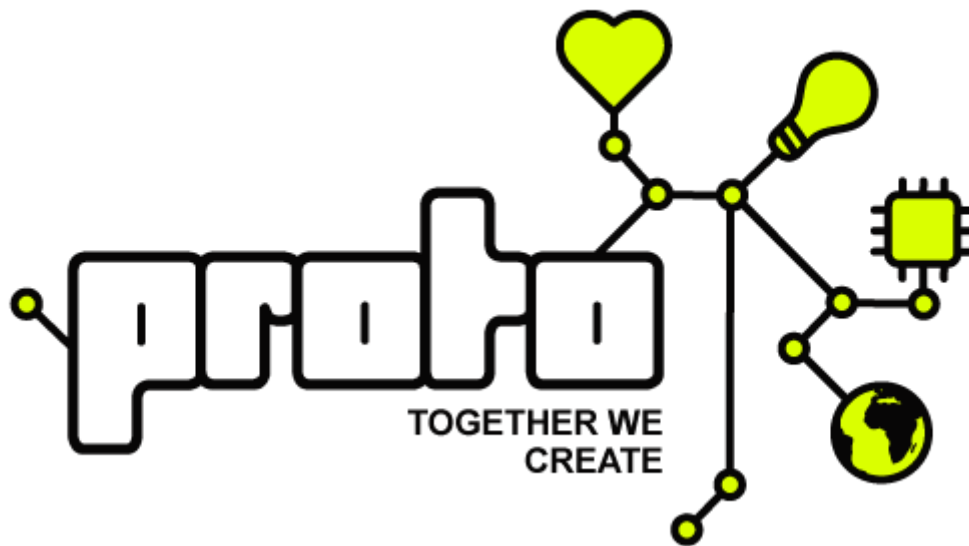# Study Association Proto

Policy Plan 2019 – 2020

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Written by the 9th Candidate Board of S.A. Proto

Maartje Huveneers, Chairman
Hannah Ottenschot, Secretary
10   Sanne Bouman, Treasurer
Renske Mulder, Officer of Internal Affairs
Mick Tijdeman, Officer of External Affairs
Manouk Hillebrand, Officer of Educational Affairs

1. Introduction

After years of steady growth, Proto has truly reached maturity as a study association. Few students can still recall a time before the association laid its foundation eight years ago. This growth meant more activities, more members, more active members and even one more study
20 to support. Without our members, none of this could have happened, however big or small their contribution.

As comes with maturity; structure, balance and identity have to be expended upon. We want to continue 8.0s mantra of appreciation towards members, and add upon it with more focus towards listening to these members, giving them the opportunity to make their voice heard.
25 This may prove hard with around 650 members, but it is something worth putting energy into. With their opinions, we can keep improving upon the foundations that have been laid out for us.

This year, we will say goodbye to Lee Ho, form a party committee and already begin working towards the coming Lustrum. Next to that, the possibilities regarding Proto societies will be
30 explored, to find out whether they would be feasible to re-introduce. To accommodate all our members, we will strive to find a balance between recreational and educational activities, and research the best way to promote them.

In this document, you can read all about these and even more of our plans for the coming year. We hope to inform you well enough this way, but if there are any more questions
35 regarding this document you can always contact us via candidateboard@proto.utwente.nl or approach us personally.

We are excited for the coming year, and hope to make it a great one together with you, the members!

Sincerely,

40 Maartje Huveneers
Hannah Ottenschot
Sanne Bouman
Renske Mulder
Mick Tijdeman
45 Manouk Hillebrand

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2. Board Members

Maartje Huveneers

Hello! My name is Maartje Huveneers, I am 20 years old and I am currently in my second year of Creative Technology. I
155 come from Barneveld, a town in the center of the Netherlands. I moved to the campus when I started studying in the year 2017-2018. After the Kick-In, I became enthusiastic about Proto and joined the First Year Committee, SportCie, Guild of Drafters and later also the
160 Camp Committee. I liked this a lot, so also joined the Activity Committee Extraordinaire and ProtOpeners in my second year. I've learned a lot already from doing these committees and I want to keep on learning by doing a board year. I have been enthusiastic about Proto since I started studying here and I hope to bring this enthusiasm to others too next year. During next year, I'd like to make sure that the Proto board, and with
165 that, also Proto itself, is accessible to new members. I hope to bring Proto enthusiasm, but also critical thinking when needed. Apart from that, I hope to keep on doing my own small CreaTe-type of projects as well.

Hannah Ottenschot

Hey! My name is Hannah Ottenschot and I am currently 19
170 years old. For one and a half years I have been living on campus, but my childhood was spent in Franeker, Friesland. Right after I came to Enschede and enrolled for CreaTe, it felt like I had really found my place. The study offered me many opportunities to learn new and diverse things about
175 design, technology and software. Since I wasn't looking for any study direction in particular, this was spot on. Right from the beginning I was drawn to Proto and everything it had to offer, including quite some committees. Especially in the second year, Proto started to take over my life a bit, and I was left with little spare time. However, I feel like I learned a whole lot during these two years, and
180 I have no regrets. I hope my experiences will help me in staying structured and on point, and helping my fellow board members to do so. Next to this, I want to take a look at the DokuWiki, and see if it can be reorganised. Of course, I expect there will be many challenges to overcome next year, but I have absolute faith that next year will be fruitful and, most importantly, a lot of fun!

185   Sanne Bouman

Hey! My name is Sanne Bouman, I am currently 19 years old, and have finished my second year of the study Creative Technology. I hail from a small town in Brabant and I like to describe myself as the stereotypical creative nerd, since I like

190   being creative and I like studying and learning new things. I joined Proto during my Kick-In, and have been satiating my thirst for learning new skills by being active in a couple of committees, starting out with the Have You Tried Turning It

Off And On Again Committee and the GraphiCie. I later also joined the OmNomCom. Halfway

195   through my second year, after putting a lot of my time into my study, I realised that I needed to give myself a break from studying and focus a bit more on other fun and interesting things in life, and doing a board year for Proto sounded perfect for that. It is an opportunity to both learn new skills that just studying won't teach you, while also spending time with some amazing people in a great environment. I am very excited for the coming year!

200   Renske Mulder

My name is Renske Mulder. Currently I am 19 years and I am a second year Creative Technology student. I was born and raised here in Enschede, to be more specific: in Lonneker. Lonneker is a small town right next to Enschede,

205   my home is just a 20 minute bike ride away. Living near an awesome city like Enschede made me really excited to start studying here. In my first year I lived in Lonneker with my parents, but after that I moved to the campus. Because of

this change, I started to become more active in Proto. I joined committees like the Activity

210   Committee Extraordinaire, the Gala committee and later also the GraphiCie. I started hanging out more in Proto, which filled my purchase history in the OmNomCom with tostis and noodles. When board 8.0 hung up the posters for the Board Interest Lunch, I was not sure if I wanted to do a board year. I went to the lunch anyways and that sparked my interest for sure. I was ready to try something different, so I put all the doubt aside and took the leap of faith, which

215   brought me here. Next year, I want people to feel welcome in the Protopolis and I hope to make more people active, but I also hope to learn new skills and be more confident in my own opinions.

Mick Tijdeman

220 Hello! My name is Mick Tijdeman. About 20 years ago I was born on the far away island of Vlieland. After spending 12 years climbing trees and playing video games I moved to the, a bit less far away, town of Achlum, Friesland, where I spent my highschool years. My interest in both hardcore technical
225 and more artsy / design subjects quickly drew me to Enschede to study CreaTe. My interest in Proto started during the Kick-In already, where I discovered Protopolis and its inhabitants, which I could get along with well! I quickly joined the First Year Committee, pLAN and Kick-In Committee. Last year, I stayed in the pLAN and added the Dies Committee
230 to my collection of committees. Apart from filling my weeks with committee work, I also enjoy making music, doing theatre sports, playing D&D, and can also be found in the Vestingbar for a good party every so often. What inspired me to become a board member is my love for proto, making me want to give something back to the association. As officer of External Affairs, I will try to provide the students with the opportunity to develop themselves on a professional
235 level and bring them into contact with companies, so that they can get a feel for what the corporate world has to offer them. I hope to maintain the connections Proto already has and establish new ones. But most of all, I want to make it a fun year with the awesome people of Proto!

Manouk Hillebrand

240 Hello, I'm Manouk Hillebrand. I am currently 21 years old and come from Alphen aan den Rijn. As a first year student I was ready to meet new people and try out new things. I found out that Proto was the perfect place to do both these things and quickly felt right at home there. I joined lots of committees
245 because I could simply not choose only a few! I learned a lot from organizing big events like the gala, Prototrip and camp and communicating with companies in the Acquisition committee. I was also a student-for-a-day mentor, a Kick-In do-group parent and a member of the Open Days team which gave me a lot of opportunities to talk to future and new students.
250 I have joined the EducaCie in my first year and since then I've been really interested in the way Creative Technology is set up and how we can improve it. That's why I'm very much looking forward to taking up the position of Officer of Educational Affairs this year. My main goal is to make studying easier for the students by communicating clearly to whom they can come with study-related questions, organising study nights and making the Proto study
255 material database more accessible. I'm super excited about this year and I will have awesome people to handle Proto with. I hope that together we can make Proto members happy and do Proto justice.

3. Board Task Division

3.1 Division of Functions and Vice Functions

Name	Function	Vice Function
Maartje Huveneers	Chairman	Officer of Internal Affairs
Hannah Ottenschot	Secretary	Officer of Educational Affairs
Sanne Bouman	Treasurer	Secretary
Renske Mulder	Officer of Internal Affairs	Treasurer
Mick Tijdeman	Officer of External Affairs	Chairman
Manouk Hillebrand	Officer of Educational Affairs	Officer of External Affairs

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3.2 Committee Responsibles

Maartje Huveneers	Hannah Ottenschot	Sanne Bouman	Renske Mulder	Mick Tijdeman	Manouk Hillebrand
Alumni Committee*	EEMSC Trip	Foundation ICE*	BonCie	Acquisition Committee	Activity Committee Extraordinaire
DIYCie	Gala Committee	Have You Tried Turning It Off And On Again Committee	Camp Committee	First Year Committee	EducaCie
Party Committee	Handyman	Kick-In Committee	Culture Committee	Guild of Drafters	ENTROPcY
ProtoTrip	pLAN	OmNomCom	Dies Committee	Lustrum Committee	FishCie
SportCie	ProtOpeners	Protography	EmergenCie	TIPcie	Symposium Committee
		Almanac	GraphiCie		
			InteracCie		

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

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4. Action Plan

4.1 Protopolis Policy

Protopolis is the association room of S.A. Proto. It is a place to have a chat with other members and have a rest from studying. It is possible to work inside the Protopolis, but it is primarily a place meant to offer a place to connect with people and have a talk.

4.1.1 Opening Hours

See static policy plan.

4.1.2 Cleaning

We would like to continue the quarterly clean-up this year, as it helped keep the Protopolis less cluttered. Next to that, we will also try to focus on motivating and reminding members to help keep Protopolis clean in person. Something new that will be tried out, is that a small garbage bin will be placed underneath the coffee table. It is meant to encourage people to throw their garbage in the bin instead of leaving it lying around in the Protopolis.

4.1.3 Keys

The code to the key locker in Protopolis will be changed at the beginning of every module, and if a ProtOpener decides to leave or he/she is removed from the committee. The code can always be found in the description of the ProtOpeners Whatsapp group.

4.1.4 Mugs

See static policy plan.

4.1.5 Alcohol in Protopolis

The regulations of the University set for activities will again be followed for drinking alcoholic beverages within the Protopolis. This policy states that it is not allowed to serve alcohol before 15:30. To help regulate alcohol consumption, it is not possible to purchase alcoholic beverages from the OmNomCom before 15:30.

4.2 Activity Policy

4.2.1 Committee Function Introduction

For the function trainings, we want to add some small practical scenarios to every function training. For example, during the treasurer function training, an empty budget plan will be

300 handed out and the people attending the training have to fill in this budget plan according to a scenario. For the secretary, we can show some examples of minutes and the people attending the training will be given tips on how to improve the document. For the chairman, we can give an explanation about the standard agenda layout and give tips on how to keep a meeting and committee members in check through scenarios. We expect that small practice sessions like these help the committee members with understanding their role
305 better.

4.2.2 Committee Size

See static policy plan.

4.2.3 Committee Communication

We want to add a half yearly evaluation with committees who run the whole year. This will
310 most likely not be precisely done after half a year, but we will look at which time suits the committee best, for example right after a big activity. We want to do this to make sure that a committee runs smoothly and recognizes the mistakes that are repeatedly being made so that this can be improved upon for the rest of the year. This evaluation will be documented in English, so that the members of the committee next year can also read through the
315 evaluations.

4.2.4 Activity Distribution

See static policy plan.

4.2.5 ProtoDay

Coming year we want to make the ProtoDay more productive. We will do this by organizing
320 workshops, like a Photoshop workshop or a programming workshop using different programming languages. Currently, we are looking for activities that could be combined with Professional Development. This will all be done in consultation with the study advisor.
We plan on still keeping the more laid back activities, like movie nights, but we want to find a nice balance between the fun ProtoDays and the more educational ProtoDays. We are
325 planning to put more effort into the Proto Days. This will be done by keeping track of what activities have been done and make a list of ideas for ProtoDays, so there will be a nice variety of activities.

4.2.6 Event Promotion

See static policy plan.

330 4.2.7 Spotlight on Committees

Last year, the news segment on the Proto website was filled with committee spotlights. These were little interviews with different Proto committees in which they told about what they do as a committee.

This year, we will not do these committee spotlights anymore. This is because almost every
335 committee has been in the spotlight and if we do the same this year, we will just repeat the same spotlight over and over. Instead we came up with the idea of an instagram story take-over for the committees. They are pretty free to fill this in with whatever they want, but the day will be chosen by the board and there will be rules to make sure that the Instagram story will be used correctly. These rules will be set at the beginning of the year. The Officer of
340 Internal Affairs will make sure people follow these rules.

To give the committees some more promotion, we will post a fun photo of the committee on Instagram, with a little anekdote and/or some promo for their upcoming activity. We will do this when the Instagram story has not been timed well, which can result in less promotion.

To fill in the News section on the website, we want to look at articles that are relevant or
345 useful for Proto members. For example, this could be an interview with students about their project. The News section will be managed by the Officer of Internal Affairs.

4.2.8 Social Media

We are planning to use the Snapchat and Instagram story more. It will be used for more fun, lighthearted content.

350 4.3 Member Policy

4.3.1 Board Accessibility

This year we will try to involve more of the non-active members in Proto. We are still investigating what these people would like to see improved in Proto for them to join more Proto events. A start to this is simply bringing coffee and tea around during tutorials
355 throughout the year to make the Proto board more accessible and recognizable.

For new ideas, the board can be contacted through the anonymous email (by clicking the anonymous mail button on https://www.proto.utwente.nl/committee/board when logged in) and the normal board email address (board@proto.utwente.nl). These email addresses will be promoted more at the start of the year, so that people know they can use these for any
360 complaints or ideas. These will be promoted more through social media, the narrowcasting and personally. Apart from that, a good idea board will be completed and put in the Protopolis. This board will be hung up on the wall, so that members can put their ideas on it. There will also be extra pushpins that other members can pin on the ideas they also like.

365 The aim is also to host another activity halfway through the year where we gather good
ideas, like the good idea drink of last year. This way we will get more feedback from
members throughout the year. However, members can also still share their opinions twice a
year in the Semi Annual Survey.

Lastly, the open board meeting will be continued this year. They will be held once every
month. Members can give their input on pre-proposed or new subjects during those
370 meetings. These meetings will be put on the website as events and if there are any
discussion subjects known beforehand they will be put in the event information. We will
organise the open board meetings this year on Wednesday afternoons, because all first and
second year Creative Technology students do not have lectures regularly scheduled at that
time. We hope this will help encourage them to join in on the discussions.

375 ### 4.3.2 Active Members

Of course active members should be thanked for their work. We strive to do this personally
to all active members, but also through an appreciation trophy, which was introduced by
board 6.0 and reintroduced by board 8.0. This appreciation trophy will be awarded to people
who have done extraordinary work for the association.

380 Apart from that, all active members will be thanked with an active members activity at the
end of the year. We are still looking into the option of making the active members activity a
full weekend. This full weekend would be a more laid-back weekend, due to the fact that
there is not more budget available for an active members weekend than for an activity. A poll
has already been shared to ask the active members about their opinion, but no conclusions
385 have been made yet on the matter.

4.3.3 International Students

The Buddy-program will be promoted to Proto members by including a flyer in the Kick-In
goodybag. This will help new international students connect to the Dutch students that can
introduce them to the student life in Enschede. After the Kick-In starts, an international day
390 is organised by the study director, to help international students to get to know Enschede a
bit better and to help them set up things like a bank account and getting a bike. This year,
two members of the candidate board will be guiding the participants through Enschede and
help them out with practicalities.It's also a chance for international students to meet each
other. It is becoming apparent that international students join less Proto activities than Dutch
395 students do, but we hope to resolve this by organising a bit more culturally oriented activities
with, for example, the Culture committee, and by talking to these students about their
reasons for not joining activities.

4.3.4 Master Students

To make Proto a bit more familiar under the master students, we will visit the lunch lecture of
400 Interaction Technology at the beginning of the year. There we are going to talk about Proto

and tell them about the different committees. At the beginning of the year, we will organize a 'Meet-your-peers' drink, so the master students have a chance of meeting each other and the Proto board members as well.

4.3.5 ProtOpeners

405 Each time a new member joins the ProtOpener committee, a small training will be given to make sure all members are up to date on what to do as a ProtOpener. In the description of the Whatsapp group, the list with what to do as a ProtOpener present on the door of Protopolis will be mentioned so people know where to go if they are not sure what to do. At the beginning of the year, it will be checked whether this list is up to date.To try to reduce the
410 amount of times the keys to Protopolis from Hal B gets lost, more attention will be paid to that Protopeners return the borrowed key within a day. This will be done by mentioning during the small training that it is desired that the key is returned within a day, and, if needed, that the key can be deposited in the deposit box next to the Proto storage room. It will also be added to the description of the ProtOpener Whatsapp group.

415 ### 4.3.6 Alumni

Due to a lack of interest in the Alumni Committee, the organisation of the activities will be done by the board, in cooperation with the study programme. We will still ask around whether there are still people interested in helping out, but for now it seems like this is not the case. We strive to organise two alumni activities next year.

420 ## 4.4 Educational Policy

4.4.1 Informing the Students

The Officer of Educational Affairs will inform students about what they can do for students and what they can do with their study-related problems, questions and feedback by visiting lectures during the beginning of the year and giving a small presentation. The Officer of
425 Educational Affairs will visit a lecture of the bachelor students and a lunch organised for the master students at the beginning of the year. The flowchart will be updated as it is now missing some more elaborate details. The quarterly evaluations, that are based upon student's feedback on the modules, will be continued this year, since they have been received very well by teachers and students.

430 ### 4.4.2 Educational Mail

Around the third or fourth week of every module, an email will be sent informing students about the upcoming studynights for the module, where to find practice materials and a reminder that they are encouraged to send in their summaries to the Officer of Educational Affairs. In this mail the possibility to send emails anonymously to the EducaCie will also be
435 highlighted. The anonymous email will hopefully render more feedback from students. In addition, a reminder to enroll for the next module and buy books will be sent to students at

the end of the module. This mail will also include a short summary of the feedback given by students will be sent to both teachers and students.

4.4.3 Practice Material Database

440 This database can be found on the DokuWiki (see 4.7.3). It contains some practice materials, summaries and evaluations. The Officer of Educational Affairs will keep this database updated and will try to add more material from other studies that would be helpful for the students. The database does not yet contain any material for I-Tech, therefore the Officer of Educational Affairs will try to gather summaries of I-Tech courses to extend the

445 database for the master students. Before each exam week a mail will be sent to all the students to remind them of this database and to encourage them to send their own input that can be used to update the database.

4.4.4 Book Sale

As of 2019, the StudyStore contract has been renewed. Students are now always

450 guaranteed to get their books delivered within the stated delivery time. To insure communication between IAPC and Proto about books and the contract, the Officer of Educational Affairs will have a meeting with IAPC once a module.

4.4.5 Educational Panels

4.4.5.1. CRITEEC

455 The CRITEEC is an organ that works independently from Proto and is commissioned by the University. However, the committee will promote their activities via Proto since they have no other channel for promotion.

4.4.5.2. Accreditation Interactive Technology

This year, the accreditation of Interactive Technology will take place. An accreditation is a

460 process in which a study is evaluated and validated based on reports, evaluations and interviews with students and staff. The Officer of Educational Affairs will be a part of the Program Committee and thus be able to assist with this process. Proto is not responsible for the accreditation process otherwise.

4.4.6 Education Committee

465 To be able to gather as much student feedback from both the bachelor and master students, it is desired to split the EducaCie into two. The first part of the committee will consist of first and second year students of Creative Technology and the second part of the committee will consist of third year Creative Technology students and Interaction Technology students. By splitting up the committee, long meetings will be avoided and there will be enough time to

470 discuss the problems students are experiencing in their studies. This particular division has been chosen since the first and second years of Creative Technology are more connected to the core of the bachelor, while third year students are more focussed on graduating and choosing their own masters and might for this reason feel more connected to the Interaction

475 Technology students. The EducaCie will keep discussing the problems and questions that occur in the studies and they will try to find solutions for these problems. A new committee poster, including the new committee members, will be made to make sure students know to whom they can go for study-related information. To get as much feedback as possible from students, the EducaCie will work together with the CRITEEC. This will be done by having the EducaCie deliver some input before the evaluation sessions and the CRITEEC updating the

480 EducaCie about short-term problems after evaluation sessions. Furthermore, the EducaCie will continue to organise study nights (see 4.4.7) and will also attempt to organise another minor market and master market in which old Creative Technology students are invited to talk about their minors and masters. These markets will be organised again because it seems Creative Technology students are very interested in hearing about the choices their

485 fellow students made regarding their minor and master.

4.4.7 Study Nights

The study nights are well received by students and will thus be continued in the same way as before. Study nights will be planned in advance of the module for each course. They will be promoted through social media and in the educational mail. Furthermore, teachers will be

490 asked to make announcements on Canvas regarding the study nights. An overview poster shall be requested as soon as the dates for the study nights are known so that this poster can also be used as long-term promotion. It is desired to have at least one student assistant present at each study night to explain last-minute questions. This will be arranged in collaboration with the teachers. If possible, an ERO will be arranged for each study night so

495 more than 19 participants can join.

4.5 External Policy

4.5.1 External Support

See static policy plan.

4.5.1.1 Financial Sponsorship

500 This year, a minimum of €6000 in sponsorships is required to keep Proto financially healthy. See the financial policy plan for more explanation. The Officer of External Affairs has set a personal goal of €7500. The first 1000 euros extra will be put in Proto's liquidity. The other extra money can be used for special activities or where else the board deems the money necessary. See 4.6.3 for more explanation. The currently set prices for financial

505 sponsorships that can be bought by companies will be evaluated and revised based on relative popularity in previous years. Additions to these sponsor options will be the newly acquired Proto instagram and the external mailing list. The external mailing list can be used by companies to reach a vast amount of students easily.

4.5.1.2 Creative Sponsorship

510   It will be decided whether purely creative sponsorships are valuable enough to be pursued on a case-by-case basis. Activities done with companies are often a combination of both financial and creative sponsorships, and will be actively pursued. If big activities are organised by committees or the board, these can be offered as a possibility to sponsor for companies in accordance with said committee. The amount of sponsored money for these
515   activities will be discussed with the company on a case-to-case basis as well.

4.5.1.3 Lunch Lectures

See static policy plan.

4.5.2 Member Discount

Members can use their Proto card to get a discount in certain places. These discounts will
520   be pursued primarily by new members of the acquisition during their training period. An effort will be made to promote existing and possibly additional discount sponsorships using the narrowcasting, poster promotion and mentioning member discounts to new students during the kick-in.

4.5.3 Acquisition Committee

525   The Acquisition Committee has acquired a motivated group of people that for the most part would like to continue their work for the committee coming year. Two new people will be searched for at the committee market. The committee will lay more focus on organising activities with companies rather than only finding new sponsors. To make these activities known throughout the association, the promotion function will be occupied by one dedicated
530   person next year. Apart from this, the committee will try to maintain a more professional image by mailing using the committee e-mail and add a signature to their mail. The Proto LinkedIn will also be revived in order to reach companies.

4.5.4 External Publicity Policy

Proto has multiple sister associations. The board will visit these associations to keep our
535   relationships up to date and to get insights on what challenges the boards of these associations have faced and how they dealt with them. Activities which members of both Proto and sister associations can join will be pursued. These activities can include both recreational and educational activities, as the sister associations have a comparable background. Contact will be made with sister associations in the beginning of the year to
540   explore these options. However, activities with sister associations do not hold top priority.

4.6 Financial Policy

4.6.1 The Direct Withdrawal Limit

See static policy plan.

4.6.2 Saving for Lustrum Year

545 See static policy plan.

4.6.3 Usage of Surplus Sponsorship

If the organisation collects a surplus amount of money due to sponsorships, the first €1000,- will be used to build up liquidity for the association. If more than the minimum goal set by the Officer of External Affairs and the €1000,- of liquidity are expected to be collected at the half-
550 year mark of the coming year, a division will be made about where this extra money will go. This could be towards special activities, reservations, liquidity, etc.

4.6.4 Bookkeeping

See static policy plan.

4.7 Other Things

555 ### 4.7.1 Merchandise

We strive to distribute a sweater within the first half of the year. The GraphiCie will be asked whether there is someone interested in designing this sweater. If no one from the GraphiCie is interested in designing the sweater, the board will take up this job. From the half-yearly evaluation that was done by board 8.0, it was concluded that members had several ideas for
560 new Proto merch. Using these ideas and other ideas we might come up with, other types of merchandise will be sold if the need arises. Proto pins available for all members have already been ordered and will be sold once they arrive.

4.7.2 Foundation ICE

At the end of last year, Foundation ICE finished completing their settlement for the previous
565 study trip. This year, Foundation ICE will once more be looking for new board members, since this wasn't successful last year. We will assist them in this by letting the Foundation ICE promote the open board positions on the committee market. Once these board members have been found, they will start organizing a new study trip. Proto will assist them financially.

570 ### 4.7.3 DokuWiki

The contents of the DokuWiki are widely appreciated. However, we believe the wiki is still not as known among students as we would like. More energy will be put into realising that more students know about the wiki, how to access it and what to do if it does not work as expected. This will be done by mentioning the DokuWiki during the Kick-In, promoting it
575 orally and providing students with a clear step-by-step plan in case they come across problems. Next to this, we strive to structure the wiki more clearly and check if any content needs to be locked by a login. Hopefully, this will lead to more students using the wiki and being able to navigate more easily.

4.7.4 Staff Appreciation

580 The staff will, like last year, be appreciated with both a Sunshine drink and with small appreciation tokens. The Sunshine drink is a free drink where all staff are invited to thank them for their work. The awarded tokens will be similar to the appreciation trophies for active members, as discussed in 4.3.2. Apart from that, the best teacher, chosen through a voting among students, will also receive an award and will be nominated for the UTea (University of
585 Twente Education Award).

4.7.5 Food Policy

4.7.5.1 Food for Helpers

The budget for financing food for helpers at activities will again have a dedicated budget in the coming year. This food compensation will be made available to any member of the
590 EmergenCie or Guild of Drafters that is present at an activity taking place during the entire interval of 17:00 - 19:00 or longer, with a maximum amount of €5,- per person, for whom the organizing committee has no way of including this food compensation in their own budget plans. If an organizing committee is not sure whether the food for their helpers can be compensated from the helper food budget, they can discuss this with the Treasurer. These
595 rules will be communicated clearly to all treasurers of Proto's committees during the Treasurer function trainings, and also to all members of the helping committees. We hope this will help spread awareness about this possibility for food compensation.

4.7.5.1. Allergies

While Proto already takes food allergies into account very well, we are of the opinion that
600 there is still room for improvement in this area. Coming year, more attention will be paid to communication between committees organising events that include food, and participants with food allergies. This communication will include informing the participants with food allergies about their plans for providing food for them before the activity takes place.

605   Next to this, we plan to compile a list of places where Proto often orders food through dinner forms, and what they offer as options for common food allergies. This list can be used as a reference both for organizing parties when deciding where to order food, and by people with food allergies when deciding whether they want to participate in ordering food.

4.7.6 Societies

610   We will be reintroducing societies coming year. Societies consist of a couple of people who want to do something for the association, ranging from hosting an activity to taking care of things in the Protopolis. Proto is not financially responsible for them, so societies have more responsibilities themselves than committees do. However, with those responsibilities also comes more freedom. By introducing societies, we hope to encourage and support members who have new ideas and want to take initiative. These ideas could also be granted some
615   money from the Good Idea budget when we think this idea needs and deserves it. We will write a new policy on societies, which will be presented at another General Member Meeting.

5. Committees

5.1 Forming Committees

620 During the first and third module, a committee market will be organized. To inform members better about what it means to join a committee and what committees we have, we are going to make a flyer and hand it out during the committee markets. In there, members can find more information about committees do.

We will encourage committees to bring decorations or attributes to personalize their stand during the committee market. This way, committees can more easily show what future
625 members can do and learn in this committee.

The market will take place before camp. Some of the committee interest lists will be brought to camp, so people who did not attend the committee market still have a chance to sign up for a committee. This would mainly be used for committees which still need members. If, after the market and camp, a committee still needs more members, they should ask people
630 personally or gather more people through one of the promotion channels (social media channels and the Proto site).

5.2 Acquisition Committee

See 4.5.3.

5.3 Activity Committee Extraordinaire

635 The Activity Committee Extraordinaire has acquired new members and an elaborate brainstorm session will be held at the beginning of the year to come up with activities for the upcoming year. One activity, the Outdoor Escape Room, was already planned last year but postponed and will thus be held at the beginning of this year.

5.4 Almanac Committee

640 Coming year, preparations for the second Lustrum of our association will already start. This includes forming the Almanac Committee, which will be formed after the second committee market. Contact will be held with the previous Almanac Committee and other associations who have recently released an almanac to ask them about their experiences. The board responsible does not have to stay in the committee in academic year 2020-2021, but is
645 welcome to so if this is desired.

5.5 BonCie

The BonCie takes care of all the plants in Proto. The BonCie will also organize at least one activity. It can be a small activity, like a drink with a theme.

5.6 Camp Committee

650   Last year, the Camp Committee introduced a new rule. People were not allowed to bring their own alcoholic drinks to camp. This rule was set to discourage the excessive use of alcohol and it was proven to be successful.

There were people that felt that camp was being promoted as an alcoholic activity. People felt like they were encouraged to drink. Because of this, some camp participants were

655   scared off. In order to keep camp fun for everyone, we want to change the way camp is being promoted. Camp activist and Camp Committee members should inform their participants that they do not have to drink. All the activities have alcohol-free options and the participants should be clearly informed about this.

5.7 Culture Committee

660   It turned out that people are more interested in other culture based activities, like music or art centered activities, instead of holiday based activities. This means the committee will make an effort to host activities like jam sessions and (art) exhibitions, since these have been proven to be popular. There will still be holiday based activities, but we will keep a nice balance between the two types of culture activities mentioned before.

665   ## 5.8 Dies Committee

See static policy plan.

5.9 DIYCie

The workshop that was prepared last year will be shifted to coming year. The main part of the preparation has already been finished last year, but the last things still need to be

670   finished. Most of last year's members are leaving the committee, but a lot of them do still want to help out during the workshop. This workshop will be hosted in the third quartile of the academic year, so that the first years already have some experience with Arduino.

At the committee market, new members will be gathered. The newly gathered committee will do the finishing touches of the first workshop, but also start working on a new workshop. By

675   the end of the year, there should be a proof of concept, so that a new workshop can be

hosted the year after as well. The focus will again be to set-up a workshop for members with varying levels of technical know-how.

5.10 EducaCie

See 4.4.6.

680   ## 5.11 EEMCS Trip

See static policy plan.

5.12 EmergenCie

This year, we aim to get people more active within the committee. We want to make sure all people have been an ERO at an event a minimum amount of times at the end of the year.
685   This number will be determined in consultation with the committee. To achieve this, we will keep a closer eye on the people in the committee. When we notice people are not as often an ERO at an event as others, which might result in not reaching the minimum amount we discussed at the beginning of the year, we will evaluate with them why this is happening.

To make sure that committees ask for EROs in time, we will keep a closer eye on when an
690   event has a date, EROs will be informed and asked immediately.

5.13 ENTROPcY

This year the ENTROPcY, will keep helping out with activities that need extra help. In addition they will again organise some activities of their own. The board responsible will make sure the committee gets asked for organising activities long before the activity is held.

695   ## 5.14 First Year Committee

See static policy plan.

5.15 FishCie

The FishCie will continue to organise the HABHAK during lunch breaks. At the beginning of the year, the committee will try to plan these activities on convenient dates by taking into
700   account the year planning. The committee will be present at the first committee market to recruit a few new members as some of the current members will leave the committee.

5.16 Gala Committee

A new location will have to be found, since it will not be possible anymore to host a gala in the Jaargetijden in the future. This will be done by brainstorming with the committee and
705   asking boards of other associations where they have organised or will organise their galas. This year, the gala will be organised with Astatine and Atlantis again. In consultation with the other associations, the "Find your date" activity will again be changed to something else. It will be made sure that communication between all three associations is clear, and that all parties agree on set rules. To ensure all will go smoothly financially, the budget plan will be
710   checked and discussed well in advance.

5.17 GraphiCie

See static policy plan.

5.18 Guild of Drafters

The new availability system that was introduced last year will be kept in place. For new
715   drafters, a new learning system will be implemented and experimented with to increase the number of drafters capable of running a drink by themselves. On top of this, drafters who do not possess a night pass can get one if they have drafted 3 or more times during the last half year and are planning to stay in the Guild of Drafters. Starting next year, all drafters must be in possession of an IVA (Instruction Responsible Alcohol serving) certificate. If the
720   opportunity to get an IVA provided by the University has not arrived yet, an online certificate is sufficient. All drafters will however be planned in to get a University IVA at some point next year if they do not possess one yet.

5.19 Handyman Committee

In order to keep meetings structured and make sure previous minutes can be easily found, a
725   dedicated chair and secretary will be appointed to make an agenda if needed and write minutes for every meeting. Once every two weeks, there will be a combined meeting and build-night on the same day as the Maker's Night in Designlab. Next to that, a more clear overview of all the requests and projects the committee is working on is desired. How exactly this need will be satisfied is unclear as of now, but will be looked at as soon as possible. A
730   Legothon for this year is in the workings in cooperation with the bachelor coordinator.

5.20 Have You Tried Turning It Off And On Again Committee

This year, the HYTTIOAOA Committee will again look for new members on the committee market. It would be an added bonus if these members already have experience in web development and/or system administration to further aid the efforts to future proof our current

735 systems against the more experienced members of the committee leaving. To help with this, the committee will be organising an activity at the beginning of the year, with the goal of attracting new members, for which a little experience is needed. The committee will also look to find people who want to join the committee with the goal of setting up a team to develop an Android application for Proto. Next to this, the activities of the HYTTIOAOA Committee

740 will be highlighted more to the members of Proto, to show appreciation for how much effort the committee puts into our website and other electronics systems.

5.21 InteracCie

Last year, the InteracCie was introduced. This committee consists of master students. It turned out that master students are generally more interested in serious activities, so the

745 committee will make an effort to host lunch lectures and otherwise career beneficial activities. When there is an activity which involves an external organisation, the Officer of External Affairs will be contacted about this.

5.22 Kick-In Committee CreaTe

The Kick-In Committee Create (KICC) will this year be formed after the first committee

750 market, so there is enough time for the committee to start up. This year the committee will again be asking other committees, such as the SportCie and First Year Committee, for their help with organising some activities during the Faculty Kick-In, as this has been proven to be beneficial. To do this efficiently, good and timely communication with these helping committees and other external parties helping out during the Faculty Kick-In will be very

755 important. Extra attention will be paid to this in the coming year. During the Faculty Kick-In (2019), the Protopolis will also be introduced to the participants more than in the previous couple of years. If this turns out to be beneficial, this will be repeated during the next Faculty Kick-In (2020).

5.23 Lustrum Committee

760 As next academic year (2020/2021) will be Proto's second lustrum, a lustrum committee will be formed. This committee will start acquiring members on the second committee market. If the committee is not filled after this market, the board responsible will reach out to experienced members personally to fill the committee. The board responsible does not have to stay in the committee in academic year 2020-2021, but is welcome to so if this is desired.

765 If deemed necessary by the board responsible of 10.0, additional people can join the committee during the lustrum year.

5.24 OmNomCom

A few of the current members of the OmNomCom will be leaving the committee, so we will be looking for new members at the first committee market. When these new members have

770 been found, the plan is to make a new task division between all members, such as keeping track of bookkeeping and making the order for the food/drinks every week. This task division will make sure the committee can run smoothly.

5.25 Party Committee

The previous EEMCS Party Committee has been rebranded to a general Party Committee.
775 This committee will host a couple of parties coming year, possibly including the EEMCS Party and a party such as last year's Green Party, depending on whether the other associations are up for it or not. The aim is to host at least three parties in one year. Other committees, which are also hosting a party, like the Dies and First Year Committee, will still host their own party. However, they can ask the Party Committee to help them out with
780 arranging a location and decorations. This committee will preferably consist of four to five people. This is a relatively small amount of people for a committee, but this is due to the fact that communication with the location is most of the work when hosting parties. For parties hosted together with other committees or associations, one or two members can be appointed to be responsible for this party and these responsibles will attend the necessary
785 meetings.

5.26 P.S.C. Lee Ho!

Last year the sailing weekend had to be canceled. There were not enough interested people to go through with the sailing weekend. Previous years, there were a lot of interested people, but because the amount of people interested in sailing or the sailing weekend is declining
790 over the years, we do not expect to have enough interested people in the coming years. Because of this problem, we have decided to disband the P.S.C. Lee Ho.

5.27 pLAN

pLAN will continue to consist of eight members, if the amount of interested people allows it. It has been decided to keep the increased amount of members, since the pLAN was a very
795 popular committee during the committee markets last year and more help for building up and breaking down during events is always welcome. Since feedback was received that pLAN was organising too many activities, and because two of the planned activities were cancelled last year, the total amount of planned activities by pLAN will be decreased. Instead of one activity every month, the committee will strive to organise an activity once every six weeks.
800 The main focus of the activities will be to attract a wide variety of people. This will be done by providing mostly multiplayer centered games for which not a lot of experience is necessarily needed, like Mario Kart, but also hosting tournaments for more competitive gameplay. Like last year, a brainstorm will be held in the beginning of the year to determine the themes of the activities over the whole year.

805 ## 5.28 Protography

The Protography committee will be present at the first committee market to look for more members. If these members are less experienced in photography, the committee will organize an Introductory session with the new members, so they can get used to how the Protography runs. Next to this, organizing a photoshoot in the third module of CreaTe for
810 people to take pictures of their foam models is also one of the goals for this coming year. With the Protography, the plan is to actively remind the photographers to try including all participants of an activity on the photos made at an event. The event photos on the Proto site banner will also be updated every module to include photos of more recent activities. These new photos will be picked out by the board in collaboration with the chairs of the
815 Protography. Lastly, the Protography will move their platform for uploading photos from Flickr to a custom built addition to the Proto website before December 2019. This switch should happen smoothly, so a meeting will be organized with the chairs of the committee and the HYTTIOAOAc creating this platform when it will go live. In this meeting, the new platform and how it should be used will be explained.

820 ## 5.29 ProtOpeners

See 4.3.5.

5.30 ProtoTrip

The ProtoTrip committee is completely empty right now. This gives the opportunity to totally renew the committee at the first committee market. This new committee will be given a lot of
825 freedom in what to do with the ProtoTrip as to promote their creative freedom. However, the trip should be kept quite cheap to attract participants.

5.31 SportCie

The SportCieLympics have been introduced last year and will be continued next year. It is especially important to promote this well from the start of the year, so that the system of the
830 SportCieLympics is generally well known. Apart from that, the SportCie will try to organise more events where members can try out new, interesting sports. This could possibly be in cooperation with sports associations.

The Batavierenrace and StAf ("Studie Afdeling toernooi" in Dutch) responsible functions will be used again this year, because they allow the rest of the committee to organise at least
835 one other activity in the third and fourth quartile of the year. However, these functions could be used a bit more than last year. How this would be done will be discussed with the committee next year. The StAf responsible will again make sure that supporters also get information about the matches through a sign up on the site.

5.32 Symposium Committee

840   This year the Symposium Committee will look for new members once again during the first committee market. The committee hopes to recruit new motivated people by making sure the goal and working of the committee is clearly explained during the committee market.

5.33 TIPCie

After two years in service, the TIPCie has become a known presence in Proto. The newly
845   introduced role division and operating structure in which one person manages the alex.ia system and another manages the drafters works well, and will be utilized next year as well.