



Ayra Gerlach - Chair

Dax Herman - Secretary

Shy-Ann Moehamatdjilil - Treasurer

Pauline Claes - Social Committee Affairs Officer

Ruby Manten - Study Committee Affairs Officer

Daan Heijke - Officer of Sales & Acquisition

Preface

Behold, in front of you is the last thing the board of 2018/2019 will do as a board for the VSPA. This annual report is created and written by the 78th board of the VSPA, the board of 2018/2019.

We have written this piece together in the same place as where it all started, Antwerp. Only this time we were not a group of strangers fantasizing of what was about to come, but we were a group of friends reflecting, evaluating and appreciating the past year we have spent together.

We hope this annual report is a clear description of what we have discussed and decided upon and that it will be useful for coming boards.

Furthermore, we want to thank our Supervisory Board and our Cash Audit Committee for helping us through this past year and for giving their honest critics one more time at this annual report. We also want to thank our active members for organizing all the amazing events we had and all the members for making our journey as the board of the VSPA unique.

We look back with much pleasure and on average eight kilos more. We hope you all feel the same (minus the eight kilos).

Index

| | |
|---|----|
| Introduction | 2 |
| A. Focus Points | 7 |
| 1. Unity | 7 |
| 2. Professionality | 14 |
| B. Committee Policy | 20 |
| 1. Focus points for all committees | 20 |
| 1.1 Professionality | 20 |
| 1.2 Equality in Diversity | 25 |
| 2. Start up and general | 26 |
| 2.1. Start up of the committees | 26 |
| 2.2. Functions within a committee | 26 |
| 2.3. Development within committees | 27 |
| 2.4. Closure and transfer | 27 |
| 3. Role of the board | 27 |
| 3.1 Role of individual board members | 28 |
| 4. Committee specific policy: social committees | 29 |
| 4.1 Activity Committee | 29 |
| 4.2 <i>Borrel</i> Committee | 29 |
| 4.3 Culture Committee | 30 |
| 4.4 Hitchhiking Committee | 31 |
| 4.5 International Committee | 31 |
| 4.6 Music Committee | 32 |
| 4.7 Party Committee | 33 |
| 4.8 Prom Committee | 34 |
| 4.9 Ski Trip Committee | 34 |
| 4.10 Sport Committee | 35 |
| 4.11 Trip Committee | 35 |
| 5. Committee specific policy: study committees | 36 |
| 5.1 Career Day Committee | 36 |
| 5.2 Conference Committee | 37 |
| 5.3 Excursion Committee | 37 |
| 5.4 Family Day Committee | 38 |
| 5.5 Lecture Committee | 39 |
| 5.6 Professionality Committee | 40 |

| | |
|---|----|
| 5.7 Study Trip Committee | 40 |
| 6. Administrative bodies | 42 |
| 6.1. Supervisory Board | 42 |
| 6.2. Cash Audit Committee | 42 |
| 6.3. General Members Assembly | 43 |
| 6.4. Application Committee | 43 |
| 6.5. Application Guidance Committee | 44 |
| 6.6. First year Coordination Committee | 44 |
| 7. Facility committees | 45 |
| 7.1. Support Committee | 45 |
| 7.2. Design Committee | 47 |
| 7.3. Editorial Committee | 48 |
| C.Ongoing Policy | 49 |
| 1. General Thank You Gifts | 49 |
| 2. General Members Assembly | 51 |
| 3. Alumni Reunion | 52 |
| 4. VSPA Room | 53 |
| 5. Extraordinary Activities | 54 |
| 6. General Promotion | 55 |
| 7. Website | 55 |
| 8. App | 56 |
| 9. Direct Debit | 57 |
| 10. Storage Areas | 58 |
| 11. Internationalization of the Payment System | 58 |
| 12. Internationalization of the Accounting System | 59 |
| 13. GDPR | 59 |
| 14. Contingency Costs | 60 |
| 15. UvA Lunch | 60 |
| 16. Board Attendance at Activities | 61 |
| D.External and internal contacts | 62 |
| 1. External contacts | 62 |
| 2. Internal contacts | 64 |
| E. Sales education resources | 67 |
| 1. Book sales | 67 |

| | |
|----------------------------|-----|
| 2. Summaries sales | 69 |
| 3. Exam training sales | 70 |
| F.Financial policy | 73 |
| 1. Introduction | 73 |
| 2. Annual Result | 73 |
| 3. Remarks on the Incomes | 73 |
| 4. Remarks on the Expenses | 79 |
| 5. Reservations | 103 |
| 6. Contigency Costs | 104 |
| 7. Equity Capital | 104 |
| 8. Debtors and Creditors | 105 |

Introduction

In the 78th annual report of the VSPA (Vereniging van Studenten in de Psychologie te Amsterdam; VSPA) you can read all about the execution of the plans made in our policy plan here. The set-up of this document is mostly the same as our policy plan, apart from some extra headers of subjects that came to our attention during the year.

Writing this document has made us realize that it is very hard to predict at the beginning of the year what your year is going to look like. As every year our year too has had some characteristics that cannot stay unmentioned;

To start off with us as a group. We were a group of hard working and disciplined people which resulted in good quality of events and decision making, but sometimes at the cost of the bond between us. This has been one of our biggest working point throughout the year. As we noticed this we implemented more evaluation meetings and put more effort in to understanding the others perspective. Nevertheless, we have ended the year as a group of friends that is very proud of what we have achieved.

Then on to the year. The thing that has characterized our year the most is definitely the internationalisation of the study and the VSPA. All the new cultures that have joined the VSPA have been a large enrichment. It was very interesting, fun and educative to have knowledge from all over the world. On the other side it has also made some things more difficult. We had to change our language policy, had to consider the different nationalities during the planning of events and had to mix the group of Dutch second and third years with the international group of first years. Also, we have noticed that the interests and priorities differ between Dutch students and international students. This is all further explained in the policy plan.

The structure of this annual report will be the same as in our policy plan. However, instead of describing what our plans are, we will now reflect on if we completed these plans, to which extent, what we achieved by completing them and what we would advise future boards.

A. Focus Points

First of all, we want to reflect on the focus points we chose at the beginning of this year: Unity and Professionality. For both focus points we made concrete plans on how to achieve an increase in these areas. We will start with restating the goal of the plan, whether or not we have executed it and if it reached the expected goal. Lastly, we will give some advice to future boards.

1. Unity

In the beginning of the year, we saw a couple of potential problems regarding the unity of the VSPA. We expected less unity caused by the internationalisation, noticed that there were multiple separate friend groups that did not quite mix and wanted the VSPA to really be a place that would satisfy the needs of our members. Our overall definition of unity was: 'The connectedness between members, cultures and connectedness to the association.'

In general we believe that the Unity has increased in most of the areas where we focused on. If the unity has increased in general is hard to measure. We have noticed that some of our plans were a bit too optimistic at the beginning of the year. For instance several friendgroups within a group as large as the VSPA is inevitable and we could not do much about this. Other plans did work out well. A further explanation can be found below.

1.1. Internationalization

We wanted to focus on integrating the different cultures instead of just integrating the internationals in the Netherlands. One plan we had for this was starting up the International committee. The goal of this committee was to organize activities that would teach the participants something about each others cultures. They have organized a pubquiz, a silent disco and a bike-in dinner. These activities were fun, but lacked a bit of depth about the cultures. For instance we did eat food from different cultures on the bike in dinner, but could have taught more about dinner habits or habits of that culture in general during the dinners. Therefore we believe that it has had some effect on the integration of different cultures (especially within the committee), but it has not completely reached its goal. If next years board decides to keep this committee we would like to advice them to focus more on the educational side of this committee. One way to increase this could be to make it both a social and study related committee at the same time, this might make it more clear to members that learning something is an important aspect of this committee as well.

Secondly, we strived for a combination between internationals and Dutch members in our committees. However, we valued motivation more and thus selected the committee

members based on their motivation. By using this method we had a good mix of nationalities in the committees. We have noticed that the most mixing of nationality happened between members that were in a committee together and it has therefore helped the integration a lot. We did notice that if there was only one international or Dutch person that this was a little bit harder for the bonding of the entire committee and therefore we would like to advise the CAOs to focus extra on the bonding within these committees. Other than that we can certainly recommend mixing nationalities within committees.

One of the projects to adjust the association to the needs for the international students was the project “durable contracts”. This was/is a project aimed to help (international) students with the services they need when moving to Amsterdam. Thus, on the one hand it was meant to aid in obtaining a mobile phone provider, a bank account and other similar necessary services and on the other hand, to provide the association with sponsorship income from these parties. This was a project for the Officer of Sales and Acquisition, Daan. It was not thoroughly explained in the policy plan because a lot of research into the possibilities and details of the idea still needed to be done. During the year Daan worked out the different services international students need and the best way to promote the services/ link them to the students. More information on the details of the findings can be found in the transferral document of the Officer of Sales and Acquisition. The original plan of having multiple services connected to the association before the new academic year was not successful. This had to do with two factors. The first being not enough planning and meeting the plans that were made. Daan gave his “regular” tasks priority over this project. Therefore the exact details of the plan, which contained the plan on how to promote and link the services to the students in an easy and effective manner, got finalised around the time of the half year result. In this plan it stated that the best way to link these services to the students was creating a separate page on the website containing hyperlinks to websites where students can register themselves for these services. For example, a hyperlink to the website where you can register for a bank account. This brings us to the second problem, which was the issue we had with the website. This is more thoroughly explained in C.7. “Website”. In short, we could not make a new page on the website and our web host would not do it for us. This meant a shift in focus towards helping to find a new web host and working out the plan in more detail for the successive Officer of Sales and Acquisition. Both of these goals were met successfully. All together it is safe to say that this project did not help in the internationalisation yet, because no parties were connected to the association. However, since it has now become a part of the function of the officer of Sales and Acquisition, we believe this will help with the internationalisation in the future. We advise the next board to get into contact with our new web host as soon as possible (preferably during the summer holiday) to make sure a new page will be created on

the website. In the meantime, when this is not yet created, find provisional partners for each of the categories described in the plan. During the academic year we would advise the Officer of Sales and Acquisition to take on two or three of the categories by finding a party which may also provide the association with some form of sponsorship. It can be useful to have another board member help out on these projects. Lastly, they have to make sure to plan at what point they want to be at what time of the year.

The buddy system has been evaluated by Ayra and the university, it has had some flaws which caused it to not work optimally. Some changes have been made which hopefully will make it a better way to help the first years. It is a very handy way to reach new first years through the active members that guide a group of firstyears. Therefore we do recommend to keep in contact with Ayra about this project and help them with finding new buddies.

Some other important trends that we have noticed that have been an effect of the internationalisation is that the international students tended to attend more study related activities than social activities. Furthermore, whereas Dutch students attended more activities when they had spare time, internationals tend to go home whenever they can. This is something important to keep in mind when making the planning.

In our promotion messages we put the English text first to include everyone.

However, by focussing on internationals so much the Dutch students, especially the ones from higher educational years, felt a little left out. Therefore we started focussing on them a little more too by for instance changing the order of languages back to Dutch first in the promotion messages.

In general we believe we had quite some good projects to integrate the different cultures and most of them have really increased the integration, as described above. We have not quite figured out the perfect way to mix students from different nationalities and we do not know what the exact effects are of the internationalisation, but we did find some effective tactics to attempt this as described above. Therefore it is important to keep focussing on this.

1.2. Unity between members

The idea of Unity between members was to create a community outside of the activities of the association. We wanted to achieve this by creating both a digital and a physical place where students would meet and by aiding them in the first step of interaction.

Firstly, we wanted a fixed study room. Ayra has had several meetings with Ingmar Visser, Director College of Psychology, about this plan. The conclusion was that renting a room for the entire year would be very expensive and due to the buddy reservation schedule of the rooms it would also be impossible to book the same room for the entire year. Booking different rooms would be quite confusing for our members in our opinion. And considering

the costs we came to the conclusion that this was not the right way. Ayra further discussed with Ingmar and he was very supportive of the idea of having a fixed study room so he e-mailed the organisation that builds study spots. In the meantime this idea also reached the programme committee who also started vouching for a fixed study place in building G. The conclusion for now is that this the instance responsible for study spots is looking into the possibilities to build a study spot in building G. It will probably take a while before this is actually realised, so in the meantime we want to advice to keep booking the study rooms in the exam weeks, as these are always used by many people. Not only active members, but also less active members which is a nice way to reach these people and support the students in general.

Next to the physical meeting place of a study room we wanted to create an App for the association containing a platform where members could interact. In short, we found a partner to create this app for us and it is currently under construction. For more information on the process, see C.8. "App". Due to the fact that the app is not yet implemented, it has not been an addition to the Unity between members yet. However, we believe this will be the case for subsequent years if it will be used in the way we envisioned it.

To aid in the first step of interaction, we planned on using name stickers at small events so that members can address each other by their names. The idea behind this was that members would interact more quickly because they could pass the step of having to introduce themselves first. Something that could be experienced as being awkward. This plan was executed at most events. At the last few events of the year there were no name stickers. This had to do with the fact that we ran out and all shops we visited for buying them did too. During the summer holiday, we found that they were back in stock, so we purchased stickers for the next board. To our opinion, this plan did help in uniting members. We found that a lot of members interacted at smaller events. For this reason, we advise to continue doing this easy idea in subsequent years.

Overall, we feel like the Unity between members has not necessarily increased since both the studyrooms and the app have not yet been realized, we do feel the name stickers helpen and therefore we advise to keep using them.

1.3. Uniting with the VSPA

The goal of this subsection was to make our activities and services as much fitting to the needs of the members as possible and to make the members feel at home at the VSPA. We had several plans to achieve this goal, which will be evaluated below.

Firstly, we had a room policy where everyone that enters the room is greeted as soon as possible. In addition, we want to offer everyone coffee or tea that comes in. We have tried very hard to always do this and we believe that this went pretty well. We bumped into a

couple of things that made it harder to do this consequently. For instance, we also wanted to keep the room a place where we would work. Focusing on working sometimes conflicted with greetings students and making them feel more welcome. Also, it was soon forgotten if the person with room duty did not sit at the chair closest to the door. This also happened a lot because this spot was used to select pictures from events by committee members. Hence, we decided that committee members had to do this at a different spot and that the board member with room duty had to always sit at the spot nearest to the door. We also wanted to have a policy where everybody in the chill area of the room would speak English so that everybody could always join a conversation if wanted. This turned out to be harder than expected. We think this was because especially members from the higher years are not used to talking in English which resulted in them talking Dutch. Moreover, there would quickly be sub conversations where people (also internationals) would quickly start talking in their own language. We tried to switch the language to English several times during the year, but this is a very time consuming task and especially during the busier times of the year this was not always done consequently. Something we only thought of while evaluating this point, but what we would like to pass on to the next board is hanging a poster that says the policy is to talk English. Lastly, we also had the idea to put a new game out on the table in the chill area every week. This also turned out to be a little bit harder than expected as there were not that many suitable games and the players guides were all in Dutch which made it hard for internationals to play the games. We did put out the games we had in the beginning of the year and it was always nice to see the members play this together. This certainly increased the unity as also strangers would play the games together. As the year passed members more often came to the room to just chill and eat instead of playing games. We would advise coming boards if they want to do this to invest in more games and with English playing games. And keep in mind that members might not always want to play games. In general we believe that there were not as many first years in the room as we had hoped at the beginning of the year. Most of the time, there were second and third years hanging out in the room.

Another initiative we wanted to focus more on were the 'Bored with the Board' formerly known as '*Bestuurtjes*'. We did this by planning and dividing these among couples of two board members at the beginning of the year. As a result, all the BWTBs took place. However, there was not always put in enough effort to make them successful. We noticed that promotion is very important, especially if you want to reach members that do not already come to the VSPA room anyway. We did not always start on time with the promotion of the BWTBs and we noticed that it is better to make a Facebook event for the BWTBs, so that people register it better instead of only putting it in Instagram stories or in a few facebook posts. Also, the actual activity plays a big role in the turn-out at the BWTBs. Whenever there

was an active activity such as the painting of the christmas ornaments or having a high tea. Having a 'hangover' BWTB is fun for once, but it is not special enough that people make the effort to come to the VSPA room and is not very effective for bonding. We should have organized more active BTWBs. On top of this, we also planned all the BTWBs at the same day and time throughout the year which resulted in that several members could never attend due to mandatory tutorials. Switching it up would make it more accessible for more members, but also makes it more inconsistent which could also have a negative influence. In general, most of us believe that the BWTBs are important for the bonding between members and the board, especially for board members that are not in contact with members a lot. Some of us believe it is not worth the time and effort that are put in. As a tip for coming boards we would like to advise to look into alternatives for the BWTBs. For example, you could organize a dinner or go out for drinks with a group of members. We believe that the time of the day would be more convenient and it is something that everybody likes, however it would mean spending more of your free time at VSPA related matters.

Furthermore, we wanted to always project the monthly calendar on the G-screens, however we completely forgot about this. We would advise coming boards to do this as this is a very good way to reach a lot of people and also show the psychology department what you are up to. We did however have all study related activities on this screen. The G-screens can also be used for social events if necessary, but we ware of spam on these. It is important to look at which activities need a little more attention and put these on the G-screens.

Another important thing for us was that activities would be attractive all members. To achieve this, the study-related activities were always about subjects that are not in the standard psychology curriculum, which makes it an addition all years of psychology. We did, however, not have a clear way of measuring if members also felt this way and unfortunately, we did not register from what years the attendees were. We would therefore advise coming boards to make a new line in both the register as the evaluation form were members have to say from what year they are. We did, however, always make activities accessible for nationals and internationals by hosting every activity in English. Another thing we have noticed is that the turn-out on study-related events was higher in comparison to last year. At social events, this was the same or maybe even lower. This gives the impression that the interest of members is slowly moving towards study-related activities. In general, we believe that in the past couple of years the supply of activities was higher than the demand of the members, which is something to take into consideration for the coming years. We have heard many members and non-members talking about how many events the VSPA organized and that it was an overload of events.

In addition, we increased the budget for the committee dinners from €10,- to €15,- per person. This made an actual change for a lot of committee members, as they told us. Before the budget was more of a discount, but now you can pay your meal from this budget, which makes it less of a burden for a lot of committee members. We would therefore advise coming boards to keep this budget. Only 3 committee members in total did not attend the committee dinner, despite the worries at the beginning of the year if it was really necessary to budget for everyone. We would therefore advise coming boards to budget for everyone, as it is possible to include everyone in the committee dinners if you plan them early enough and try your best. We believe that we made that possible by making it a focus point from the first committee meeting onwards. Some committees found a date in October already, some only in February or even later in the year. In the end however, focussing on this dinner from the beginning made it such a succes.

Besides all this, we also wanted to focus on nice merchandise, because we believed that walking around in matching items increases your feeling of being united to the VSPA. The sweaters turned out really good. We sold 138 sweaters. We did this by letting people sign up for the sweaters and afterwards ordering them. This resulted in only a few sweaters being left over which can still be sold. We also wanted to develop an additional merchandise item. This in the end did not happen, because the Design Committee started too late with designing this. It was very hard for them to find an item that has not been made already and would suit the desires of the members. The committee advises not to make an additional merchandise item as it is hard to find something that is worth the money. However, if coming boards do desire to have an additional item, we would like to advise them to put out a survey for members and ask what they would like to buy. This might result in ideas that you would not have thought of yourself.

This last idea was not in the original policy plan, but was something we came up with during the year. At activities with a capacity of over 50 people we also allowed non-members to attend. This way we could attract people that were not a member and let them get to know the VSPA. On our budget plans we estimated 10% of the tickets would be sold to non-members, but based on the turn-out on events like the prom, lectures and the conference the actual non-member tickets sold was higher. The non-member tickets were always more expensive than member tickets, because otherwise the benefits of being a member are petty.

2. Professionality

As well as focusing on unity, we decided to focus on the professionalism of the association and its members. The main reasons for that were that studying at university means that students are preparing themselves for a professional career. In this process, we would like to give them a helping hand. Secondly, the VSPA is one of the biggest study associations of Amsterdam which means that we are responsible for a lot of members. The association should cope with this responsibility in a professional matter and we felt that this was ground for the association to improve on.

Based on the projects listed below, we believe that the first step has been taken to professionalize the association and its members. However, this year we have learned that this professionalism of the association, if it is further pursued, might decrease the accessibility of the association. First year students might think it is too ambitious for them to join the VSPA, which is not the impression we would like to make. For now, it is hard to say if the VSPA has become less accessible and if that is caused by the increase in professionalism. However, we do want to point out this potential effect of professionalism.

2.1. Professionality of our Members

First of all, we want to touch upon the professionalism of our members. We felt that it is important for students during their time at the university to improve their professionalism to prepare for their professional career. At the beginning of the year we thought of a few plans to help the students.

One of these plans was to change the Workshop Committee to Professionality Committee. This new committee was supposed to organize workshops and such to teach the students skills to increase their professionalism. There were four events organized in total; a workshop 'How to discover what you want', LinkedIn Workshop, Presentation Workshop and a Burn-out Prevention workshop. The evaluation of the specific events can be found under B.5.6. 'Professionality Committee'. The idea of the committee on its own and its purpose were a good addition to our association and the committee itself was a success in our opinion. However, it turned out to be quite difficult to organize workshops within the goals of the committee. This was mainly caused by the fact that there were also four workshops organized during Experience Your Future Day (Career Day Committee) that were supposed to contribute to the professionalism of students as well. Therefore, the committee felt like there were not a lot of topics left for them that fell within the guidelines we set up for the Professionality Committee. We agreed with the committee on this point and would thus advise coming boards to make the definition of the committee less strict, e.g. that the committee should organize things that add value to the career of psychologists. Overall, we

feel like the topics chosen by the committee were very good and could definitely help boost the professionalism of our members in their own way. Therefore, the view we had for the committee has been fulfilled. We would advise future boards to take group size of workshops more into consideration, because the quality of workshops get way better and have way less of a practical lecture feeling with a lower amount of participants. When doing this, also keep in mind that workshops are quite expensive; a cost-benefit analysis should be made.

To help the students in the sense of professionalism in their working life, we wanted to promote the vacancy bank by scheduling promotional Facebook posts as well as promote the vacancy bank in the committee meetings. We also wanted to increase the volume of the vacancy bank, especially with more jobs and internships at the UvA and with volunteering work. Most of the plans did come through. We found a good way to promote the vacancy bank by integrating it in the specific vacancy posts and we increased the volume of the vacancy bank, partly with more jobs and internships at the UvA and with volunteering work. Noteworthy is that the new standard in vacancies is to post one every week for the whole year. We do feel like this project helped students in the professionalism of their working life. However, we do not have a good way of measuring this possible increase. The only clue being that the individual vacancies seemed to get the same amount of attention from students as last year, about two to three students applied to each vacancy according to the responses of our partners. Because the amount of vacancies increased the total amount of attention for the vacancies in general must have increased. We advise next boards (especially the Officer of Sales and Acquisition) to schedule one vacancy per week, this can be achieved by having volunteering vacancies as a backup for the commercial ones. We also advise to look into the possibilities in using paid promotion in Facebook to boost the visibility of these vacancies, because there still seems to be less visibility than desired by both VSPA (for the professionalism of the members) and the companies (for the value of their investment). More visibility will increase the amount of members that will be aided in finding jobs and companies to come back to the association for future vacancies.

Furthermore, we founded the Altruism Project this year because we believe it is really important that the VSPA encourages its members to engage (more) in society, e.g. by doing volunteer work. Daan and Ruby worked together on this project during the year and organized several things.

First of all, we got in contact with *Stichting Move*. This is a social project with primary school children from a disadvantaged neighbourhood in Amsterdam. We promoted the project among our members and recruited students who wanted to participate in one of the "MOVE-committees". In the end, two VSPA x MOVE committees were established and thus the VSPA's name was linked to the project. Joining this already existing project was an

attractive and nice manner to promote volunteer projects among our members, without having to set up a complete multiple month project ourselves.

Secondly, we organized a volunteer day together with *Ympact020*. During this afternoon-event we would have gone to nursing home *De Gooyer* nearby the campus and bake pancakes and play (introductory) games with the residents. We organized this activity from scratch together with their contact person, promoted it among members and sold tickets for it. This took quite a lot of effort and time. Very unexpectedly, the event did not go through; when we arrived at the location with all the participants, their contact person was not there and the location itself did not know about the event. It turned out, their contact person forgot our event, last-minute decided to take the day off and was therefore not present or reachable. This was quite a disappointment for both the participants and themselves.

Last but not least, we got into contact with multiple volunteering organizations in Amsterdam and offered to share their volunteer vacancies for free. We got several positive reactions and have uploaded these onto our vacancy bank, next to sharing them on our Facebook page. A critical side note is that they started with the latter a bit too late (end of May), because we forgot about it a bit after organizing the before mentioned points. However, we think they set up quite a good base to build onto coming years. We definitely hope that the Altruism project will be continued because we believe it is important that the VSPA remains committed to society.

Taking everything into consideration, we believe we have offered a lot of possibilities to our members to professionalize themselves during the year. Multiple workshops were organized and several opportunities for volunteering work were promoted. It is hard to say if the professionalism of our members has increased in general, because only a limited group of students has probably benefited from it. If students did not participate in the offered events/opportunities, it presumably did not help them.

2.2. Professionality of the Association

Secondly, we will touch on the professionalism of the association. As a big association like the VSPA, we felt that it would function better when we increased the professionalism. We also believe a certain level of professionalism is required to deal with the responsibility of the amount of members that the VSPA has. We had quite some plans to increase the professionalism of the association.

The design committee was not mentioned at this focus point in our policy plan. However, after this year, we noticed that it did increase the professionalism of the association, which is why we added this committee to the focus point. Before we had this committee, the posters of the VSPA activities were made by committee members who were not necessarily

interested or good at designing posters. The design committee consisted of motivated poster designers who were able to create pleasing posters for our activities. Besides them being properly designed, the posters were also recognizable because of the standard format the design committee introduced. The combination of recognizable and quality we believed contributed greatly to the professional look of the association.

Next up, we wanted to create a former member's register to bring the workplace closer to the association by connecting to our former members. This project has been slow to start up, because of the trouble we ran into finding a new web developer. Finding a new web developer was important, because the register that the website already had did not have a form connected to it and it was hard for us to implement that in the website. More information on the search for a new web developer is found at C.7. 'Website'. Dax started this project by talking to Martin Gevonden, a board member of the alumni association Spectra. Martin said that they were very positive about this idea and that the association has been trying to set up a register of this kind for quite a while. Some time down the road though, the website was still not working properly and a form could not be created yet. This was due to the unjust low priority this project was given, this was our mistake. When the website improved, we were nearing the end of the year, which is why we chose of an alternative to register all the interested members we have. When members sent Dax an email stating they want to resign for the coming year, he replied by sending them a google form. In this form, they can state why they want to resign, so we gain some information about potential points for the association to improve to pass onto the next board. Also, we provided information about the former members register and asked for their interest in registering. This form will provide us an excel sheet with all the interested members, which the next board can use to contact them when the former member's register is finished. For now the register has not contributed to the professionalism of the association, since it is not in use yet, but the first step is taken.

In the policy plan we stated that we wanted to take the LinkedIn page in use. We did not have access to the personal, nor the official LinkedIn page at the start of the year. During the year we gained access to these pages, using our contacts of former boards and the former promotion committee. After that, because of a lack of time and no clear communication about who is responsible for updating the LinkedIn page, regularly posting did not happen. We did update some of the information the LinkedIn page showed and posted a handful of times, but to really contribute to the professionalism of the association the usage should be increased. We advise that future boards look into how to properly use LinkedIn and take it in use afterwards.

At the beginning of the year we had a couple of tasks that were not done yet by our web developer. After intensive contact, we decided to look for a new web developer to help

us. For an extensive report on the happenings we would like to refer to point C.7. 'Website'. We found a new company which will help us and is currently busy with the tasks that were still on the table. Completing these changes will contribute to the professionalism of the association and the company we work with, LindenIT, is fairly big and professional. To add to that, we also started working on realising an app for the VSPA. LindenIT, the company working on the website, has also started working on the App (see C8.). Since the app is being built currently, we can not yet tell if it adds to the professionalism but we expect it will.

We were planning to participate in two board trainings, by ASVA and TentamenTrainingen.nl. We did in fact do these trainings and we learned a great deal about meeting efficiently, which decreased our meeting time from 5 hours to only 3 or less. This gave us more time to work on our personal tasks, which was a positive influence on the association. In addition, it also increased the professionalism of the board. Also the Application Committee followed a training from Tentamentrainingen.nl, to increase their professionalism. However, this training was not very informative since the application procedure of the VSPA is one of the best of study associations. In this training the Application Committee used most of the time of the training to explain what they already did and did not really learn new information. Thus, this training did not contribute to the professionalism of the Application Committee.

At the beginning of the year we expected that the Support Committee would increase the quality of the physical promotion of the VSPA on the matching days. In reality though, we noticed that the support committee was not able to help us on the times of the matching days. In the end, only one or two members of the committee were present at the matching days. This was due to a lack of communication by the Committee Affairs Officer Dax and the time at which the matching days were held. We still think that in the future, if it is planned adequately, that the Support Committee can still contribute to these events. The reason being that the committee was able to think of ideas to promote the VSPA, by handing out free ice cream for instance. However, as for now the committee did not add to the professionalism of the association on the matching days.

Lastly, we wanted to take a look at the charter of the association. The most recent version of the charter was made in 2005 and we hypothesized that this might make them out of date. This year we checked possible amendments of the charter, though we did not encounter any highly necessary changes. We did pass all the potential changes on to the next board, to make a future amendment more efficiently.

To conclude, some of the plans we made were not fully done, like the website, app and the former member's register. However, the app is in production right now, the website is being worked on as well and after which the former member's register is possible. The reason why we were so late was that we did not take the christmas holiday, ski trip, and the

Half Year Result into account in the planning. Which means that, if you are not done in december, the first time you can really make time to work on these projects extensively is in march. On the ground of that, we would advise future boards to start as early with big projects as possible and try to fulfill the plans as early as December, because after that you will have a hard time completing them. Other than that, the projects that we did fulfill, like the Support Committee, Design Committee, Professionality Committee, Altruism project, did contribute to the professionalism of the association. How much they contributed is hard to measure, which is also a focus point that we want to hand to the next boards. Try to think in advance about how to measure your focus points at the end of the year, to make it easier to reflect on.

B. Committee Policy

1. Focus points for all committees

Committees exist for members who want to be more involved with the VSPA and its activities, learn to work in groups, gain organizational skills and much more. The committee focus points during this year were 'Professionalism' and 'Equality in Diversity'.

1.1. Professionality

Next to our main focus point professionalism, see A.2. 'Professionalism', we also focused on professionalism within committees. Our aim was to create a nice balance between professionalism and sociability. Overall, we believe we did a pretty good job on the professionalism within committees. We will elaborate more in detail below.

1.1.1. Professionality within committee meetings

With the exception of a few irregularities, the committee chairs have made an agenda for each meeting and uploaded these at the latest the evening before to the Google Drive. Most of the times the chair mentioned this or send a picture of the agenda the group chat, to give other committee members the opportunity to prepare. Next to that, during the year we also added that committee chairs send out action point (AP)-reminders twice a week, to lessen the chances of people forgetting. We feel like this has really contributed to the efficiency of the meetings in general.

Throughout the year, the first five minutes on the agenda were always reserved for 'Announcements by CAO'. During these announcements, (registrations of) VSPA-events, GMAs, projects, courses and other worth-mentioning topics were promoted. In the meetings done by the CAOs this was always done, but in the Support and Design Committee this was unfortunately not done as regularly. The reason for that is that Dax (Support Committee) & Ayra (Design Committee) simply forgot to do it, because it was not as much in their system as in the CAO's. As a nuance we would like to add that we do not think this has had a big influence, since most of the members in those committees were very active members by themselves. Therefore the likelihood they missed out on events they would have liked to attend was probably quite low. We also introduced 'Weekly Announcements' along the year. This was a short promotional message sent out weekly on Mondays in committee and other VSPA(-related) WhatsAppgroup chats. In this message we mentioned, among other things, all registrations and planned activities for that week. Both these promotional opportunities worked out pretty well; committee members and other 'active' members were always up-2-date with the latest VSPA-information. We even noticed that when we were a bit late with

sending out the message, members mentioned this in the VSPA-room because they were waiting for it.

Next to that, every committee had a fixed meeting date up until March/April. Having a fixed meeting date brought a lot of structure into the meetings; committee members knew exactly when the meeting took place, were (almost always) all present and APs were more regularly done. From March/April onwards, three committees were not able to find a fixed meeting date anymore because of too much overlapping courses. Because of this, we also noticed how much more chaos not having a fixed meeting date brings along; most of the times there was in clarity about the meeting time and usually not everyone could be there. This was a bit problematic, but unfortunately not preventable.

Last but not least, we paid a lot of attention to evaluating more within committees. Overall, we feel like the evaluations really contributed to more professionalism in committee meetings and committees in general. To prevent too much overlap, more about this point is elaborated under B.2.3. 'Development within committees' and B.2.4. 'Closure and transfer'.

Taking the above-mentioned points into consideration, we believe we did a pretty good job on professionalizing the committee meetings. The agendas made the meetings more efficient and gave committee members the opportunity to prepare, the fixed (weekly) meeting dates provided more structure and evaluating multiple times during the year boosted the atmosphere and cooperation within committees. Therefore, we would definitely recommend continuing these aspects. It also helped maintaining the ratio between professionalism and sociability in both social and study-related committees. Due to the structured committee meetings, there was always room left to socialize and have fun together during meetings, which is something that should be encouraged. The addition of 'Announcements by CAO' and 'Weekly Announcements' were nice promotional options which we would definitely recommend and are easy to continue for coming boards.

1.1.2. Professionalism among committee members

We wanted to encourage committees to schedule their committee dinner as soon as possible in the year, to make sure committee members got to know each other better and thus strengthen cooperation. To increase the likeliness, we also highered the budget for the committee dinners, see F.5.6.8. 'Committee Dinners'. Except for the Hitchhiking Committee, every committee has had a committee dinner during the year. Besides some administrative bodies, the Support and Lecture Committee, all committees had a committee dinner before the start of the second semester (February). We noticed there was quite a big difference in cooperation within committees before and after they had their committee dinner, e.g. they worked more as a group of friends instead of strangers. This had a positive influence on the organisational process as a whole; they helped each other out more, did their own things in

time and it also brought a better atmosphere during meetings. On top of that, we are very pleased (almost) all committees at least had a committee dinner and most of the committee members were present - only if someone cancelled on the very last minute, the dinner went through without that member.

Nevertheless, we do feel like the committee dinners could have been finished earlier in the year. However, because our policy plan was not accepted yet at the GMA due to some unexpected circumstances, the exact budget was still unsure up until the 14th of November. This caused some inevitable delay in planning the committee dinners.

During the first and second committee meeting, respectively the CAO and chair of the committee mentioned some ground 'rules'; doing APs, being present and on time for committee meetings and cancelling at least one day before if not being able to be present. At the beginning of the year, it was very well adhered to within all committees and the rules were also evaluated in committee evaluation meetings. When there were people within the committee who lacked responsibility in this field, the committee chair mentioned the rules again to everyone during a regular meeting. Unfortunately, there were some small exceptions. In one committee a committee member was eventually discharged from the committee because she could not fulfill the rules multiple times, even after several meetings with the CAO and committee chair about it. Next to that, later on into the year some committee members started to be a bit more laid-back in this field. In evaluations this was mentioned a lot as well and, as expected, it indeed caused some irritations within committees.

Throughout the entire year, the CAOs always tried to make clear the importance of the rules, but near the end of the year it was quite hard to discharge committee members who failed to obey multiple times (e.g. because their event would take place within a short period of time). We noticed that keeping strict to the rules; was sometimes not encouraging for both committee members and the CAO associated. This because it could influence the atmosphere during committee meetings in a non-positive manner (e.g. when a committee member was really stressed because of several deadlines towards the end of the year and therefore forgot to do multiple APs). For this reason, the CAOs did not always make a point out of breaking a rule, but instead talked to the person alone or together with the chair to see whether it could be prevented in the future. Moreover, it was often the case that committee members themselves addressed the person who broke a rule/often broke the rules. We believe that this is also a good way (or maybe even better), as this is a learning point for committee members and the committee as a whole in our opinion.

Overall, we do believe setting 'rules' really contributed to the professionalism among committee members in general. We noticed big differences in success between committees where there were members who did and did not feel like the rules were important. It is hard

to give a specific advice about maintaining rules, because it is really dependant on the group dynamic within a committee whether it is even necessary to have them and what the influence is. In general, we would say it is important to set rules at the beginning of the year and evaluate them with the committee throughout the year. The CAO should not take the role of a 'police officer' and undertake action every time a rule is broken, but should take the situation into consideration and give the opportunity to committees themselves to fix it.

1.1.3. Professionality of CAOs

The above mentioned 'rules' for the committee members, were also applicable for the CAOs. Apart from a few exceptions, most of the times caused by having multiple meetings in a row and thus not being able to be on time, the CAOs were always on time, present and did their APs. Next to that, when a CAO could not come to a meeting, they (almost) always made sure there was another board member present. We feel like this contributed to the professionalism of the board towards committee members, because this way we showed we were engaged with every committee. For this reason, we would advise future CAOs to keep doing this.

1.1.4. Professionality of committees internal and external

During the first meeting, the CAOs informed committees about their google accounts, the importance of using the committee's email address and uploading files to Google Drive. We feel like committees understood this and adhered well; (almost) everything was uploaded to Google Drive and emails were (almost) always send from the committee's email address. This showed professionalism to both internal and external parties.

Moreover, we believe that the addition of appointing someone within the committee to be responsible for the email was a great idea. With a few exceptions, emails were always answered within an acceptable period of time, thus causing less organisational delays and also showing professionalism to external parties. We feel like the email responsables did their job pretty well and it had the effect we desired. Therefore, we would definitely advise future boards to continue using the committee's Google Drive and email and to appoint someone to be responsible for the latter.

1.1.5. Professionality between committees (collaboration)

During this year, we strived for more collaboration between committees. Eventually, there have been three collaborations in total; a Borrel-Party Committee collab, Music-International Committee collab and an Excursion-Lecture Committee collab.

The collab between the Excursion and Lecture Committee took place in May; together they organized an event with an Holocaust-theme. 20 lecture-only tickets and 25

combined-tickets were sold. The event started with a lecture about the psychological aspects of the Holocaust, followed by a guided tour at the National Holocaust Museum (NHM). The lecture was pretty interesting and the visit to the NHM was a nice addition to make the theme livelier. The collaboration between the committees went pretty well; not all committee members could always be present at all meetings, but that is also quite hard when the group is twice as big as normal. During the evaluation meeting, both committees said they enjoyed working together and getting to do something different from their usual tasks. They especially liked learning what the other committee normally does.

The collaboration between the *Borrel* Committee and the Party Committee took place in December and was the last party/*borrel* before the Christmas holidays. The turnout was really great and we believe it is safe to say everyone had an amazing evening. Both committees had several meetings together. When there were tasks to be divided, there was always one person of each committee to fulfil the job. During the evening, one person of each committee had door duty for an hour where they distributed shots and got to greet the guests. Both committees really enjoyed the collaboration and friendships were made for the rest of the year.

The collaboration between the Music Committee and International Committee took place in February. They organized an international silent disco, for more information see 4.5. 'International Committee'. During the meetings, one committee was always present with almost the entire committee while the other committee was only represented by one or two people. Both committees had a different experience, for one of the two it was a lot of fun however, for the other one it felt like they had to organize it by themselves instead of together with the other committee. We believe that the mindset of both committees might have been too different in this collaboration.

Unfortunately, there were no collaborations between social and study-related committees during the year. The CAOs sat together multiple times during the year to brainstorm about the potential collabs between their committees, next to discussing it within their committees, but found out it was quite hard to combine the two without having to sacrifice the goals of a committee. We feel like it is a pity that there was no collaboration between a social and study-related committee, because we wanted members who are more interested in one side of the association to mingle with the other side of the association. However, we do think that the other three collaborations contributed to the professionalism between committees because they gave committee members a clearer insight into the tasks and organisational processes of other committees. Moreover, we also feel like the collaborations contributed to the unity between committee members because they got to know members of other committees better. Both these points were mentioned in the joint evaluation meetings of the collaborating committees. We would advise coming boards to

definitely consider doing collaborations between committees. It was a bit more work, but the outcomes were quite positive.

1.2. Equality in Diversity

This committee focus point was linked to our main focus point unity, for more information see A.1. 'Unity'.

1.2.1. Equality in Diversity within committees

To assure every member got an equal chance to get a spot in a committee, we asked everyone to send a motivational letter. Based on this motivational letter, written in English or Dutch, we selected members for our committees. If there was any doubt, a second opinion was asked. Most of our committees this year had at least one international member, with some committees being even fully international. Almost all of our committees had first year, second year, and third year students as members. Some committees only had first year students as members. For some committees there were many more applications than spots to be fulfilled, these members were recommended to apply for other committees. Our goal on the one hand was to guarantee diversity within committees, on the other hand we wanted committees to contribute to the integration of national and international members. We believe we have reached this goal because that is what came out of our committee evaluations.

1.2.2. Equality in Diversity within activities

Due to the 'Weekly Announcements' and 'Announcements by CAO' at the beginning of each committee meeting, all active members of the VSPA were equally informed about the VSPA events. We promoted all our events on Facebook, Instagram, and via posters in the university buildings to also keep the non-active members as up to date as possible. For bigger events, we also hosted lecture talks during the break of lectures. We did promote our events with an extra focus on ticket sales this year. In promotional messages we warned members if there was only a small amount of tickets going on sale. When an event was not sold out immediately, there were enough messages about tickets that were still available. For the first big registration moment, the trip to Leuven, we invited members to come to the VSPA room to help them registering. This way, members knew how it worked. We did not specifically invite members to come to the VSPA room later on anymore. We did plan to do this in order to help people with registering, however we have not heard any questions or complaints about registrations. In general, we believe it is safe to say that we did have a mixed audience at almost every event we had. This not only regarding nationality, but also regarding being an active member or not.

2. Start up and general

2.1. Start up of the committees

All committees started after the first-year weekend, except the Trip Committee, Ski Trip Committee, and Study Trip Committee. These committees started in May the previous academic year and at the beginning of September this academic year respectively. We did not have any committees for which only one member applied, so every committee started on time. Every new committee member received an email with information about the functions within a committee. In the first meeting, this information was repeated before distributing the functions. During the first meeting, a slide show was presented with all the information about the VSPA and the committee that the members should know about. Most of the study related committees had transmission documents with information about the committees, for the social committees the CAO only heard about this at the end of the year and was not able to find any of these transmission documents. Even without these documents, the committees had enough information about their committees so it was no problem during the year. At the end of the year every committee had a very extensive evaluation in order to use that information for future transmission documents. Our goal was that all members, inexperienced or experienced, would receive the same information to reduce a possible skew relationship in knowledge. We believe this was an effective way to balance out the knowledge, however in the beginning of the year there is a noticeable difference between inexperienced and experienced members. Experienced members know the ins and outs about the association while inexperienced members will learn that throughout the year. As the year proceeded, this difference evened out pretty simultaneously.

2.2. Functions within a committee

We had four functions within every committee; a chair, a treasurer, a head of promotion, and a head of acquisition. In some committees the head of acquisition function was distributed over two members. The chair kept overview of their committee, made agendas for meetings, checked if APs were done, and so on. The treasurer kept overview of the finances of the committee, making budget plans and results gave this overview. The head of promotion made a promotional schedule and made sure everyone sent their promotional message on time. They also checked if the information was correct and that there were no typos. The head of acquisition kept overview of the acquisition of a committee, this way the CAOs did not have to check up on this as closely as before. We are very positive about the distribution of these functions; members have learned a lot from their function so that is very nice.

2.3. Development within committees

We wanted members to learn and develop skills as well as getting to know new people. We think we succeeded in this aspect due to several reasons. We had a maximum of seven members per committee, that way every member needed to have an active attitude so that the possibility of social loafing was reduced. We did notice that for some committees, even less people than seven worked out really well. For example, committees with only five members were committees where each member had a sufficient workload without it being too much work. We believe five members per committee would work more efficiently, however we do believe that you leave out a significant amount of members who want to become active. For this reason, we would not recommend setting five members as a maximum. We also had a lot of evaluations this year. After every event, committees evaluated the event and the process of the committee itself. This gave the committee points to improve.

2.4. Closure and transfer

We had very fruitful final evaluations with every committee. We discussed how all events and meetings went, how the attitude towards the committee and its members was, what tips and tricks were worth mentioning for the next committee, and so on. The information that came out of these evaluations has been used for the transmission documents. For some social committees, the respective CAO did not receive any transmission documents in the beginning of the year, so the information is kept in very extensive minutes of evaluation meetings. Our goal with the final evaluation was that we had information that would improve next committees, on which we succeeded. The transmission documents have been translated to English this year by Ruby, since that was not the case before.

3. Role of the board

Within the role of the board, our main focus this year was to have an approachable attitude and accessibility level from all board members towards VSPA members, not only the Social and Study CAOs. To promote this, we have done several things. Every board member present (almost) always greeted students visiting the VSPA room and the board member with room duty was always open for questions and offering drinks. More information about room policy to promote accessibility can be found under A.1.4. 'Unity with the VSPA'.

We also used the first newsletter to introduce the board members to all VSPA members and posted introductory pieces about each other in the first weeks of the academic year on Facebook. Last but not least, Pauline and Ruby used a PowerPoint presentation in

the first committee meeting where they introduced each board member individually, to make sure every active member knew who we are and what we could do for them. Although it is hard to measure, we think this promoted accessibility and an approachable attitude .

3.1. Role of individual board members

Below is stated which board member had responsibilities towards committee(s) during this year.

3.1.1. Social Committee Affairs Officer

Pauline, the Social Committee Affairs Officer, coordinated all social committees except for the Culture Committee during the year. She was the first point of contact for her committee members regarding questions of any kind.

3.1.2. Study Committee Affairs Officer

Ruby, the Study Committee Affairs Officer, coordinated all study-related committees, the Culture Committee and the Editorial Committee during the year. She was the first point of contact for her committee members regarding questions of any kind.

3.1.3. Officer of Sales and Acquisition

Daniel, the Officer of Sales and Acquisition, has coordinated the FCC of 2018/2019. During the year he gave short masterclasses about acquisition upon request of committee's heads of acquisition.

3.1.4. Chair

Ayra, the chair, coordinated the Design Committee and was the first point of contact for the General Members Assembly Committee.

3.1.5. Secretary

Dax, the secretary, has coordinated the Support Committee during the year. He was also the vice-chair of the Application Committee. Next to that, he booked meeting rooms for committee meetings and such and he helped Ruby out with the technical aspects of the Editorial Committee.

3.1.6. Treasurer

Shy-Ann, the treasurer, coordinated the FCC of 2019/2020. Next to that, she has given short masterclasses to all committee treasurers and was available for treasurerment-related questions throughout the year.

4. Committee specific policy: social committees

4.1. *Activity Committee*

The Activity Committee consisted of seven members, who were both national and international. Next to that, the group also consisted of first years, second years, and third years. Although four events were planned, the committee organized three events this year. For the first event, which took place in November, we went disco bowling with approximately 40 people. The event itself did not need a lot of organizing, due to the short time between starting the committee and their first event, this actually came in handy. The second event was a cocktail workshop, it took place in February. This was a very fun evening of which we have received a lot of positive feedback. We had the same amount of people as at the disco bowling. The third event did not happen as the committee did not meet their deadlines on time, causing the committee to not organize anything in time for this event. The deadline was not met on time due to the fact that there was not enough time to brainstorm and research all the options, in combination with a lack of enthusiasm of the committee members. The fourth and last event was a floating fyre festival, this event was the last event of the VSPA of our year. With that in mind, the event was sold out and we had a very sunny and funny boat tour over the Amstel river. The boat was a floating beach, which gave it a nice and summery feeling. At every event, we saw different members and also some new members. We see this as a very valuable aspect. Because the committee and the board noticed a great overlap with other committee's activities, we suggest looking at a possible new substance/implementation of this committee. The most important reason for this advice is that the freedom of this committee was limited, a lot of ideas that this committee had were already too focused on for example music or sports. The VSPA has so many committees that are all focused on different aspects, that this committee does not really have that same focus and is also limited by the focus of other committees.

4.2. *Borrel Committee*

The *Borrel* Committee consisted of seven members this year. The members were all Dutch, we had some first years, some second years and also a third year. All the *borrels* took place at De Heeren van Aemstel. During the Intree Week we had a *borrel* to let the new students meet the VSPA, in September we also had an introduction *borrel* with the theme of "All Around the Globe", in October we had a *borrel* organized with our exam training partner, *Tentamentrainingen.nl*. From November until June, the *Borrel* Committee organized another eleven *borrels*. The first *borrel* had a jungle theme, the next *borrel* had a marine theme where lots of guests wore stripes. In December the *Borrel* Committee had a collaboration with the Party Committee which was a very fun *borrel* with a SinterSantaEve theme. In

January, an *Après-Ski borrel* was organized. The *borrels* afterwards had an American House Party theme, Rainbow shots theme, a Funky Fitness theme, a Sorority theme, a Twinning is Winning theme, a Disco Fever theme, and for the final one a Coachella themed *borrel*. The first couple of *borrels* had a lot of guests, between March and May there were a lot of *borrels* where guests only showed up really late or did not show up in big amounts. We have tried to do something about that by organizing a beer pong tournament for which people had to register beforehand. This way, we had an guaranteed attendance and the *borrel* was also already crowded at 21:00h. At the Twinning is Winning *borrel*, we also organized several games for which members could register. This activity did not have the turnout that we expected, however we did get a lot of positive feedback afterwards. Together with De Heeren van Aemstel, we would recommend organizing more of these activities so that we both profit from the bigger/earlier turnout. It does however differ every year. Two years ago, the *borrels* had a very high turnout with an exception of one or two *borrels*. So we would recommend to keep organizing these activities, however this does need to be evaluated every few *borrels*.

4.3. Culture Committee

This year, we reintroduced the Culture Committee because we wanted to pay extra attention to cultural activities with all the new international students, as well as making cultural activities more accessible for everyone. The goal was to organize three events during the year, in which the committee succeeded. The committee started with seven, but ended with five members. There was a mix of national and international committee members, as well as first years and second years.

They organized a private boat tour during the Amsterdam Light Festival for 35 students, which was sold out within 15 minutes. It was a very nice event and we got to know a lot about the artists and artworks. The second event was a private event at the *TapasTheater* with 38 attendees. During this evening there were two shows in different rounds and you could eat tapas in between. The participants were really enthusiastic about this event! For the last event, they organized a clog painting workshop with 26 participants. It was a very *gezellig* event, where participants could paint their own typical dutch clogs and got to know more about the history of clogs all over the world.

Overall, we think the Culture Committee did a great job; every activity attracted a different audience, the activities were well-visited and showed different kinds of culture and cultural activities. Therefore, we would advise future boards to maintain with the Culture Committee.

4.4. Hitchhiking Committee

The Hitchhiking Committee consisted of seven members at the beginning of the academic year and ended with six members. The members were first years, second years, and third years who were both Dutch and international. For the first time, the hitch hiking trip went to two locations. This year we first hitch hiked to Metz in France, afterwards we hitch hiked to Frankfurt in Germany. From Frankfurt, we took a bus back to Amsterdam. The hitch-hiking trip lasted from Thursday morning until Sunday evening and 32 people joined this year. The hitch-hiking trip, if planned in the weekend of Ascension Day, can last four days. Hitch hiking to two locations is not recommended for the next years because the second hitch hike takes place on Saturday. On Saturdays, there is way less traffic and it will take longer to reach destinations. The two locations in general were really nice and provided variety. We have received a lot of positive feedback about going to two locations instead of one, so if there is an alternative for travelling on Saturday, it could be valuable to research. Because the committee started at the beginning of October, like the other committees, there was a lot of time to organize this event. This was hard for the committee because their event seemed to be in the far future. That is one of the reasons why the motivation in this committee was hard to maintain. The acquisition of this trip did not go very well, lots of companies got contacted for supplies however nearly all responses were negative. The trip was intended to be for 51 participants, however only 32 participants joined. We do not really know the reason why people were not interested, we have heard some rumors about reasons people did not join the trip which were that there would be too much hitch hiking, that people already had other plans, that people already went hitch hiking a couple of times, that people (especially internationals) did not find it safe enough, and that people assumed it would be to Germany where a lot of internationals come from and did not want to go to. We cannot guarantee the reliability of these rumors; however, we do understand them. We could recommend looking at a road trip instead of a hitch-hiking trip for example, we have heard several members talking about this and that they would really want that instead of a hitch hike trip. We have also heard that some members really wanted to join the trip itself but did not want to hitch hike, a road trip would be an alternative for this. In the end, the committee organized a very nice trip where a lot of international members and new members joined. This was especially nice because even at the end of the year, people got to know the VSPA.

4.5. International Committee

The International Committee was a first this year! We are proud with the internationalization of this year, we launched this committee as our focus was to learn more about each other's culture. There were seven members, of which two were international. It was again a mix of first years, second years, and third years. The first event this committee

organized was a pub quiz/beer tasting which was a very cosy evening where every category of the pubquiz was about a different continent. With that, the aim was to have a specialty beer of that continent with the respective category. However, when we arrived at the location, the beers were all European. Nonetheless, everyone tasted a lot of different beers and got to know lots of fun facts about different countries. The second event was a collaboration with the music committee. They organized an international silent disco. We had three djs and one playlist with a mix of songs. The third event was a bike-in dinner, where different groups went to different houses to taste an Indian meal, a Chinese meal, and a dutch meal. There were not that many registrations for this event, so the house where a middle eastern meal would have been made, and the house where a Mexican meal would have been prepared were cancelled before the event started. The final event was supposed to be an international film festival where short films and different snacks would have been offered. Due to a very low amount of registrations we had to cancel this event unfortunately. For next year, we would recommend to make this committee a social committee as well as a study related committee. We think this could be of value because then the committee would be able to do a more in-depth culture exchange by means of a lecture for example, followed by a social activity regarding the subject to make it easily accessible and fun to go to with friends.

4.6. Music Committee

The Music Committee consisted of five members this year who were all international first years. We started this year with a new batch of members, the previous years the members stayed in the committee without applying again. The previous committee members were all musicians so every live music night, they were able to play the instruments themselves. These committee members were not musicians themselves. To add to that, these first year's members were all new in Amsterdam, their social networks were not big enough yet to get in contact with other musicians. That is why their first event was a karaoke evening without live music. It was a very fun evening with a great turn out, however in the middle of the night, the music installation stopped working, so we had to end the karaoke and started listening to other music. The second event was the before mentioned collaboration with the international committee. Their third event was a live band night, this was the first live music night for which we asked participation fee so we were able to give the bands a thank-you gift. The turnout for this event was really amazing and unexpected. For the last event, a music games night was organized which would have been a pubquizlike evening. Due to a very low amount of registrations, we had to cancel this event unfortunately. At the beginning of the year we had the aim that this committee would get a more supportive role for other committees to but due to the aforementioned reasons they

could not provide a band, which made that not really possible. Even though the members were not musicians, they were creative and motivated to organize events. With more diversity regarding the academic year as well as nationality, the committee might have more contacts in regards to live music if they would not be musicians themselves. This year we also decreased the amount of activities, we have gotten feedback from other members about this saying that it was a good decision because it makes the activities more exclusive in comparison to when they were almost every month.

4.7. Party Committee

The Party Committee started off with seven members and ended with five members. In the beginning we had international and Dutch members, as well as first, second, and third years. At the end there were only Dutch first and second years because two members left because of personal reasons and clashing schedules with work. The first party of the year was organized by the Board so the committee had two parties to organize, one in March and one in June. The party organized by the board had a space theme and took place in Club Up. This party was sold out. We had the option to book De Kring as well, however it would have been too big and too expensive. This is what we as a board decided, as well as what the organization of Club Up and The Kring advised us. The first party's profit is the budget for the party committee, that is why opening up De Kring would not have been a good idea. The bar guarantee would have doubled and we would not have been able to reach it, which also makes the rent event higher. Because the committee's first event was only in March, the Party Committee and the Borrel Committee had a collaboration as you can read in B.4.2. 'Borrel Committee'. Their first party was "Project ZOO" and took place in Chicago Social Club. There were 281 tickets sold for this party. In comparison to previous years, this is a good turnout for the second party. This party was a lot of fun and a great way for the committee to get to know the ins and outs about hosting a party. For this event there were multiple win actions like sending the best animal selfie, making the best animal noise, and so on. The second party was "Full Moon" and took place in Club Up again, there were 219 guests. We liked going to the same venue again because they are easy to work with, have good deals regarding rent and bar guarantee, decorations, drinks for crew and djs, and so on. Besides those reasons, our guests showed appreciation for Club Up due to its location, the venue itself, and the price for drinks. Everything went really well; the committee had a lot of glow in the dark paint and also rented blacklights which made every guest very bright and colorful. On all our parties we gained money for the next party. That means that at the end of the year the committee had a positive balance. For next year, we do recommend looking at locations of maximum 350 people, unless you have a collaboration with another association because a lot of venues in Amsterdam are either too small (200 pax) or too big

(+600 pax). For the first party you will need more than 350 pax, however over the previous years the other parties were around 200-350 pax. In general, this was a very well-functioning committee as the five members were really enthusiastic and worked together very nicely.

4.8. Prom Committee

The Prom Committee consisted of seven enthusiastic members with a lot of great and innovative ideas. These were all Dutch second years. The prom took place on a boat in February. Instead of a seated dinner, we had a reception with open bar for the first two hours of the prom. Afterwards, other party guests were welcome on the boat and we took off for our boat ride. The event was bigger than last year, as 240 people could attend the event. The prom was sold out and was a very nice amount of people to have on the boat. We chose not to have a break, other associations gave this as a tip because they experienced that if you have a break and one group of friends leave the boat, more and more people would follow that example and the other half of your prom would be almost empty. Due to the open bar (and maybe also sea sickness), we did think having a break would have been a good idea in the end so that drunk people could have a chance to get off the boat. The contact with the boat prior to our prom went really well, we had one of our committee members as contact person. The boat also took care of the catering of the reception. During the reception we had live music of two of our talented members, during the party we had several djs. After the prom, we noticed that we paid a higher amount to the boat than we agreed on. We had a lot of contact with the organization of the boat, however it did not really work out. Because we have received multiple versions of the quotation, due to several changes every time we got a new one, we did not see that they charged us more for the rent of the boat. At first, they forgot to charge us two hours, which they wanted to make up with with no bar guarantee. However, we did not have bar guarantee in the first place due to the open bar. In the end, this was a very chaotic situation in which we did not get any money back. Having prom on a boat was a very nice idea, we have received great feedback about that, especially because it was on a moving boat. The open bar was a new idea, which the reception guests really liked. When organizing an open bar, we do recommend having a stop so that people who are too drunk can go home; also, for the people who are too drunk not regarding the open bar.

4.9. Ski Trip Committee

The Ski Trip Committee begun in May 2018 with five committee members. This committee had two CAOs, Nina Somer who started the committee and left during the summer break, and Pauline Claes who joined the first meetings as observer and took over during the summer break. In October, two other members joined the committee. The

members were first, second, and third years and we had one international member. The ski trip took place between the 11th and 20th of January 2019 at Saint-Sorlin D'Arves in France. This year, 55 members joined this trip. The committee organized lots of activities, there was a snowman building contest on the day of arrival, there was a barbeque, a scavenger hunt, a beer pong tournament, pregame drinks, and a ski lesson on the first day. For next year, the committee already started with seven members. Pauline Claes started this committee, Nina Hezemans, CAO 2019/2020 also attended all meetings and will take over during summer. The ski trip will also be in January and will take place in Italy. A big difference with previous years is that we will not be working together with Husk but with Skifest. We will have an entire chalet just for the VSPA group. In the total price is transportation, accommodation, dinner, and a ski pass.

4.10. Sport Committee

The Sport Committee consisted of six members and was the second all Dutch social committee. Their first activity was Bounz, where we played games on big trampolines and also played tampon hockey in the sports hall next to the trampolines. Their second event was a class in pole dancing. This was a really unique event where every member also got a coupon for a free class if they wanted to try it another time. For their third event, they organized archery tag and bubble football which would have been a really fun activity, however due to a low amount of registrations we needed to cancel this event unfortunately. We believe the low amount of registrations is due to the distance of the activity. It was a 40 minute bike ride, which might have been too long for some. The last activity was meant to be a beach day with several sports, however due to the heavy rainfall, this activity took place inside at USC. The acquisition in this committee went very well, for every event they arranged either food, drinks, a free class, ... In general, this committee organizes creative events with the budget they had, they did not let their disappointment from the cancelled event influence their mentality and just kept going.

4.11. Trip committee

The Trip Committee consists of seven members and organized a trip to Leuven, Belgium. The members were second and third years who were all Dutch. This committee had two CAOs, Nina Somer who started the committee in May 2018 and left during the summer break, and Pauline Claes who joined the first meetings as observer and took over during the summer break. During the trip, we went to a museum, had a scavenger hunt, a pub crawl, and a visit to a beer brewery. We had a mixture of first years, second years, and third years. We did not have a lot of international members of this trip. In general, the trip was very successful and everyone had a lot of fun. The Trip Committee for next year already started

in May this year, consisting of seven highly motivated members. They are all Dutch, some members are first years, some are second years, and some are third years. Pauline Claes started this committee, Nina Hezemans, CAO 2019/2020 also attended all meetings and will take over during summer. At the General Member Assembly of the 30st of April 2019, there was a voting of which the outcome was that the Trip Committee that will start in May 2020 (and will take place in autumn 2020) will be to Lille again. This voting was needed because in November 2017, the VSPA arrived in Lille and noticed they booked their hostel for 2018 instead of 2017. That is why we got a credit at their hostel. We believe that this will be forgotten if we wait too long, that is why the GMA decided that in autumn 2020 the trip will go to Lille.

5. Committee specific policy: study-related committees

5.1. *Career Day Committee*

The Career Day Committee was in charge of organizing the Experience Your Future Day (EYFD) in collaboration with the city board of the Dutch Institute of Psychologists (SPS-NIP). There were in total four members in the Career Day Committee, with a mix of nationals, internationals, master, bachelor and exchange students. The day consisted of an opening lecture, job fair, lectures, workshops and a network *borrel* as closing. The main goal was to give students more insight in future job options and current ancillary activities, next to widening knowledge about several psychological fields.

Organizing the Career Day was a difficult task because there were a lot of different parties involved (the committee, VSPA board, ten companies, three speakers, four workshops, a caterer, a rental company and UvA's Facility Services for the location). Next to that, the collaboration with SPS-NIP did unfortunately not go as smoothly as preferred. The idea of having meetings together with them as if we were one big committee was not (completely) fulfilled, because they were unfortunately not able to be present every week. Next to that, the Career Day Committee itself did not enjoy having them at our meetings due to a bad atmosphere. We had three meetings with them and Ruby had multiple meetings with the chair of the city board of SPS-NIP. The Career Day Committee fixed everything well in time and tried their best to invite a lot of companies for the network *borrel*.

Unfortunately, we could not request the usual Professional Orientation-point (*Oriëntatie op het Werkveld, OVV*) because of changes in the curriculum. This was a bit of a bummer, but did eventually not have any (big) consequences. The quality of the day itself was quite good and the addition of the network *borrel* as a closer of the day was a great idea that we would definitely recommend. The EYFD was completely sold out (120 tickets) and

based on the evaluation form we send out to participants and our own evaluation, we think the day itself did fulfill its goal.

5.2. Conference Committee

The main goal of the Conference Committee was to organize one big event to teach psychology students more about a certain psychological subject. The committee started with seven (both international and national, first years and second years) and ended with only international first year students (due to personal circumstances). We thought it very important this year to have at least one international lecturer, because of all the new internationals joining our studies from this year onwards. The theme of this year's conference was 'Innovation in Psychology' and consisted of 5 different lectures with topics such as 'Virtual Reality Therapy' and 'Oral Ketamine in Treatment-resistant Depression'. With this topic the committee hoped to catch a lot of different subjects in one day and with that attract many people.

As done in previous years, the location of the conference was at the well-known CREA, which was a great place once again. Finding an international speaker turned out to be pretty difficult, but at the end the committee managed to do so. Marisa Tschopp came all the way from Switzerland to give a lecture on 'Artificial Intelligence-based Systems from a Humanities Perspective', which gave the conference the desired extra international character. Unfortunately, it was too difficult to find workshops that were psychology-related and affordable within the chosen topic. This was a pity but, because there were a lot of different subjects touched upon, it did not make the conference any less. The chosen lecturers tried to make their lectures as interactive as possible to compensate and make the day feel less long.

Overall, we feel like the conference was a great success. It was eventually completely sold out (120 tickets) and was even rewarded best study-related activity of the year with the VSPAwards. Because of all the afore mentioned points, we believe the main goal - teach students more about a certain psychological subject - was achieved.

5.3. Excursion Committee

The Excursion Committee's goal was to teach psychology students more about psychology in a fun, interactive manner with four different excursions. The committee existed of four members with a mix of national, international, first year, second year and third year students. The first excursion to the Alzheimer Center was a great success and completely sold out (40 participants). We got a tour through the center and learned more about the Alzheimer research they conduct there. The second excursion was to a Psychiatric Center from *Arkin* and sold out within minutes (30 participants). Although the excursion was pretty

interesting on itself and we got to learn a lot about *Arkin*, there was some disappointment among participants because the tour through the center was not as extensive as promised, due to an escaped suicidal patient. The third excursion was the collaboration with the Lecture Committee, for more information see B.1.1.5. 'Professionalism between committee members (collaboration)'.

Unfortunately, the last excursion got cancelled because of a lack of organisation. It took way too long to get in contact with companies due to the committee members being very busy during that time and one committee member disappearing without a word. Eventually there was an excursion found, but the committee was not very enthusiastic about it and there were only 2,5 weeks left. For this reason, they decided to cancel.

Taking the complete year into account, we think the Excursion Committee came up with good excursions that were pretty popular. Therefore, we do believe the goal of the committee was fulfilled. However, it turned out to be pretty difficult to find good excursion locations that were interesting, open to enough people, affordable and not too far away at the same time. We would advise coming boards to higher the committee's budget to be able to improve the events, make it possible to organize events further away or to consider a new/extra implementation. For a financial advice, see F.4.7.11 'Excursion Committee'.

5.4. Family Day Committee

The purpose of the Family Day Committee was to organize one big event where relatives and friends get more insight into the daily life of a psychology student. The committee existed of four members, both national and international, first years and second years. They organized a reception at the Common Room, a tour around the campus, a lecture by Peter Starreveld about Attention & Perception, a subsequent tutorial and a dinner with a pub quiz at Café Fest.

The Family Day was a lot of fun, but unfortunately there were less people than budgeted for; 56 instead of 100. Last year, the amount was approximately the same. Nevertheless, we also think one of the reasons is that it is harder for internationals to invite their family and friends over and potentially the chosen date was also a bit too late into the year (3rd of May). This year's addition of the tutorial was a great success. Family members really enjoyed putting the just-learned lecture information into practice. We also felt like it helped for the unity; the students could 'help' and work together with their family on the short assignments. Changing the timing of the guided tour to an earlier moment made sure that all the buildings were still open and we could show the VSPA-room as well. Sadly, not all tour groups got to see all the locations because there was a bit of a shortage of time due to the lecture starting at a specific moment and the reception taking a bit longer than expected.

Another (in our opinion) good change, was having dinner and pub quiz in a cafe that was nearby. This way we did not have to work together with Cormet (UvA's mandatory caterer), which is known for having quite high prices and not that good quality food. The pub quiz was fun, but a bit too long and started off a bit unorganized due to some technical issues.

Overall, we think the Family Day was a nice day where friends and families got a realistic impression of life as a psychology student! The participants had a lot of fun and we feel like it is an important event as well, because it makes the association more accessible. We would advise to organize the event for a lower amount of people though, because the lower turnout than expected has been for two years in a row.

5.5. Lecture Committee

During this year, the Lecture Committee was supposed to organize four lectures and thereby taking different psychological fields of interest into account. Eventually, there were even five lectures organized during the year, of which one was in collaboration with the Excursion Committee, see B.1.1.5. 'Professionalism between committee members (collaboration)' for more information. The committee started with four members, but later on another student joined. It was a mix of national, international, first and second years.

The first lecture was completely sold out (150 tickets) and was themed with a current topic 'Gender & Sexuality Trouble'. It was a great start off for the year and the lecture itself was of good quality and obviously attracted a lot of people. The second lecture was about non-verbal communication and there were 116 students present. This was the only 'paid' lecturer, but unfortunately not the best quality because the lecturer did not have a university background which was quite noticeable. The third lecture about environmental psychology was a little bit less popular, with only 40 participants. However, the lecture itself was quite interesting and of good quality. Last but not least, the Lecture Committee also organized a lecture with an international speaker from the University of Ghent (Belgium) about Psychopathy. There were 118 tickets sold and the lecture itself was very interesting and had a good scientific base. The last lecture was held in CREA and had a *borrel* afterwards to close the year off.

It is hard to tell why the lectures were a lot more popular this year than in previous years, but we think it was because the committee mainly chose topics that were quite current and/or interesting for a wide range of audiences. We made sure that the topics did not have too much overlap and highlighted different specializations. This way, we tried to attract different audiences with each lecture.

Taking everything into account, the Lecture Committee had a pretty successful year with an average of 106 tickets per lecture. The chosen topics were diverse and outside of

the standard curriculum. We would advise to only invite lecturers with an universal background, to ensure good quality and scientific-based lectures.

5.6. Professionality Committee

In the context of our focus point professionalism, see A.1.2.1. 'Professionalism of our Members', we changed the former Workshop Committee to the Professionality Committee. The aim was to organize four events that would contribute to the professionalism of our members and make the transition to the professional field easier. The committee started with two, but later on another student joined. There was a mix of national, international, and first and second year students.

The first event was organized by Ruby (with a little help from Egbert, former study CAO) and had the theme 'How to discover what you want'. All available 35 tickets were sold. It was an interesting event with some helpful tools, but not very profound. From the second event onwards, everything was organized by the committee itself. They started off with a LinkedIn Workshop, which was sold out (30 participants). The workshop gave nice tips & tricks and was pretty good overall, although the workshop would probably been better in Dutch due to the quality of the workshop leader's English. Their second event was a presentation workshop and was a bit less popular with just 15 participants. However, we felt like this was the best workshop of the year in terms of quality, tips & tricks and fun. The group size was pretty great as well, because there was room for a lot more personal attention than usual. The last workshop was a workshop on burn-out prevention, with a total of 33 participants. Regrettably, the workshop was kind of a bummer because the workshop leader did not fulfill our expectations, although we specified them multiple times over phone and email.

Taking the above mentioned points into consideration, we think the first three workshops fitted into the goal of the committee and contributed to the professionalism of our members in their own ways. We would advise future boards to take group size of workshops more into consideration, because the quality of workshops get way better and have way less of a practical lecture feeling with a lower amount of participants. When doing this, also keep in mind that workshops are quite expensive; a cost-benefit analysis should be made. The overall general conclusion about the Professionality Committee is already stated under A.1.2.1. 'Professionalism of our Members'.

5.7. Study Trip Committee

The aim of the Study Trip Committee was to organize a nine day journey to a different country, where the university should be visited and several study-related, cultural and social activities should be organized. The committee consisted of seven members, with

both national and international backgrounds, as well as first and second year students. This year not only one, but two cities were visited: Dublin and Galway in Ireland. Both universities were visited, where we got guided tours over the campus, lectures and tutorials. Next to that, there were additional day trips to North-Ireland, the Cliffs of Moher and Connemara National Park and many churches, musea and prisons were visited. It was a very *gezellig* week, full of nature, activities and the weather was - very unlikely for Ireland - beautiful during the full nine days.

A requested grant from the *Amsterdamse Universiteitsfonds* (AUF) was unfortunately rejected, which was a bit of a let down. It is hard to state what the specific reason is that the grant was rejected, since AUF did not give any useful feedback. The committee managed to cover costs with a grant from *Circle Hospitality* acquired through acquisition and additional discounts. The group of people that came along was great and brought a nice atmosphere. However, there was counted on 40 students and eventually only 23 registered. This was of course a major setback for both the committee and the board. Although we cannot know for sure, we evaluated potential reasons for this disappointing number of participants.

First of all, there was an additional unexpected resit planned for the first-years during the Study Trip. Although Ruby discussed the planned dates with the education desk and Sonja Houtkooper, this was unfortunately never mentioned. Secondly, because of all new international students, our target group was potentially smaller due to the fact that studying abroad is already very expensive and many of them probably cannot afford a trip to a different country anymore. Next to that, missing out on five days of lectures and two tutorials is quite a lot when you come to a different country for your studies and thus the pressure to pass your courses. We noticed this in other events during our year as well; when there was a lecture during an event or a deadline near, the events were way less visited. The last potential reason could be that the location did not sound very impressive and thus students were less interested. One thing is for sure, it was not because of bad promotion. There were posters all over the campus, multiple lecture talks, word of mouth, PowerPoint presentations during the 'Announcements by CAO', an email sent out to all members and multiple messages in all committee and VSPA-related group chats.

Overall, we are very proud of how the Study Trip Committee managed to cope with the setback and have committed themselves to rebook everything in order to reduce the loss. Next to that, the committee worked incredibly hard on obtaining nice goodies and discounts for participants through acquisition, which they really deserve a shout out for. They got a lot of compliments from participants and other members and managed to get rewarded with the 'Best Acquisition of the Year'-certificate at the VSPAwards. It was a lovely, very well organized trip to the beautiful country of Ireland. We would advise next boards and Study Trip Committees to consider shortening the study trip in amount of days to lessen the missed

education. Next to that, to take the dates of the study trip into consideration very carefully and stay in contact with the UvA about this.

6. Administrative bodies

6.1. Supervisory Board

This year the SB consisted of Maaïke Renalda (chair), David Voss (secretary), Egbert Peppelman and Anna Immink. This SB had a nice combination of experience from different board years and someone with a fresh view. It was also a very innovative group of people which has resulted in some very nice things.

At the beginning of the year we defined the tasks of the SB. Together we decided that the SB would focus on the bigger picture. They would mostly look if our decisions were in line with what we wrote in our policy plan.

Half way through the year, the SB started experimenting with ways to make being a SB-member less intense. They started with only preparing the agenda points for the board meetings instead of also the updates. Later on they stopped attending the board meetings but only giving feedback on the minutes. More about this can be found in the transfer document of the SB.

We as a board have found it very helpful and useful that the SB had a more active role in the beginning of the year, but also felt ready to be more autonomous, the second half of the year and actually found it very nice to be freer.

Both as confidants, as advisors the SB has been very valuable to us this year.

6.2. Cash Audit Committee

This year the Cash Audit Committee consisted of Robin Coesel (chair), Luc Roeffen and Felix Blom. Robin was in the board of 2017/2018 as the former treasurer. It was the idea that the CAC would check the accounting system every three months, meaning four times a year. Halfway through the year, the CAC and Shy-Ann had an evaluation meeting. The CAC mentioned that they would like to try out whether it would be possible and effective to check the accounting system every month from that point onwards. This, to increase the workload of the CAC a bit more. Shy-Ann agreed to try, but it soon became a bit too stressful together with the other projects that she had going on. This meant that the CAC went back to checking the system every three months. In addition to checking the accounting system, the CAC also checked the budget plans and results of committees, were present at board meetings and gave advice on our policy plan, HYR and the annual report.

The communication between the CAC and the treasurer went smoothly this year and the CAC was ready to help when needed. Two of the three CAC members had a little less VSPA-experience. In some cases, we believe we would have benefited more from an experienced CAC and felt that the advice could have been better at some points. We would therefore recommend future boards to make sure to invest enough time in the search for a new CAC and strive for more board members. Overall, we are very thankful for the advice our CAC gave us throughout the year and the effort they put into the checking of the accounting system.

6.3. General Members Assembly Committee

This year the GMA Committee consisted of Iris Wierdsma (chair), Lois Riemens (secretary) and Egbert Peppelman (general member). The committee took care of all matters concerning the GMAs. Egbert has been the first general member of the GMA Committee ever. Some improvements that were made thanks to having an extra member were; better guidance of the applicants (informing them of the procedures and preparing them for some general questions that usually get asked at the GMA), coming up with new ways to promote the GMA (such as a giveaway for someone who attended the GMA) and supporting the chair and secretary with preparing everything for the GMA (such as printing ballots and doing groceries). Egbert has had an important role in achieving this. Although we believe that the promotion of the GMAs could have gone better, by starting earlier and printing a spreading posters for every GMA, we have been very happy with this committee and their innovating ideas. We also think that adding a third member was a good decision, so we would advise to maintain three members in the GMA Committee.

6.4. Application Committee

This year the Application Committee consisted of Bloeme Schreuder Goedheijt (chair), Luc van Niftrik (general member), Robin Coesel (treasurer), Lois Riemens (general member) and the board's secretary Dax Herman (vice-chair). With that combination, we had one inactive and two active members, one current board member and a former board member annex current Cash Audit Committee member, which was required by the standing regulations.

This committee's task was to form the board of the academic 2019/2020. To start the selection, they discussed the procedure as it stands and made minor changes here and there. They especially altered the setup of the application interviews, to try and make the applicants as comfortable as possible. After altering the procedure, they held a preselection, consisting of resumes, motivational letters and pitches, two interview rounds and an

assessment day. The candidate board was proposed and accepted during the GMA on the 30th of April.

6.5. Application Guidance Committee

This year, the AGC consisted of five members: Shy-Ann Moehamatdjilil (chair), Nina Somer (secretary), Egbert Peppelman (treasurer), Hannah van der Laan (general member) and Ruby Manten (general member). It was the task of this committee to find new candidates to apply for the board of 2019/2020. The AGC made a list with a large amount of active members (committee members) and other members, who were not in a committee but who were possibly interested in a role in the board. The AGC called them and asked whether they were interested in a role in the board. They also hung up posters and posted several Facebook posts as a means of promotion. For all the interested members, a panel discussion was organized which was a great success. Former board members were invited and told about their experiences as a board member and the interested attendees could ask all their questions. Everyone that was interested also had an informal meeting with one of the AGC members, where they received an information booklet about being a board member and the application procedure. The ones who applied were guided throughout the application process by the AGC. A big difference this year, was that for the first time, there were also international members who were interested in a board year. This meant that the informal meeting, the information booklet and also the panel discussion were all in English. This all went without any hiccups. Eventually, there were enough candidates found for the AC to form a new board and every applicant was guided properly throughout the process.

6.6. First Years Weekend Coordination Committee

This year the First Years Weekend Coordination Committee consisted of Max de Vries (Chair), Lynn Haasloop Werner (Secretary), Hannah van der Laan (Treasurer), Lois Riemens (Contact Location), and Aimee Diepgrond (Head of Acquisition). Overall, the weekend went very well. Mentors were happy with the way everyone was scheduled within the big schedule and this worked very well. They liked using the portophones and advise to buy them in the future instead of borrowing the insanely expensive ones from the UvA. This is not advised by our SB since the Psychology department bought ours to make sure we could borrow them for such weekends. The mentors whatsapp group chat was helpful. There were some issues on Saturday night because some mentors did not want the party to end, although the FCC said it was finished. In the following years it should be clear that the parties end at 5.00 unless the FCC or RINO want to stay up longer. Also, more drugs were used than expected. Since we do not want any drugs to be used, it is important to think of a more elaborate protocol around drug use that also includes how to motivate students to not

take it with them in the first place. The Friday games ended late because we got to the property late. This happens multiple years and therefore it is advised to think of a backup plan. Other takeaway points for the committee were to send a message to the chair if you want to propose an agenda point and to discuss non urgent stuff about the FYW in meetings instead of sending everything in the whatsapp group chat (which was filled with non-FYW stuff). It can be helpful for the contact person of the location to visit it, so that they know who of VSPA is responsible.

The new First Year's Weekend Coordination Committee consists of Bloeme Schreuder Goedheijt (chair), Nella Schrijver (secretary), Eva Sliedrecht (treasurer), Tom Ishay (contact location) and Fiona Huth (head of acquisition). They are on track with their planning.

9. Facility committees

The three committees below have all supported the VSPA a lot in the past year. Their tasks were not mainly organising events, but they have all in their own way made a contribution at least as big as every other committee.

7.1. Support Committee

We introduced this committee this year to increase the efficiency of the former Simmer, *VrijMiBo* and Promotion Committee. At the beginning of the year, it was a little hard to find committee members for this committee, since we focused on entering active members with a lot of affinity with the association. After a while and just in time, we found enough members and filled the support committee with mainly former board members. This made the functioning of the committee natural and we did not encounter real problems throughout the year. We would greatly suggest to try and find experienced VSPA members again, because the committee is quite diverse and the tasks are not always a lot of fun and experienced VSPA members really want to contribute to the association. Which makes the committee work smoothly.

Firstly, the Matching Days. This is quite a complicated event for committee members to organize, especially in our year. The reason being, that we did not make a single person or a small group within the Support Committee responsible for this event and a side from that, the board also feels a lot of responsibility for this event. To conclude, a lot of the Support Committee members were unable to attend the Matching Days, so their sole contribution was a small brainstorm with ideas to organize on the Matching Days. To conclude, we would suggest making someone responsible for the organization or to make it a board responsibility.

The cooking for the GMAs generally went swiftly and we even reintroduced deserts at the GMAs. Also, at the beginning of the year we decided we wanted to cook vegetarian at the GMAs. We did this to make the food as accessible as possible and to raise the awareness about vegetarian food of our members. This was generally received positively by the attendees of the GMAs.

At the beginning of the year the Psychology department suggested that we should try to organize the Friday Afternoon *Borrel* on Thursday, because a large number of employees were free on Friday. In the second semester of the year we decided to give that a try. We originally planned to have the *VrijMiBo* on thursday during the entire second semester, but the turnout and the revenue of these Thursday Afternoon *Borrels* were very disappointing. Since moving the *VrijMiBo* did not increase the turnout, we decided to undo the change for the last two *VrijMiBo*'s. We would like to advise future board to keep the *VrijMiBo* on Friday because on thursdays a lot of students still have tutorial groups. In addition, there are not more employees present and those that are present do not want to come because they have to work on Friday. Apart from that the organizing of the *VrijMiBo*'s went very swift. We never had issues finding helping hands for on the *VrijMiBo*'s and the board never had to step in to help. We did set out to organize more happenings on the *VrijMiBo*, but this did not always go too great. The pub quiz we organized mainly chased attendees off, because they wanted to have a laid back drink. The live music acts were really appreciated, so we would advise to organise more live music acts in the future. Lastly we also used the VSPA beer opener as a promotion article which attendees at the *borrel* received when they bought a beer. We promoted this on Facebook as well as by a presentation on the regular *borrel*, which was a really nice promotion.

Lastly, we want to touch on the Dream Team. This was a Whatsapp group filled with experienced VSPA members with a lot of affinity with the association, but who did not have a lot of time left for the VSPA. We could get into contact with them when we needed hands to help out at the activities which the Support Committee organized. We were never in need of hands on any of the tasks of the Support Committee and the Dream Team were always available to help out. Thus we think this is a very easy and good solution to make sure that everything the Support Committee must do is accounted for.

In conclusion, we think that this committee contributed to the association, because the dinner at the GMAs and the *VrijMiBo*'s were always organized well. We do want to advise to lay some attention on the matching days, as a task of the Support Committee as well. Finally, we would suggest to keep this committee as it is.

7.2. Design Committee

The Design Committee has focused on three things this year; the promotion movie, the merchandise/promotion article and the posters/banners. We will discuss all these points below.

First of all, the promotion movie. The process of finding a suitable movie maker could have gone a bit faster but in general we had some good options to choose from. We chose to work with Eva Glasbeek, as she was an acquaintance of one of the committee members and had very good quality movies (she has even won a prize). This believed that this would guarantee us with smooth contact and high quality which was found to be true. After we found a movie maker the committee made a two-day film schedule with different kind of scenes to film. They also searched for volunteers to star in this movie. Thanks to this, we have a movie that covers a broad variety of VSPA aspects. Making this movie was a little bit more expensive than we initially thought (see F.4.7.9 'Design Committee'). Therefore, we could not film all the actual activities but had to act out a couple of them. In our opinion this has not damaged the quality of the movie though. We have filmed at two big events and were able to act out some smaller activities or settings that describe the VSPA. We as the board are very happy that the committee did all the research for the movie maker and managed the schedule, as this was quite a lot of work which we could not have done ourselves. The promotion movie is finished and will hopefully last a couple of years. This way, the committee will not have to work on this again in coming years.

Secondly, the promotion article and merchandise. Both these articles represent the VSPA and therefore it is quite important for the association, so a lot of things have to be taken into consideration while picking it. This year it resulted in the board turning down several ideas of the committee, which was of course not very motivating for them. In the end it would probably have caused the same amount of work for the board if they did it themselves. We think it is better if the board would have done the promotion article. For more information on the merchandise item see 1.3 'Uniting with the VSPA'. We would therefore not recommend the committee taking upon this task.

The last thing the committee did was making the posters. Because they made almost all the posters and there was a fixed house style the board did not have to check the posters in their meetings anymore which saved a lot of time. The Culture Committee and Conference Committee made their own poster, and even though they were very pretty, they both had to be altered afterwards because they did not have all the obligated elements, which shows the convenience of the Design Committee designing everything. The posters were not all in one style, because the different committee members had different styles, but they did look more professional than the years before as they were all made by members with knowledge of

Photoshop. We would definitely advise coming boards to keep this committee for the posters.

Another idea for this committee would be to let them Photoshop pictures of events. We suggest this because we have noticed that this is a very big task for the secretary on it's own. Therefore, it would come in handy to have some helping hands. This way, the secretary would only have to put the pictures online.

7.3. Editorial Committee

During this year, five newsletters have been published. Ruby and Dax worked together on this committee; Ruby did the meetings and writing with the committee and Dax fixed the layout. The first newsletter was used to introduce the board and written by Ruby. The other five newsletters were each themed after a season/public holiday; we had a fall, Christmas/New Year's Eve, Spring/King's Day and Summer theme. The content of each newsletter was different; varying from fun things to do and recipes to, considering the more international target group, information about public holidays and traditions from different countries all over the world. Apart from that, there was a VSPActivities calendar in each newsletter and most of the time there was also a promotional piece for a company, arranged through acquisition. On average, the newsletter was opened by $((1.003 + 773 + 781 + 768 + 604 + 555) =) 4.484/5 =) 897$ students. There was a decrease towards the end of the year in the number of clicks, which could possibly be explained by the fact that it was sent out the day before the exams and was the second to last day before summer holidays respectively. In the Spring/King's Day newsletter an interactive piece was added, which was linked to the BWTB. The committee organized an egg hunt on the university grounds. The tips to find the eggs were stated in the newsletter and students could search for them during the BWTB. This was a very nice way to promote the newsletter a bit more. However, since that specific BWTB was not promoted very well, the turnout was not that great. This was a bit of a bummer, but for the people that did participate it was a lot of fun.

We would advise next boards to keep the amount around 5/6 (each two months) to increase the likeability of reading. Next to that, the themed newsletters were pretty nice and would be something we would advise to take into consideration as well. Think carefully about the dates the newsletter is sent out, since this can have an influence on number of clicks as well.

C. Ongoing Policy

1. General thank you gifts

1.1. *Weekend GetAway*

Every year, it is tradition for the board to organize a Weekend GetAway as a way to thank all the active members of the VSPA. This year, Ruby and Shy-Ann took the organization upon themselves. It was a lovely weekend full of playing games, drinking, dancing, campfires and a lot of *gezelligheid*. The VSPA has visited the Loryann, a ranch in Friesland in the north of the Netherlands, for many years now. We looked into different locations to rent for this year's weekend, but ended up at the same location. This was mainly due to the cheap price, the location itself, the space and its facilities but also for the nostalgic feeling.

The weekend went smoothly, as well as the preparations. Ruby and Shy-Ann arranged the location, groceries, promotion, technical supplies, DJs and a van for transporting all equipment. This year, we wanted to do something extra during the weekend since there was some feedback that the weekend was a bit too "free" in the sense that there was not a joined activity. We rented laser guns and played laser tag in a small forest in walking distance from the Loryann. We received a lot of positive feedback on the activity and saw that everyone enjoyed it. We would therefore advise future boards to think about such a joined activity to enhance the cohesion during the weekend.

This year, we maintained a different policy regarding the discount members get on the weekend. We made two different categories, active members and non-active members. Within these two categories, we made a distinction in the amount of visited GMAs namely, visited zero or one GMA, visited two GMAs and visited three or more GMAs. The prices for active members were respectively €35,-, €27,50 and €20,-. For the non-active members the prices were respectively, €50,-, €42,50 and €35,-. It was also possible for members to receive the discount for visiting a GMA which took place after the Weekend GetAway. These people would receive a refund if requested. In previous years, you had to attend only two GMAs to receive the highest discount. We hoped to attract more people to the GMAs with this different discount policy and we are positive about this policy. Our GMAs had enough members and on average had more attendees than in the previous years. We would recommend keeping this discount policy as we believe this is a better way of rewarding your members for the visited GMAs.

The weekend was quite popular and sold out pretty quickly which resulted in a waiting list. There were some cancelations for which we contacted the people on the waiting list which filled the places. Some people cancelled very last minute which resulted in a total

amount of 50 people who actually attended the weekend. We made a list of groceries in advance and ordered them online, which eventually resulted in more groceries than needed. Luckily, we could return a lot of the food at the end of the weekend at the supermarket. This resulted in a small surplus and it seems to be a thing that often happens. It is very difficult to estimate the correct amount of groceries since there are always people who arrive later or leave the weekend earlier. We would recommend future years to pay extra attention to the grocery list and maybe even underestimate the amounts a little, as it turned out to be more than expected the last few years.

All in all, the weekend and the organisation of it went smoothly. Ruby and Shy-Ann enjoyed the preparations and the board acted responsible the entire weekend. We believe the weekend was a great success and that we all enjoyed it very much!

1.2. VSPArtifact

This year, Ayra and Pauline chose a deck of playing cards with pictures of our active members. It was a personal gift where almost every committee member was on at least one picture. This way we wanted to thank them for all the effort they have put in their committees, and for coming to our events. We were a bit late with organizing and ordering them so the first option we had to distribute them was at the End of the Year *Borrel*. We highly recommend organizing this earlier in the year. You do not have to wait until the end of the year to organize this. We will distribute the other playing cards at the beginning of the academic year 2019/2020.

1.3. Birthday cards

At the beginning of the year we wrote birthday cards to all our active members. We made an excel sheet with all the birthdays of our active members. After our board meetings we took some time to write the birthday cards and sign them together. This went very well and all the active members received birthday cards. In January, we switched our meeting time from monday evening to monday morning. This resulted in that after the board meeting we did not have time to write the birthday cards, since we had to open the VSPA room and board members had meetings after the board meeting. As a result from March forward, we did not make an accordance when to write the birthday cards, therefore we lost it out of sight. Some active members did not receive birthday cards after that, which is regrettable. We would suggest to think of a new system to distribute the birthday cards, because we think it makes the board more accessible and makes the committee members feel appreciated, which they are. Maybe virtual birthday cards would be good to reduce paper use and make it more accessible for the board.

1.4. End of the year borrel

This *borrel* has been organized by Shy-Ann and Ayra. The *borrel* took place at bar Mississippi, where we had our own area and terrace. The location was very nice. The beers were only €2,95 and we had a student discount on all other drinks. We were also allowed to play our own music the entire evening, which was nice.

This year, we added an extra component to the nomination form; when you nominated someone, you had to explain why they should win. We thought this would make it easier for people to vote on someone they thought deserved to win instead of on someone they knew. It would also make it easier for us to select who really deserved to be nominated and who would therefore proceed to the next round. Unfortunately, most of the nominated people were still the well-known people from the insider VSPA group therefore this stays a point of improvement for the next board.

A point of improvement was that we did not have a microphone, which made it quite difficult to announce the winners of the VSPAwards and to give a thank you speech to all the attending members. We did ask if they had one up front, but they told us we would not need it so our tip for future years would be, you do need one. Also, we started with the VSPAwards nominations a little bit late.

We would advise future boards with organizing the *borrel* a bit earlier since we feel we did not promote the *borrel* enough. We handed out the VSPArtifact that evening but had a lot of them left which means that not all of our active members were present. Even though, we told them about the *borrel* during committee meetings, it might have been nice to mention the VSPArtifact earlier to them which could have led to more active members being present. We would advise future boards to start with looking for appropriate venues as early as the beginning of May. The overall organization of the event went smoothly and we enjoyed our last activity as the board very much.

2. General Members Assembly

All the GMAs took place at the planned date and there were always enough members present. However, there were almost always just enough members which is a shame and is not very beneficial for the quality of the GMA. A couple of reasons we think that the turn-out was not that high are;

The promotion at a couple of the GMAs started too late. On top of that the promotion messages for the Facebook event were often forgotten either to be written or posted. Besides the Facebook promotion there was also a plan to make posters for every GMA, however we always thought of this too late for it to be profitable, considering the costs of printing (they would only hang for one day).

Another promotion mean often used is the promotion with the discount on the Weekend Getaway. This was forgotten to announce at the beginning of the year. This resulted not only in a lower turn-out at the GMAs, but also in us having to come up with a very inconvenient regulation to give the members a fair chance at getting the discount later on in the year. For more information about the regulation see C.1.1. 'Weekend GetAway'

Something that we introduced this year together with the committee that has been beneficial for the turn-out at the GMAs is the budget for a give-away. The committee has used this budget for an Ajax scarf give away, because the GMA was on the same day as an important Ajax game. A lot of people were excited about this; however we are not sure if it helped in attracting more people, mainly because we only had one try. Hence, we cannot really give an advice yet.

Below you can find an overview of all the GMAs and the topics discussed;

- 30th of October, Yearreport and policyplan
- 4th of December, Applications for the Application Committee and the Application Guidance Committee
- 19th of March, Half yearreport and applications for the Firstyearsweekend Coordination Committee
- 30th of April, Application new board
- 21th of May, Application Supervisory Board and Cash Audit Committee

3. Alumni Reunion

This year we organized an alumni reunion *borrel* with Spectra again, Pauline took care of the organization. Due to personal circumstances, Ayra also helped out when Pauline was not available. This year, the weather circumstances were not ideal to organize this in the park. For that reason, we organized the *borrel* at Café Kuijper where our 32 guests got snacks and drinks. We promoted the event together with Spectra on social media and mouth-to-mouth. Our focus this year was to get active members involved too, however this year only one active member attended the *borrel*. We do not know what the possible reasons are for the low turnout of active members. We did however think of several options on how to let the alumni and current students mingle. We wanted to print out pictures of all through the years and make a garland so that people could chat about it and ask each other questions. Spectra provided all the pictures they had of which we could make a selection, and Pauline also made a selection of pictures of the past couple of years. We also came up with a pub quiz with questions about several boar years, however we did not go through with this plan because of the location change. We think we did not reach the goal we had here, however we did try our best. As mentioned before, we do not know why no other active

members showed up. If this event is organized next year, we suggest looking at a possible new substance/implementation of this event so that it is as attractive for our active members as our other activities. We believe this is important because we give Spectra a budget for this *borrel*, and just like all our other activities, our events are for all our members. So it cannot be our goal to have such a big budget for an activity where all but one guest are alumni. We also suggest having a meeting with Spectra to discuss the role of the VSPA in the organization of this event as this was not very clear, and lead to a work overload at times.

4. VSPA room

To start off, we wanted English to be the language spoken in the lounge area of the VSPA room. In the beginning of the year we maintained that policy pretty well and quite a lot of internationals came to the room to hangout. However, throughout the year we noticed that the amount of international members who visited the room to hang out reduced. We think the reason for that was that Dutch members, when they were at the room, found it hard to switch to English. We also probably did not enforce the English speaking policy strict enough to prevent that, especially when the amount of internationals in the room reduced. In the long term this might become a problem, because if the room is not welcoming for internationals and the amount of internationals increases over the years, the room might become a very quiet place. We advise the future board to hang up a sign in the room to make clear that English should be the language that is spoken, to make the room more comfortable for everyone.

We planned to put board games on the table in the room, which we did at the beginning of the year. They were also played by members occasionally, especially at the beginning of the year. However, later on in the year we stopped doing it, because a lot of the board games were incomplete or had Dutch rule books, which made them unsuitable to play for internationals. We did not budget at the beginning of the year to buy new board games, so we could not buy new board games. We advise future board to budget for new board games at the start of the year, if they want to make playing board games more accessible for members.

Lastly, we increased the budget for food for the VSPA room from €5,- a week to €10,- a week. As a result, there was always food available at the VSPA room. We were also capable of buying fruit for on the VSPA room, which we did every week. This would have been hard with the former budget. We think that this contributed to a welcoming ambience of the room and would advise future board to keep the budget the same.

5. Extraordinary Activities

5.1. *Constitution Borrel*

In the beginning of the year we invited our former VSPA boards, our advisory boards, sister associations, brother associations of the faculty and a few different befriended associations. Our idea was that, considering our focus point of Professionalism, it would be beneficial to visit their constitution *borrels* often to increase the bond because they can be helpful in giving advice and helping us out where needed. In contrast to what we planned, we did not attend a lot of Constitution *borrels* of other associations. This was mainly because we did not like the Constitution *borrels* that much and we valued our individual resting time and wellbeing higher, thus we often choose to take those evenings off. Friendships were nonetheless made between different board members of different associations, which we valued greatly.

To be creative, we decided to give our Constitution Borrel a theme. Because it was late in the year, we gave it a *Sinterklaas* theme. This meant that our Pedell was dressed as the old man himself (wearing a white shirt, red cape and *mijter*) and having the *Staf van Sinterklaas* as his *Pedelstaf*. One of the guards was wearing a *Pieten* costume while protecting *Het grote boek van Sinterklaas*, which was our guestbook. We found that the amount of guests were approximately 60, which was lower than expected. A reason for this might have been that it was late in the year, when a lot of boards already visited a lot of Constitution *borrels* and thus were not very eager to join ours.

5.2. *Committee evening*

This evening was a great success in our opinion! The evening took place at Jungle, which was both cheap and a nice location for this evening. The games were all appreciated by the members. We chose to randomly divide the members over teams, which resulted in new friendships. The evening consisted of a couple of different parts. Firstly, we started with a quiz with everybody. After that there were a couple of rounds where the teams would play a game with just them under the guidance of a board member. In between the rounds, there were a couple of games where all teams had to battle each other at the same time. One of the game-rounds was preparing an act for the performance at the end. After all the rounds everybody performed their act. There were also two assignments that had to be done throughout the entire evening; taking the coolest group picture and drinking the most beer. After the performances there was a borrel at Jungle while we calculated who the winner was of the evening. At some point we had to leave Jungle, because it was closing. We then moved to the *Biertuin*.

Our tips would be; play simple, but fun games. Mix the teams both on nationality and in people who do not know each other yet, pick a location with enough space to move and no other people that will be annoyed by you. Also, having a bar with cheap beers is easier than having to buy and sell beers yourself. And definitely keep on organizing this evening!

6. General Promotion

As this year's promotion item we had a webcam cover and a beer opener. The webcam cover was very popular not only amongst members, but also amongst non-members and even employees at the psychology department. Unfortunately, the webcam cover did not stick to every computer screen. Therefore, although the idea was good, we wished we would have gotten covers with a better quality.

The beer openers were not very original, but also very popular. We handed these out during one of the FABs. Whenever an employee or student would buy a beer we would give them an opener so that they could open the beer themselves. All attendees were very enthusiastic about this and happy that they could keep the beer opener. The rest of the beer openers were handed out during other events or at the VSPA room. There are still some left. We engraved the beer openers which makes the VSPA logo stay on there longer.

7. Website

At the beginning of the year, we had a list of tasks that our web developer still had to complete. After quite a lot of contact we settled on a deadline for him to complete the work, which was in December. This gave him eight weeks to finish everything, however he was unable to do it. As a result, we had to look for a new web developer during the year. Because of the time it took to write the half year report and other board tasks, finding a web developer did not become a priority for us during the beginning of the second semester. We would advise future board to plan regular meetings to keep on track with the project, because we only started doing that by march. As a consequence, this project was really late to pick up speed and it was not fulfilled optimally in our year. Now back to the website and app, Ideally, we wanted the website and app done by the same company to make the contact between those two platforms, meaning the app and the website, as easy as possible. So after informing with the companies we were meeting with about developing an app, we learned that they could help us with the website as well. LindenIT could do the work on the WordPress website themselves. Dot Solutions, the other company we were meeting with, had a partner who works with WordPress. At the last GMA, we wrote an agenda point about the process in which we searched for a company to create an app for us. The GMA

accepted our plan to develop the app with LindenIT, which meant that they would start working on our website as well.

8. App

We are not going to write about the outcomes of the desired effects on the association of having an app because this is already explained in A. Focus Points → 1. Unity & 2. Professionality. This text will be about the process of acquiring the app. First of all, in the policy plan we described that we wanted the app to contain the following: Push notifications, a calendar from which students can also buy tickets, the web shop, a newsfeed, the vacancy bank, sponsors and lastly we wanted a platform where students can interact with each other. During the year we focused on two things, being the way to find the right partner to actualize the idea of an app and being the exact criteria. To start, we started to study the companies that develop apps. We have distinguished three categories, namely:

1. Companies whose app you download, with their name, where you can create a VSPA environment within that app. So you don't actually own an app.
2. Companies that do make your own app, that build it from scratch.
3. Companies that have a format for making apps with a choice of different plug-ins, so that mainly your own house style must be added.

We didn't think the first option was professional enough, because then you don't have your own app, but only one from a company that can use the VSPA. The second option seemed to be an expensive option. Building up a completely new app can cost up to € 30,000, which we thought is far too much and that is why we have decided not to delve further into these companies. The last option seemed to us to be the best option after the trade-off between price and professionalism. Within this category there also seemed to be two subcategories, being companies that have fixed formats that don't link website databases to the app. Not having a link with the database means work has to be done twice, once in the app and once on the website if URLs are linked, which makes IT the same as going to the website on your phone. The other being companies that do link with the database. Naturally we choose the latter. This left us with multiple companies of which only two had less than 5000 euro in annual expenses, a limit we should exceed to our opinion.

Then over to the part of criteria. During meetings with multiple app developers we saw which criteria were necessary and valuable. We came up with the following list: An event calendar, a newsfeed, a members register, a communication platform, an integration of external websites: Book sales, exam trainings and summaries, a link to social media channels, accessible contact to the info mail, promotion of our sponsors/advertisement, a vacancy bank and a photo gallery.

In the back-end we wanted: an integration with the websites database and statistics insight and a possibility to send push notifications. The other criteria that we wanted were: Good reviews, easy contact with the partner, good service, good apps for similar organizations and not too expensive yearly costs. This all seemed possible with the two companies that were still in the running.

We asked the two parties for a quotation containing or having added screenshots of how the app would look like. We combined these screenshots and let the General Members Assembly decide on the partner we would work with. This led to a cooperation with LindenIT (which is also described in the website part), they are currently building the app. The deadline we discussed with them is the 31st of July.

We planned on having an app earlier in the year, however, due to prioritization of regular board member duties and other projects over this one, tasks were often forgotten and personal deadlines were often postponed. We therefore advise future boards to keep working on projects in teams, without this the app would not have existed, and to regularly ask about each other's projects, so that they will not be forgotten.

We advise the next board to check the value of certain pages in the app by checking the statistics often. This is because simplicity and valuability are key aspects for making sure an app is used. Apart from this, we want to emphasize the importance of proper promotion of the app, because we believe it only reaches its value if it is widely used by members.

9. Direct Debit

Since the board year of 2017/2018, a direct debit was installed to collect the contribution money. A problem that was not fixed in their board year, was that all the memberships were collected exactly one year after the purchase of their membership instead of on the 1st of September. The reason this is a problem, is because a bought membership is valid for an academic year and not a calendar year. It also caused some complexity and frustration for the treasurer in the financial administration because the contribution was collected throughout the year and not all on one date. Our old web host was not able to fix this for us, but our new web host fortunately will. They will make sure that all direct debits will be collected on the 1st of September, at the start of the academic year. We sent an email to all our members stating that the end of the year was near and that if they wanted to resign their VSPA membership, they could send us an email. Everyone who emailed us back was taken out of the members register and then automatically out of the direct debit system.

10. Storage Areas

At the beginning of the year we organized the storage areas and threw away what was of no use. Furthermore, throughout the year we occasionally cleaned up the storages and made sure that they were not packed. This is highly recommended, because it keeps the inventory organized and clear. To add to that, we also often filled goodie bags for events with stuff that we had left over in the storage areas to recycle those and reserve space in the storage areas. We tried to reuse the decorations we bought, for instance at the end of the year we reused decorations we had left over from the party for the *borrel* and the *VrijMiBo*. We would advise future boards to do the same, because this saves money and is sustainable.

11. Internationalization of the Payment System

In the beginning of the year, we had some difficulties with the transactions costs on the website. The website is linked to the payment system called Mollie. Mollie transfers the money that we receive from ticket sales and everything that is bought through the website to the VSPA bank account. In this process they subtract a certain amount of transaction costs. It used to be only possible to pay with iDeal, but since the internationalization of the study, we added other payment methods. The transaction costs for iDeal were automatically added at the checkout so that the VSPA does not pay for the transactions costs. However, we found out that the transactions costs for other payment methods, such as Credit Card and SOFORT banking, were more expensive than those of iDeal payments. This meant that the VSPA was paying the difference between the iDeal transactions costs and the other payment methods.

The ideal solution was that there would be a plug-in installed in the backend of our website so that during the checkout the correct transaction cost depending on the payment method would be added to the ticket price. We suggested this to our former web host and he said he was not able to install this. Together with the search for the development of the app, we found a company who could take over the hosting for the website. Our new web host is currently working on the plug-in and assured us that this would be possible. Before the start of the new academic year, the plug-in will be installed and working properly.

Another issue that we ran into during this year, was that internationals who wanted to pay with a credit card could not do so with our payment terminal in the VSPA room. This meant that they could not pay for a summary or for physical party tickets or at the doorsale. Usually, the problem was solved by someone else, who paid with their debit card and

received the money in cash. Shy-Ann looked into a solution for this and found out that the iZettle did take credit cards. The iZettle is payment terminal that was purchased as a back-up in case our current one was broken. The downside to the iZettle however, is that you have to pay transactions costs over every transaction. This means that either the VSPA needs to budget for these transactions cost or that the customer pays for them, but that will make every purchase more expensive. We did not investigate this further, because Shy-Ann was busy with other projects and this was quite a low priority since the amount of people who wanted to pay with a credit card at our payment terminal was quite small. We do however, recommend the next board to look further into the iZettle, since at the beginning of the year there will be new international students who do not yet have a Dutch bank account and will want to pay with their credit card. Shy-Ann has already discussed this with the next treasurer.

12. Internationalization of the Accounting System

We wanted to look for a new accounting system that was also in English since our current one is only in Dutch. With an English accounting system it will be possible for international students to become the treasurer of the VSPA board. Shy-Ann took this project upon herself and contacted Ezra de Bie, the treasurer of 2013-2014, who switched from accounting systems in her year. We received some tips from her that we could use during our search. Shy-Ann also contacted other study associations to see which accounting systems they use. Eventually, she found two possible options: Exact and Money Bird. It was the plan to finish this project at the end of March but this did not happen due to other projects and HYR. When there was more time for this project, it was already a bit too late for the treasurer to look into to two systems, see which one was better suited and also adjust to the system and transfer the knowledge to the next treasurer. Since Shy-Ann will also be in the CAC of next year, we decided it was better to take this up as a project of the CAC and the next treasurer. Shy-Ann already discussed it with him and this will be a project that the new board will start with from the beginning of their board year. The CAC and namely Shy-Ann will help the next treasurer with the search for an English accounting system.

13. GDPR

Because of the new legislation concerning privacy and usage of personal information and photos we took certain measures. First of all we made an extra box at registration forms where members could give permission that we could take pictures and publish these on our social media channels. If someone would disagree with these terms we informed them that

they had to tell one of the board members on the activity that they did not want it. We would then make sure that they would not be on pictures and if they accidentally did end up on a picture, these were not published. This only happened 3 to 4 times so it was not that much work.

Furthermore, on activities where that measure was impossible because there were no registration, like on *borrels* and parties, we always hung a piece of paper saying that we take pictures and publish them. Again, everyone who did not want to be on pictures could notify one of the board members, who would take action.

It is very complicated to not break any of the rules of this new legislation, but we have tried our best. One of the things we think that would be good to do is to add in the registration form a question where members have to agree to us saving their personal information. We would advise future boards to look into this legislation more and maybe ask ASVA or JFAS (the study association of juristic studies) for help about how to improve our current policy.

14. Contingency Costs

Throughout the year we have had a lot of discussion to find the best fitting policy to cope with contingency cost, but especially with unexpected profit. Our starting position was the policy that the board of 2017/2018 installed. The premise of this policy was that reactive expenses would be prohibited. These are expenses that are not on the budget plan and are made simply because there is money left over. The reason for those expenses to be prohibited is that if you do not budget for certain expenses, then those costs are not necessary, if they are necessary those costs will be labeled as contingency costs.

Contingency costs will occur throughout the year and will of course be paid. The board of 2017/2018 proposed that if reactive expenses will be prohibited, that will mean that there will be more unexpected profit made throughout the year. Since, the money that would be used on reactive expenses, will not be used and will be saved as unexpected profit. To revert back to the contingency costs, those can in part be paid by the unexpected profit that will be made throughout the year. However, this might not be sufficient. In case it is not, there is a cost on the annual budget which is 4% of the total budget to pay for further contingency costs. An important note about this plan is that the idea was to revise it after a few years to see if the 4% is still sufficient or too high or too low, in which case it should be altered.

Now, on our first GMA we received the question that, since the reactive expenses are prohibited, we might have money left over at the end of the year. This is not desirable because we cannot make a profit, the money left over is just stalled on the savings account and as an association you want to give all the money of the members back to them in some

shape or form. We still believe that reactive expenses should not be made, because those are unnecessary, and the association should make use of its money efficiently and responsibly. As an effect, the unexpected profit made by committees should return to the association, so the contingency costs can be covered. Throughout the year, however, we ran into a few possibilities in which committees can make unexpected profits. To begin with a positive note, let us say a committee has more registrations than expected, in that case it has a bigger income, which creates an unexpected profit. Secondly though, when a committee has less registrations than expected, it can lower its expenses. Since, less money is needed to provide for the participants, which in turn might cause an unexpected profit. Thirdly, certain expenses might have a discount on them, which might cause a decrease in expenses, which might cause unexpected profit. Lastly, acquired acquisition could lower the expenses or increase the income, which might cause unexpected profit. These are four very different scenarios and the question is, in what scenario committees can keep the unexpected profit and in what scenario it should go to the association to cover the contingency costs. This is a dilemma between choosing for the efficiency of the association or for the satisfaction of the committee members, which was too hard for us as a board to reach consensus over. We would advise though, that the next boards try to see if the 4% budgeted for contingency costs is sufficient. For our year it seems as though it might be somewhat excessive, since the abolition of reactive expenses. On the basis of our year it is not farfetched to say that down the road the unexpected profit in itself will be more than efficient to cover the contingency costs. In which case, we would advise to try and calculate the unexpected profit that will be made throughout the year and distribute this money over for instance the committees. This way the unexpected profit will be made useful instead of piling it on the savings account.

15. UvA Lunch

Every year the VPSA hosts a lunch for all the employees of the psychology department that we work with. This is good to get to know them and handy for the collaboration. We have invited the director of the bachelor and master, the director of the educational institute, the study advisors and the policy advisors. Almost everyone showed up and the lunch was a lot of fun.

Furthermore, we had a lunch with the board of the UvA. This was the first time the VSPA has done this. At this lunch we also invited our members. We talked about some struggles we had at the psychology department. We felt that this lunch would fit our focus point 'professionality'. Both the VSPA has put itself on the map of a higher level within the UvA, but we have also helped our members network.

16. Board attendance at activities

Throughout the year we have noted who went to which activity in a schedule. At the end of the year, Ruby has made a calculation of how much everybody would get out of the budget. More about this calculation can be found under F.4.6.4 'Board budget for activities'. Every board member attended as many as possible activities. Whenever a board member would miss an activity it was always because of a good reason. The budget was therefore a very nice financial help, as every board member has paid for almost all the activities that took place. The idea behind this new initiative was to help out board members financially to make it more feasible to go to as many activities as possible, which in our opinion is good for bonding, supervising, helping out and evaluating activities. Thanks to the budget it was financially easier to attend as many activities as possible and therefore we were able to do the stated above. We would definitely advice coming boards to keep this board budget for activities.

Another policy we introduced during the year, was that board members have to be present at least 15 minutes before the activity starts. This way they can help out the committee if necessary and it is nice if there are as many people as possible from the start as people tend to come later than the actual starting time.

D. External and internal contacts

1. External Contacts

1.1. Section Psychology Students Dutch Institute of Psychologists (SPS-NIP)

SPS-NIP is a national Dutch Psychology student platform, who is busy organizing events throughout the year. The contact with SPS-NIP started off really good. Ruby was the contact person of SPS-NIP and in the beginning of the year she has met with the chair of SPS-NIP to compare the activity planning to prevent overlap. Furthermore, we made an agreement in which we would promote some of their activities when they would ask for it, which we did a few times. We did not ask them to promote our activities, because they are a small platform and we could spam them with our activities. For an extensive report on the cooperation on our Career Day, that we organised together, you can check B.5.1 'Career Day Committee'. To conclude after that process, our advice would be to maintain a good relationship with SPS-NIP, because the communication and promotion will be helpful, but to refrain from organising events together.

1.2. Sport Psychology

There are only six spots for UvA students each year and we could only earn €15,- per student. This meant that if we would put in a lot of effort and could only make a maximum of €90,-. Daan did post two posts on Facebook for this, but could not afford to spend more time on this as it was not very profitable. We advise future boards not to cooperate on this project because it takes a lot of time for both the money you can make as the amount of students it will aid.

1.3. Stichting Studieverenigingen Psychologie Nederland (SSPN)

This year Dax and Ayra were responsible for our contribution to SSPN. This is an initiative in which all the study associations of Psychology departments in the Netherlands come together to talk about things they run in to. In the beginning we organised a meeting of SSPN at the UvA, because we initially wanted to take an active role in SSPN. Usually the associations organise an event together, which this year was canceled. The reason for this was that the location rented on the university of Utrecht turned out to be secured on the wrong day. Also on the day that we were supposed to organise a Dutch Psychology master event there was already a master event organised in Utrecht. When this became clear we did not have enough time to find a new location and we could not find a different date because of the conferences and events that the other associations organised throughout the year. As a result the event did not happen. Since the event did not take place, our motivation

for SSPN throughout the year decreased. We canceled some meetings because of bad planning, not enough time and a lack of motivation to travel to the other side of the country. Also the topics on the meetings were in our opinion not essential or valuable to us. Since the SSPN meeting take a lot of time (especially travel time) we would suggest that the future boards stay considering every meeting if meeting in question is worth the time and work that it costs. Contrastingly, we do think that the SSPN can contribute to the VSPA. For instance, we wrote and signed a letter together to send to Studystore when the order were getting to our members very late. To conclude, SSPN is a valued cooperation, taking a day off to go to Nijmegen for a meeting is not always the best use of a board member's time.

1.4. Algemene Studentenvereniging Amsterdam-Studentenunie (ASVA)

The ASVA has helped us with several legal problems such as whether or not we could vote online during GMAs and when we had struggles with one of our partners. They are however an association that has to help every association. Our advice therefore is to only email them if really necessary and sometimes you have to send them a reminder before you get an answer. Walking past their office or calling could also help. At the beginning of the year we also joined their board training day which was quite interesting. For more information about the trainings see A. 2.2 Professionality of the Association.

2. Internal contacts

2.1. Educational Institute

As expressed in our policy plan, we deemed it important to keep a good bond with the Educational Institute.

We did this by showing and explaining all budget plans and results of the events which were financed with the grant we got from them to Joeri Gritter. Ruby has done this with the study trip and the conference and Daan with the FYW-result.

We also tried to keep the printing costs at REPRO as low as possible. We did this by printing no flyers. We lowered the standard amount of posters from 40 to 25 (which was sufficient) and we only printed small posters at REPRO. However, sometimes we ordered posters, but committee members did not hang them in the halls in the end. Both Pauline and Ruby have tried their best to get their committees to do this, but it did not always happen in the end which is of course a waste of money and paper.

Joeri was invited to the UvA lunch as well, which he also attended. This was a very nice way to have an informal chat with him.

Furthermore, we organized the FABs again this year. A couple of these were on Thursdays, because supposedly more employees would be at the university than Fridays.

However, this turned out not so well, hence we switched them back to Fridays. More information about this can be found under 7.1 'Support Committee'.

2.2. Faculty association Faculty Social and Behavioral Sciences (FV-FMG)

This year, Ayra hold the position of chair within the faculty board. She would not recommend this to future VSPA chairs, as a lot of the problems discussed within the FV-FMG are not related to the VSPA. We believe that for the sake of the FV-FMG it is better if someone of one of the other associations is chair; someone for whom the problems of the FV-FMG have more priority and who understands the urgency and relevance of the problems. It would also be better for the VSPA as being chair of the faculty costs a lot of time which is better spent elsewhere. VSPA has a lot of experience in comparison to the other FMG associations. Therefore, we could not really ask questions to other associations. It was however fun to be in contact with them and we could sometimes borrow their games for events. Furthermore, Shy-Ann has participated in the party committee of the FMG. This committee has been a bit of a mess, but in the end there was a great party with a good turnout. The theme of the party was FMG x ABC (letters). Daan has participated in the activity committee of the FMG. They had some hiccups too along the way, but organized a very diverse conference on millennial problems.

2.3. Student meeting Psychologie (STOP)

Ruby and Ayra have both attended STOP meetings. Ayra because of her role as ombudsstudent and Ruby as VSPA representative. In this meeting all representatives of the students factions, the ombudsstudent and the VSPA are present. The purpose of these meetings is to share knowledge and work together to reach more people and to take a stand for initiatives that matter to students. We have told them in the first meeting that we would like to promote each others events. We did promote quite some events of the factions, but never made use of them. As there are only about four STOP meetings a year it is worth it to visit them. It does not cost a lot of time and it is a good way to be in contact with students from higher years.

2.4. Faculty Student Council (FSR)

Ayra has had contact with the FSR during the FV-FMG meetings. We have also offered to help them with the search for new representatives by promoting this on Facebook and even host an event with them where they could promote themselves. However, they did not make use of this. We did not feel that it was up to us to put work into this any more than we did as this is their task. We hope that in future years they will make more use of these

kind of offers, because we do find it important that our members know of the FSR and maybe even participate in it.

2.5. Alumni Association Spectra

This year, Dax has had contact with SPECTRA about the formers members register. For more information about this see 2.2 'Professionalism of the Association'. Furthermore, Pauline has had contact with them about the alumni borrel. For more information about this, see *Alumni Reunion*. Besides this, we also got a lesson about the statutes from Rick Smit at the beginning of the year. We would like to emphasize the fact that this association exists and hold a lot of knowledge and therefore could be used when struggling with complicated issues.

2.6. Programme Committee (OC)

This year, we have stayed up to date on the changes within the Programme Committee by Egbert, who was in our SB and by Ruby who from February onwards also became a member of the Programme Committee. They gave us updates during the weekly board meetings. VSPA also shared Facebook posts and applications for the OC to our members. We did not really do a lot with the OC updates but as a lot of students come to the VSPA with questions or complaints it is good to be in contact and up to date on what the OC does.

E. Sales Education Resources

In our policy plan, we stated that E. Booksales, as it was in previous years, should be changed to E. Sales Education Resources. We funded this statement by the assumption that Summaries and exam training sales are equally important as book sales, looking at the amount of profit we would make on them. Although individually they are not equally important as book sales income wise, they are together, as can be seen in the financial policy part of the annual report. Next to the financial argument, we found that the effort that goes or has to go into all the work surrounding summaries sales and exam training sales makes them individually an equal task to the book sales. We therefore advise to keep these two additions. We even believe that, if the plans for the soft landing will be executed (partnerships with banks, mobile phone providers, language courses for international students etc.) those partnerships should have their own policy and therefore Sales Education Resources can eventually be changed to Sales.

1. Book sales

1.1. Book sales general

This year we worked with Studystore, an online bookshop that delivers books to the students house. We have our own page through which the books are sold and we promote this.

1.2. Book sales promotion

In the policy plan we stated a few plans on how we wanted to promote the book sales. We came up with the following: Adding a flyer to the students package of admittance, having the chair promoting it in her speech to the first years, scheduling promotion on our social media and ordering a new banner for the book sales. All plans have been executed and the banner is usable for future promotion. We advise future boards to look into the different ways of promotion and try to do all of them. They can be found in both the general transmission document and in the transmission document of the Officer of Sales and Acquisition. To our opinion, the flyer in the students package was a way of promoting that probably helped us a lot, next to the speech of the chair. This statement can be supported by the fact that we sold a lot of books early in the year. However, we advise to promote as broadly as possible.

1.3. Book prices

The legal policy is shortly described in the policy plan. It should be noted that despite Studystores policy of trying to be the cheapest was not always the case. Some third year students found their books to be cheaper or as cheap as Bol.com. Be aware of these situations and communicate it with Studystore if this happens. They will try to lower the price.

1.4. Book supplier

In the policy plan, we planned on working out the possibility of selling second hand book. We also wanted to see if we still have the best book supplier of the market. Somehow, the possibility of selling the second hand books was totally forgotten. This probability had something to do with the fact that we barely looked into our policy plan after writing. Considering the waste of paper, we definitely advise future boards to look into this option. We did look into the possible book suppliers. By doing online research we quickly found that there were only two options in Amsterdam, which were either our current partner or our past partner, respectively Studystore and Athenaeum. We contacted Athenaeum to see if they could provide us with a contract which was better than our current one. It soon became apparent that Athenaeum itself was not so confident that they could offer us a good contract and they let us know just that by email. The fv-FMG (our faculty's association of study associations) has a contract with Athenaeum to which various study associations are affiliated. We then went to the fv-FMG committee that takes care of this collaboration to see if we could join this deal. After taking a close look at the book lists and sales numbers, Athenaeum announced that it would not be possible to be profitable for VSPA at all. So we definitely had to continue with Studystore. We looked at the aspects that are better at Athenaeum in order to improve our current cooperation. From this came the improvement to have book packages delivered to VSPA (a bit like the former book counter, but easier) and it is now clearer that you must be a member of VSPA to be able to use the discount. As there (still) is no possibility to have students tick a box on whether they are members of the study association or not, we have decided to lock the page on the website that contains book link. You must first have an account to be able to access the book sales website.

During the conversation with Studystore we discovered that we had forgotten to find one essential thing to be able to discuss in a well-founded way: The discount percentage (note: I am talking about the sum of the discount percentage and commission percentage, which is now 20%). With the possibility of drafting a new contract, there is also the possibility of increasing the discount percentage. Take into account that the numbers of students are increasing (due to internationalization), that students are again buying more books and that more profit may be made on international books. We decided not to draft a new contract, because this would be a two year contract. Now the contract prolonged with one year, which

is not a problem. It means that next board can look into this! We advise future boards to check the contracts early in the year to know which points they can improve them and work towards that.

2. Summaries sales

2.1. Summaries sales general

In the beginning of the year, we worked with StudentWiki. They provided us with hard-copy summaries that we could sell and from that sales we would make a profit. We said that we wanted one evaluation meeting per semester. Because of all the issues that we had with our partner we had multiple more evaluations. Unfortunately, they were not about how to increase the cooperation, but how to work together at all. Due to all the issues, we changed partners during the year and changed to JoHo. They provide us with summaries that we hand out freely to VSPA-members that are also JoHo members.

2.2. Summaries sales promotion

In the policy plan, we stated that we wanted to promote the summary sales by giving out free summaries for the first interim exam. If the summaries arrived, we wanted to promote them by putting up a post on facebook and writing a promotional message on the blackboard in the study room. We did give out 300 summaries and promoted the arrival of summaries in our facebook group and on blackboards. We found that using Facebook groups is not as effective as desired, but still useful because students can find your message quicker. There was no apparent reason for the lack of effectiveness, the group contained more than 200 students. However, the data showed that most messages only had a reach of a dozen. We do advise to use other ways of promotion, for example the whatsapp group. It was also sometimes forgotten to write the possibility of buying summaries on the blackboard. This can be underpinned by writing a policy for the study rooms which may contain the booking, promotion, room policy en service policy(coffee and tea). Next to our initial plans, we promoted our partnership with posters.

2.3. Summaries prices

We intended to keep the price of the summaries €4,95 for members and €6,95 for non-members. Also, the Studentwiki website would work with a paid membership from the second half of the year for which VSPA-members would get a 30% discount. We did manage to keep the prices the same for the time in which we worked with StudentWiki. The paid membership, however, did not come through because the website had not been finished.

2.4. Summaries supplier

In the Policy Plan we stated that, because the contract would end at the end of the year, we would see whether we still had the best partner on the market. However, the contract was set up in such a way that there was little or no motivation for StudentWiki, to deliver everything on time and with good quality. The online platform also lagged behind. As explained in our policy plan, Ward was building a website through which students could upload and edit summaries. To gain access to the summaries you would have to be a member. VSPA would get a share in the profits made on member payments. The contact with Ward was extremely difficult, he was sometimes unreachable for days and deadlines seemed to do him nothing. As a result, the turnover was hugely disappointing because of little days to sell summaries and the image of VSPA was also damaged in terms of summaries as we saw less students coming by on the moments we had summaries. We had to act during the year to change partners. After finding out which players were still on the market, we came across the following three: Student wiki, our partner at the time, AthenaSummaries, part of Pallas Athena and also known from AthenaStudies, and JoHo, a bit of a vague company that had indicated their aspirations to work with us early on. We sat down with all three parties to see what they could offer us. The exact offers remain confidential. We can disclose that we decided to work with JoHo. The cooperation was pleasant. We therefore decided to do this for the remainder of 2018/2019 and also negotiated further for 2019/2020, see 2.2.1.5. further contract negotiations. All in all, approximately 5 to 6k will be earned. The cooperation was very pleasant for the remaining of the year. For more information on the partners and contract, see the transferal document of the Officer of Sales and Acquisition. We advise future boards to improve the contract instead of changing partners and to look into the different ways to promote the summaries. If they do get into a similar situation of a non-cooperative partner, we advise them to switch during the year. This was also feasible for us.

3. Exam training sales

3.1. Exam training sales general

The way TentamenTrainingen.nl and VSPA have worked together is that TentamenTrainingen.nl organizes the whole trainings and VSPA promotes in under her members using a link through which they get a discount. Most of the reflection can be found under 3.2 and 3.4.

3.2. Exam training sales promotion

During this year, we wanted to promote *Tentamentrainingen.nl* on a page in our summaries. Next to that, we also made our own Facebook group for promoting both exam trainings and summaries.

We made use of the option to promote exam training on a page in our summaries. It is, however, not easy to measure its effectiveness. We can only suggest that more exposure must have promoted it. We also used the Facebook group we made for the promotion. By viewing the statistics we found that this was not an effective way at all. We sat around the table with our partner *Tentamen Trainingen.nl* to discuss a change in the way we promoted their trainings. Together we came to the conclusion that it would be better to also promote on the general Facebook page and to create Whatsapp groups containing each individual year of study. In these groups there would be an hour of questions from students, after which a training would be promoted. This both seemed a good way to promote. This was seen in the immediate increase after the hours of questions and the general increase in exam training sales.

It was also planned to promote through direct mailings. We did not make use of this more than once because we were hesitant to spam students through their mail. This spamming could have serious consequences for being able to use the mailing lists.

3.3. Exam training prices

During the year, the exam training prices had constantly been 12 euros an hour without discount and 9,60 euros with discount. The durations varied between three hours for simple courses to twelve hours for hard resits. Most trainings would be 6 hours and thus 72 euros or 59,60 with discount.

3.4. Exam training supplier

The contract with the exam training partner is a one-year contract that is automatically extended after the end of the academic year. With the experience we now had with *Tentamen Trainingen.nl*, we were able to check again whether we are actually with the best possible partner and have the best possible contract. We investigated whether the in 2017/2018 research on this topic was still relevant or whether there had been a change in the market. Just like last year, AthenaStudies and *Tentamentrainingen.nl* remained. We had scheduled meetings with both in January. We spoke with AthenaStudies about what they could do for us and with *Tentamen Trainingen.nl* about what other parties can offer, to what extent they can incorporate this into a new contract and the points for improvement we had.

We found out Athena was lying to us about their numbers. They indicated that VSPVU (psychology at the *Vrije Universiteit* Amsterdam) would be comparable to our association

and that they were in the top segment in terms of turnover, so 80k. This brought the expected income for VSPA to €2.400,-. However, Tom indicated that unfortunately they no longer cooperated with the VSPVU because there was once a picture in the training manual that contained copyright. After checking with the VSPVU, both turned out not to be true. In the last year in which Athena had paid VSPVU, they had received €800,-, which means that they were even below the average given by Athena. In addition, VSPVU indicated that they no longer cooperated with Athena because they had worked with Athena for a year and promoted their exam trainings, in the end they did not receive any sponsorship/compensation because the contract was not signed for that year. In addition, VSPVU indicated that the cooperation was extremely unpleasant, and other study associations confirmed this as well. Taking this all into consideration, AthenaStudies appeared to be an unreliable partner with whom it is difficult to work together. Since Athena turned out not to be a good party to work with, we had to look for a way to improve the current contract. After all, we only collaborated with TentamenTrainingen.nl for a year and there was/is hope for room for improvement. We sat down with Martin Riesmeijer (managing director) and Nienke van Sligter (relationship manager and contact person) to include new points in the contract and possibly remove some old points. The changes can be found in the contract and in the transmission document of the Officer of Sales and Acquisition. There is one we want to focus on, which is the discount link. In our contract with TentamenTrainingen.nl it is written that we only get paid for students that use their discount link. However, it seemed this discount link would not always work. We made some changes in the contract that could improve this. We advise the next board not to focus on changing the contract, because this year we saw that we currently work with the best partner on the market and have a very favourable contract. Instead, it is more valuable to focus on exploring and confirming the best ways of promotion.

F. Financial policy

1. Introduction

In the financial policy that follows all the incomes and expenses that the VSPA has registered during the administrative year of 2018-2019.

2. Annual Result

The annual result will be sent along in an Excel file.

3. Remarks on the Incomes

3.1 Memberships

Annual budget '18/'19: €11.059,11

Result '18/'19: €10.201,45

Work estimate '18/'19: €11.846,05

This year we budgeted €11.059,11 as membership-income. At our HYR, we adjusted this to €11.846,05. As mentioned in our policy plan and in our HYR, due to different transactions costs, the average income per "new" membership is €14,55 and the income for the memberships collected through direct debit is €14,70.

The received amount comes down to:

- 359 "new" memberships of €14,55 ($359 * €14,55 = €5.223,45$)
- 5 "new" memberships of €14,64 ($5 * €14,64 = €73,20$)
- 333 direct debit memberships of €14,70 ($333 * €14,70 = €4.895,10$)
- 1 direct debit membership of €9,70

The 5 memberships for €14,64 were realized in the July of the financial year of 2017/2018, but belong to our income since they are new members for the academic year of 2018/2019. Due to the credit card and SOFORT banking options only being available on the website from August onwards, the income per membership was higher than it is this year. The first membership that was sold in 2017/2018 was €10,- instead of the correct number of €15,-. This was because our web host made a mistake when putting the memberships online, which explains the one direct debit of €9,70.

Our work estimate is higher than what we actually resulted. In our HYR, we stated that there were still inactive members who still needed to fix their payment at the VSPA room. We wanted to send them all another email that they had to come by the room to fix their payment and if that would not work, we would call them and send them the payment link immediately. Unfortunately, the email did not work and there were no phone numbers

asked during the registration so we could also not call the inactive members. Therefore, we lost some income because not everybody came and fixed their payment.

Next to that, there were also people who bought books with discount without being a VSPA member, which means they were not entitled to the discount. We had a list of all these people and send them an email but only a few of them actually paid the membership. The email was sent in the second semester and last year this email was sent before the end of the first semester. We believe that if we had sent this email earlier, more people would have paid the membership because there was still more than half a year that they could enjoy the benefits of being a VSPA member. Now, it was the case that they would have had less than half a year left of the membership which was too low of an incentive. We did not put in any more effort than sending that one email, because we felt that is was too late in the year to make people pay for the membership. We also did not see this as our priority at that moment in the year since we were also busy with other projects, namely HYR.

Due to the above mentioned reasons, we did not make our work estimate but received a total amount of €10.201,45

3.2 Interest rate

3.2.1. Savings account

Annual budget '18/'19: €102,-

Result '18/'19: €2.882,79

Work estimate '18/'19: €102,-

This year, we collected an amount of €45,34 on interest. As you can see, the amount eventually resulted is a lot lower than was estimated at the beginning of the year. This is due to a lower interest rate in the calendar year of 2019. In the period of the 1st of August 2018 until the 31st of December 2018, the first 5 months, an interest of €26,10 was credited. We then looked at the amount that has been built up from the 1st of January until the 31st of July 2019. This was an amount of €19,24. Together this comes down to €26,10 + €19,24 = €45,34.

Next to the interest rate, we paid the VSPApp with money from the savings account. This was approved during the GMA of our HYR. The amount we transferred from the savings account to the VSPAs main bank account was €2.837,45. Together, this comes down to €45,34 + €2.837,45 = €2.882,79.

3.3 Sales education resources

3.3.1. Profit book sales

Annual budget '18/'19: €7.176,68

Result '18/'19: €9.021,93

Work estimate '18/'19: €9.892,15

We calculated the annual budget by multiplying the profit from first years by the increase of first years and multiplying it by the average decrease in book sales of the past few years. The amount that was resulted was way higher. After the €5.944,29 of the first semester we said the following in the half year result: *“As is easily seen, the amount of the profit up to the end of January is already higher than we expected for the whole year. On one hand, this can be explained by better promotion this year. In the beginning of the year, we sent flyers to the first-year’s houses, which was not done before. We also believe that international students are more dedicated to their study and thus use books instead of summaries or exam trainings. This hypothesis is in line with the summaries- and exam training sales and with what we hear from first-years on a lot of international students studying for their exams from the first week of the new block.”* We then calculated the work estimate by looking at the average increase from the half year result of the past few years and multiplying the half year result by this ratio. However, as can be seen the result, €9.892,15, which consisted of €5.944,29 in the first semester and €3.077,64 in the second, was lower than the working estimate. This can be explained by the fact that our promotion in the second semester was not necessarily different than past years promotion. We could not have corrected for the effect of initial promotion.

3.3.2. Profit summaries sales

Annual budget ‘18/’19: €7.176,68

Result ‘18/’19: €4.728,84

Work estimate ‘18/’19: €4.901,31

At the beginning of the year, we calculated the profit based on the amount of summaries sold in two previous years and the profit we would make on each summary. The actual result was different. In our half-year result we said the following about this matter: *“Thus far the printing costs have been higher than expected. Also, the actual sales have been lower than the prognosis. We believe this is due to the issues in time of delivery, the sometimes less than expected quality of the summaries and it is possible that international students are more motivated and therefore buy books instead of using summaries or exam trainings next to the fact that two blocks the summaries were not delivered. We are not able to promote summaries that are not here and it is hard to promote summaries that are delivered late.”*. This led to the lowering of the work estimate and a switch in partner, as described in Half Year Result → E.2.4. Summaries Supplier. We started this new collaboration at the beginning of May. The income from this partner mainly consists of our monthly sponsorship of €363,- which we received for four months (€363,-*4=€1452,-), next to the profit of €5,- from separate summary sales (we sold about 120, thus our profit here was (€5,-*120=€600,-). From our first partner, StudentWiki, we sold about €5700,65 in summaries and the expenses for printing costs were about €2726,59 and mistakes in

payment were about €1,27 too little paid. We purposely say about, because if you add up all the profits and subtract the printing costs and payment mistakes you get to an amount that differs from the actual result ($€1452+€600+€5700,65-€2726,59-€1,27=€5.024,79$). However, these details are not relevant for reflecting on the summaries sales in general. The reflection on policy around summaries sales can be found under E.2. Summaries Sales.

3.3.3. Tentamentrainingen.nl income

Annual budget '18/'19: €6.130,96

Result '18/'19: €1.445,28

Work estimate '18/'19: €1.505,62

During the half year result we decided to improve the way we promoted the exam trainings by using Whatsapp promotion. We took this into consideration while making the work estimate. The amount of exam training sales in the second semester were as expected. As can be seen, the result was nearly the same as the work estimate. We advise future boards to also make use of Whatsapp groups for promoting the exam trainings. The eventual result was made up of €250 for the partnerborrel and €1.195,28 in exam training profit.

3.4. Grants

3.4.1. Grant from Educational Institute

Annual budget '18/'19: €6.000,-

Result '18/'19: €6.000,-

Work estimate '18/'19: €6.000,-

We have have received the grant. The amount was the same as expected, so our distribution also stays the same. This means that we have spend €4.500,- on the First Year Weekend, and will spend €1.000,- on the Study Trip and €500,- on the Conference.

3.5. Sponsoring

3.5.1. Acquisition revenue

Annual budget '18/'19: €1.500,-

Result '18/'19: €3.270,-

Work estimate '18/'19: €2.561,44

In the policy plan, we described how the acquisition revenue from Facebook posts would probably decrease in comparison to previous years because we would have a more strict policy on which companies and which vacancies we would post. We said that the project "durable contracts" would make up for this difference. During the half year result, it was evident that the acquisition revenue from Facebook posts would actually increase despite the stricter policy. We therefore increased the work estimate. Daan made a couple of simple changes throughout the year (also in the first semester) in strategies for acquisition and his personal goal became to exactly double the high score acquisition of the former Officer of Sales and Acquisition plus one cent. This amount was €1.624,65 and thus

doubling it is ($€1.624,65 \times 2 =$) €3.249,30, plus one cent is €3.249,31. The result of this years Acquisition is €3.280,-. This is not the same as the result, as there had been €10,- of Facebook promotion for a post which makes the income from acquisition ($€3.280 - €10 =$) €3.270,-. As can be seen, this result is almost the same as the personal goal. The acquisition revenue made during the second semester is €2.110,-. This can be partly explained by an increase of €15,- for putting vacancies online and asking for more than the regular amount from some companies. It can also be explained by an increased focus because of the goal and perhaps an increase in interest by companies to promote their vacancies through study associations. However, these last two can not be confirmed. The exact strategies for doing acquisition (especially on vacancies) can now be found in the transferral document of the Officer of Sales and Acquisition.

Next to the acquisition revenue on vacancies, we said that we would make a profit on the project "durable contracts", however, this project had some issues as described in A.1. Internationalisation. Therefore, there was no money made on this. We still believe that the project, although probably named "Soft Landing" next year, will be a big and important part of the association and the acquisition revenue in the future. We advise future boards to continue this project. It is also advised to continue the current strategies in doing acquisition and budget more for the acquisition income. Also, we advise future boards to look into ways to increase the visibility of the vacancies by for example doing paid promotion or promoting the vacancy bank in more ways than have been done already. This might help in companies coming back more often to promote other vacancies.

We would like to give a special note to one collaboration through which acquisition revenue was acquired. This was a collaboration with IT company Calco. They would organize a workshop and we would book a location and promote the workshop. In exchange for our services, we received a substantial compensation. The advice we would like to add to this is to be aware of the money IT companies can spend. Ask for much and know your options if such a company comes along. For the exact information on IT company experience, see the transferral document of the officer of Sales and Acquisition.

3.5.2. VrijMiBo revenue

Annual budget '18/'19: €1.858,03

Result '18/'19: €1.617,77

Work estimate '18/'19: €1.869,38

This year, we budgeted €1.858,03 as an income for the FABs. At our HYR, we adjusted the amount just a little bit based on some calculations that we did. The average profit per FAB was €185,68. This was lower than we expected in our policy plan, mainly due to bad promotion as well as a small winterdip. During HYR, we decided to do better in promotion by starting with it earlier than we did and putting the event on Facebook sooner.

We also wanted to increase attendance by making sure there was an “attention grabber” at every FAB. We also expected an increase in profit when the FAB would take place outside with good weather.

In the second half of the year, we had an average profit of €202,22. Eventually, the sixth and the seventh FAB took place outside. Unfortunately, the weather was too bad on the last FAB so that one took place inside. Eventhough, the weather was warm enough for the seventh FAB to take place outside, the sun was not shining which made it a bit less attractive for people to come. This also shows in the profit that was made during that FAB. As can be seen in the table below, FAB 6 that did take place outside with warm weather, did gain the biggest profit of €660,75, which strokes with our expectations that the *buitenborrels* would gain more profit. In addition to that, the promotion did not always start in time which explains a small difference in the expected revenue and the actual profit. This problem was mainly due to the promotion messages being too late and Dax, not being a CAO, had a hard time to keep track of that. This should be a focus point of the Support Committee going forward. Lastly, the last three *VrijMiBo*'s had an attention grabber, either live music, a DJ or a pubquiz. This in our view increased the revenue as well, so that should be repeated and improved in the next coming years. To conclude, the *VrijMiBo*'s remained of worthy asset because it brings both the students and the employees of the Psychology department together and it is an income for the association as well. The resulted amount comes down to €1.617,77.

| | Cash | Pin | Total | Expenses | Profit |
|----------------|---------|---------|---------|----------|---------|
| FAB 1 | €102,95 | €479,55 | €582,50 | €281,17 | €301,33 |
| FAB 2 | €66,50 | €443,49 | €509,99 | €299,03 | €210,96 |
| FAB 3 | €16,50 | €347,- | €363,50 | €261,85 | €101,65 |
| FAB 4 | €68,75 | €304,50 | €373,25 | €274,47 | €98,78 |
| FAB 5 | €23,- | €181,50 | €204,50 | €95,76 | €108,74 |
| FAB 6 | €90,10 | €893,01 | €983,11 | €322,36 | €660,75 |
| FAB 7 | €71,70 | €378,65 | €450,35 | €528,90 | €-78,55 |
| FAB 8 | €64,- | €425,34 | €489,34 | €275,23 | €214,11 |
| Average | €62,94 | €431,63 | €494,57 | €292,35 | €202,22 |

| | | | | | |
|--------------|----------------|------------------|------------------|------------------|------------------|
| Total | €503,50 | €3.453,04 | €3.956,54 | €2.338,77 | €1.617,77 |
|--------------|----------------|------------------|------------------|------------------|------------------|

3.5.3. Income from the webshop

Annual budget '18/'19: €0,-

Result '18/'19: €17,99

Work estimate '18/'19: €0,-

There were some items on the webshop that were sold this year. We forgot to take this into account during our HYR. Six mugs with the VSPA logo on it were sold for €0,50 each, a *dopper* with the VSPA-logo for €9,99 and jogging pants with the VSPA logo on it for €5,-. Together, this comes down to (€3,- (= €0,50 *6) + €9,99 + €5,- =) €17,99.

3.5.4. Volunteer Day

Annual budget '18/'19: €0,-

Result '18/'19: €2,-

Work estimate '18/'19: €0,-

As can be read in 2.1 'Professionalism of our Members' the volunteer day with *Ympact020* was cancelled. We asked the volunteers a small contribution of €2,- to provide the groceries to make the pancakes with the elderly. Since the activity was cancelled, we wanted to give every volunteer their money back. We managed to receive everyone's IBAN number, except from one person. We send several emails, but they never responded. For this reason, we received €2,- on this cost item.

4. Remarks on the Expenses

4.1. Association costs

4.1.1. General Members Assembly costs

Annual budget '18/'19: €546,-

Result '18/'19: €619,77

Work estimate '18/'19: €606,-

In our policy plan we budgeted €546,- for snacks and the borrel afterwards. At HYR we decided to increase the budget with €20 per GMA for the committee to make investments for the purpose of promotion, possibly using paid Facebook promotion. We did this because the turn-out was quite low at the GMAs. Because we planned on having three more GMAs, the annual budget increased by (€20 * 3 =) €60,-, therefore the work estimate at HJR was (€546 + €60 =) €606,-. This budget is spent as followed; 1st GMA snacks €30,14 + borrel €64 = €94,14, 2nd GMA snacks €27,10 + borrel €36 = €63,10, 3rd GMA snacks €20,09 + borrel €51 = €71,09, 4rd GMA snacks €23,27 + borrel €115 = €138,27, 5th GMA snacks €32,07 + borrel €95 + give away ajax sjaal €15 = €142,07, 6th GMA snacks €28,70 + borrel

€62 = €90,70. Because we budgeted for three GMAs of which one was the HYR GMA where there could not be bought a give-away item the GMA committee decided afterwards that they wanted to buy a gavel (€20,40) to increase the professionalism at the GMAs which would result in an expected higher turn-out. In total the result came down to (€94,14 + €63,10 + €71,09 + €138,27 + €142,07 + €90,70 + €20,40 =) €619,77. Which was a little higher than estimated. Sometimes a little more money was spent on snacks and sometimes the bill at the borrel was a little higher than expected due to more attendees at the GMA. We want to advise the coming boards to keep focussing on promotion and if the turn-out increases the budget will have to be increased accordingly. We decided in our policy plan that we would not budget for two drinks at the GMA, because we felt like this should not be the motivation for going to a GMA and may even make students believe that that is why they go. There has not been a decrease in attendance at GMA. Therefore we advise future boards to also do so if they wish to. We also wanted to use paid Facebook promotion for each GMA. This was not executed because it was not clear whether it was the job of the board of the committee to promote the assemblies. Future boards should make it clear that this is the job of the committee.

4.1.2. Accounting system

Annual budget '18/'19: €138,-

Result '18/'19: €138,-

Work estimate '18/'19: €138,-

The usual monthly costs of the accounting system are €11,50 per month, this remained the same during the entire year. That is why this resulted in (12 x €11,50 =) €138,- in total.

4.1.3. Bank charges

Annual budget '18/'19: €520,15

Result '18/'19: €432,67

Work estimate '18/'19: €520,15

This year, €432,67 was resulted on bank charges, of which €255,42 is from the current bank account (CB), €117,25 of the bank account for the committees (BC) and €60,- for the credit card costs. The annual budget was based upon the bank charges of last year, where at the end of 2017, the bank charges went up. This usually happens at the end of the year because the VSPA has a discount of €400,- a year, which by then was all used. In 2018, the discount started again as it is a new calendar year. We closed the BC account because it was separate from the CB. We then opened a new BC account under the CB, which also resulted in a month less bank charges for the BC. The bank charges for the BC will also be lower from now on, as the account is a part of under the CB account.

4.1.4. FV-FMG membership

Annual budget '18/'19: €50,-

Result '18/'19: €50,-

Work estimate '18/'19: €50,-

The yearly membership fee of the FV-FMG stayed the same this year as planned in the policy plan and described in HYR. The €50,- has been paid and there have been no additional costs. Therefore €50,- was resulted. However, the membership fee will be €100,- coming year, so from 2019/2020 on this budget will be higher. This increase is due to financial problems that the fv-fmg has had for the past years. The extra money is necessary to be able to pay speakers or DJ's for the faculty events up front. It will also be used to build a savings account.

4.1.5. SB and CAC meetings

Annual budget '18/'19: €132,-

Result '18/'19: €75,10

Work estimate '18/'19: €124,90

There have been 13 SB and CAC meetings this year that have been declared. However, more than 13 have taken place. During the HYR, we already lowered the budget, because not all conversations had been declared. We also expected there to be 12 more SB meetings and one more CAC meeting. In the end not this many conversations took place in the second half of the year, hence the budget turned out much lower than we estimated at HYR. In the end we resulted €75,10. The difference between the budgeted amount and the result is partly due to the not declared drinks, but also because there were less conversations than planned. We want to advise to really pay attention to the declaration of the drinks and budget the same amount next year.

4.1.6. Payment terminal costs

Annual budget '18/'19: €36,30

Result '18/'19: €47,19

Work estimate '18/'19: €47,19

After the reference date, the direct debit of the costs of the payment terminal software has been collected. This turned out to be €47,19 instead of the budgeted €36,30. This was caused by an increase in the costs at the company. The result is €47,19.

4.1.7. ASVA Membership

Annual budget '18/'19: €12,50

Result '18/'19: €12,50

Work estimate '18/'19: €12,50

As expected, we spend €12,50 on the yearly membership of the General Student Association of Amsterdam (ASVA). The result therefore is €12,50.

4.1.8. SSPN

Annual budget '18/'19: €112,18

Result '18/'19: €12,18

Work estimate '18/'19: €12,18

At the beginning of this year, we had reserved €112,18 for the SSPN event and the meeting that we would host. Unfortunately, the SSPN event could not go through this year due to some miscommunication, a similar event on the same date and the lack of a suitable location. We had budgeted €100,- for the event, but as this was cancelled we will cut this from the budget. We did however, host a meeting where we had to provide the attending with some snacks and drinks, therefore the result will be €12,18. This is obviously not a realistic budget for this post for coming years as the goal is to organize an event. Furthermore, if a lunch is hosted coming year, the budget should be increased, as €12,18 is sufficient for some snacks but not for an entire lunch.

4.1.9. Insurances

Annual budget '18/'19: €0,-

Result '18/'19: €0,-

Work estimate '18/'19: €0,-

Nothing has changed since the policy plan. Which means, we still do not have our own insurance. The UvA has insured all of its study associations for which we do not need to pay.

4.1.10. Board day TOA 2018/2019

Annual budget '18/'19: €80,-

Result '18/'19: €80,-

Work estimate '18/'19: €80,-

We had reserved a budget of €80,- to attend the board day TOA (*trainingen ondersteuning en advies*) with four board members (€20,- per person), because two board members already had overlapping appointments. We have attended this board day with four board members and the costs have been resulted. Therefore, the result is (4 * €20,- =) €80,-. We would advise coming boards to go to this day as it was quite useful. A further evaluation about the trainings we got at this day can be found under 2.2 'Professionality of the Association'.

4.1.11. Transaction costs Mollie Payments

Annual budget '18/'19: €0,-

Result '18/'19: €143,36

Work Estimate '18/'19: €264,70

At the start of our year, we implemented the option to pay with credit card and SOFORT banking to our website, so that our new international members would also be able

to pay online (since iDeal is a payment method only for Dutch bank accounts). The transaction costs for these methods are higher than for iDeal and because the transaction costs are subtracted from the costs of an order made online, we actually get less income. So the actual income that we get for memberships or an activity depends on the payment method. This means, that depending on the payment method used, sometimes the standard transaction costs of €0,36 are sufficient but with most of the transactions made this is not and the VSPA has to make up for the difference. At the time of HYR, we already had €116,04 transaction costs.

Based on the amount of transactions that were done during HYR, we calculated the average costs per transaction. Then, we multiplied this with the amount of transactions that we expected in the second half of the year. This resulted in a work estimate of €264,70. The actual amount that we resulted is €143,36. We do not know exactly why this is lower, but one of the reasons is that we sold less memberships in the second half of the year than we expected. Another reason is that some events were cancelled due to a low turn-out, which also means that there were less transactions made on the website.

We are working on a plug-in on the website that will make sure that the transaction costs are added during checkout based on the payment method that is chosen. This means that it will not be necessary anymore to budget for this cost item.

4.2 Pressing, copy and postage costs

4.2.1 Postal charges

Annual budget '18/'19: €0,-

Result '18/'19: €16,60

Work estimate '18/'19: €16,60

We had to buy two sheets of stamps of €8,30 for sending the Chamber of Commerce (KvK) files. The old secretary of 2016/2017 found some sheets of stamps that were paid in her year with VSPA budget, which she gave to us. As a result, we had postal stamps for the remainder of the year, which is why we did not budget any more money for this cost item and the result is €16,60.

4.3 Office costs

4.3.1 VSPA room food and drinks

Annual budget '18/'19: €400,-

Result '18/'19: €370,08

Work estimate '18/'19: €400,-

At the beginning of the year, we budgeted for €10,- a week for bringing snacks and drinks to the room, for the members who visit. At the end of the year, we have spent €370,08. The reason for this is that we have bought snacks and drinks for the room every week of the year, however we did not declare the costs of 3 weeks worth of food and drinks.

The reason for not declaring certain receipts mainly was because of forgetting to declare or losing receipts. We see that our members care a great deal about availability of snacks in the room and it is also an easy conversation starter with members who do not visit often. This way, we advise to keep this cost the same as we budgeted.

4.3.2. Household items

Annual budget '18/'19: €54,95

Result '18/'19: €102,34

Work estimate '18/'19: €54,44

We had budgeted €54,95 for a *kruimeldief* (€39,95) and for some cleaning supplies (€14,49). We ended up needing sandwich toasters (€47,90) for the Weekend Getaway. Because these are used for several years and multiple activities we put them under this cost item. Therefore the result is higher than estimated. The result is (€39,95 + €14,49 + €47,90 =) €102,34.

4.3.3. Office supplies

Annual budget '18/'19: €100,-

Result '18/'19: €83,69

Work estimate '18/'19: €100,-

This year we bought batteries for the remote control of the rolling shutters, scissors, highlighters, pens, ordners, laminating pouches, whiteboard markers, labeling stickers, pencil sharpener, A4 envelopes, permanent markers, name stickers and picture of the board including photo frame. These were all necessary expenses. This adds up to a total amount of €83,69. The board of 2017/2018 bought a lot of office supplies at the end of the year, which is way we did not need as much supplies as budgeted. However, we did not buy new supplies at the end of the year. This means that in the coming year the board might need more money on this cost than we did. To conclude, we advise the coming board to revise the budget of this cost for next year.

4.4 Promotion

4.4.1. Promotion book sales

Annual budget '18/'19: €142,78

Result '18/'19: €143,24

Work estimate '18/'19: €143,24

This year, we spent €50,32 on flyers, €48,40 on a (new) roll up banner and €44,52 on A2 posters as we planned on doing. The posters were slightly more expensive than expected. With these items we bought everything we planned and thus we will not spend any more money on this. We will keep the work estimate at (€50,32+€48,40+€44,52=)

€143,24. We still have relevant posters and so is the banner. Therefore, we only advise to spend money on flyers for the new students.

4.4.2. Constitution *borrel* board 2018/2019

Annual budget '18/'19: €500,-

Result '18/'19: €381,32

Work estimate '18/'19: €381,32

At the beginning of the year, we budgeted €500,-. To add to this budget we received a discount by de *Heeren van Aemstel* of €100,-, we received this because we promoted their *borrels* in the summer. €22,35 of this budget was spent on the outfit of the *pedel* and €14,65 was spent on the guestbook. We also bought postal stamps to send invitations to associations outside of the UvA. These came down to €3,32. A big portion of the budget was reserved for buying drinks for the expected attending board members. In the end, less drinks were given to the board members that attended, because less board members attended than expected. This resulted in which is €218,68 less than expected. For this reason, we have not spent the complete budget and adjusted the work estimate to €381,32. Initially, we did not expect the discount of de *Heeren van Aemstel*, as a result of that and a lower number of guests we had a lot of money left over. For the coming year, we would advise to subtract the discount of de *Heeren van Aemstel* of the VSPA budget when budgeting for the constitutional *borrel*.

4.4.3. Promotion board 2018/2019

Annual budget '18/'19: €304,19

Result '18/'19: €304,19

Work estimate '18/'19: €304,19

This cost item is meant for the promotion of our board by the means of clothing with printing. We bought six t-shirts, four shirts and two blouses with the budget. Every clothing item has our name and function printed on it. The printing was also paid with this budget. The clothing items were €145,68 all together and the costs of the printing were €158,51. Summed up, this makes a total of €145,68 + €158,51 = €304,19 which is the resulted amount.

4.4.4. Promotion VSPA

Annual budget '18/'19: €900,29

Result '18/'19: €684,01

Work estimate '18/'19: €752,23

This budget we spend on decoration and a welcome drink for the introduction *borrel* in the Intreeweek of the UvA, which was €75,29. Also, we decided to buy the VSPA pens that the association used to have and a lot of members liked and wanted more of. These were a bit cheaper than they were when we bought them a few years ago, they turned out

to cost €451,94. Until the half year result we bought Facebook promotion for the study trip and the non verbal communication lecture ($2 * €28 =$) €56,-. After the first half year we also bought Facebook promotion for the presentation workshop, environmental Psychology lecture and the family day, which turned out to be a bit cheaper ($3 * €20 =$) €60,-. Other than that we also bought new stickers to stick on student cards of members to easily identify them as members when they buy summaries at the room, these were €40,78. This adds up a total result of ($€451,94 + €75,29 + (2 * €28) + (3 * €20) + €40,78 =$) €684,01. In the beginning of the year we wanted to make a clear distinction on which committees have to use their own budget for the Facebook promotion and which ones we pay for. Because of a lack of time we did not make a clear distinction on when we want to use the Facebook promotion during the first half of the year, which is why we have not used it very often yet. After that we tried to make a good policy based on data to see if we could argue which events we would give Facebook promotion. Unfortunately there was a lack of data and because of the short promotion window, there is not enough time to react to the ticket sale. This resulted in a vague policy around Facebook promo because of which we did not use as much as budgeted for. Because is the VSPA application that is in the pipeline it is unclear how much money is needed for Facebook promotion. Furthermore, it is not clear how much influence the paid promotion on Facebook has. Nonetheless we think that it does contribute and since it is relatively affordable and the Facebook promotion is becoming harder because of the algorithms we advise to continue paying for Facebook promotion, provided there are clear agreements made about when and how to use it.

4.4.5. VSPA-gadgets

Annual budget '18/'19: €465,85

Result '18/'19: €465,84

Work estimate '18/'19: €465,84

This year we chose webcam covers as the gadget. The VSPA logo is printed on the front of the cover. We ordered 600 copies. The difference between the budgeted amount and the result is due to a small mistake in the policy plan. The resulted amount is €465,84. The quality of the gadgets was not that good and we had quite some webcam covers left over. We would advice to get less gadgets, but spend a bit more on good quality in the next years.

4.4.6. VSPAacquaintance

Annual budget '18/'19: €1.314,60

Result '18/'19: €1.287,72

Work estimate '18/'19: €1.287,72

During the Intreeweek of the UvA, we organized the annual VSPAacquaintance. We spent €1.512,50 on food for the participants, of which we got €446,60 back from the

Intreeweek Committee. We spend €161,04 on presents and activities for the event, and €60,78 on food for volunteers who helped us out during the day. This adds up to a total of ((€1.512,50 + €161,04 + €60,78) - €446,60 =) €1.287,72 resulted.

4.5. Investments, depreciations and reservations

4.5.1. Reservation Lustrum 2020/2021

Annual budget '18/'19: €500,-

Result '18/'19: €500,-

Work estimate '18/'19: €500,-

Every five years the VSPA celebrates a lustrum year. In a lustrum year, the Lustrum Coordination Committee (LCC) organises special activities. Every year an amount is reserved for this special occasion. Since it's an ongoing policy, we also made a reservation of €500,- to contribute to this event. The result therefore is €500,-.

4.5.2. Policy weekend

Annual budget '18/'19: €89,89

Result '18/'19: €89,89

Work estimate '18/'19: €89,89

Before the academic year, we as the board went a few days to Antwerp to start on our policy plan. This was a tip we got from the previous board. During this weekend we started with discussing the focus points, the policy for the committees and every other plan that is written in this policy plan. In addition to all the meetings we had during the weekend, the weekend was also the first moment for some bonding time within the board. The budget that we used, was spent on groceries during the weekend. This came down to €89,89, which is also the result. Paulines parents sponsored quite some snacks and drinks on this weekend. If this would not have been the case the weekend would have been more expensive. However we do not believe VSPA should contribute more money to this weekend as snacks and drinks are not necessary.

4.5.3. VSPA room

Annual budget '18/'19: €150,-

Result '18/'19: €114,84

Work estimate '18/'19: €114,84

We spend part of this money on new decorations for the VPSA room to make it a nice place to hang out with. We bought some new cushions, a blanket and a world map where the new international students can mark where they are from, all together this came down to €45,-. Furthermore, we bought a nice fake plant and some additional decorations for the VSPA room. We also budgeted for an extension cord, but ended up not needing this because we still had one. For this, we had budgeted €10,- for the extension cord, €80,- for the plant and €15,- for some extras. The plant ended up being €57,23. We bought some

small plants which cost €12,96. Furthermore, we did not buy any other decorations therefore the result is $(€44,65+€57,23+€12,96=)$ €114,84.

4.5.4. Emergency Response Officer Courses (BHV)

Annual budget '18/'19: €254,10

Result '18/'19: €254,10

Work estimate '18/'19: €254,10

We bought and participated in the two Emergency Response Officer courses that we budgeted for, which were €127,05 per course. Apart from that, we also received two courses from the faculty that we participated in, which makes a total of 4 Emergency Response Officers within the board. That makes the total resulted amount on this cost of $(2 * €127,05 =)$ €254,10.

4.5.5. Board transmission

Annual budget '18/'19: €350,-

Result '18/'19: €392,12

Work estimate '18/'19: €350,-

We let the new board travel from Amsterdam to Antwerp, where they got the actual transmission. During the trip we gave them several assignments with the goal that they would bond with each other. We needed some attributes for the trip which were two bunny drinking bottles (€7,98), six tequila shots (€21,-) and six tickets for the Amsterdam look-out tower (€75,-). Furthermore we have spend money on food for the weekend (€288,14). The resulted amount is therefore $(€7,98 + €21,- + €75,- + €288,14) = €392, 12$

4.5.6. UvA-lunch

Annual budget '18/'19: €175,-

Result '18/'19: €159,30

Work estimate '18/'19: €159,30

We had reserved €175,- for the lunch with the employees of the psychology department. Not everybody who was invited showed up for the lunch, therefore it turned out to be lower-priced than expected. We had budgeted €10,- for 16 people, but eventually had lunch with only 14. We paid for sandwiches and a drink for 14 people. The sandwiches were €7,50 each, and the drinks were in total €39,30 Including a tip of €15,-, this came down to $((14 * €7,50) + €39,30 +€15,- =)$ €159,30 resulted.

4.5.7. Modification website

Annual budget '18/'19: €1.000,-

Result '18/'19: €0,-

Work estimate '18/'19: €1.000,-

Due to a miscommunication during the summer holiday with our new webhost Linden IT, we did not end up paying for the modifications on the website. We had a list of things that

needed to be changed to the website and Linden IT agreed with doing this for us. They were waiting for an approval from us to start with the modifications which we also gave them. Unfortunately, this did not come through to them clearly which is why they did not start. For this reason, €0,- has been resulted on this cost item. However, since we planned on these modifications to be done in our year, we want to make a reservation of this money for the board of 2019/2020. You can read more about this in 5.1. Reservation for board 2019/2020.

4.5.8. Inventory

Annual budget '18/'19: €0,-

Result '18/'19: €800,-

Work estimate '18/'19: €800,-

As the promotion film is going to be more expensive than expected and has a durability of multiple years, we decided to put it on the inventory. The costs for the promotion film will be €1.500,- including tax. We will pay €800,- this year and the remaining money will be divided over the two coming years. Therefore, both years will pay ($€700,-/2 =$) €350,-. We wanted to pay more this year, because we did not want to burden the coming boards with too much inventory costs when it was our idea and can fit within our budget. The resulted amount is €800,-.

4.5.9. Hosting costs website

Annual budget '18/'19: €359,40

Result '18/'19: €359,37

Work estimate '18/'19: €359,37

The hosting costs for the website have been paid for the remainder of our year. For an unknown reason the hosting costs turned out to be €0,03 lower than budgeted, so the result is lowered to €359,37. The hosting costs for the coming year will be the same as last year, so we advise to keep the budget the same.

4.5.10. Telephone costs

Annual budget '18/'19: €132,-

Result '18/'19: €132,90

Work estimate '18/'19: €132,-

Every month we paid €11,- except for October and November where we paid €11,60 and €11,30, because we used the telephone more than usual. Since these increases were very rare occasions and not significantly high we advise to keep the budget the same.

4.5.11. VSPApp

Annual budget '18/'19: €2.650,-

Result '18/'19: €2.837,45,-

Work estimate '18/'19: €0,-

Because of an expected decrease in our income at HJR, we decided that it is better to pay the app from our savings account. We do still see the big value of having an app, but

thought we could not pay the App of our annual income. On top of that the app will be used over several years. We believe that investing in an App will benefit the VSPA on the long term and is therefore a valid expense to take out of the savings account. For more information about the App, check 'C8. App'. Hence, the result on this item will be €0,-.

4.5.12. Camera

Annual budget '18/'19: €0,-

Result '18/'19: €542,79

Work estimate '18/'19: €500,-

During our HYR, we decided to buy a new camera. This was mainly because the old camera was already 7 years old and there were some malfunctions to it. Repairing the camera would have been more money than buying a new one. We tried to sell the old camera on *Marktplaats.nl* but since it an old camera and does not work properly anymore, we did not succeed in this. The old camera can still be used as a back up.

We bought a new camera of €542,79 which came with a second battery, a camera bag, an SD card, and a care plan of three years. The camera we bought is a Canon EOS700D body, we kept the lens of the old one and attached that to the new one. So the resulted amount is €542,79.

4.6 Thank-you gifts for (active) members

4.6.1. Thank-You Gifts Board, SB and CAC

Annual budget '18/'19: €280,-

Result '18/'19: €281,53

Work estimate '18/'19: €280,-

The resulted money consists of the Cash Audit Committee 2018/2019 that used €74,99 of the budget to buy a present for the Cash Audit Committee 2017/2018, to thank them for the transmission they received and the work that the Cash Audit Committee 2017/2018 has done. In addition, Supervisory Board 2018/2019 has also bought a present for Supervisory Board 2017/2018 for the same reason, for which they used €78,- of the budget. In addition the board of 2018/2019 has used €128,45 to buy a present for the board for 2017/2018, for the transmission and the work they did for the VSPA. In total the budget spent comes down to (€74,99 + €78 + €128,45 =) €281,53. This was sufficient and we advise to keep this budget the same.

4.6.2. Board Getaway

Annual budget '18/'19: €180,-

Result '18/'19: €180,-

Work estimate '18/'19: €180,-

Dax and Daniel have organized a very fun day for the board during the board getaway. We used the budget that we had for this to pay for our brunch, drinks and dinner during this day. This was in total €180,- which is also the resulted amount.

4.6.3. Administrative Bodies Getaway

Annual budget '18/'19: €260,-

Result '18/'19: €242,81

Work estimate '18/'19: €260,-

For the getaway that the board organised for it's administrative bodies, we budgeted €260,-. In the end we spent this money on food and drinks for the day, which came down to €242,81. The money we budgeted was sufficient, but we see the different as non significant, which means that we advise to use the same budget in the coming years.

4.6.4. Board budget for activities

Annual budget '18/'19: €640,-

Result '18/'19: €640,-

Work estimate '18/'19: €640,-

We had budgeted €640,- for this cost item. Ruby has made a calculation where the amount was divided based on how much a board member has spent on tickets for activities in the past year. According to this calculation the budget was divided as follows; Ayra got €107,12, Daniel got €98,16, Dax got €109,46, Pauline got €102,84, Ruby got €104,39 and Shy-Ann got €118,03. In total the result was €640,-. We would like to advice coming boards to budget at least this amount for this cost item as it is only a very small part of what we have actually paid this year. Budgeting less would make it unnecessary to even keep this cost item.

4.6.5. First years weekend

Annual budget '18/'19: €4.500,-

Result '18/'19: €4.740,67

Work estimate '18/'19: €4.740,67

This FYW, the treasurer made a budget that was just €240,76 off on a budget of nearly €22.000,-. €4.740,67 of VSPA budget was resulted instead of €4.500,-. We added the amount to our annual budget to make our work estimate (€4.500,- + €240,76=) €4.740,76. This amount did not change. The loss of €240,76 is a lot more in comparison to previous years, where the first year weekend consequently made profits of multiple thousand euros. This year, more calculations were used for predicting the budget. The loss can be explained mostly by de Hoof holding €165,75 of the deposit and €611,50 less income on participant fees. This can be explained by the fact that the website crashed during registrations. By later using Google Forms we found that more participants signed up than would be able to join, but a lot could cancel since they had not paid yet. Therefore we

missed that income. To conclude, we advise to make the website able to handle the amount of activity during the registrations for the weekend. Adding to that we think the added value of focussing on doing the right calculations is big considering the near perfect budget of this year.

4.6.6. Weekend Getaway

Annual budget '18/'19: €2.000,-

Result '18/'19: €1.921,46

Work estimate '18/'19: €2.125,-

The annual Weekend Getaway took place from 10-12th of May. During the HYR we changed the budget from €2.000,- to €2.125,- because we wanted to organize an extra activity on Friday, lasergaming in the forest, which was not possible with the previous budget. The budget was spent on groceries, pizzas (Friday dinner), rent of the location (Loryann) and van (OukeBaas), gas money, technical supplies and lasergame-activity. Eventually, €1921,46 was resulted because we bought too many groceries that were refunded. We think €2.000,- is a more than sufficient budget for the weekend including an extra Friday activity.

4.6.7. Alumni Reunion

Annual budget '18/'19: €300,-

Result '18/'19: €198,90

Work estimate '18/'19: €300,-

In total, €300,- was budgeted for the alumni reunion. There were 31 people present at the *borrel* at Café Kuijper. We ordered several snack platters and we opened a bill at the bar so that our guests had an open bar. In total, €198,90 was spent. The difference is partly due to a lower turnout than expected. Therefore, less money was spent of the budget.

4.6.8. Committee Dinners

Annual budget '18/'19: €2.520,-

Result '18/'19: €2.332,22

Work estimate '18/'19: €2.490,-

156 committee members had their committee dinner, which amounts to € 2,332.22. The non-round number is because 1 commission has not used the full amount. All committees had dinner, except for the Hitchhike. In addition, there are 3 people (from different committees) who did not go to dinner after the adjustment at HJR. Hence, the result is € 2,332.22. We would advise to budget for every committee member as we showed that getting almost everybody to go to the dinner is possible.

4.6.9. Partner Borrel 2018

Annual budget '18/'19: €350,-

Result '18/'19: €346,-

Work estimate '18/'19: €346,-

Together with our exam training partner *Tentamentrainingen.nl*, we organized a *borrel* at De Heeren van Aemstel to introduce students to the exam trainings they offer. *Tentamentrainingen.nl* sponsored us with €250,- and we used €100,- of our own budget. This adds up to a total budget of (€250,- + €100,-) €350,-. We spent €315,- on a one euro discount for 315 beers, €14,76 for welcome drinks and €16,24 on decoration. This adds up the work estimate of (€315,- + €14,76 + €16,24 =) €346,-. We advise to keep the budget the same and to organise such a *borrel* again next year, because it is a nice and accessible way to promote our partner.

4.6.10. End of the Year Borrel 2019

Annual budget '18/'19: €400,-

Result '18/'19: €327,42

Work estimate '18/'19: €400,-

For the end of the year borrel we budgeted €400,-. We organised the end of the year borrel at bar Mississippi this year. There was no rent of the venue. We did pay for a welcome drink for every attendee, snacks and a tip which came down to €275,-. On top of this we spent €12,50 on decoration and €39,92 on the prizes for the award winners. In total, the result comes down to €327,42. The difference in the budgeted amount and the resulted in mainly due to less attendees than planned and therefore less welcome drinks that had to be paid and they accidentally gave us the small snack platters which we only found out when paying for the bill which also were cheaper than the big platters of course. The budget is sufficient for everything you need and we would therefore advice the coming board to budget the same.

4.6.11. VSPArtifact

Annual budget '18/'19: €1.000,-

Result '18/'19: €925,65

Work estimate '18/'19: €1.000,-

We ordered 112 decks of playing cards via Drukbedrijf. This came down to a total of €925,65 that was resulted.

4.6.12. Committee Evening

Annual budget '18/'19: €500,-

Result '18/'19: €309,-

Work estimate '18/'19: €309,-

In our policy plan we planned to spend €100,- on drinks, €400,- on the venue and at HJR we added another €75,- so that we had a budget to organise the activities during the

evening. The location of this evening was Jungle. This location has a regulation that your rent is €1000,- minus the bar guarantee. The rent came down to €134,- due to our high bar profit. We had reserved €400,- for the rent. Thus the difference was (€400,- - €134,- =) €266,- less than we had reserved. We subtracted the difference in rent from the budget. We had reserved €75,- extra so that we could organise a nicer activity. In total this came down to (€500,- +€75,- - €266,- =) €309,-. This will be our resulted amount. We were in luck with the rent of our location, but almost all the locations we had found either had a bar guarantee we would have never made or a high rent. Therefore we would advise to keep the €400,- for the venue. We spent €74,02 on the attributes for the activity so this was also a good amount. However we had a bar in the venue so we did not have to pay for any drinks which is part of the reason that we used less money than planned in our policy plan. Giving advice about the budget is hard as we would have needed the amount estimated in our policy plan if we were not in luck with the venue so the best advice we can give is to think about a rough plan for this evening and base your budget on that.

4.6.13. Bored with the Board

Annual budget '18/'19: €150,-

Result '18/'19: €104,87

Work estimate '18/'19: €119,60

We budgeted €150,- for the eight BWTBs. In the end we spent on average €13,11 per BWTB, on snacks and attributes for the activity. This is less than we had budgeted. When we budgeted for the BWTBs we planned on having more elaborate activities, which in the end we noticed we mostly did not have time for unfortunately. For an evaluation of the BWTBs see A.1.3 'Uniting with the VSPA'. Hence the difference between the budgeted amount and the result, which is €104,87.

4.7. Committees

4.7.1. Activity Committee

Annual budget '18/'19: €400,-

Result '18/'19: €321,63

Work estimate '18/'19: €400,-

This year, the Activity Committee organized three events instead of four. In November, we went disco bowling for which €75,20 was resulted. In February, there was a cocktail workshop for which €124,66 was resulted. The third activity did not happen due to organisational issues. The fourth activity was called Floating Fyre Festival, for which €121,77 was resulted. In total, (€75,20 + €124,66 + €121,77=) €321,63 was resulted for this committee. Keeping in mind that the committee organized only three activities instead of four, we believe this was enough budget for this committee. We did however notice that the activities asked for a higher than average participation fee from our members. Increasing this

budget would mean that members do not have to pay that much in the future, if this is necessary or not is up to the next board to decide.

4.7.2. Altruism Committee

Annual budget '18/'19: €0,-

Result '18/'19: €0,-

Work estimate '18/'19: €0,-

There have not been any costs for the Altruism Committee, since it ceased to exist. Therefore, there was €0,- resulted during the year.

4.7.3. Application Committee

Annual budget '18/'19: €50,-

Result '18/'19: €32,37

Work estimate '18/'19: €63,56

We increased the work estimate to be able to offer drinks during the meetings of the Application Committee and the applicants after the selection procedure. During the selection procedure a lot receipts have been lost, which is why this committee has resulted in a lot less money than budgeted. The resulted costs consist of a binder with plastic covers to organize the large amount of papers, which was €6,50. In addition, they bought snacks for the applicants during the interviews and the assessment day, which was €8,17. A few drinks have been declared, which turned out to cost €17,70. This comes down to a total of (€6,50 + €8,17 + €17,70 =) €32,37. Since a lot of the receipts have been lost, the costs have been made and we still think that the Application Committee members should not pay for those costs themselves, we suggest to keep the budget the same in the future.

4.7.4. Application Guidance Committee

Annual budget '18/'19: €200,-

Result '18/'19: €163,51

Work estimate '18/'19: €200,-

This committee organized an information evening where €23,78 was spent on snacks. Since this year is the first year with internationals, we did not expect extra phone costs for international phone numbers. For that reason, €8,48 was spent to compensate on of the callers phone bill. During the talks, €131,25 was spent on coffee and other drinks. This comes down to a total of (€23,78 + €8,48 + €131,25 =) €163,51.

4.7.5. Borrel Committee

Annual budget '18/'19: €400,-

Result '18/'19: €399,38

Work estimate '18/'19: €400,-

The *Borrel* Committee organized eleven *borrels* this year. In total, €399,38 was spent on these *borrels* all together. That comes down to an average of (€399,38 / 11 =) €36,31 per

borrel. However, there was an actual average of approximately €32,- because the money that was not spent on the first ten *borrels* got saved to make the last *borrel* extraordinary. This budget was enough to organise fun *borrels*, however we did notice that it limited the *Borrel* Committee in their creativity and ideas. Half of the average budget went to welcome shots, so every *borrel* there was between €10,- and €15,- for decoration or other supplies. We did notice that *borrels* where the budget was higher, we got more positive feedback from our guests. A higher budget directly translates into a better vibe or cheaper/free drinks for our guests. Especially, during the *borrels* in the winter months we noticed that it was difficult to have a high turnout, De Heeren van Aemstel advised us that with a slightly bigger budget we could have promoted these *borrels* better by giving discount on beer or whatsoever. That is why we would advise to look at this budget again and perhaps increase it.

4.7.6. Career Day Committee

Annual budget '18/'19: €500,-

Result '18/'19: €402,56

Work estimate '18/'19: €398,36

The annual Career Day took place on the 23rd of January 2019. The day was organized in collaboration with the city board of SPS-NIP, and thus the costs were shared. Income wise, we received €480,- from participation fees and €400,- from companies who hosted a market stall. The resulted expenses, with a total of €1.375,37 were spent on market stall rental, workshops, thank-you gifts, network-drinks and rental of CREA *Muziekzaal*. The total costs of this event were (€1.375,37 + €109,20 =) €1.484,57. Subtracting the income, this comes down to (€1.484,57 - (€400,- + €480,-) =) €604,57. The agreement with the city board of SPS-NIP states that the VSPA will take on $\frac{2}{3}$ of the costs and SPS-NIP $\frac{1}{3}$. This means the resulted amount should be (€604,57 * $\frac{2}{3}$ =) €403,05 for VSPA and €201,52 for SPS-NIP. However, we initially made a little mistake when calculating the distribution of the money but only found out about this during the annual report. This explains the difference between HYR and the result. We actually paid €402,56 and SPS-NIP paid €202,01 (€402,56 + €202,01 = €604,57). We would advise coming boards to budget ±€400 if continuing collaborating with SPS-NIP and ±€600 if not. In the case that coming boards do not maintain the addition of the network-drinks, ±€300 and ±€500 should be more than sufficient.

4.7.7. Conference committee

Annual budget '18/'19: €2.400,-

Result '18/'19: €1.729,62

Work estimate '18/'19: €2.400,-

The annual conference took place on the 15th of May. Initially, we budgeted €2.400,- (including the €1.500,- grant from Educational Institute) for this item, of which eventually €1.729,62 was used. This was spent on rent of location (CREA), travel and accommodation

costs of speakers, gifts for conference host and speakers, decoration, the *borrel* afterwards and promotion (a roll-up banner, posters and paid FB-promotion). The reason we were left with so much budget is because we sold way more full day, non-member and non-student tickets than anticipated (which were more expensive per ticket). Next to that, not all travel costs were declared and the *borrel*, gifts and location were cheaper after all. After talking to Joeri Gritter (director of Educational Institute), we would advise coming boards to budget \pm €1.700,- and spend the grant from the Educational Institute only the Study Trip and FYW because it is of better use there. However, it's also advised to keep the view/goals of the board on the conference in mind and take previous results into consideration.

4.7.8. Culture Committee

Annual budget '18/'19: €450,-

Result '18/'19: €404,83

Work estimate '18/'19: €450,-

The Culture Committee organized three events during the year, for which we budgeted €450,- in total. In December, we organized a boat tour over the canals during the Amsterdam Light Festival for which €149,22 was resulted. The second activity was a night at *Tapas Theater* in March, on which €150,- was spent. Their last activity was a clog-painting workshop in June, for which €105,61 was needed. The reason there was spend less on the last activity is because a specific product was out of stock and had to buy a (much cheaper) alternative, next to the miscommunication with the location which resulted in less fried snacks. The total resulted amount comes down to ($\text{€}149,22 + \text{€}150,- + \text{€}105,66 =$) €404,83. We believe the budget was sufficient for the committee. However, if the committee is ought to also organize cultural workshops, an increase in budget is needed. The last event had to be organized by the committee itself because the prices per participants would be way too high if organized by an external party.

4.7.9. Design Committee

Annual budget '18/'19: €1.300,-

Result '18/'19: €232,32

Work estimate '18/'19: €500,-

Initially, we budgeted €800,- for a promotion film and €500,- for a promotion item. However, the promotion film turned out to be more expensive, namely €1.500,-. We did not do proper research on how much a promotion movie of good quality would cost in our policy plan. Because the price is more than we expected and because the film will last for several years, we decided to pay €800,- this year of the inventory and put the rest on the inventory for coming years. Besides, this the promotion item turned out to be way cheaper than we had budgeted. We budgeted €500,- for the promotion item, because we wanted to have an item of good quality, but found out that the item we wanted was available for less money and

with good quality. The promotion item was a beer opener engraved with the VSPA logo and cost €232,32 which is the resulted amount of this year for this committee.

4.7.10. Editorial Committee

Annual budget '18/'19: €0,-

Result '18/'19: €0,-

Work estimate '18/'19: €0,-

Since the newsletter remained digital during the year, there were no costs involved. This resulted in €0,-.

4.7.11. Excursion Committee

Annual budget '18/'19: €600,-

Result '18/'19: €158,47

Work estimate '18/'19: €302,50

The Excursion Committee organized three activities during the year. In December, we visited the Alzheimer Center, on which €2,50 was spent. On the second excursion to a Psychiatric Center took place in February a little profit of €41,02 was made. This profit was meant to be used for the last activity, but that one was unfortunately cancelled due to organisational problems. The third activity was the collaboration with the Lecture Committee on which €196,99 was spent. For that activity, only the Excursion Committee's budget was used because of the cancelation of their last excursion. In total, the resulted amount comes down to (€2,50 - €41,02 + €196,99 =) €158,47. We would advise future boards to take the budget into careful consideration and if possible increase the amount. A lot of interesting psychological activities where you can actually *do* something are expensive or, unfortunately, (far) outside of Amsterdam and often not within reach of public transport. These kind of paid activities can unfortunately not be offered with a budget of €150,- per activity. The excursions in the past have therefore usually been quite standard, consisting of visiting an organization and having a tour there. With a higher budget, it would be possible to give the Excursion Committee the option to offer less standard and more of the same events. Moreover, they could potentially offer transportation options to be able to visit organizations (far) outside of Amsterdam as well.

4.7.12. Family Day Committee

Annual budget '18/'19: €400,-

Result '18/'19: €237,27

Work estimate '18/'19: €500,-

The annual Family Day took place on the 3rd of May, 2019. The initial budget we chose was €400,-, but we changed this to €500,- during HYR because of innovating food ideas. Unfortunately, these plans could not go through because of a mandatory permit that was needed, which was not possible to request. Next to that, there was a lower turnout than

anticipated (56 people instead of 100 people). This resulted in the final expenses of €237,27, which was used on posters, price for the pubquiz, gifts for lecturer and tutorial teachers, dinner in Café Fest and drinks, snacks and rent of the Common Room. The amount of €400,- would have been sufficient if the turnout would have been 100 people. However, taking into consideration that for two years in a row the Family Day was less visited than expected, we would advise the board to organize the event for less people and thus a lower budget.

4.7.13. Food Committee

Annual budget '18/'19: €0,-

Result '18/'19: €0,-

Work estimate '18/'19: €0,-

Since this committee transferred into the support committee, this committee did not exist this year which is why there was no money resulted

4.7.14. Hitchhiking Committee

Annual budget '18/'19: €750,-

Result '18/'19: €1.260,05

Work estimate '18/'19: €870,-

The Hitchhiking Committee organized a trip to Metz and Frankfurt this year. The budget was spent on two hostels, the bus for going back to Amsterdam, gas money, tolls, parking, and a prize for the winning team. We did not have as many registrations as we had in mind while making the budget plan and while booking the hostels. That is why we spent more than our initial budget; we could not cancel one of our bookings anymore and for the other hostel we still had to pay 40% of the original amount. Ultimately, for this committee €1260,05 was resulted.

4.7.15. International Committee

Annual budget '18/'19: €400,-

Result '18/'19: €239,86

Work estimate '18/'19: €400,-

The international Committee organized three events instead of four this year. The first activity was a beer tasting and pub quiz that took place in November, for this event €128,- was resulted. Their second event was a collaboration with the Music Committee for which €93,80 was resulted. The third event was a bike-in dinner for which €18,06 was resulted. This amount was low because we did not have a lot of registrations, that is why we cancelled two out of five houses so less money was spent on food. This in combination with a participation fee that was still the original fee for five houses resulted in the low result for this event. The final event got cancelled so €0,- was resulted. In total, this comes down to (€128,- + €93,80 + 18,06 =) €239,86.

4.7.16. Lecture committee

Annual budget '18/'19: €140,-

Result '18/'19: €-154,59

Work estimate '18/'19: €0,-

The Lecture Committee organized five events during this year, of which one was the collaboration with the Excursion Committee. Because the collaboration was paid out of the Excursion Committee's budget, it will not be discussed here but under 4.7.11 'Excursion Committee'. The committee started with a budget of €140,- this year, but we decided to lower the budget to €0,- at HYR because the committee turned out to be self-sufficient. Money was spent on thank-you gifts, travel expenses, giveaways, snacks and once to pay a lecturer. Because the last lecture sold more tickets and the *borrel*-costs were lower than anticipated, the committee was left with a profit of €154,59. The participation fees for all lectures were already quite low, we could afford to organize the last lecture at a different location, a *borrel* and still have some money left over without giving this committee any additional budget. Therefore, we would advise coming boards not to budget any money for this committee.

4.7.17. Music Committee

Annual budget '18/'19: €200,-

Result '18/'19: €-84,15

Work estimate '18/'19: €200,-

The music committee organized three events during the year. The first event was a karaoke night for which €22,45 was resulted for decorations. They had a collaboration as second event where they organized a silent disco with the international committee, for which they resulted €185,25. As a third event there was a band night for which they resulted €51,65. This was quite a surprise because this event raised a lot of money, €340,-, due to asking a small entrance fee. The last event got cancelled because only 3 tickets got sold. One person did not provide us her IBAN so we were not able to refund her €3,50. In total, this committee has a balance of €84,15.

4.7.18. Party Committee

Annual budget '18/'19: €0,-

Result '18/'19: €-533,21

Work estimate '18/'19: €0,-

The first party, VSPAce, had a budget of €0,- and spent €848,70 to buy decorations and pay the rent. They had an income of €2161,- due to ticket sales etc. This was the budget for the second party, Project ZOO, for which €1992,91 was used for decorations, rent and lockers. They earned €1637,- on this party. The last party, Full Moon Party, spent €1660,41

and had an income of €1266,-. Together with the collaboration with the *Borrel* committee, for which they have spent €28,77, this comes down to a balance of €533,21.

4.7.19. Professionalism Committee

Annual budget '18/'19: €600,-

Result '18/'19: €711,25

Work estimate '18/'19: €700,-

There were four events organized with the Professionalism Committee budget with an initial budget of €600,-. The first event was a workshop 'How to Discover what you want', organized in September and cost €132,49. The second event was a LinkedIn Workshop and resulted in €143,88. During HYR, we increased the budget with €100,- because we noticed during the organisational process of the first two events that €150,- per activity was not enough to organize good quality workshops for a 'normal' price per participant. The third activity was a Presentation Workshop in March, which needed €238,20 because there were fewer participants than expected. For their final event, a Burn-out Workshop in May, an amount of €196,68 was used. In total, this comes down to (€132,49 + €143,88 + €238,20 + €196,68 =) €711,25.

4.7.20. Prom Committee

Annual budget '18/'19: €1.000,-

Result '18/'19:

€1.519,59

Work estimate '18/'19: €1.000,-

For this year's Prom Committee, money was spent on the rent of the boat, the open bar, food at the reception, decoration, DJ equipment, thank-you gifts for the DJs, security, and promotion. In total this came down to €1.519,59. This amount is higher than our initial budget because we had to edit the quotation multiple times. Every time we got a new quotation, something else was missing or something else was wrong. In one of these new quotations, we got a higher rent. We did not notice this until after we paid the final invoice. We did try to get that money back, however the company did not want to cooperate with us on that matter. No one of the board remembers actually signing/scanning the quotation where the rent was suddenly higher. That is what makes this situation even more tricky. For that reason, we advise next boards to be more critical every time a quotation is received to prevent situations like this.

4.7.21. Ski Trip Committee

Annual budget '18/'19: €475,-

Result '18/'19: €479,86

Work estimate '18/'19: €475,-

The ski trip took place from the 11th until the 20th of January, 2019, at Saint Sorlin d'Arves. For the activities, €479,86 was spent on the following: a pregame night, prizes of the pubquiz, a snowman building contest, a pub crawl, and the committee also bought disposable cameras for each room. Next to these expenses, we had to pay €40,- to the Common Room for an unexpected rent during the information evening. In total, €479,86 was resulted.

4.7.22. Sport Committee

Annual budget '18/'19: €500,-

Result '18/'19: €189,64

Work estimate '18/'19: €500,-

The sports committee organized three events instead of four this year. Their first activity was Bounz and tampon hockey, for which €120,77 was resulted. Their second activity was a pole dancing class. For this activity, €124,- was resulted. The third activity got cancelled due to too little registrations so €0,- was resulted. Their final activity was supposed to be a combination of several beach games, however the weather did not allow us to be outside so we moved inside and played other sports. For this final event, €-44,87 was resulted because we never got the invoice of €200 of the rent of the sports hall. We did ask them multiple times but never received it. In total, for this committee (€120,77 + €124,- + €-44,87 =) €189,64 was resulted.

4.7.23. Study Trip Committee

Annual budget '18/'19: €2.600,-

Result '18/'19:

€3.877,86

Work estimate '18/'19: €3.217,43

The Study Trip took place from the 30th of March up until the 7th of April. We initially budgeted €2.600,- for the Study Trip, including a €1.000,- grant from the Educational Institute. During the HYR, we adjusted the amount to €3.217,43 because of an already anticipated loss due to fewer registrations than anticipated. For more information, see B.5.7. 'Study Trip Committee'. Eventually, €3.877,86 was needed. This was spent on travel costs and accommodation, gifts for the visited universities, day trips to Northern Ireland, Cliffs of Moher and Connemara National Park and entrance fees for musea, cathedrals and prisons. We would advise future boards to take the considerations and tips as mentioned in B.5.7. 'Study Trip Committee' into account when composing the financial policy. Moreover, we would advise them to use the grant from the Educational Institute only for the Study Trip and FYW.

4.7.24. Support Committee

Annual budget '18/'19: €500,-

Result '18/'19: €337,05

Work estimate '18/'19: €420,-

The budget of this committee is used for the food that is offered at the General Members Assembly (GMA). This year, we have had five GMAs where dinner was served. For every GMA, we have budgeted €80,- for the dinner. At the GMAs we have realized €68,80, €89,33, €70,41, €61,50 and €41,48. This makes the average cost for the food on GMAs €66,30. On the basis of this amount future boards could reconsider the amount of budget needed per GMA, since we never had insufficient food. We did lower the work estimate by €80,- because we budgeted for an optional GMA, which was planned on the 5th of February and was not needed. Apart from the GMAs, we budgeted €20,- for the matching days, to promote the VSPA. Of this budget we only spent €5,53 on ice cream to hand out. To conclude we suggest future boards to reconsider how they want to use the budget of the support committee or to lower it if there is not a better way of using it.

4.7.25. Trip Committee

Annual budget '18/'19: €750,-

Result '18/'19: €763,02

Work estimate '18/'19: €763,02

The trip took place from the 26th to the 28th of October 2018, in Leuven (Belgium). Money was spent on a hostel, bus ride, tip for a restaurant, an information evening, treasure hunt, discount on a brewery visit, and discount on a museum visit. In total, €763,02 was resulted. This seemed to be enough budget for this trip. However, it really depends on the city, and thus the hostel, and the bus how much budget is needed to make the participation fee as attractive as possible.

5.Reservations

5.1. Reservation for board 2019/2020

Annual budget '18/'19: €0,-

Result '18/'19:

€1.000,-

Work estimate '18/'19: €0,-

As mentioned earlier in our annual report, there was a miscommunication between us and Linden IT. There are still some modifications that need to be done to our website and this was meant to be done in our year. Unfortunately, this did not happen because even though we gave Linden IT approval, they somehow did not receive it. We reserved a decent amount of money on our budget and expected to pay for these modifications.

Since we believe it is not fair towards the board of 2019/2020 to pay for the modifications on the website from their budget as it should have been paid in our year, we want to make a reservation of our budget for them to use for the website.

6. Contingency Costs

6.1. Contingency costs

Annual budget '18/'19: €1.382,61

Result '18/'19:

€0,-

Work estimate '18/'19: €1.307,12

Geen "echte" onvoorziene kosten die niet onder een commissie geschaard kunnen worden

There were no real contingency costs that could not be put under a committee budget. Hence, we had to use no money of the budgeted amount and the result is therefore €0,-.

7. Equity Capital

Equity Capital: €74.258,66

Estimate of Necessary Minimum of the Equity Capital: €39.533,45

Since the year of 2017/2019, it is now mandatory to calculate the equity capital of the association at the end of the financial year (July 31, 2018). The equity capital is composed of the following: the current bank account (€7.329,13), the bank account for committees (€2.364,-), the savings account (€59.868,41) and the safe contents (€2.462,58) and money we are yet to receive from debtors (€2.234,54). The equity capital of the VSPA then is (€7.329,13 + €2.364,- + €59.868,41 + €2.462,58 + €2.234,54 =) €74.258,66. We do not have any creditors so there is nothing to be subtracted.

Another thing that is obligatory since 2017/2018 is to calculate the minimum of the equity capital; this is the amount the VSPA must have on her accounts given the current financial situation. More about this can be found in the Standing Regulations of the association under 7.4.2. The calculation of the necessary minimum is an addition of three functions: the transaction function (money that is necessary for making payments), the financing function (money that is necessary in case the fixed assets need to be replaced and the buffering function (money that is necessary in case something goes horribly wrong).

The transaction function is estimated by calculating at what time in the year the total balance of all accounts was the lowest and by subtracting that value from the equity capital. When it was at its lowest it was €67.369,81 and at its highest it was €87.716,75. The transactions function therefore is €87.716,75 - €67.369,81 = €20.346,94.

The financing function is estimated by adding the purchase value of all fixed assets. We calculated that it would be €500,- for the camera, €1.100,- for the safe, €500,- for the mascotte costume and €587,85,- for the couches and coffee table in the VSPA room, the *kruimeldief* and sandwich toasters. In total, this is €2.687,85.

The buffering function is estimated by taking 20% of the total revenue. The total revenue is made up of the income on the annual result (including grants and sponsorships) (€39.168,06) and the income of participant fees (€43.325,26). As a result, the total revenue is $€39.168,06 + €43.325,26 = €82.493,32$. Take 20% of this to get the buffering function: $€82.493,32 * 0,2 = €16.498,66$. The buffer function must be at least once the deductible of the UvA insurances, which is €10.000,-. In this case the buffer function is more than sufficient.

The addition of the three functions results in the following necessary minimum of the equity capital: $€20.346,94 + €2.687,85 + €16.498,66 = €39.533,45$.

Although we can cover the necessary minimum equity capital almost twice with the current equity capital, we want to emphasize that each successive year must do a new calculation with the relevant financial data of their year. Furthermore, the amount is just an estimate derived from a calculation. Improvements of the calculations are always welcome and we fully encourage new boards to try and come up with a better calculation. Lastly, because it is a calculation, boards should always be aware of the fact that it is not flawless and therefore every use of the equity capital should be well substantiated and be approved by the GMA.

8. Debtors and Creditors

Debtors: €2.234,54

Creditors: €0,-

After the closing of the financial year on July 31, 2019, there were still some transactions that needed to be done. All of these transactions, both from other parties to the VSPA and from the VSPA to other parties, have all been transferred. All of them, except for the credit we still have at the Gastama Hostel in the city of Lille. More information about this can be read in this annual report under 'B 4.11 Trip Committee' or in the annual report of 2017/2018 under 'F.5.7.22. Trip Committee'. We have a credit of €2.234,54 at the Gastama Hostel which will be used for the Trip in the year of 2020/2021.