

CLEWS FSR – Meeting Protocol

Location and time: House 1, room 1.15, 12pm, 2nd July 2024

Meeting announced on: 28th June 2024

Protocol Author: Aeon

Moderation: Sophia

Agenda (TOPs)

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1. Attendance

Members present: Aeon, Gustav, Konsti, Liv, Louis, Rike, Sophia, Tilo

Members absent: Jay, Johannes, Ludo, Paola

Guests: Elli

2. Determination of quorum

At least 50% present? **yes :D**

3. Acceptance of the previous protocol

Protocol of the last FSR meeting (25th June 2024) written by Aeon accepted unanimously.

4. Google Drive

Updated Files in the Drive:

My Drive ▾	
Type ▾	People ▾ Modified ▾
Name ↑	Owner
Finance: Templates	me
How-Tos	me
Receipt Copies	me
Checklist for Accounting	me
FinanzLeitFaden.pdf	me
FSR-und-VeFa-Jahr-im-Ueberblick-Programmplanung.pdf	me
Inventurliste.xls	me
Registrierungsformular_clews.pdf	me

Figure 1. Current Files

Ideas what to include there:

- ToDo list
- Folder with all protocols

Should we create an Overleaf account with this mail for the protocols & template? **Yes**

5. Committee Protocols

Should committees (like events team) also do protocols for their meetings? Advantage would be that the information passed on there is documented. Would be more effort though.

Decision to not do protocols since important information will be shared and documented in fsr meeting protocols and binding decisions are also made there. But make sure that e.g. events are documented in some form (especially for the

Abrechnung) and try to include things in the How-Tos, so future fsr generations will have this information.

6. Contact person for CLEWS candidates

Is the e-mail (and are we?) ready to receive mails from possible CLEWS candidates? Decision: Yes we are :D

E.g. CLEWS got a mail from an applicant who was looking for some student to contact but didn't find the fsr on the website → Sophia will forward such candidates to the student council e-mail address

7. Website

Andreas would prefer to do this before end of July, what's the current status on this?

Update: We have a draft and thought we were waiting for Andreas but we will double check this week.

8. Idea: CLEWS locker in Physics building

We could store (small) stuff there and everyone could access it, we would just need a lock and find a free locker

9. Finances

Report for barbecue: asap from events team!!!

Budget plan for this financial year: until 25.07.2024 - 14:00!!

Ideas on what to spend the budget:

- CLEWS stickers
- Lock for CLEWS locker
- Games

Notes: We don't have to be too specific. We can just say "events" (+ ideas) for example. Do we buy stuff for our room? We can further discuss this on the next meeting. → next meeting will be all finance decisions

10. Workshop

Workshop to raise awareness on patriarchal and discriminating structures we are facing within our community / our Masters program / uni.

Notes: Would we organize it? Would we ask someone to facilitate it? Would we do it after another screening of the movie. Rike can ask some people and if we don't get someone else we can also do it self-organized. Maybe for next semester?

11. Study commission

Would be super nice if we have some fsr people joining! Contact Andreas if interested!

12. Meeting slot next semester

Sophia talked to Andreas, possibilities during the day: 10-12 on Tuesdays, 16-18 on Wednesdays (reserved for fsr meetings now)

We could a) choose one of these slots, b) alternate between them, c) meet in the morning (before 10) or evening (after 18)

But we don't have to decide now, can also do this next semester

13. Stickers

Ordering samples: 8-10 EUR for sticker samples Vote: everyone agrees to order the samples :D

14. FSR excursion?

Maybe beginning of October for some fsr bonding and intensive planning

15. Action items

- Create ToDo list document on our Drive and add folder for receipts – **Done**
- Create Overleaf account for our gmail – **Done**
- Add constitution to our Drive – **Aeon (done)**
- Check with Johannes about website, can our draft get online ASAP? – **Aeon**
- Write financial report about BBQ event– **Gustav**
- Add workshop planning document to the Drive – **Done**
- Order sticker samples – **Liv**
- Organize a date for FSR gathering beginning of next semester – **Tilo**

16. Next scheduled meeting

Date: 09 JUL 2024, 12:00

Location: Haus 1, room 1.15