

CLEWS FSR – Meeting Protocol

Location and time: *Golm, house 1, room 1.15, 14:30, 14th October 2024*

Meeting announced on: *27th September 2024*

Protocol Author: *Ludo*

Moderation: *Sophia*

Format of the representation of voting results: (For / Against / Abstentions)

Agenda (TOPs)

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Summer semester 2024 (left-overs)

4. VeFa

News from last VeFa:

- we were at Kuze
- People should think about whether they want to be part of the VeFa Präsidium
- There is now a person called Erstibeauftragter who is supposed to help FSR if they need advice/materials when it comes to Ersti events (but also Awareness)
- Other FSRs are also struggling with finance and Ersti-weekends

Next VeFa: 24.10., agenda will be posted [here](#)

5. Finance Info

Thinks to remember:

- If you doubt anything about the process of buying something: Please ask!
- Invoices need to be handed to the finance team as soon as possible. We try to keep track of everything, but it may happen that we forget to remind you. So it is your responsibility to give us all the information/documents we need.
- When we make a decision to buy something we have officially only 6 weeks starting from there to hand in the Abrechnung to the AStA. So we need to keep track of that!
- The finance spreadsheet will no longer be used in the drive, as this somehow broke part of the table. It will be stored locally and the version in drives serves only as an overview.



1. Attendance

Members present: Aeon, Gustav, Louis, Ludo, Sophia, Tilo, Jay

Members absent: Johannes, Konsti, Liv, Paola, Rike

Guests: Arendt

2. Determination of quorum

50% or more present? **yes :D**

3. Acceptance of the previous protocol

Protocol of the last FSR meeting (27 September 2024) written by *Tilo* accepted unanimously.

Supplementary Budget: As our Haushaltsplan did not correctly predict our incomes and expenses, we need to vote on a so called Nachtragshaushalt. We decide on the Nachtragshaushalt as can be seen in this picture:

Einnahmen - Kategorie		Ausgaben - Kategorien	
Budget nach Verteilerschlüssel	265.92 €	Veranstaltungen	160.50 €
Grundbetrag	€1.000,00	Geräte und Büroausstattung	401.02 €
Einnahmen aus Veranstaltungen	83.00 €	Sticker	85.47 €
		Spielbedarf und Sport	268.46 €
		Geschenke	47.75 €
		Abgang VeFa	132.54 €
		Übertrag nächstes Jahr	253.18 €
Summe Einnahmen	1.348.92 €	Summe Ausgaben	1.348.92 €

Votes: accepted with (7/0/0)

6. How-Tos

Started a [How-Tos](#) document. Whenever you plan something (esp. events) and also after the happening, please write some notes there, so people in the future can profit from it. Doesn't have to be an elaborate report but rather some tips & tricks what works well and what doesn't

Transition summer to winter semester

7. FSR work evaluation

1-semester-resume: How do we feel about the fsr? What do we like, what could be improved?

To improve:

- meetings are decreasing participation rates
- add in the constitution how to deal with members leaving the fsr
- improve the distribution of the workload between members → check the roles assignment
- communication inside the fsr (like when we announce meetings or important info on the discord channel it feels like some fsr members don't really read the chat)
- trying to have LESS work during the semester break
- minimum attendance of 50% to the meetings

What went well:

- we have an FSR!!!!
- we organized nice events
- fairly good distribution of the workload
- website!

8. FSR Roles

Current roles:

- Finance: Rike, Louis
- VeFa/Networking: Sophia, Tilo, Gustav
- Contact & Mail: Konsti, Ludo
- Events: Johannes, Liv, Paola, Gustav

- Room for FSR/CLEWS: Rike, Ludo
- Website: Johannes, Aeon
- Logo & Merch: Liv, Rike
- Social media: Elli (associate)
- Coordination: Sophia

Everybody happy with their roles? What do we need to change? Any new role ideas?

Updated roles:

- Finance: Tilo, Louis, Gustav, Rike
- VeFa/Networking: Sophia, Tilo, Gustav
- E-Mail: Konsti, Ludo
- Communications: Ludo
- Events: Liv, Paola, Gustav
- Website: Aeon
- Merch: Liv
- Social media: Elli (associate)
- Coordination & Contact: Sophia
- Awareness: Jay (contact person for health issues and disabilities)

Maybe Arendt is interested in joining the Website team. Elli maybe will want to join the Awareness team.

Winter semester 2024/25

9. Meeting date

Decide on meeting date for the new semester → [when2meet](#)

Notes: In best case shouldn't be at the time of a CLEWS lecture so everybody has the ability to join, after 6pm we could use the nice meeting room in house 1 (during the day often occupied by institute member meetings)

10. FSR Orga Weekend

- When?: next semester break, please vote for a date [here](#). Looks like good option is weekend right before the new semester
- Where?: Gülpe or Schliersee (Cabin in the Alps next to a lake, 1h regional train from Munich) would be possibilities. Other ideas?
- Who?: FSR members, new potential FSR members (good opportunity to advertise the FSR!)
- What?:

- Planning: events for the next semester, next general assembly & election, changes in the constitution (see [here](#))
- Teaching some stuff to the new potential FSR members
- And having some fun!

11. Upcoming Events

CLEWS Q&A: All Erstis can come and ask their questions, get to know some members of the fsr, ...

Lesecafe is contacted, buy/bake a cake? Sophia is baking brownies.

Vote on buying ingredients for brownies for 10€ → accepted with (6/0/0)

Be there a bit earlier to maybe prepare some coffee/tea etc. Ludo, Sophia, Gustav, and Louis will be there

Pub night:

- 11-line at 19:00 - reserved for 25 →, should we reserve for more? (22 interested on Discord + X + teachers > 25?) → not everybody will join right at the beginning, we can just squeeze a little
- KuZe at 21:00 - they don't make reservations but at this time there should be enough space, so we should just come by
- La Leander later in the night if people are still motivated to go to another pub - didn't make a reservation, I think we should just spontaneously decide to go there or not

Should we prepare a getting-to-know-people game? Idea: "Find the person" (e.g. person that is the youngest/oldest / born in the same month as you / plays an instrument / has a pet / ...), any other ideas for games? NO

Buy Shots (+ shot glasses) for the way? Berlinerluft and Cherry and Juice **Jointly financed by the FSR members.**

BBQ: Uni license and grill are organized - shopping who/when? Everybody brings their own stuff (food and drinks) WE WON'T PROVIDE ANYTHING. reminder on discord.

FSR Game testing: maybe on Saturday/Sunday? **Brunch on Sunday at Sophia's**

Erstifahrt: planning after this meeting, any other news?

12. Action items

- Do w2m for fsr meeting – **Ludo**
- Send reminder for fsr weekend doodle – **Ludo**
- Call Gülpe to check for availability – **Gustav**
- Sophia reserves Schliersee just in case – **Sophia**

- Buy shots for Friday (pub tour) – **Ludo**
- Reminder for bbq bring your own food and drinks – **Ludo**

13. Next scheduled meeting

Open FSR meeting for all Erstis to join

Date: On the Erstifahrt (26th October)

Location: Erstifahrt + Online zoom is needed