

# Secretarial report GAOS: minutes 2017- 2018

Board period 2017-2018, 26th board of GAOS Secretary: Charlotte Mallet

First meeting 26th GAOS board - 30/11/2017 Present : Jaleesa, Marty, Carrie, Sascha, Charlotte

Location : GAOS room

Opening time : 11:50

● Christmas party : Invite IBED teachers : do today – send to secretariaat : Marty writes it  
Facebook event : do today (Sascha does it : put GAOS-mas amazing picture in the drive)

● Website : Carrie wants to run the website committee: everybody's ok with that  
Daniel is already in – he told Marty that he can teach us how to do, because it is not hard to do  
Daniel wants to be the technical assistant when we have real problems – so not too much time on it

● Christmas tree : The idea Carrie had was too far, maybe Jaleesa knows a place: de Ceuvel offer trees that you can buy and return to them

Sascha looks : expensive : the cheapest (1m) is 29€ - 1.5m is 37€

Marty : best is to find something closer ! De Ceuvel is too far

Jaleesa : fake or real one ? Carrie is ok with fake one (Big Bazaar : 15€ for a fake)

There are already Christmas things in a box – maybe we don't have to buy any new decoration !

Need to buy new lights – the ones here don't work

Marty : would be nice to have something special that they didn't do last year (ex : they had chocolate fountain, we won't do it and should find something else). Idea : Shiny wrapping papers, red or green, that we hang at the walls – is easy to do and cheap and changes the atmosphere. Carrie : really good idea !

Carrie : have a paper hanging on the wall where they can write something (instead of writing on the wall!)

Marty : idea for a game : need double Christmas cards (ex : two snow men). You need to find the person with the same card and do a selfie and send it to us – so we have a good stock of pictures ! And the best pictures get a gift from us. We can say that at 10pm we give the gift, so there's a special moment where Carrie can do a speech and we can give gifts to the old board.

Jaleesa : we could write on the Christmas cards a personal note for everybody ! Problem : we won't know in advance exactly who will be coming ! Think about how to do it !

Carrie : we can give gifts to the old board

**Ask the gards if we can stay longer !!**

Ketel for gluwine : 15€ on total party verhuur – it's in Osdorp, where Sascha lives : she can get it

Jaleesa : maybe we can just buy one ? Would be the same price and we can reuse it every year ! Check the prices

What special thing should we do ? Karaoke : we have a karaoke set here. Carrie : that would be too many things happening.

● **Social media : Ask for linkedin, Instagram, facebook passwords + to become facebook admins !**

Make a separate document on the drive with all the passwords.

Instagram : sv\_gaos , password : WimLaurens1

● **Drinks reservations : For Christmas + research workshop + graduation party on the 20/12.**

Graduation party : we need to go through the catering people of Science Park. It's in draaiboek of PR. Inform how many people will graduate and how many people they will bring with them – after, do a request at Courmet to say how many people will attend. There's an excel form that we need to send to Courmet. Previous email about it : say at what time it will happen, how many people we expect to be there, + attach the form : ask Carlijn how she made it !

**Today : email the people that graduate to ask how many people they will bring.**

12:19 : break of discussion to do the FB event and send an email to the graduating people. Facebook : done.

12:45 :

● **Committees : Room committee : Stephanya, Carlijn ? Jaleesa wants to be the “leader” of the room committee.**

Trip abroad : Fleur, Sanne already told Carrie they are interested. Carrie and Sascha can both be the “link” with this committee. Need 1 more person !

Marty : can be the leader of the sponsor committee.

Post in the GAOS group and share in all the different groups. Let's do it today ! Tell them to email us if they are interested so that we can chose from people.

**Jaleesa does the post !**

● **Beta quiz : 6/12: Milan and Jaimie would maybe do it : Marty will contact them to know if they will do it.**

● **Budget meeting : Jim and Jaleesa and Marty will go**

● **Next meeting : Wednesday 9:30 – meeting (Charlotte absent)**

**Closing time : 13:10**

Meeting - 07/12/2017 Opening time: 09:30 Present: Carrie, Marty, Sascha Absent: Jaleesa, Charlotte  
Location: GAOS room

Tree at praxis tomorrow at 12

Order from AH tomorrow for RW drink/ Christmas \*\*\*\*\* Grocery list - "kerst kosten" from last year in  
GAOS20162017 drive, Sascha's notebook

Decorations/ stuff for Christmas - Sascha maybe this weekend?

-wrapping paper, postcards for game

Committees - Carrie send email -Trip Abroad: Maurits, Fleur van Langen, Sanne Juch - Carrie as board  
liaison; set up meeting before break; Sascha- help (also in email) \*Boris writes letter \*Opleiding director  
\*Carrie sets up Trip Abroad Google Drive

-Events/atmosphere: Carlijn, Stephanya, Cynthia -Jaleesa/ Sascha - board liaisons -Website/ sponsorship -  
approach first years

Geodan - Marty will discuss with Jim today

Ice skating on 12/1- Sascha

20/12 - Bul borrel- Sascha and Carrie, maybe Marty helps

-Cornet thing sent by tomorrow

Closing: 10:30 Meeting - 20/12/2017 Starting time : 09:17 Present : Carrie, Marty, Jaleesa, Charlotte  
Absent : Sascha (didn't wake up!) Location : GAOS room

1. GAOS-mas party reflection!

- a. Great job everyone! Around 40 people, Erik, Thijs and Boris (and his two kids) were here.
- b. Reimbursement amounts (Sascha, Charlotte, Carrie) c. Who wants to tally up the total cost? ☺/ get  
money from IBED

Jaleesa sends an email to IBED, Marty will do monthly costs every month so will do the Christmas party for that.

## 2. BVO Things

A bit boring, people just complaining that they haven't been paid yet for the weekend in February – GAOS didn't go, why should we pay? Stijn canceled 2 weeks in advance so shouldn't pay the ticket + the other 100€ are total costs that are supposed to be shared between all the boards of GAOS.

a. Need an activity calendar to send to BVO Have to send before the end of this week. Include RW drinks, the first aid course (somewhere in May, before the trip to Spain) - Charlotte

b. List of all academic (non-social) activities that GAOS does (for dean) Tutoring, first-aid course, Trip abroad, visit to companies, Lustrum symposium in November, ... Carrie 3. Room access for committee members

a. Is everyone okay with this? ☺ Yes! Carrie will ask their student numbers and send it to the person in charge.

3. Iceskating Getting the gezelligheid committee involved in helping with events Ice skating : maybe museumplein? (90€ online for rent and entry for 10 people) Have a drink afterwards where or close to where we do the iceskating People pay the iceskating and we pay at least the first drinks

4. Update from Jaleesa and Marty about sponsors! Geodan : Jaleesa goes in January with Jim Wareco : also getting to an end VVFG : they still need to pay the current contract! A bit annoying, the guy doesn't answer to the email, but we need to make them pay and then get a new contract with them. Other two contracts we have : still valid until August. For Tauw with Robin : they were interested, we should contact the person he talked to and send the fact sheet. Marty in Suriname : will do the email to new companies, if gets serious Jaleesa has to go to the meeting. Charlotte : has to send the name of the company that was at Career day in CREA. Marty : emails Joblift to say that he needs to pay if he wants us to post the link of his website.

## 5. Ideas for communication improvements?

a. Maybe a group to-do list that we sign off on? Group tasks to put on the drive and everybody checks when he/she has done his/her own tasks! Or app Google keep (Marty tries it)

c. Email : Charlotte organises better and is the main checker of the email. Make a label with the names of everybody so they can easily check what is for them.

## 6. Committees :

Make a drive for the committees Marty : every person in charge of a committee reports in our drive what's happening

7. February students : Right when they arrive, we invite them to meet us (small intimate meeting with us) around the 5th of February, directly after their class. And do an official drink with the teachers on the second week of February (14th ?)

8. Ordering of the room Put in the agenda every RW and everybody looks if he's absent or not and write it in the agenda, and say when he/she can order it or not after (on the evening after RW or on Thursday morning), so that it's not always the same ordering the room.

9. Access to the room Carrie received a few complaints that the room is always closed. Jaleesa : put a sticker on the locker in the morning and so the door is unlocked for the whole day. We can do it as a temporary solution, for a few weeks, before more people get access. Marty doesn't agree so much. Or : give a bit more access, like to Fieke for example,... The new committees will have access, hopefully they come here often and make the room more accessible. Carrie will have the student numbers of the new committees and will email the guy that gives room access.

10. Bulborrel : Charlotte is in charge of making the forms every time

11. Cobo : When ? Marty will be back on the 20th of February but Charlotte might be gone in April for master thesis ! Do in February or March with a picture of Marty ?

12. Comments/complaints/questions Marty : will do monthly financial record and will chase companies by email Charlotte : Make an email this week (before Christmas) to wish merry Christmas and a happy new year, announce the committees, and announce the ice-skating !

End of meeting : 10:40

Meeting - 16/01/2018 Present : Carrie, Jaleesa, Sascha, Charlotte Absent: Marty (in Suriname) Opening time : 18:10 Location : GAOS room

The room :

- Cleaning on Friday, CoBo at 11:30 : break in the cleaning for lunch. Carlijn, Jasper, Stephanya will be there to help Jasper can look in the closet with the documents Suggestion from somebody to put a recycling corner (plastic, paper, glass,...) Blue bucket : keep it clean for wiping things, .. SO not put disgusting things inside. Couch : Get rid of the black couch, give one of the handbank back to university, or maybe to another study association. Individual chairs ? maybe get rid of one of them, depends on how big the new couch would be. Black couch : putting it on marktplaats for a week, if not taken : we call the city cleaning department (may only be placed outside after you have made an appointment with the city cleaning department. You can call city cleaning 1 day in advance at (020) 5519555. Press 1 and you will be connected with an employee. This service is free of charge.)

- Suggestion : keeping the individual chairs, and matching the colour with pillows on the new

couch, ... Jaleesa : if we put effort in changing things, we should do it totally and not just a little bit. Jaleesa : will stop a little bit the room and sponsors, so Marty will replace her. He will be in the chat instead of Jaleesa. Stephanya is really enthusiastic about changing the room so she could be more involved and discuss more with Marty. Maybe room and events committee could be split ? Too many people in one committee. No splitting of committees, but more task division ! Cynthia : more into events side.

Statistics books : how to get rid of them ? The pdf version is for free on internet. Maybe talk to Emiel about it ?

- Events : Already around 6 people filled in the form. We should buy the tickets beforehand at the baan. Check if people have transferred the money.

- February drinks : At the brainwave, we invite IBED so we get money (brainwave is expensive, plus we have to pay the whole fust, .. so costly event). We're not part of the stichting so we pay more for the brainwave. Send an email tomorrow to ask !! [bestuur@stichtingbrainwave.nl](mailto:bestuur@stichtingbrainwave.nl) Ask about rules, price and availability.

Coffee meeting with the new February students - put on the master facebook group to invite them to meet the new students. 3 o'clock on Monday 5th. There should be nice cookies, nice coffee / tea, ...

- Earth day (april 22) : Volunteering day related to earth sciences around earth day ?

- VVFG :

Sascha met a girl from GeoVusie and told her that we would like to collaborate with her. Send an email to them to organise excursion with them. Sascha is in the board of VVFG. VVFG and Geovusie has to organise a symposium, a VVFG café : GAOS should attend. We didn't get the money from the Lievens CSO (Dirk who is in VVFG as well) from sponsoring last year and talk about new sponsor contract. On the website : we only have text in English about VVFG, he wants it in Dutch as well. Add this to the website ! + logo has to change.

- Update on BVO : They are redoing the study association rules. They insist on not using glass glasses in Flux festival. For last year, they agreed that we only pay Stijn's ticket, and not the other debts. BBW : first weekend of March. Ticket would be 60€. Would be nice if a few of us would go as nobody went last year.

- CoBo : 21st of March !! Where ? Café de Koe ? Email them !

- Board clothes : A 3/4 sleeves greenish shirt on which we can add a printed logo from Hema. Carrie finds the clothes.

- Board picture : Need to still decide.

- First-aid course : Do it somewhere in april. Email them soon about it.

Closing time: 19:30

Meeting - 24/01/2018 Opening time: 11:00 Present: Carrie, Jaleesa, Sascha, Charlotte Absent: Marty (Suriname) Location: GAOS room

1. Review previous tasks Jaleesa has to leave early, we'll move on to the next tasks.

2. Clothing! :) Look at clothing options that Carrie found at Hema. All clothes 50% cotton - 50% polyester : should be ok for the printing. All 3/4 sleeves have green have patterns on it, there's a nice plain light green. Printing should be ok on that material. Jaleesa found another one that is 100% cotton : we're sure that the printing will work for that.

We can check on which one it's possible and do it. We're fine with both.

### 3. To do list for upcoming events

a. New student welcome borrel Next Friday 2nd of February : Vrijmibo with new students After their meeting with Erik and Albert, and after other student's exam, we do a borrel in the GAOS room.

b. New student coffee break Monday 5th of February at 15h : coffee break with new people and for new semester.

c. Brainwave IBED drink Brainwave is booked. (Beer must have been bought by Stichting Brainwave) We have to take a fust, it's 20 liters fust. Just one Jupiler or one jupiler and la Chouffe ? If we have two we probably won't finish them. How to attract a lot of people to the event ? Bring nicer snacks, organise a special activity. Organise a game for the first hours to make people talk to the new students and to the teachers. What kind of game could we do ? Game for socialising : make people discover something about other people by making them ask questions to people. Beer pong, fuzeball and flip cups tournament : people have to sign in in the first hour to participate. So if we do beer pong we can order one normal fust and one normal la Chouffe. Killing game : everybody gets a card with a task to make a certain person do. Not doable now because we need to prepare the cards before and know exactly who's coming.

### 4. New event ideas

a. Karaoke night? Karaoke in a karaoke bar in the city. Tenerife revival ! Friday March 2 or 9 ?

b. Dinner tour 3 teams cook voor, hoofd and nagerecht at 3 different places (their place in the city) and the rest of people pay 10€ and bike from place to place to eat.

5. Anything else! Trip abroad : first week of May. Ok for master's students for Sascha has a presentation that week, if she can do it on Monday then we can leave on Tuesday.

Closing time: 12:15

Meeting: 07/02/2018 Present: Carrie, Jaleesa, Sascha, Charlotte Absent: Marty Opening time: 10:00

- Brainwave drink
- A. order for food and drinks - emailed Jasper/ Cormet to ask; alcohol free beer\*\*
- B. activity ideas - some get to know you activity/ drinking
- Cobo invite
- A. Vistaprint - come up with wording; Jaleesa designs front
- B. english
- Board clothes update
- Trip abroad update
- Cooperation with EGEA
- Promote events on website
- dymphie/auri vlog on fb?/ describe what is the goal
- Egea in prague -praha@egea.eu
- Egea committee in gaos?
- Events
- A. Red Cross- Apr 9
- B. Karaoke night - March 2??
- C. VrijMiBoat - Beginning of april?
- Sponsors
- A. metabolic- maybe arrange for a class or lecture from them on circular economy?
- B. geodan visit (april/may)/ wareco visit (march)
- Gezelligheid committee situation
- Review tasks document
- Assign upcoming tasks
- Questions, comments, concerns

Closing time: 11:00

## Meeting 20/02/2018

Present : Carrie, Sascha, Charlotte Absent : Jaleesa (ill), Marty (Suriname) Location : GAOS room

Starting time : 15:25

### 1. Upcoming social events

- Karaoke 9/02 : Liber did a karaoke two weeks ago, Sascha can ask them + Emiel goes often to karaoke so Carrie can ask him as well. Find and book a place today !! Tell them around 10-15 people will be there. We will make the FB event when we have found a place. Sascha does the FB event before

Friday.

- Boat trip : Ask Stijn about his contact for the boat. Sascha : The boat was mostly inside, and we want to do it when it will be warmer so maybe try to find another company with complete outside boats. We can look for more companies, give the task to Marty.

Second week of April would be a good time.

- Cobo : Send an email beginning of next week to announce the CoBo. Mailing the postcards next week as well to the study associations (give it directly to the study associations in Science Park and mail to GeoVusie, Pyrus (Wageningen association))

1b. Educational events -excursion to de ceuvel? 14th of April. Number of registration is limited, maybe contact them to say we are a group of students who want to come together : Charlotte does that.

-Metabolic class -other ideas

2. Material sales for bachelors -promotion -event? Do it end of April.

3. Sponsor visits

4. Board clothes Spectrum CoBo on Thursday : we can go with the shirts on, and just put a GAOS sticker on it. So we have more time to print it all correctly.

5. Brainwave invoice/ bill to IBED? They will send us the invoice, probably Jasper. Jaleesa had the tour from Jasper so maybe he told her how the payment would go. Should we ask IBED to pay for it ? We have only 3 drinks that we can make them pay, we already made them pay the Christmas drinks. We will make a bachelor thesis drink with teachers in March-April that was successful last year, so we could make IBED pay. 6. Review old task list, add new ones Company visits : Jaleesa said there would be something in April and May.

End of meeting : 16:30

## **Meeting 06/03/2018**

Starting time: 11:20 Present : Carrie, Sascha, Charlotte Absent : Marty, Jaleesa

1. Address envelopes for Cobo invites We do it after the meeting.
2. Events this week
  - a. Congo Cobo - today
    - i. Gift idea? Bag of soil and seeds, we are the soil and they are the seeds.

ii. Schedule a date to make the shirts so that we actually have them :) Need to print on a special paper, then iron it. Sascha and Carrie have a ironing at home : Sascha will do it.

b. Karaoke - friday!

i. prize for group favorite? Carrie : would be nice to have a prize for the person that the whole group thinks is the best performer.

3. Upcoming bachelors- focused events Carrie : we should assign this task of organizing these bachelor events for this. Last year, Jim emailed the professor and got thesis topics that they could discuss with the bachelors.

a. Material sales

i. Have people order materials first so we don't buy more than necessary? We have a lot of magnifiers, not so many hammers. Charlotte : we could send a google doc. Sascha : go to the first class where Erik introduces the course and explain to them about the material, and give them a list that they should fill, and then we could order and give them before they leave to Spain. Carrie : we could ask Jim how much they sold last year, so we would have an idea of the quantity we can order. Sascha : there are around 70 students, we could order 35 of each material.

Sascha counts the material that we have : 15 hammers oranje - last year : sold 14 1 hammer black - last year : sold 2 52 magnifiers goedkoop - last year : sold 53 1 magnifier duur - last year : sold 1 14 small knives - last year : sold 18 knives 3 big knives

ii. How many materials do we still have? b. Bachelors thesis drink

i. Need to contact teachers (e.g. Harry, Erik) about arranging this c. EHBO course Need to hear back from Marjolijn and know the price, and figure out how much we pay and how much students pay. Sascha : we can do a package with first aid course and material sale, but only 16 spots in first-aid course : not enough spots! We give up the idea

4. Educational event ideas a. De Ceuvel visit Mail of Metabolic after sponsor request : Chris offers to organize a tour of de Ceuvel for us.

b. Excursion/ activity with GeoVUsie? Sascha will contact them, didn't do it yet. c. Other ideas? Colleague of Sascha works at the stars observatory, maybe she could see with him if he can organize a tour of us. He usually does it for primary students so he's not sure he could do it.

5. Comments/ suggestions/ input BVO and lunch with the dean is next week (BVO 17:00 to 19:00)

Be clear with the room committee, what they can do and they cannot do. They want to go to Ikea and buy things like plants, pillows,... but we know it just because Sascha was there while they were having their meeting, they didn't communicate that with us. Carrie should be added to the whatsapp group, go to their next meeting, maybe go to Ikea with them. Charlotte : will be gone in about a month. Charlotte : did we get paid for helping at the bar at the master evening ? Charlotte will send an email to the woman to know what's going on. Subsidy document : still need to finish it.

## 6. Tasks

a. Please finish things in a timely manner! b. Review everyone's progress c. Assign new tasks

Closing time : 12:20

Meeting 20/02/2018 Start: 12:30 Present : Carrie, Sascha, Charlotte Absent : Jaleesa, Marty

1. CoBo : 400€ of beers for the CoBo Ironing the shirts: one small GAOS only logo in front, one bigger GAOS + text logo in the back. Print a picture of Marty's face and put it on the paddle Notebook : where to stick it ? Sascha : buy a big piece of wood at Praxis and write directly on it. Carrie can buy it in Praxis in Den Haag + permanent marker and David will bring it in his car. Presents : David will drive Carrie home so she can take all the presents and bring them back progressively.

2. EHBO : 14 groups of students, one of (almost) each group can come because we have 12 spots. Carrie : 10€ is too much, maybe ask 7€ per person ? Sascha : 10€ is not that much, it's ok to ask them that. We settle for 10€ per person. Promotion of the EHBO course : wait for the 3rd of April for their first class to talk to them about it or ask Erik to promote it already ?

3. Bulborrel : Ivana told us earlier that we should post on FB about the graduation, but it's not really our drink. We are organizing it, but we order just for the guests of each graduating student. Not everybody should know about it ! Every graduate student invites their friends to the borrel, you can go if you're invited. We shouldn't promote it publicly. Charlotte : maybe post something in the official FB page saying "Congratulations to blablala for graduating today" ? But first, ask them if they agree !

4. Material sales : There are 14 groups of probably 3 students going. We should order this week, and if there is too much then it's for next year's board.

5. Update from BVO Last time the budget regulation document was updated was 2012, every board should look at it and correct it. It's in Dutch. BVO suggested to put together a committee of all the treasurers to work on the document and change it. But they are also afraid that it would result in the university changing their subsidies and give less money. Some associations want to change it a lot, some want to change just the basic things that are not correct now. We should discuss this with our board and especially with the treasurers. Carrie has the document, she will put it in the drive. Carrie thinks that there should also be an official version of the document in English, Cognito also has international board members. But for most associations the priority is to correct the Dutch version.

Panel with the caterer : they want to do a panel of students to meet with the catering and talk about the problems/things to improve/the prices that are too high.

There is an upcoming law that will require study associations to have more insurance, but that's not really precise yet. To be continued...

6. Upcoming event :

Boat tour : Friday evening, maybe the 6th or the 13th : 285€ for 40 people maximum with [www.kinboat.com](http://www.kinboat.com) If we have 20 people, that would be 15€ per person. They have possibility of open bar for 9€/person. That would be 19€/person (if we have 20 people), if we ask 10€ for participating that's good ! Marty has a friend with who we could do the boat tour. That would be good ! De Ceutel : still waiting for news from Chris of Metabolic.

Closing time: 13:35

Meeting 26/03/2018 Starting time : 15:50 Present : Sascha, Jaleesa, Charlotte, Carrie (skype) Absent : Marty (Suriname)

1. Sponsors update

a. Create spreadsheet tracking contacts Thank you Jaleesa for update Carrie : Nice for us and future boards to have a spread sheet recording all the contacts we made with companies about sponsors.

2. Material sales Material sales : Charlotte forgot to order.

Carrie has the card so good if she does it. We looked at previous years how much they sold, we know how much we have now, and we will just order according to that. If there is excess : it's ok, it's for next year. Ask Erik if we can change the time to after 11:00 because Sascha has a lecture until 11:00. Make a google doc form that we can send them the link to Jaleesa : better sheet and paper and let them fill in what they want to order, if they want to order after or change they can always email us. It's better because they might forget to do it if it's a google form. They leave on the 16th of April. We could arrange a drink before field work where they can pick up their stuff on the 13th of April ! Sascha : do they need to be a member ? They have lower prices when they are members. Sascha will announce the event when she goes on Tuesday, the FB event should be done before so they can see it.

3. Bachelors thesis drink Sascha : we are late to organize it, next week the thesis thing starts and they have to know what their subject will be already. Before the 4th of April they have to know what will their subject be. Drink last year was to make the students talk to the professors and talk about possible subjects with them. Maybe do another drink later so that they can talk about the thesis with professors ? Or do a thesis drink after the presentations ? The trip abroad is then ! Final presentation of the bachelor project is in week 25 : June 18th til June 22nd. Last year they had the bachelor thesis drink on March 9th. We can do a drink in June after they all finished their presentations. Last one is on Friday the 22nd : do a vrijmibo for this. Maybe flux festival is at the same time ? Last year it was June 30, so probably this week it will be the week following the presentations.

4. Wine night? :) We have a lot of wine left from the bulborrel ! But lot of rosé and it's very shitty. Can be fun to meet and drink shitty wine. We could do a vrijmibo with wine, maybe the 6th ? We could have some baguettes again, and make people drink the wine. FB event : "Du vin, du pain et du paturain" Jaleesa : cannot be there the 13th. Put the focus on wine and baguette, but we should say that beers are also available if not nobody will come.

5. Trip abroad update Everything is fixed except for cars. 3 cars are missing, they only have 2. Sascha : Sanne talked about renting a bus. She found a company that wasn't too expensive. Then in Czech Republic we could rent a car. Carrie : What is the budget that GAOS can give for the trip abroad ? Jaleesa : we can at least give 200€. We have 18 responses to the trip abroad + Jaleesa = 19 people. There is one extra spot. Not everybody paid the 70€ yet.

6. Flux festival ideas - end of june

a. Join up with cognito/ verum - other small associations We could join the other two master associations to organize a barbecue. Sascha spoke to a girl from ACD, who said we could arrange something together for the flux festival. Either we do it with ACD, or together with the two other small associations. Sascha told the girl that she can email us when she knows more. She was going to talk about it with her board.

7. How to keep track of beer money/piggy bank Find a way to keep track of cash, also we should get rid of all the cash we have. Figure out how izettle works to go completely cashless. Sascha : in the green box we have more cash. We have to bring that cash to the bank to transfer it to our account. Try to keep track of non members who drink our beers to make them pay.

8. Talk about progress with old board Have a meeting with old board to talk about our progress and ask for some advice from them. Sascha : Jim and Stijn said they would like to organize their own event. Sascha thinks they wanted to do bowling.

9. Other ideas/additions Wareco visit : 17th of April at 12:00. They have 15 spots. They will send us a promotion text. Wareco is in Amstelveen. Next research workshop is on the 19th ! On a Thursday. First aid course : somebody has to be there at 09:30 to show her the way. Sascha could do it but is not on science park that day, Jaleesa will do it if she goes to the first-aid course.

10. Task list -> SASCHA EMAIL VVFG

a. Carrie add upcoming events to website/ keep working on dutch page

Meeting 18/04/2018 Opening time: 11:00 Present: Carrie, Sascha, Jaleesa, Charlotte Absent: Marty

1. Material sales

- Send email to those who haven't paid yet

- Verify inventory count 2. CV check

- 1000€+ too expensive

- Contact UvA career centre - maybe arrange something with them 3. Flux festival

- Form committee of 3-4 people willing to plan/execute - Stephanya? Last year : Carlijn, Jasper, Maurits and Carrie were in the committee. They rented tables, ... Stephanya is invited, only Sascha from the board will be there. She was added in the whatsapp group. Cognito wants to do it with us so it's good to share equipment and not pay twice. 4. Upcoming events- need better/more timely event promotion

- RW drink tomorrow

- Trip abroad

- Boat tour 11/5/18? FB event, promotion. We can ask 5€ per person. Don't remember the price but it's quite cheap.

- Geodan visit 18/05

Afternoon on a Friday with borrel after.

- RW drink May

- RW drink June

- Bachelor's thesis drink? If it's previous week of flux festival we can do a Vrijmibo for them.

- Flux festival 29/6

5. BVO update from Jaleesa

Everybody has to divide the plan and choose where to put their stand.

6. Comments, concerns, anything else First-aid course : we received the factuur. Presentation of photo contest at the RW

Closing time: 10:50

Meeting 08/05/2018 Opening time: 10:00 Present: Carrie, Sascha, Marty, Jaleesa Absent: Charlotte (Tanzania)

- Trip abroad was great! Possibly 200 eu over budget. - AVG privacy email (very urgent) have to comply with new legal rules before May 25th:

- cookies verklaring on website - write privacy policy (house rules) - read more about this - bachelors tutoring

- Marty is gonna find out how much money is left - Carrie is gonna talk about how to fund in the future (schedule meeting with Boris) - Jaleesa is gonna join the BVO regeling studievereniging budget. About regulating the budget. - More beer and drinks ordered for tomorrow - VRIJ MI BOAT paid Friday: Bart, Helena, Stijn, Brook + gf, Nicole, Agnete

coming but didn't: Roos, Sanne, Marty, Carrie, Jasper, Big D More peoples!! Ask peoples - Jaleesa is in contact with the CV check lady - Geodan promotion!! Let's make it happen! - Flux festival is on 29th of June: How did we do it last year? No glass, packs of wine, cans of

beer etc. Sascha and Marty will meet tomorrow with Verum - How can we involve bachelors maybe a drink or combine with flux? - Fun ideas for the last warm months?!! - Plan ideas for welcome

Other tasks:

- Dutch part of website - Post more on page and fb

- Get ideas from 1st years masters - Finish administration - Financial overview - Finish up tasks

Ideas from spectrum:

- trust person something to think about

Legacy

- A nice room with plants etc. (who can take care of plants) - Updated version of Great Hand Book - Finished website - clean up GAOS administration - member list update - what to do with alumni

Marty as secretary: - minutes - email - delivery - member update

Closing time: 10:45

## **Meeting 11/09/2018**

Present: Carrie, Marty, Sascha, Charlotte Absent: Jaleesa, on Texel Opening: 10:15

1. Alumni event: Moved to the 10th of October. Marty sends an email to the two people who were interested. We should get new students Marty: we will book a room for the presentations, then come to the GAOS room. Charlotte: will meet Erik on Thursday, and will tell him about it - he probably knows a lot of people. It's also interesting to have people who are doing a PhD. People we can contact: Runa, Olaf, Martijn, Jim, Nadine? Ludo knows Nadine, we can ask Ludo to ask Nadine. Do a post today on FB about the alumni event.

2. New students borrel: Tenerife starts on the 24th of September. Difficult to do the new student borrel drink before that. We already have RW borrel this Friday. Carrie: it's good to do another activity before they leave to Tenerife because we still need to talk to them and recruit a new board. We could do something on the 20th. On the 19th there is the BVO so Carrie maybe could not be there for the beginning.

Carrie and Marty: we do not have to do anything special, just beers. We could do a small announcement at the RW to tell them we do a drink on the 20th. Charlotte: they will probably be busy to finish off their work before going to Tenerife. Carrie: they do their presentation on Thursday afternoon. Good to do the borrel after. We'll start the borrel at 17:00. Charlotte: not only for new students. Marty: it's a new-meet-old borrel. Carrie: maybe we should do something a bit special, not only beers. Somebody suggested to Carrie to make a sangria out of all the wine so that we get rid of all the wine in a nice way. Everybody: sangria is a good idea. Sascha: we will do tinto de verano.

3. Pub quiz: Week of October 15th of the students have time to settle after they come back from Tenerife. Carrie: has to arrange with café Lust when it would be possible. It's usually on Monday or Tuesday: we can do it on Tuesday 16th. Charlotte: we should ask them to not do things about Dutch culture - bad experience last year when foreign students did not know many things that were too Dutch.

4. Mountain bike: Sascha: still wants to arrange a mountain bike event. Charlotte: we should do it before November for the weather to not be too bad. Sascha: it's just a one day event.

5. New board - general assembly: Carrie: we should pick a date for the general assembly. Last week of October? It's usually on Wednesday. Charlotte has a concert on the 31st of October so not possible on Wednesday. We could do on Thursday 1st of November. Marty: we should all be there, for Jaleesa it's better on a Friday. Carrie: people will probably not come on Friday, it's not such a big deal if one of us is missing, Jasper was not there last year.

6. VVFG: There will be a pub quiz on the 8th of October, will be in Dutch and we need two teams for GAOS. It's in Utrecht, we need 8 people and Sascha and Carlijn are going. Carrie could go if necessary. There is a photo contest, Sascha will share it on FB. GAOS/UvA has to organise a symposium this year. 16th of November, 23rd of November or 30th of November. Sascha and Carlijn are going to fix this with Liz and maybe Peter. Need help to promote and find people to do presentation. Symposium is about the Wadden sea - Carlijn and Sascha will ask Annemieke. Need another speaker about policy making. Already have some speakers for scientific topics. Marty: This is with VVFG, how can we help with GAOS? Sascha: we mostly need to promote it and get GAOS people to go to. 23rd of November is fine. Carrie: the symposium of last year was in a nice location. Charlotte: will it a big enough events? Sascha: there are people speaking but we need also another special activity. Liz and Peter will help us a lot. We could book the big lecture room but check if it's not already booked.

About the invoice: he will look into that this week probably as we sent an email last year. The factuur was sent last year but they still didn't pay it. KNAG dag: organise an excursion day with symposium on the 9th of November. Nice to do the promotion of that day. <https://geografie.nl/onderwijsdag> For the VVFG symposium: next week we will probably have a fixed date and clear things to do promotion for.

7. Other: Marty has a meeting with National bodemtraineeship next week. They are not happy with our answering time - but important to make it clear for them that we shared it on time. Marty: important to stress for the next board that they really have to contact everybody at the beginning of the new board year. The last board had told us to do that but we didn't do it. Marty: we should put something about looking for a new board on FB. Problem: new students are not in the group. About material last week: we still need to send an email to the people who came for material and that Sascha wrote their name down. Marty: we can do a small presentation about GAOS again. Important to stress: write down the GAOS FB group and tell them to enter it, tell them to become members, tell them there is a borrel next week. Vandebbron: They have a coffee truck and want to come to a large event (minimum of 100 people necessary) - it's an energy company, they want to make themselves known among us. VVFG symposium is probably not big enough event to have them come then. Next board meeting: Tuesday next week at 10am.

Meeting closure: 11.10.

Meeting 20/09/2018 Starts at: 11:10 Present: Carrie, Sascha, Charlotte Absent: Marty (has to finish his proposal), Jaleesa (on Texel)

#### 1. Summary of BVO:

17th of October: beer pong tournament in Science Park: Carrie said we will participate. Need 8 people to participate. November: pub crawl from room to room. Should be the next board by then. All these activities are not certain yet because of what Congo did, that will be clearer next week after lunch with the dean. Congo made a booklet for the new students, in which they talk about alcohol and sexual things about board members. So they are in trouble with university about that. Rule since 2015: not allowed to drink before 17:00 on campus, but not everybody respects it so University could start enforcing that more because of Congo's booklet. Flux festival: we will get a bill for it. Some problems where people were coming and just trying to steal food. Sascha: yes we had that with guys who tried to take beers by saying they were members of GAOS. Carrie: VIA had wrist bands for their members, that can be a good idea to do that in the future. Our members are paying for food and beers so other people shouldn't get beers for free.

There is a new FSR. There is one spot with a committee that's going to deal with the 1 million € that University will receive from the government. A committee with some staff, a person from FSR and one other person from Science Park. UvA receives about 13 millions € and Science Park receives 1 million. ACD has a Cobo next Wednesday.

2. Flux festival: Sascha: For our BBQ, Verum ordered way too much meat so we had a big excess and they had to try to give away the meat to random people. Teaming up with Verum was not so successful to organise the BBQ, but financially it was a good thing because if we were alone it would have been 10€ per person. This year with Verum we made it 5€ per person.

3. Alumni evening: We have 6 or 7 people, that's ok. We have to ask for the Brainwave if it's free. We then have to buy a fust but that's ok, it's just 70€. Ask IBED to come to the alumni evening? Ask a teacher to speak? Think of a gift for the speakers! We still have to make the FB event.

4. Pub quiz: Last year Jasper prepared a round for Earth Sciences questions as he was in the US - maybe we can ask Jaleesa to do it this year?

5. VVFG symposium: Still not sure about the date because there was a problem with Annemieke who couldn't come at the 3 suggested dates. They are thinking of the 14th of december -> is it too close to Christmas holidays? Also pub quiz on beginning of October in Utrecht : need 8 people for that.

6. Other: Coming Cobo's: Beta career event on the 12th of October -> not going

Things to do:

- Inventory of the tools we have - Check that people who paid just for one year are paying again. - Find a new board - Find a gift for the alumni speakers

Closing: 12:00

## **Meeting 04/10/2018**

Start of meeting: 14:05 Present: Carrie, Sascha, Marty, Charlotte Absent: Jaleesa (on Texel)

1. Lunch with the dean last week and Congo issue

In the end they didn't talk about it with the dean. In the next BVO all the study associations will probably make together new rules to present to uni, before uni comes to us with something more strict.

2. Bijlessen: Nothing has been arranged with Boris so we are still just an intermediary between bachelor students and potential student assistants. We should arrange this before we change board: need to meet Boris and discuss about this. Carrie will send him an email from GAOS email to arrange a meeting.

3. Alumni evening: We have 12 attendances on facebook for now. Emma published also on the Lulofs group so maybe more attendance from there. Try to get more people!! The Brainwave might still be free. Gifts: bottle of wine? Merci chocolate? IBED is invited, we did 2 events with them so we still have one event to use! So maybe we could make them pay for it, and include the gifts in it? Just put the gifts on the factuur! Merci: 3€ a small box, 6€ a bigger box. It's possible to personalise it, maybe put our logo on it? Arrange signs for them to show the way. Ask them to send their presentation before so we can arrange. Do a break in between because 7 presentations is quite a lot. At around 20:00? Maybe we could do it in the Brainwave? There's a beamer and a microphone! But maybe too noisy? If the study association next to the entrance is there and drinking they could be annoying.

4. Money: We still have a lot of money.

5. VVFG symposium: Send an email to ask if a room for 100 people is available.

6. Pub quiz: Make a round of earth sciences questions. Carrie and Marty will be there, Sascha is not sure yet. Charlotte is in Belgium.

End of meeting: 15:00

Meeting 23/10/2018 Present: Carrie, Marty, Sascha, Charlotte Absent: Jaleesa (on Texel) Starting time: 10:38

1. Meeting with potential future board: ALV 16th or 23rd of November. Charlotte Jaleesa and Marty cannot go the 23rd. Financial report and secretarial report. No bachelor report?

Individual meeting or only the coming group meeting with the potential boards? Could it be if they are still two boards that a board is elected but the president from the other board is elected? Carrie needs to take the future president to the BVO, doesn't want to take two people to the board. ALV: we have to present the budget, then the new board has to make a small presentation about their projects for the year. 10% of members have to be present. We do not count as members and we cannot vote. Other associations never had an ALV with two boards. What to tell them: RW drinks, other social events, work with sponsors, find new sponsors, organise the trip abroad, companies visit, take care of welcoming new students, finding committees, ... Kas kommittee: who will take over? The treasurers didn't really do the treasuring part, they did the sponsoring part well but don't know what happened financially. Carrie suggests that she is more relevant to be in the kas kommittee for the coming year, but also she will be in Zurich so not so practical.

2. Break 11:00 - 12:00 : meeting with the two potential boards

Start again at 12:00 3. Coming tasks:

- Financial overview - Secretarial report - Bachelor report: we didn't have a bachelor budget so do we need to do a bachelor report? - Check the things that people have to pay - VVFG still didn't pay: the financial responsible told Sascha that they were going to do it but we still didn't get any money.

Important to fix that because they have two years to pay! Send another email to Koen of VVFG who should do that and to who Jaleesa already sent an email.

- Make a new inventory. - Update the draaiboek: update the passwords, update the tasks, maybe add something about

VVFG. - Promote the ALV. - Put the house rules on the website. - Member of honour: Carlijn - Present for the room committee and trip abroad committee to give at the ALV. - Look into how to change the KVK thing.

Closing time: 12:30

Meeting 30/10/2018 Starting time: 10:29 Present: Carrie, Marty, Charlotte Jaleesa joined at 10:45 Absent: Sascha (ill)

1. New board: Do the facebook event

Meet them next week

2. Tasks to end Secretarial report: to do before Friday Finish activity report. Marty and Jaleesa will meet after our meeting to get clear what's going on with the sponsors. Problem with Geodan: that was 750€ contract that they didn't pay yet. Plays a big part in the missing money we have. Also have to find out what happened with VVFG. Flux festival: Verum and Gaos had to pay 17€ and Verum might pay it all as it's not a big amount. Marty wants to introduce the new sponsor person to Nationaal Bodemtraineeship, which will be Thomas. Marty needs to meet Thomas and Claudia. National bodemtraineeship wanted to make a two-years contract but Marty told them it's better to do an evaluation every year as there is a new board every year. We can start the KvK process now that we know who is there.

3. Budget We went a bit over the budget for the research workshop and the vrijmibo mainly, but for other things we didn't use what was planned in the budget so the budget is ok.

3. ALV Presentation about what we did, our end of the year results, etc. The new board makes a presentation. Start with ALV at 17:00. The last board and the committees should be there because we will give them gifts.

End of meeting: 10:55