant of the University to gather advice regarding societies.	To be done

36.26	Board	Decide for yourselves if you want to attend a board training on how to recognize and approach people with mental health issues.	Done
36.27.1	Board of Advisors	Decide if an evaluation on the (connection between board and) Board of Advisors needs to be added to the yearly report.	Done
36.27.2	Audit committee	Decide if an evaluation on the (connection between board and) Audit committee needs to be added to the yearly report.	To be done
36.28	Renske	Mention in section 3.6 Camp committee that the evaluation is only accessible for committee members.	Done
36.29	Renske	Rephrase section 3.19 GraphiCie so it's clear that the trial period has been in place for quite some time already.	Done
36.30	Sanne	Add information about the iOS app development to section 3.22 Have You Tried Turning It Off And On Again Committee.	Done
36.31	Mick	Add more details on how the Lustrum committee will obtain members in Half-yearly report 2019-2020 .	Done
36.32	Hannah	Discuss with the pLAN what their ideas are on having 8 committee members instead of 7.	Done
36.33	Sanne	Rephrase 'time related problems' in lines 887-889 in Half-yearly report 2019-2020.	Done
36.34	Sanne	In line 891 of Half-yearly report 2019-2020, change 'should' to 'will'.	Done
36.35	Mick	Decide if an evaluation on SBZ should be added to Half-yearly report 2019-2020.	Done
36.36	Mick	Reflect on previous drinks and the estimated amount of participants and pass on this information to the next TIPCie committee.	Done
36.37	Board	Ask the Have You Tried Turning It Off And On Again Committee to look into tracking the amount of participants that visit drinks.	Ongoing
36.38	Board	Remove 'Test Renske' from Appendix B of the half-yearly report 2019-2020.	Done
36.39	Board	Correct Half-yearly report 2019-2020 and upload it to the DokuWiki. (APs 36.02, 36.04, 36.09 – 36.12, 36.18 – 36.21, 36.28 – 36.31, 36.33 – 36.35, 36.38)	Done
36.40	Board	Send a summary of the discussion on specific changes for the Proto logo to Kasper and ask if he can put together one or more new suggested logos.	Done

Recap current action points

AP	Name	What
37.01	Sanne	Change the color of the numbers that represent what was budgeted at the start of the year throughout the document from grey to black.
37.02	Sanne	Add the plans for the savings account for the rest of the year to the explanation about this ledger.
37.03	Sanne	Add the plans for the general register to the explanation about this ledger.
37.04	Sanne	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.
37.05	Sanne	Transfer the profit of the emballage ledger to the OmNomCom result account at the end of the year.
37.06	Sanne	Come up with a new name for the inventory depreciation, that does not include the word 'inventory'.
37.07	Sanne	Discuss the extent of the inventory on the balance sheet with the Audit Committee.
37.08	Sanne	If the invoices from the university haven't been settled by May, make sure they will be settled soon after.
37.09	Sanne	Change the invoice from Athom to "€500,-" instead of "€150,-".
37.10	Sanne	Change 'emballage' to be an English word, and add an explanation about what it is.
37.11	Sanne	Fix the forecast column in the general expenses table, so there is a minus sign added in every place where there should be one.
37.12	Sanne	Move the money in phone costs back to the reservations.
37.13	Sanne	Add an explanation about why the food helpers is much lower than expected to the explanation text on page 13 of the Half Yearly Financial Report 2019-2020.
37.14	Board	Make sure Proto's Homey is used.
37.15	Sanne	Change the text color of the forecast in the Expenses Miscellaneous to gray.
37.16	Sanne	Move the phone costs in the Expenses Previous Years to the reservation for phone costs.
37.17	Sanne	Make sure there aren't any blank pages at the end of the Half-Yearly Financial Report 2019-2020.
37.18	Sanne	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)
37.19	Board	Make sure to mention that helpers at activities can make use of the food for helpers budget more leniently.