

CLEWS FSR – Meeting Protocol

Location and time: House 1, room 1.15, 12pm, 25th June 2024

Meeting announced on: 11th June 2024

Protocol Author: Aeon

Moderation: Sophia

Agenda (TOPs)

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1. Attendance

Members present: Aeon, Gustav, Johannes, Liv, Louis, Sophia

Members absent: Ludo, Jay, Konsti, Paola, Rike, Tilo

Guests: /

2. Determination of quorum

At least 50% present? yes :D

3. Acceptance of the previous protocol

Protocol of the last FSR meeting (11th June 2024) written by Rike accepted unanimously.

4. Committee work

How independent should committees be? How can we make them more inclusive? How much do people want to be included into processes? (Examples: Events, VeFa)

- All committees should be inclusive, transparent and open to everyone.
- Big decisions should be made including the whole FSR team rather than just the members of the committee (especially finance stuff).
- Discuss VeFa related things on the FSR meeting prior to such VeFa meeting (for people who are interested) might take too much time → VeFa team will send reminder (+agenda) about upcoming VeFa on Discord so people can voice their opinion if wanted

5. What to do with our money?

CLEWS has a budget of **1.287,88€** for the financial year 2023/2024 (ends in September)! **We can take up to 40% of it into the next year** but we can also think about if/how we want to spend some of it now.

Investments this semester: Any ideas for ? [Merch? Games? Events?] → we don't know yet on what we can spend the money

Financial plan for next semester: [I think it would be super helpful to invite a finance person from the asta and maybe another finance person from another fsr for that. So we can learn from their experiences, because we might miss something important and then people won't get back the money they might rely on]

(On this topic: what do you think about doing a FSR weekend at the end of the semester break / beginning of the semester (Gölpe, Alps, wherever) to plan the upcoming semester, budget, etc.?)

Our plan now:

1. Make a list of ideas on what to spend the money and also questions we have on finance stuff
2. Gather information from AStA / other FSR Finance people → organize a meeting with them or ask questions at next finance workshop in August

3. See if it works to get the money back from the Kayaking trip (< 350€ because we didn't make a request for the money in advance)
4. Financial plan for next semester: in September? but we need answers from finance first

6. Events

Geo Summer Party 05.07.2024: Who can help so we get some representation of CLEWS among the geo student bodies → let's sign up on the [list](#)!

FSR excursion: A suggestion is to go to the beautiful Spreewald Kayaking on Sunday 30.06.2024. Team building and also CLEWS related since it's a great way to learn about local nature (issues). Costs will be around 30€ to 50€. Decision to be made whether FSR only or anybody who is interested.

This is the place: [GMaps link](#)

Train connection: [Connection](#)

Renting places: [Rentingplace1](#) or [Rentingplace2](#)

Who wants to go? When the number of people is fixed we have to reserve the Kayaks.

- **Decision - voting:** Who is in favor of spending up to 350 EUR on this trip? 6 out of 6 people.

Firsties Events (Bicycle and Bar Tour (?))

At the beginning of the school year, a pub tour was organised and was a great success.

For the beginning of the next school year, the idea was to do the same, but to add a bike tour for the new (and not so new) students to get to know Potsdam.

The idea we propose is to do it all on the same day. During the day the bike tour will take place. For those who don't have a bike, a nextbike account can be created in a matter of minutes (using the university user). After that, you can continue the tour in the bars.

This way, we believe that more people will participate in the activities. And if some don't want to go with the bikes, you can go straight to the tour and vice versa.

- Who is interested in organizing this? To be brought up at the beginning of October in an FSR meeting. Planning group within the Events committee.

7. Movie Night on Saturday 9pm

- Invite everyone!
- Still don't know if Casino sells drinks. → How to deal with that? [We could just not care, I don't have capacities to organize something. If someone is motivated to organize drinks/snacks, feel welcome. But everyone can also

bring their own and maybe the casino will sell something. We just don't know]

- before the movie is a flea market, so it might be nice to be early and go there before preparing everything for the movie, there is also a beach volleyball field if anyone is interested :)

8. How to get your money

Writing reports: (Unfortunately) One condition to get money back for an event is, that we have to write a report: *"Finally, an evaluation report should be written, which highlights the event from the planning to the implementation and a conclusion. It is best to do this in such a way that future FSR members understand what is going on and how, so that they have an orientation. E.g. planning what?, when?, how many people? Responsibilities? etc"* (from Sven)

Who can do this? [The idea of having a collection of reports/how tos for new frs members and to reflect on events and what went (not so) well is actually nice. Maybe we can use this to initiate a How-to-Documents, so write how to organize eg a BBQ (whom to ask for a BBQ grill, which places are nice, how to deal with bad weather, how much donations do we need for food and drinks,...)]

- Google doc to document this

9. Meeting slot next semester

Idea: if we decide on a day/time now, maybe we can bring it up with Andreas, so he makes time in the schedule?

When is the best time to meet? What course do a lot of people take in WiSe? Better during the day or in the evening?

- Current tutorial meeting slot on Tuesday probably not available next semester
- Should find a date where hopefully a lot of people are at campus anyways
- Wednesday afternoon after Environmental Modelling (4pm) might be an option (could also go to bar afterwards)
- Will collect ideas / make a poll on Discord and then talk to Andreas about it

10. Logo

Use: Merch, instagram, etc, but **NOT FOR OFFICIAL DOCUMENTS OR MATTERS** (logo for whole student body of CLEWS (not only fsr), but for student related purposes only, so no official documents etc.)

11. Timers (calendars from VeFa)

We have 40. What do we do with them? For new students? On bags with clews logo? → could keep 30 as give-aways for new firsties and the rest for FSR?

12. Action items

- Write Evaluation Report for BBQ – **Responsible person**
- Brainstorm about ideas on what to spend our money on? Items and activities – **Everyone**
- Organize ideas and questions for the finance workshops – **Finance team (Rike, Louis and Jay)**
- Register for a shift for the GeoSummerParty – **Anyone who wants**
- Inform Andreas that CLEWS logo is NOT for official use – **Johannes**
- Organize ideas for stickers – **Liv and Gustav**
- Think about ideas for meeting slot for next semester (maybe on Wednesdays?) – **everyone**

13. Next scheduled meeting

Date: 02 JULY 2024, 12:00

Location: House 1, 1.15, 12:00