

CLEWS FSR – Meeting Protocol

Location and time: Golm, house 1, room 1.15, 12pm, 23rd April 2024

Meeting announced on: 22nd April 2024

Protocol Author: Aeon

Moderation: Sophia

Agenda (TOPs)

- 1 Attendance
- 2 Determination of quorum
- 3 Registration with VeFa
- 4 Finance Workshop
- 5 Discord Channel
- 6 Internal roles
- 7 Mail address / Cloud storage
- 8 Clews logo competition
- 9 Events
- 10 Future meetings
- 11 Action items
- 12 Next scheduled meeting



1. Attendance

Members present: Aeon, Gustav, Johannes, Konsti, Liv, Louis, Ludo, Paola, Sophia, Tilo

Members absent: Jay, Rike

Guests: /

2. Determination of quorum

More than 50% present? yes :D

3. Registration with VeFa

Rike send the election protocol to vefa, but no answer so far

4. Finance Workshop

- 1 Next finance workshop is probably middle of May, a friday afternoon (at around 15), it will be announced at the vefa mail verteiler (it is very useful to learn, what we can pay from the 1000€ and what we can't!)

5. Discord Channel

- 1 #fsr-in-progress gets renamed to #fsr-team, we remove the rest that were not elected
- 1 #fsr-clews for communication with everybody (only fsr has writing rights)
- 2 Need to post protocols + constitution + post-election protocol on Discord

6. Internal roles

Finance: Rike, Louis, Jay(?)

Money (1000 EUR), finance workshop, writing documents

VeFa / networking: Sophia, Tilo, Gustav

meetings in German 1x per month, last one 11.04. and next ones somewhere at the beginning of the month, locations change (Golm, Neues Palais, etc); Vernetzungsperson (assembly from the institute)

Contact person for clewsies: Konsti, Ludo, Aeon
Communications - messages, emails, etc

Coordination: Sophia

Events: Johannes, Liv, Paola, Gustav

Room for FSR/CLEWS: Rike, Ludo

Website: Johannes, Aeon

only Andreas admin atm, he will set it up for us, content ideas: picture of the members, some other nice pictures, contact email and person

Logo and merch: Rike?, Liv

Social media: tbd

7. Mail address / Cloud storage

Need to create email address. Rike asked AStA and they said they don't give email addresses to FSRs anymore. Konsti will

ask IT Services directly, if we don't get an official email, we go with google

Also need box storage space and documentation structure.

8. Clews logo competition

Post announcement and deadline on Discord. We could have a different FSR logo if we don't like the outcome of the voting ;)

9. Events

Financial year starts in September so we might not have a budget.3 CLEWS events in the summer (one May, one June, one July)

Brainstorming of possible events:

- Erstifahrt planning
- FSR trip for people who want to do FSR work :D (before august)
- Lake - mid june
- BBQ - may
- end of semester party (flunky ball tournament?) - july

10. Future meetings

Official meeting time: Tuesdays 12 - 13:30, then later once a month

11. Action items

- Ask IT Services directly about mail address – **Konsti**
- Cleaning & renaming Discord Channel – **Johannes**
- Post protocols + constitution + post-election protocol on Discord – **Ludo**
- Set deadline & send message for clews logo competition – **Liv**
- Ask Geoecology secretary about room in new building – **Rike**
- Ask about room in Physics building – **Ludo**

12. Next scheduled meeting

Date: 7th May 2024, 12pm

Location: Golm, house 1, room 1.15