

CLEWS FSR – Meeting Protocol

Location and time: Golm, house 1, room 1.15, 18:00, 24th April 2025

Meeting announced on: 22nd April 2025

Protocol Author: Aeon

Moderation: Sophia

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

Agenda (TOPs)

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1. Attendance

Members present: Aeon, Benny, Konsti, Liv (online), Louis, Sophia, Rike (online), Tilo

Members absent: Emma, Gustav, Jay, Ludo, Paola, Silke

Guests: /

2. Determination of quorum

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

3. Acceptance of the previous protocols

Protocol of the last FSR meeting (29th March 2025) written by Tilo & Rike and election protocol of the general assembly (15th April 2025) written by Konsti accepted unanimously.

4. Action items review

Ongoing action items:

- General assembly and election stuff ✓
- BOX.up by Andrés – **We will do it together on the next meeting**

5. Post-election things

Things we still need to do (?)

- Election protocol finished and signed? ✓
- Registration with VeFa? - Sophia
- Do we need to keep the ballot papers? - No
- Finish the Constitution and upload it - Emma?

6. New FSR roles

Current roles:

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

New proposed roles: Inventory (→ included in Coordination & Contact), FSR room (→ just everybody watching out a bit for opportunities), old exams (→ everybody), someone responsible that we have at least one nice picture from each event (→ included in Social Media)

New roles:

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

7. Results/news from the planning weekend

A bit badly timed with the upcoming block course. We could have more structure next time. Nice experience, nice area. Do it again!

8. New CLEWS Office

Room 0.04 (ground floor house 1)

- bigger, whole cupboard for FSR → should we just put all FSR stuff there so it's not all split between the offices? What should stay in the locker? → just put everything in the CLEWS office since Ludo also won't be there so much
- We will move the things that are in Ludo's office and the locker to the new office sometimes in 1-2 weeks

9. Merch

Size problems: The contact of the company has been provided to the person(s) who had sizing issues.

Distribution of merch: offer some more time slots in the next 1-2 weeks, then send out mails to the people who didn't pick it up

10. Events

Arcane Movie Night (25th/26th April): Who is in charge and takes responsibility of the key? (also pls don't make the house 1 people hate us:)) - Louis got the key! ✓

BBQ/Angrillen (6th May, 5pm): Location reserved? BBQ from geckos? Share pic / message (incl. reminder that people need to bring their own plates/cutlery!)? Should we get some reusable plates/cutlery with FSR money?

- Location is not reserved yet. Louis will reserve the one from the volleyball field.

- Liv will make a share pic to advertise it (also as a semester-opening party).
- We could ask the mensa if we could borrow plates and cutlery from them - Konsti
- If mensa plan does not work, we will buy our own set of reusable plates and cutlery for 50 EUR, accepted with (8/0/0)

Geo Summer Party: probably 27th June. Louis and Gustav will join the planning Whatsapp group.

In general: we have around 400€ left, so could think about some events that require money (movie night at casino, fsr-bonding-kayaking, ...)

11. Action items

- Register with VeFa – **Sophia**
- Finish the constitution – **Emma**, post it on Discord – **Ludo**, upload it in the Drive and on the website – **Sophia**
- Force Andreas to give Aeon editing rights to the website – **Sophia**
- Reserve BBQ location – **Louis**, get grill from Geckos – **Gustav**, make share pic – **Liv**, post message on Discord – **Ludo**
- Ask Mensa about plates/cutlery – **Konsti**, maybe get reusable plates/cutlery for the FSR – ?? (decide on Discord)
- Move files from BOX.up to CLEWS Drive, add missing exams etc. – **everyone** after next meeting

12. Next scheduled meeting

Date: 8th May 2025, 18:00

Location: Golm, house 1, room 1.15