

## <05.02.2020> - Protokoll

**Present: Samantha, Jamila, Maria, Janek, Raffael, Onerva, and Ana Maria.**

**Absent: Felix and Thimo.**

**Keeper of the minutes: Onerva**

| <b>Item</b>                            | <b>Minutes (Protocol notes)</b>   | <b>Owner</b>        |
|--|---|---------------------|
| Welcome                                | The President welcomes the present board members.   | Samantha            |
| Decision on who is writing the minutes | Onerva voluntarily takes this assignment.   | Onerva              |
| Distribution of the departments        | Responsibilities and how the progress will be followed. Samantha and Jamila suggest Google sheets for each department. Everyone would have an access to these sheets. Samantha and Jamila will ask if something needs clarification. Ana suggests using Trello. All board members agree that we can try to use Trello for tracking and following responsibilities.  | Samantha and Jamila |
| Access to IFW for all GESS-student     | Current situation: staff members can access the building at all times. Students and some board members think that it would be important for all the students to be able to access the IFW building. The board decides to handle the situation, carry out background research by polling students and contact the department. The board decides to ask Felix, who is absent, to handle the situation and Janek agrees to help Felix. | Samantha            |
| Coffee machine cleaning,               | Ana Maria wants to arrange coffee machine   | Ana Maria           |

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|---------------------------------------|---|------------------------|
| <p>Cup Cleaning, Coffee Varieties</p> | <p>cleaning.<br/>The board decides to make a coffee machine cleaning schedule that will be attached on the wall of the Gess-who room. Board members will write their name down on the cleaning calendar after every meeting.<br/>Cup cleaning. The board will send an email out to tell the students to clean their coffee mugs. If a cup is not cleaned by the set deadline, the board will wash it and put aside in a box that will be purchased for this purpose. On the same email, students are reminded to bring their bottles back. The deadline for cleaning is the end of February. Felix will look into 3 different coffee types as there has been discussion on increasing the variety.</p>  |                        |
| <p>New Event Planning</p>             | <p>Semester Kick-Off Planning.<br/>The kick-off event will be held either on 25th or 27th of February. Janek and Maria are responsible for the event and will have an event plan ready by 11th of February. After this Ana Maria will market the event. The theme will be games, perhaps a pub quiz.<br/>A bigger Easter/spring break party. 24th of April. Marketing for this event has to be discussed in the next board meeting.<br/>Networking event with alumni to be set up in February: first formal part, then more informal.<br/>Wine and whine will take place in March. Onerva suggests arranging an academic dinner party at some point of the year.<br/>Event template for future generations and the current board is under work.</p> | <p>Janek and Maria</p> |
| <p>Event Catering</p>                 | <p>Migros catering, 1 week /1 ½ week before an event.</p>   | <p>Ana Maria</p>       |
| <p>Newsletter Contents</p>            | <p>Ana Maria will be ready to send the</p>  | <p>Ana Maria</p>       |

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|--------------------|--|----------|
|                    | <p>newsletter at the start of the semester.<br/>         Contents: cups and bottles reminders, poll about the access to IFW.</p>   |          |
| Varia              | <p>Gess-who has an opportunity to submit adds to Veth newsletter. Jamila is responsible for this. If a board member wishes to submit something, Jamila can be contacted.<br/>         Research on the charity event and donations will be carried out.<br/>         Research if the gess-who needs to arrange a general meeting in the upcoming spring semester.</p> | Samantha |
| Next board-meeting | <p>Will take place on the first week of March, will be scheduled on the first week of the semester.</p>  | Samantha |