

General Assembly Policy: Board XXXII

25/11/2024

Outline

1. Introduction
2. Announcements/Received document
3. Establishing agenda
4. Establish voting committee
5. Voting minutes General Assembly: Policy Presentation Board 32
6. WDO Budget Presentation
7. LaSSA
8. Year report board XXXI
9. Policy 2024-2025 explanation
 - 6.1 Policies
 - 6.2 Committees
10. Motions

Present:

By Proxy:

Boards Present:

1. Introduction

General assembly begins at 16:00

- Added various motions to the agenda
- Establishing the voting committee

Nora joined the call at 16:01

Eva joined online 16:20

2. Announcements/Received document

No received documents

3. Establishing agenda

4. Establish voting committee

Counting committee: Benthe + Des

13 Here +1 Marci joined + 1 Bente joined -1 Marci Left

8 Proxies -1 Marci joined +1 Eva left +1 Marci Proxy +1 Nora Proxy

4 Online + 1 Eva joined -1 Eva -1 Nora

25 + 2 in total

5. Voting

5.1 Minutes Budget General Assembly: Board 31 (May 2024)

Votes

In favour: 12

Against: 0

Withholding: 13

With 12 votes in favour and 13 withholding the policy minutes are accepted

6. WDO Budget Presentation

WDO presented their budget for the year 2024-2025

WDO has a surplus in budget due to Covid-19 spending being lower than usual

They plan to spend the surplus on events, and to keep some apart for Lustrum

- Discussion about budget moving forward
 - WDO Budget from Itiwana is tied to a fixed percentage based on the membership

7. LaSSA

8. Year report board XXXI

Met most of their goals, points of note:

- They did post some content, but not to the degree that would satisfy the requirement
- People with disabilities were accounted for where necessary
- Failed to create regular study groups
 - Did not catch-on with members so the idea was scrapped
- Layout was criticized by Des
- Certain committee members were left absent due to not being hammered in

Questions regarding accessibility point 5

- Accessibility of events, sometimes not being advertised
- Response: Activities were promoted but often they did not catch wind, this is not an example of a failure in promotion but a failure of the platforms/algorithms

8.1 Chair Section

- Feels he failed point 8, easing the transition from curious students, to members
 - He feels this was due to losing some members
- Feels like he contributed to the HOK being a nice space
 - Letting members add decoration in collaboration with committees
- No further questions

8.2 Secretary Section

- Met all points with exception:
 - Question regarding cooking committee and advertisement being lacking
 - Response was that due to having to host at informal locations (i.e. students' houses) it was difficult to advertise and be inclusive

8.3 Treasurer Section

- Met all points with exceptions:
 - Due to banking errors it was not possible to facilitate a smooth transition from ING to Triodos bank
 - Was unable to work with Caro closely as confidential contact person
 - Unable to successfully fix issues regarding banking, will be pursued with new treasurer, Maks, to solve these problems

- Question regarding failures as confidential contact person would advise the following contact person to possibly advertise the role better
- Question regarding training as treasurer, Dori was left alone as treasurer of Travel Com, Chloe as well for First Years Com, Feiyang said she will put an X on the point about training and meeting with treasurers of committees indicating that she did not fulfill that responsibility

8.4 Education Officer Section

- Was able to meet nearly all her activities
- Point of note:
 - Failed point 6 about consulting people about the activities
 - Questions regarding book sales and the legitimacy of new members being able to buy books
 - Not advertising the book sales enough was brought up
 - Response was that they were the most popularly advertised events

8.5 Internal Affairs Officer Section

- Was able to meet all points with the exception:
 - Failed to organise monthly it-dinners in collaboration with the cooking committee

8.6 External Affairs Officer Section

- Met all points with the exception of:
 - Failed to arrange activities for Alumnis for special occasions, did manage to arrange activities but they were not on special occasions
 - Did not communicate with alumnus every month via a newsletter, did do so quarterly
- Questions regarding Joor It
 - There some problems with budget, but those seem to have been sorted out

8.7 Communications Officer Section

- Met all points with the exception of:
 - Making social media platforms more interactive
 - Could have been useful to increase engagement
 - Part of it was surveys, or polls, and questions on stories
 - These did not take off very well, responses were very limited
 - Going forward maybe scrap the survey idea since past boards have struggled with this
 - Instead tried to move to more organic in-person feedback gathering

- Question regarding whether or not this is biased, since it might limit responses to certain circles (i.e. active members)
 - Response: They went to non-itiwana events and tried to talk to people outside the circle
 - They do believe there is a better method for reaching out to people
- Making website interactions more important, interactions were 15% higher, but 18% decrease in unique viewers
- Question regarding visual library and consent from people photographed
 - They did receive consent for all the images
- Question regarding the accessing of information on the Itiwana website, it was insecure and possible to get peoples data from the website
 - The only solution to this problem is to come up with consequences for misusing data according to the old board
 - Expulsion from the board and any necessary legal follow-ups
 - Have them sign a waiver
 - Possible proposal to the new board to make data security policy
 - For Communications Officer and for Secretary
 - Yuvan has drafts of possible policies in regards to this
- Website engagement was far higher than in previous years
 - Website listed on the university website
- Spelling mistake in point 6
 - Question regarding point 7 about cultural inclusion and events around cultural holidays, they aimed to have the promotion fall in line with the event
- Question regarding website being used as the main hub of information and other channels being neglected
 - Website should be stable now
 - Website has accessibility issues that could be fixed
 - Yuvan agrees that he neglected the whatsapp group
 - Instagram has not been promoting posts and other things, whereas reels have been the bigger focus, Yuvan recommends reels as advertisement moving forward
- Question regarding using Wix as our email service
 - Price has doubled
 - Thinking about changing plans, possibly a cheaper plan on Wix
- Recommends itiwana be moved to a monthly event as is a time drain
 - Question, what is itiwana
 - Reponse: breakdown of news from Itiwana of the week
- Yuvan has made himself available for support regarding future problems with the website

10. Committees overview

10.1 AA Committee:

- Had an event with Alumni
- Found sponsors for Itiwana activities

10.2 Activities Committee

- Tried to do as many activities as possible
- Tried to make events as accessible as possible
- Organised activities wherein people could learn from one another
 - Such as the Diwali activity where you could learn about Diwali

10.3 Cooking Committee

- Initially with cooking com as a concept open activities would have been nice
- Due to hosting at members' homes it became more complicated and overwhelming
- Posting on Instagram about events did not happen
- Wanted to do a series of how to do groceries in a healthy way or spots in Leiden to eat, did not happen
- Environment was cozy and fun
- Tried to collaborate with other committees

- Question from Athena about recipes that were to be posted
 - There were not recipes posted often enough or at the planned intervals
- Athena also had a question about creating a warm environment for any members being welcome as they were not aware of any activities that the cooking committee planned for members, they are unsure of the old Cooking Committee did create a warm and welcoming environment
 - Promotion for these events was lacking
 - Response, events were not regular and therefore promotion was lacking
 - Videos and such came second to that
 - In response that will be crossed off since what was said not met
 - What will be crossed off will be the 2nd and 5th point as they were not met adequately
- In addition it was not for the Itiwana members often as many people could not go, due to not knowing about it
- Kim commented about how happy they are that the cooking com came back

- They did not have any activities for the committee
- In the past the committee was stopped since they could not find places to cook

- Might also be nice to create a guide for the committee moving forward

10.4 Education Committee

- Lost members throughout the years and gained new members as the year went on
- All points were met with the exception of point 12

10.5 First Year Committee

- First year committee, FY weekend happened before the GA
- Alex believes this weekend was very successful
- All points were met with the exceptions of point 4 and 5
- He aimed to have more accessible meetings
- Believed in strong organization and placed more emphasis on a strong team and therefore regular members did not have as much input

- Chloe believes that the first years committee should have hosted more events and been more active with the First Years outside of just the FYW

10.6 ICA Committee

- Second edition is finally out
- Second edition did not manifest into printed form, due to budget constraints and other issues around the bureaucracy
- Previous versions of some ICAs are not on the website and a suggestion for the new board is to look into trying to locate them
- Failed to use the Instagram page, due to not having access
- Did provide opportunity for writing prompts and people did submit some prompts which was nice
- There was a general deficit in Itiwana and therefore money was taken from ICA budget to supplement deficits
- Point 3 will be crossed off as well as it was a duplicate and there was another point which is absent on the document that will be added later
- Would have been nice to clue in current ICA committee about the publication dropping

10.7 Media Committee

- For the majority of the year the committee consisted of only 2 memes, namely Yuvan and Aditree, due to this they had to scale back efforts
- Were not able to do the podcast due this lack of resources, they recommend doing the podcast going forward
- There was one podcast recorded but it was lost due to technical issues
- Other than that they had movie nights, which were very successful

General point: Change names on committees as a general rule for members that were not discharged to keep them listed as members since they were not properly discharged, then they should be labelled according to their role with (inactive) next to it

10.8 Survival Committee

Will circle back when Feiyang returns to video call

- Due to deficits they cancelled the camping trip
- They only had 1 being the hitchhiking activity
- Question from Kim: There were two weekends planned but several of the policies refer to “weekends” and therefore they should probably not be checked
- Questions about finances of committees from Dori
 - The deficits are contained to the relevant years and will not effect

10.9 Travel Committee

- In the forms they put questions to make it as accessible as possible, e.g. for dietary problems
- Tried to keep the costs as low as possible, communicated with previous committee boards about it
- Did a lot of things on the trip and tried to have activities for everyone
- Juli question, titles of people on the document are not correct and Ilse is left absent from the list
 - List of names and positions should be fixed, they are incorrect

10.10 Lustrum Committee

- Not many updates, it was finished before the previous GA

10.11 Photo Committee

- They were very ambitious at the start, as the year went on, not many things manifested
- Did not take pictures with the camera at every event, did with phone but that is not the same
- Created the Itiwana TikTok account

Vote for Policy of board XXXI

Vote

For: 0

Against: 17

Withholding: 11

Policy is rejected as is

Points brought up by board XXXII

- Points in document need to be fleshed out more clearly
- All relevant changes be made to the policy and mistakes be fixed

Final conditions

The conditions under which we vote to accept the board 31 Year Report are: all formulation changes put in Des's documents, as well as the accepted discussions around policy points

For: 27

Against: 0

Withholding: 0

Policy is accepted unanimously under the listed condition

Financial Report Board XXXI

- Financial report for the end of their board year, on the right side of the report there is a table where you can see the balance of the banks during the CasCom on the left is the one from the last change of board
- They have received all of their income, including outstanding income from previous boards. They also paid all expenses from previous boards
- The top left is the midterm GA, balances in the ING account and the cash they have and the ASN, total 10,517.39
- The top right is every account including cash
- On the left where it says income you can see the income from this year, membership fees and LUF money that is not from travel com
 - Including Acquisition Books and Institute
- Expenses on the right you can see how much money each committee spends on their activities each year
- Subscriptions are active payments we have
- ING is what we pay for having a business account
- MijnDomein is emails
- SmugMug is where we store all our photos
 - 90 Euros for SmugMug was paid from Feiyang's pocket and she should be paid back by future treasurer
- Board section is about things related to the boards
 - Drinks for drinks, printed matter for printing, camera insurance, office supplies, unforeseen, and El Cid which is money put apart for the El Cid

- External
 - Things we pay to other associations we are a member of
 - LaSSA, WDO, ABV, Internal transfers, FSW, STOP, Sine Regno (money for a week where the old board takes over, but they did not have it)
- Savings Plan
 - Money set aside for saving
 - Lustrum 28
 - Camera 23
 - Membership fee
 - Website
- Other
 - Board 32 LUF spendings
 - Buffer

Two activities done with other associations, purple Friday to Emile, and Faculty Party to Labyrinth

- Feiyang will send the receipts to us so that we can send them to Labyrinth and Emile to show that we did pay
- Otherwise when Maks has access to the account he can check the accounts and make sure that everything is above board

Future incomes and future expenses

- Maks will have to settle these accounts
- Change of board, smugmug,

Detailed explanations of incomes below, that we cut short due to time constraints

Detailed expenses also skimmed over due to time constraints

- Important paragraph about budget cuts that should we taken into account for our board year as well

Detailed breakdown of committee finances, skimmed over due to time constraints

They did repurpose money from committees due to budgetary constraints

Travel committee was given an extra 500 from savings, they received more money from LUF than they needed and will return this money to the LUF

Paid for all their subscriptions, due to late transfer they also paid for ABV for board 32 already

There are detailed savings plans included lower, Maks does not need to construct these they already exist

More detailed explanation on memberships Itiwana has
SmugMug pay Feiyang back for that

All committees have breakdowns

The reason there are two tables for the acticom is because they have a separate account but some events are still done between that and the Itiwana account

Travel Committee problem with LUF

TravelCom got money for LUF, there was a miscalculation therefore we got more money from LUF than we needed, then we contacted the LUF and paid the surplus back

Look at the formatting of tables and fix lines that are improper

LaSSA committee breakdown below

Vote for Financial Report of board XXXI

For: 6

Against: 16

Withholding: 5

Financial Report is rejected as is

Final conditions

The conditions under which we vote to accept the board 31 Year Report are: all formulation changes put in Des's documents, as well as the accepted discussions around policy points

For: 27

Against: 0

Withholding: 0

9. Policy 2024-2025 explanation

9.1 Policies

Introduction by Dori

Pillars (See Board XXXII Policy for detailed breakdown):

Want to create an environment where we promote inclusivity

- Committed to organising events that include different people's interest

Want to create a connected environment:

- A place where everyone thrives
- Aim to create a connective environment where everyone feels accepted and at home
- Point 1 could be a bit redundant since it kind of goes without saying
 - Might be better to leave it off from the list since it is already on the general policy, maybe check that later

Previous board XXIX also had inclusivity, could look at their policy for some inspiration

Section for Chair

- Highlights one on one meetings with board members to foster more inclusive and connected environments
- To highlight ideas without the pressure of group settings
 - Can give specific guidance to members outside of meeting settings
 - By checking in regularly with each member she can create more cohesion and effectiveness in the board (Quarterly check ups)
 - Wants to ensure all board members that they are not alone in their duties
 - Feedback from Kim that it is a nice idea to make sure everyone is connected, especially that in these places people can bring up problems that they might not feel comfortable sharing in the weekly check-ups during meetings
 - Also make sure that there is not just a connection between board members and Dori, but also between the individual members
 - As time moves on it might be less useful to have 1 on 1 meetings
 - Can also redirect tasks to other people, e.g. someone might say “I have some time this week so maybe someone else can do this”
 - Chloe: We do share a lot in our personal rounds during the meetings, but having the 1 on 1 is nice too since it opens up for other discussions
 - Des: Question about point 2, contact person between Itiwana and everyone else, what does Dori mean by this?
 - Dori: Connected to the first point that usually Dori represents Itiwana for presentations at El Cid or OWL week for example, that members will know who she is
 - Des: Might be smart to keep vice-chair and vice-treasurer updated as well
 - Not necessarily in meetings but just to keep people up to date
 - Yuvan: Maybe specify point 4, what does ‘publish’ mean, to whom is she sending them?
 - Dori: I mean specifically to my board, but I will specify this

Section for secretary

- Important to Herrie
 - As inclusive and connective as possible
- Feedback :
 - Move connectivity 3 to tasks bc of deadline

Section for treasurer

- Manage finances to support the board and our goals
- Will have meetings with Vice treasurer and Dori

- Will maintain communication with other treasurers in case there are any other questions or issues that require attention
- Will present the budget during final board meeting of every month to provide evaluations of monthly finances so that all members of the board are informed
- Will make sure that all activities are affordable and accessible
- Des: Financially affordable is risky... Kim: There is no way to help specific members, you have to charge all members equally, if you want to make everything affordable for example people who cannot afford the ItiTrip they are excluded
 - Change language to “as affordable as possible”

Section for internal affairs officer

- Wants to organise events for people to join
- Will chair acti and travel com
- Will help to make sure everyone focuses on the pillars
- Kim: How do we plan to do itidrinks and Hok hours
 - Chloe: Will alternate drinks one weak and hok hour other week
 - If there is a frequency add it to the document
 - Bente: To keep it inclusive maybe do not keep them on Friday since Dutch kids go back home on those days
- Will build on previous board by keeping inclusivity in mind
 - Will host a range of activities, not just parties, not just study hours etc.
- Will make sure all activities are inclusive by involving people outside itiwana
 - Small events: Potential voluntary payment like (pay what you can between 1-5 euros)
- Specify how free activities work in regards to non members
 - Ask non-members for a pay what you can i.e. 1-5
- Not allowed to make profit
- For actiecom make an activity for fundraising
 - Last years board did valentines activity to raise funds for the prom
- Place more emphasis on itidrinks bi-weekly
- Will organise frequent dinners with the board to connect outside of the itiwana capacity
- Will organise collaborations between committees
- Committee Clash
 - Figure out a system that is less confusing
- Kim: Is the evaluation drive still a thing
 - Chloe: Yes, I am trying to comb through it so I can out things by years and committees as of right now since it is a little chaotic
- Des: For point 6, this sounds a lot like promotional stuff

Section for external affairs officer

- Chair of AA committee
- Chair of photo com
- Wants to get 2 more sponsors
- Will send out quarterly alumni letters
 - Des: Might be smart to do it less often, and depends on how complete you want to make it. They do not know if Alumni want to hear about it so often.
 - Kim: No the newsletter is always quarterly

Section for Communications Officer

- Will work with committees to ensure to portray all kinds of people and to have multiple insights and POVs
- Keeps in touch with promotion officers from other committees
- Will use social media platforms to connect everyone
- Will collaborate between photo and media com (such as the halloween post)
- Will post all photos with consent from students

Section for education officer

- Will be confidential contact person
- Chair EcuCom and CookingCom
- Also will be vice-treasurer
- In regards to inclusivity will make sure all requisite readings are available
- Will also represent Itiwana at the Sounding Board
- Will be in charge of connecting the budget and checking Maks' work

9.2 Committees

Alumni and Acquisition Committee

Mentioned previously:

- Maintain contact with sponsors and find new sponsors
- Itimarket will be organised to include commodities that show the diversity of our association
- Bente: Kind of like your assistant as External

Activities Committee

- Going to organise the yearly events
- Going to make them as inclusive as possible

- Encourage first years to participate but not forget about older years
- Form on the Instagram for feedback
- Aiming to organise monthly activities (8 this year)
- Encourage to bring non member friends
- Surveys and feedback sessions
- As a committee will encourage collaborations with other committees
 - Des: Get consistent feedback throughout the year as surveys are sometimes difficult

Cooking Committee

- Cooking com has taken a new direction from previous years
- Monthly dinner organisation
- Different themes for each months
- So far they have been very successful, tiered payment system
 - Rlght now low in cost
 - Only 3 euro per ticket that covers meal costs
 - Can use left over budget and repurpose to other committees
- Been successful in having vegan and vegetarian options
- On top of promotions as well

Education Committee

- Offering wide variety of events
- Instead of just workshops and events like that, they also incorporate more informal activities
 - Bente: Clay/pottery activity for people was successful in past years
- With both of Athena's committees they have been focusing on working together with other committees

First Year's Committee

- To build a community between first years
- Want to provide a hybrid environment for parents evening
- Want to organise other events like the FYW
- Also aiming to organise at least 1 event to share ideas between the differences between national and international students, so they can connect and build a community
- Will ask about their opinions on what to do, they have already started with the first years they already have
- First event is going to be an ice-skating
- Will introduce a first year's weekend reunion

ICA Committee

Nice suit H

ICA GOOD!!!!

Find this in the most recent policy !

Media Committee

- Sharing insights and letting members share which activities they would like etc.
- Inclusivity by communicating with other committees and cookingcom specifically
 - Des: Maybe change it to we instead of I since it is the entire committee

Photo Committee

- The photo committee will take pictures
- We will provide photography at itiwana events
- Des: Which events will you choose for photography
- Herrie (ICA): Reach out to Photo Com about photojournalism
- Continue TikTok

Survival Committee

- Organise hitchhiking and survival weekend
- Make sure that regardless of social factors everyone is welcome and that all activities are affordable and accessible to all members
 - Change to affordable as possible, see point above
- Encourage shared leadership where different members of the committee will take leadership of different activities
 - Des: Maybe remove zero tolerance from the point

Travel Committee

- Annual trip
- Will organise a memorable trip, announcement will take place before Christmas
- There will be activities in the meantime
- Regardless of social factors anyone can come to the trip
- To lower the financial barrier
 - Add we will keep it as low as possible to cover your bases in case of expenses
- Wants to create strong bonds within the community
- Wants to foster connectivity and inclusivity through clear and consistent communication

Remarks about the entire policy:

Vote for Board 32 Policy

For: 1

Against: 19

Withhold: 7

With 19 votes against the policy is rejected as is

The conditions under which we vote to accept the board 32 policy are: all formulation changes put in Des's documents, as well as the accepted discussions around policy points

For: 27

Against: 0

Withhold: 0

The policy is accepted on the conditions stated above

Budget Presentation

- Very similar to the budget of the previous board
- Accounts for things such as office supplies, stationary, etc.
- On the left hand side is income
- On the right hand side is the expenses
- Expect to get 5000 euros from membership fees
- Then we have LUF which will provide 200 euros
- Then acquisition which stands at 200 euros (books etc.)
- 1200 euros from the institute
- There was inflation so it is no longer 300 for the ING account it is now 600 euros
- Then there are the general board expenses (200 euros)
- Two categories for drinks (100 for drinks 250 for CoBo drinks)
- Printed matter,
 - Camera insurance should be scrapped since we are no longer taking that
- Need budget for the El Cid since we are planning on having a table there
 - Bente: Could be taken out of the FSW budget as well
- Savings plan for Lustrum
- Suggest to budget at least 100 euros more for the ING
- Need to budget more for the WIX plan
- We should repurpose some budget from other areas

Vote for Board 32 Budget

- From acticom they have subtracted 70 (therefore acticom budget is 500 now)
- Put an extra 150 for ING
- Subtracted 50 euros from CoBo Drinks budget
- Budget for camera insurance is now 0
- Budget for buffer is now 80

- And ultimately that leaves 250 euros for WIX

Vote for budget as it is

For: 0

Against: 21

Withhold: 6

Rejected as is with 21 against

Vote for budget on conditions stated above where budget had been relocated:

For: 27

Against: 0

Withhold: 0

With a unanimous vote the budget of the 32nd board is accepted on these conditions

10. Motions

Motion: Anti-Misgendering Act

At the midterm GA, Des and Char put a motion that those who misgendered after that GA would have to provide them with a form of candy or something like that

- The highest on the list where Feiyang and Yuvan
- They propose that the entire old board will have to provide them with candy
 - The motion they propose is that instead of every individual getting them a gift, the whole old board will band together

Voting on this motion:

For: 27

Against:

Withhold:

With unanimous vote the motion is passed

Motion to continue this motion for the Board of Itiwana 32

- With the exception that it is intentional misgendering

For: 26

Against: 0

Withholding: 1

Motion: New Board Must Uphold Itiwana Traditions For Future Boards - And Old Board Needs To Organise Changing of Board Party

- HOK Trashing
- Beer Bucket
- Gift Giving
- Efforts To Retrieve Poller

Has been moved to GA

Motion: Change name Alumni and Acquisitions name to Alumni and Partnership Committees

Aligns the committee name more closely to the role that it wishes to fulfill in an academic context. Furthermore, partnership better includes that our relationships with external parties are mutual, whereas acquisitions implies ownership.

Most importantly: The abbreviation AA has negative connotations.

Voting on this motion:

For: 17

Against: 8

Withholding: 2

The motion for renaming the AA committee to the AP committee

Motion: Increase Membership Fees

Would like to increase membership fees from 20 euros

- We don't have the energy for this motion
- Need to make our members aware so that they can vote. The right to know and have the right to protest
- Has been 17.50 for years - alot of inflation recently !!!! looked into the inflation of other associations
- Concerns - less people are becoming member- losing money, scared people will unsubscribe