

# Secretarial Biannual Report 2023-2024

## Study association Psychology in Nijmegen

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## 1. Preface

Dear General Members' Assembly,

The XVI<sup>th</sup> board of Study association Psychology in Nijmegen hereby presents the secretarial biannual report of 2023-2024. In this report, the transpired events from October 2023 until February 2024, and the current state of affairs regarding the implementation of the policy, will be discussed.

The XVI<sup>th</sup> board has committed to achieving its goals, outlined in the policy, as well as possible. The main goal that serves as the compass guiding our actions and decisions is increasing 'Attendance'. This goal was divided in the subgoals 'Movie Middy', 'Collaborations', and 'Promotion'. For Promotion, the Merchandise committee has been formed and SPiN now has a TikTok account.

For the past half year, the XVI<sup>th</sup> board has worked with a lot of commitment and vigour to execute their goals. All things considered, the XVI<sup>th</sup> board is content with their current achievements and the already implemented interventions. With pleasure, the XVI<sup>th</sup> board would like to share its overview and evaluation thus far.

Yours faithfully,

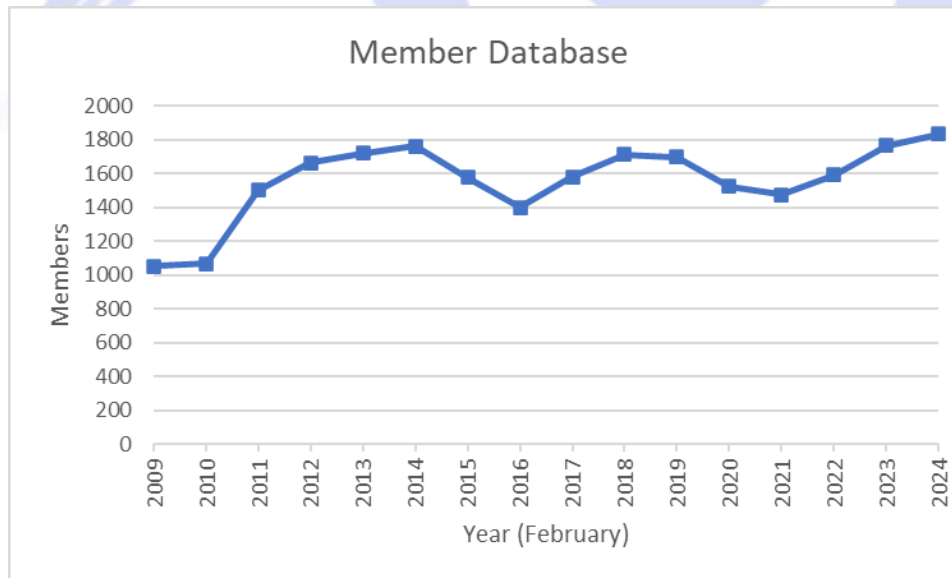
The XVI<sup>th</sup> board of Study association Psychology in Nijmegen

## 2. Secretariat

### 2.1 Membership base

#### 2.1.1 Number of members

Since the foundation of SPiN, the association's membership base contains 1836 members as of February 2024. Over the years the number of members has fluctuated. In the graphic overview below, you will find the number of members every year in February (except for the first two association years). Compared to September 2023, there is a small increase in members (1804).



#### 2.1.2 Honorary members and alumni

SPiN has two honorary members. In February 2024, SPiN counted a total of 969 alumni, of which 933 alumni are active and 36 are passive. Compared to the Secretarial Annual Report of the XVth board, this number is considerably higher (862). The reason for an increase in alumni is because the alumni datafile was outdated and different files are now combined into one. The preference of quite a few alumni was unknown, regarding if they would like to be invited for lectures, trainings and activities. For these alumni their preference is now set on 'yes'. A letter will be sent to all alumni regarding this matter, at which they are asked to respond if they would like to change their status. In addition, an alumni newsletter was sent in the beginning of February and a second one will follow in September 2024.

#### 2.1.3 Active members

As per February 2024, SPiN has 137 active members, divided over a total of 24 committees. On average a committee consists of six or seven members. Since the committees have been formed, eight people have quit their active membership due to various reasons, such as having a busy schedule, or quitting their study. The concerning committees are the Culture committee, City Trip committee, Study Trip committee, Media & Yearbook committee, Festivities committee, Orientation committee, Lecture

committee and Party & Drinks committee. As of February 2024, a total of nine new active members have joined a committee after the formation of the committees in October 2023.

## 2.2 Correspondence

### 2.2.1 Newsletter

Every month, a bilingual digital newsletter is sent to the members of SPiN. This newsletter contains an overview of upcoming activities, a “Did you know that SPiN...?” section, a bulletin board and possibly some extra relevant news. The newsletters were sent on the first day of the month, or the second day of the month in case the first day was a Sunday or a Holiday. Additionally, the newsletter for the alumni was sent in February and the following one will be sent out in September 2024. Like previous years, the program Mailchimp was used to create and distribute the newsletter. An average of 605 members read the newsletter in the period of October 2023 to February 2024. This is an increase compared to September 2023 (435) and February 2023 (393). Besides the newsletter, other e-mails have also been sent via Mailchimp regarding attendance, SPiN stickers, and the updated picture terms.

### 2.2.2 Christmas greetings

This year, the XVI<sup>th</sup> board shared a general Christmas greeting on Instagram. An e-mail was also sent to the members.

## 3.3 Media

### 3.3.1 Website

From October 3<sup>rd</sup>, 2023, until February 9<sup>th</sup>, 2024, the website has been visited 7453 times by 4526 visitors. The number of visits and visitors is lower compared to February 2023 (7679 visits by 4990 visitors). The Dutch opening page was visited best (4567 times), followed by the login page (3767 times), the Dutch book page (1604 times) and the media page (1438 times). The home page was visited less often compared to February 2023 (5187 times). However, the login page and the Dutch book page were visited more often compared to last year (the login page was visited 2866 times in February 2023 and the Dutch book page 1462 times). The numbers are smaller compared to February 2023, but the XVI<sup>th</sup> board is still pleased with the statistics and hopes to increase them again with the launch of the new website.

The XV<sup>th</sup> board introduced the Website Taskforce with the goal of developing a new website. A cooperation with Tromik, the new website provider, was established and resulted in the launch of the new SPiN website on February 29<sup>th</sup>. As of writing this piece, there are a few things left that need to be updated on the new website, such as the pictures and the documents of previous boards. This is considered an ongoing business with the aim of being finished before the start of April. Regarding the ticketsale through the new website, this has been postponed due to a few technical difficulties that need to be solved. Until the ticketsale via the website is fully done, the XVI<sup>th</sup> board will continue the use of Eventix. Furthermore, a mail was sent to all members to change their password so they can access their ‘My SPiN’ on the website. The XVI<sup>th</sup> board is planning on keeping the Website Taskforce until the new

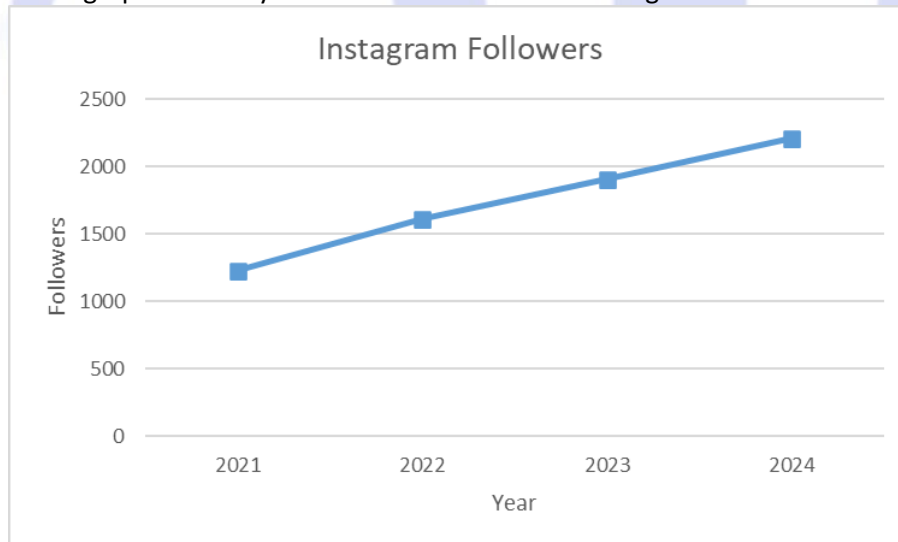


website is completely finalized and hopes to see the number of website visitors increase again, especially when the ticketsale will eventually occur through the website.

### 2.3.2 Instagram

The popularity of the Instagram account of SPiN, spin\_\_stagram, has increased since its creation. As of February 2024, the account has 2212 followers. In comparison, the Instagram account had 1908 followers in February 2023 and 2114 followers in September 2023. From October 3rd until January 31<sup>st</sup>, the reach of Instagram was 7928 and the Instagram account has been visited 10.819 times. At the time of writing, there have been 5151 accounts reached in the last 90 days (11th of November until the 8th of February). This concerns 2020 followers and 3131 non-followers. The average reach of posts is approximately 1350 and the average reach of reels is approximately 1420.

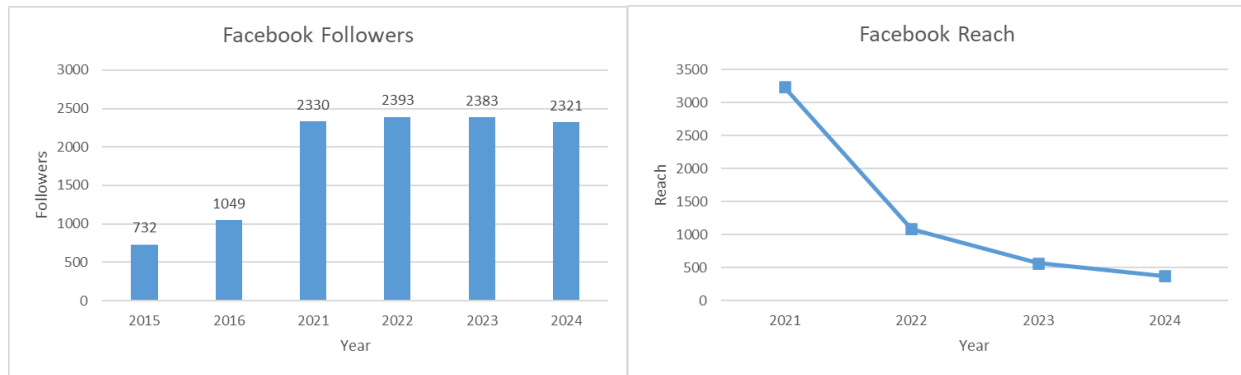
In the graphic below you will see the increase of Instagram followers over the past few years.



### 2.3.3 Facebook

The Facebook account of SPiN has a total amount of 2321 followers, which is less compared to the biannual secretarial report of 2022-2023 (2393 followers) and less compared to the annual secretarial report of 2022-2023 (2363 followers). Over the period of January 12<sup>th</sup> until February 9<sup>th</sup>, the posts on SPiN's Facebook reached 375 users. This is comparable to the amount of the annual secretarial report of 2023 (361), but still considerably lower compared to the biannual secretarial report of 2023 (565 users) as well as the years before that. This shows that the use of Facebook has stagnated.

The graphics below illustrate the above-mentioned stagnation of Facebook followers and the decrease in Facebook reach.



### 2.3.4 WhatsApp

The XIV<sup>th</sup> board started a WhatsApp group called “SPiNouncements” at the beginning of the association year 2021-2022, which was accessible by May 2022. The XVI<sup>th</sup> board continued to post their activities and other relevant information in this group. As of February 2024, the group has 523 members, which is higher compared to September 2023 (397 members).

## 3. Compliance Policy

### 3.1 Attendance

#### 3.1.1 Movie MIDDAY

*Students’ lives are often hectic, fast-paced, and stressful. The XVI<sup>th</sup> board would like to create an environment where students can decompress after a long day or week. Movie MIDDAY offers students a free movie theatre experience that cannot be found at home, in which they can relax and watch a fun movie, without feeling the pressure of attending with a group. Movie MIDDAY will be held in a lecture hall during one of the last workgroup hours of the day, so that it is easily accessible for students who do not live in Nijmegen. As there is a low pressure to show up to a lecture in groups, the XVI<sup>th</sup> board hopes that by hosting the movie in a lecture hall, students will feel comfortable to attend alone. During the break, snacks and drinks will be available at the SPiN room. The XVI<sup>th</sup> board hopes that by hosting the snacks and drinks there, members will feel more inclined to also come by during SPiN opening hours. By offering an activity where people are less likely to cluster and are not forced to socialise, the XVI<sup>th</sup> offers an activity with a low threshold, where all students can feel welcome. This activity will be held three times a year.*

Up until now, two movie middays have taken place. For the initial movie midday 29 people got a ticket and 15 people showed up. This attendance was lower than expected. The XVI<sup>th</sup> board believed that the low attendance related to the date on which the activity took place. This was the Thursday before the Christmas holidays around which time many students have usually already gone home. This hypothesis was dismissed after an attendance rate of 7 at the latest movie midday. The XVI<sup>th</sup> board has a hard time identifying the reason for the low attendance rate and would therefore appreciate input on how to



improve this activity from the GMA. Although the XVI<sup>th</sup> board had hoped to see more people at the previous activities, the people that showed were mostly unfamiliar faces. This supported the idea of this activity being low threshold, which is the thought behind this intervention. Furthermore, the board was able to introduce people to the SPiN room while hosting the first movie midday, by handing out food and drinks at the common ground. The board received positive verbal feedback after the activity and is looking forward to hosting one more Movie Midday in the upcoming months.

### 3.1.2 Collaborations

*The XVIth board believes that collaborations can lead to fun activities and broaden the variety of SPiN's services. There are already valuable collaborations with other associations such as a publecture by the lecture committee and TOEP, and a party organised by the Party and Drinks committee together with Synergy. The XVIth board is looking into expanding their collaborations for another party, the gala, and another activity organised by the SocialActivities committee (further elaboration on this committee is to be found under 'changed committees'). The XVIth board plans on putting the committee supervisor in charge of reaching out to the right people of the external association and bring them in contact with their committee as well as creating a group chat. Furthermore, the External Affairs Officer will be in charge of putting up a contract regarding the division of cost and gains, and what exactly will be bought. Within the group chat the external and internal parties will have to make a clear labour division and plan meetings. The supervisor of the committee will check-in with their committee regarding the progression of the planning of the event and step in if necessary. Regarding the gala committee, the XVIth board plans on merging the budgets of both associations, having SPiN's gala committee working closely with the gala committee of the other association as they shall only organise one event. Overall, the XVIth board expects that more collaborations will increase the attendance and memorability of the activities, as this will allow members to meet new people. Besides this, members get the opportunity to see a new setting, as a collaboration will lead to a larger budget. This will provide more opportunities regarding locations. Furthermore, new collaborations can strengthen SPiN's relationships with other associations, which can lead to more coherent partnerships in the future.*

So far, three collaborations have taken place. Namely, a collaboration with Postelein with whom the XVI<sup>th</sup> board hosted a dinner to raise money for Serious Request, as well as a bowling activity and party with Synergy. The Bowling activity was organised by the Social Activities committee and the party was organised by the Party and Drinks committee. All these activities were well visited, the dinner being nearly sold out, the shots bowling being completely sold out and the party being well visited considering the fact that there was a storm that evening. The collaborations themselves ran smoothly, confirmed by having received positive feedback for all. The planned collaboration for the Gala has been cancelled. This was due to finding out that the possible collaborator had to host at the Waagh. This was contradictory with the XVI<sup>th</sup> board's reasoning for wanting to collaborate for the gala, being that the XVI<sup>th</sup> board did not want to host at the Waagh but a more original location making it a memorable gala. Additionally, the two associations would have a hard time fitting into the Waagh. Therefore, the gala will be hosted solely by SPiN at the Waagh. Although this cancelation was a shame, the XVIth board is looking forward to other collaborations that are still to come such as Mengelmousse and a pub-lecture with Toep.

### 3.1.3. Promotion

*Promotion plays a crucial role in the success of SPiN, its ultimate goal being to raise the attendance. Nevertheless, it can also benefit SPiN's visibility, making more people aware of its existence and what it offers. This can lead to the recruitment of new members and establishment of new collaborations. Promotion also keeps current members engaged by informing them about upcoming events, workshops, initiatives, and important updates. Well executed promotion also highlights the benefits and experiences members can gain, making these events more appealing. Proper promotion is fundamental, contributing to building a strong SPiN brand and enhancing the overall experience for her members.*

#### 3.1.3.1 Merchandise committee

*The XVI<sup>th</sup> board hopes to increase the amount of subconscious, indirect, and casual exposure of SPiN, and therefore proposes the Merchandise committee. This committee is designed to not only promote SPiN in a casual way, but it will also be a fun place for members to show off their creative talents and provide something that members have indicated is highly desired, namely, exclusive SPiN merchandise. The Merchandise committee will have three limited edition launches throughout the year. One at the end of December, one in the middle of March, and one at the beginning of June. This should leave the committee with enough time to come up with designs, promote, request pre-orders, and wait for orders to be completed. The committee will make use of polls to get a better idea of what type of merchandise members are interested in. The content of a launch can range from clothing to accessories to kitchenware. The merchandise committee will then have the freedom to produce their own designs for the wanted items. The first launch will include one item. Depending on its success, multiple items may be released during the next launch. There will be promotion such as sneak peeks before the official drop. There will be a pre-sale in which students can order their merchandise, after which the committee will contact the printing service to place the order. Once the order is finalised the board will pay for the order. When the drop has arrived, students can pick up their merch in the SPiN room during a set amount of time which will clearly be communicated through e-mail and social media.*

The merchandise committee was very popular when the committee sign-ups opened at the beginning of the academic year. The committee now consists of seven enthusiastic members whom all work on unique designs. So far, one of the three limited edition launches has taken place, which happened at the end of December. The committee has made use of polls for merchandise options on SPiN's Instagram account and has taken the reactions into account when deciding on the items of the launches. The first launch brought the SPiN beanie, which was sold in two different colours. The price was based on the expected number of items to be sold, which was 80. In the actual sale, 47 items in total were sold. Therefore, the expected number of items to be sold have been lowered for the upcoming launches. To make the coming sales more successful, more time has been reserved for the promotion and the pre-orders. The committee made use of the creative promotion budget to create original stickers that were very well received. The next launch is expected to be in April instead of March, so the planning is feasible. The merchandise committee is excited and motivated to create additional unique merchandise items, with two of them being in development at the time of writing.

### 3.1.3.2 TikTok

*SPiN primarily makes use of Instagram for promotion, updates, and brand awareness. TikTok will be an extra medium in which the board and association can seem more approachable, transparent, and open. It will be an informal way for people to get to know more about SPiNs activities, committees and the XVI<sup>th</sup> board.*

*One of the uses of TikTok will be for the committees to promote their events in a creative way. This will however not be a requirement. Committees will need to inform their supervisor of their ideas and 'submit' their videos for final approval if the initial idea was approved. Afterward, the XVI<sup>th</sup> board will upload them to TikTok, Instagram, and Facebook. The availability of TikTok might enhance the committees' creativity and encourage them to come up with new ideas as they have more freedom regarding the context of a post compared to a poster. The XVI<sup>th</sup> board will actively encourage committees to make use of this medium and provide them with ideas. Furthermore, they will introduce the Promotion Officer to the TikTok platform during their training and show examples of what they could do. Committees will however not be allowed to create their own social media accounts for promotion, as this increases the workload of the board, for these accounts need to be supervised by them.*

*Another use of TikTok will be to give a more personal, entertaining and behind the scenes view of the association and her next board. These TikToks will be made by the XVI<sup>th</sup> board, as they are not strictly for promotion and the XVI<sup>th</sup> board will evaluate if it is relevant to also post them on other platforms. The aim will be to post at least once a week, but whether this is feasible will have to be evaluated throughout the year. TikToks will be created when the XVI<sup>th</sup> board is in a creative and inspirational mood, after which these TikTok's will be saved to drafts. The rest of the board will then check the created TikTok and give feedback if necessary. These drafts will then be used to post when the board has their hands full and are unable to create a new TikTok for that week. Because of TikTok's algorithm, the XVI<sup>th</sup> board does not believe that there can be too many TikToks or that it will be too chaotic, as the algorithm decides which posts it shows to users. Some posts will become more popular than others, which is why the board will not put a limit on how many TikToks can be posted. The ultimate goal of adding TikTok to SPiN's social media accounts is to show that SPiN is fun, approachable, modern, and relatable. The XVI<sup>th</sup> board will continue using Instagram and Facebook for informational, promotional, and professional purposes.*

The XVI<sup>th</sup> board decided to introduce Tiktok to SPiN in order to promote and present the informal side of the association and a board year. Furthermore, TikTok is a place for committees to share their creative promotion. In the period from the 27<sup>th</sup> of September 2023 to the 11<sup>th</sup> of February 2024, the account "SPiTok" has gained 119 followers. Overall, 26 videos have been posted which have gained a total of 1.649 likes. TikTok analytics show that in the past 60 days, between December 13<sup>th</sup> 2023 and February 10<sup>th</sup> 2024, there have been 24.000 views on the videos from 19.000 unique viewers. Since the very first post on the 27<sup>th</sup> of September 2023, a total of 43.398 views were accumulated. Therefore, it can be said that TikTok, as a newly introduced platform, is effective in reaching a broader audience and that informal videos are popular. Furthermore, it appears that the weekly TikTok videos that are uploaded by the board help with keeping the platform active. Committees have also been using the account for creative



promotion and are encouraged to continue doing so. Looking at the previously described statistics, it is recommended to keep using TikTok and further grow SPiN's presence on the platform.

### 3.1.3.3 Promotion video

*The XVI<sup>th</sup> board will make a new promotion video, per the amendment of the GMA. This will be an updated version of the current promotion video, which still showcases the previous SPiN room. As a lot has changed since then, the GMA feels that it is time for a more current and up-to-date promotion video, showcasing what SPiN is like now, and the XVI<sup>th</sup> board will adhere to this.*

The XVI<sup>th</sup> board is working with a videographer to film a new promotion video for the association. Various activities and members will be showcased here. Several shots have already been recorded, and the remainder will be shot in April. The promotion video is scheduled to be finished at the end of the academic year, and to be promoted in September 2024.

## 3.2 Internal policy

### 3.2.1 Workload

*This year, the XVI<sup>th</sup> board reduces the number of activities organised by committees, resulting in a decreased workload concerning committee supervision. Additionally, the absence of the lustrum responsibilities alleviates some of the board's commitments compared to last year. Nevertheless, the XVI<sup>th</sup> board will assume the management of the Flashback Friday's initiative and will also oversee Movie Midday activities as well as the TikTok account, which will contribute to an increased workload. Furthermore, the ongoing development of a new website and the necessary revisions to the Articles of Association and Bylaws represent additional tasks that will demand the board's attention and efforts. The XVI<sup>th</sup> board is committed to maintaining a healthy equilibrium between their responsibilities and personal lives. They are prepared to implement suitable arrangements to ensure the effective management of these tasks and maintain their well-being.*

Overall, the workload of the XVI<sup>th</sup> board can be described as variable. The XVI<sup>th</sup> board experienced a high workload at the start of the year as they tried to structure their functions and board tasks. Having found structure, the workload improved. Due to a higher number of activities, upcoming trips, the new website and the collection of the contribution the workload increased toward the end of January. Furthermore, the board is involved in setting up Movie Midday, the making of Flashback Fridays and collaborations which increases the overall workload of the board members. It is therefore important to ensure balance between board- and regular life, for which the XVI<sup>th</sup> board made some rules. These include only working on SPiN from Monday to Friday, not working on SPiN after 18:00 and encouragement to ask for SPiN free when a break is needed. These rules have been applied effectively so far, leaving the XVI<sup>th</sup> board motivated and excited for the rest of their board year.

### 3.2.2 The SPiN common room

*The XVI<sup>th</sup> board has established the following operating hours for the upcoming year. During regular academic days, from Monday through Thursday, the SPiN room will welcome members between 10.15 till*

*14.30. On Fridays, the room will be opened from 10:15 till 13:30. During examination and resit periods, there are altered opening hours from 12:00 till 14:00. During trips there will be different opening hours than usual, which will be announced throughout the academic year, depending on the trip. These hours have been determined by considering the prevailing opening hours set by the XV<sup>th</sup> board and heeding their insights.*

Until now, the XVI<sup>th</sup> board has lived up to their opening times. The XVI<sup>th</sup> board will keep the opening times of 10:15 till 14:30 during the working days of the city trip. However, during the ski trip, the XVI<sup>th</sup> board applied the times of 12:00 till 14:00 to ensure the wellbeing of the board by minimizing their workload. These times were chosen as the board had observed that the SPiN room is busiest around these times.

### **3.2.3 Personal Development of board members**

*Consistent with established practices from prior years, the Chair will engage in a minimum of two personal development plan interviews with each board member. Furthermore, the Vice-Chair will be responsible for conducting the personal development plan interview with the Chair. Following the example of the XIV<sup>th</sup> and XV<sup>th</sup> board, the XVI<sup>th</sup> board will also have multiple small Chair talks throughout the year. These are informal, brief talks between the Chair and the other board members that will take place regularly. Additionally, taking after the examples of previous boards, there will be feedback rounds and each member of the XVI<sup>th</sup> board will have an individual coach. Just as in previous years, it will be mandatory for every board member to meet with their coach at least once at the beginning of the year. After that, it will be optional to meet with their coach.*

So far, every board member has engaged in one personal development interview and a in depth motivation talk. Both were perceived as beneficial. Furthermore, the chair of the XVI<sup>th</sup> board makes sure to regularly check in for casual chair talks to ensure the wellbeing of the board. Moreover, each individual board member has had their first meeting with their coach. A majority of the board members have had additional meetings with their coach following the initial meeting.

### **3.2.4 Administration**

#### **3.2.4.1 Privacy**

*The XVI<sup>th</sup> board will continue the use of OneDrive this year, keep up to date with new information, and follow the procedure of the university. The OneDrive is currently not under the license of the university, but it is still a secure place for the storage of sensitive data according to the digital safety protocol of the university.*

At the time of writing this piece, the XVI<sup>th</sup> board is continuing with the use of OneDrive. Regarding the privacy statement, this has been rewritten by the XVI<sup>th</sup> board to make sure it is up to date and according to the law. The rewritten privacy statement will be discussed during the biannual GMA. In addition, a processor agreement has been signed with the new website provider to ensure privacy for our members. Furthermore, the mail has been transferred from the former website provider Best4U to Microsoft 365.

SPiN now owns a nonprofit business account on Microsoft 365 through which it can control the mail accounts of board members and committees.

#### 3.2.4.2 Event Promotion

*As is done by previous boards, the XVI<sup>th</sup> board will post an overview at the beginning of each month, which states the activities that take place in that month. This overview will be posted on social media. XVI<sup>th</sup> board will promote activities one day in advance of the ticket sale, at 13:00. The ticket sale will start two weeks before the activity, also at 13:00. Initial promotion of activities will take place through the website, Instagram, Facebook, and the SPiNnouncements WhatsApp group.*

Overall, the XVI<sup>th</sup> board has managed to follow their fixed promotion schedule. There have been instances where promotion was delayed or enhanced depending on the activity. For example, the promotion of trips and Insomnia had a different promotion schedule compared to other activities, similar to how it has been done in previous years. Thus far, the XVI<sup>th</sup> board is content with their promotion schedule and intends to continue using the set promotion schedule.

*Regarding the sale of tickets, XVI<sup>th</sup> board plans to continue the use of Eventix until the development of the new website is complete. When the new website is online, the ticket sale will take place on there through Mollie.*

At the time of writing this piece, the Mollie account has been made. However, the XVI<sup>th</sup> board will only start using Mollie once the ticketsale via the website is finished. Until that, the XVI<sup>th</sup> board will continue with the use of Eventix.

#### 3.2.4.3 Articles of Association and Bylaws

*The Articles of Association and Bylaws of SPiN are found to be outdated, partly due to the lack of content regarding the Wet Bestuur en Toezicht Rechtsbersonen (WBTR). The XV<sup>th</sup> board was advised not to solely start the revision process, due to a high expected workload resulting from the lustrum and the website development. The XVI<sup>th</sup> board therefore plans to take on this task during the upcoming association year. An Articles of Association and Bylaws Taskforce will be set up, consisting of one member of the XVI<sup>th</sup> board, as well as former board members. This taskforce will be expected to present their proposed changes during the Proposed board GMA and will be expected to present their official revised documents during the Annual Policy GMA.*

A few meetings with the Articles of Association and Bylaws Taskforce have taken place. However, due to the slow pace of progress, the XVI<sup>th</sup> board has decided to take over the process from the taskforce. A meeting is planned to discuss the transfer. In addition, input was given by Members during Heidag about the Articles of Association and the Bylaws, which will be considered when making a more elaborate plan for the necessary changes that need to be made. Further updates will be provided at the GMA where the proposed candidate board will be presented in June.



### 3.5 Committees

#### 3.5.1 Roles within committees

*The XVI<sup>th</sup> board would like to update the training that the Promotion Officer receives. The Promotion Officer will now also receive training in actively inviting people to activities in person. This addition aims to give the Promotion Officer more confidence in pursuing a wider variety of promotion strategies, hopefully reaching, and inviting more people.*

Based on the biannual evaluation meetings that were held with the committees, the XVI<sup>th</sup> board deducted that most committee members experienced the function trainings to be clear and helpful. The Promotion training had been adjusted at the start of the academic year to promote face to face as well as creative promotion. Several evaluation meetings showed that face-to-face promotion had boosted the attendance rate of activities. However, concerning the treasurer trainings, some committee members who were unable to attend encountered difficulties in fulfilling their function roles. The primary reason cited was that the information could not be entirely derived from the PowerPoint slides. Nevertheless, clarity was reported for the other functions.

*To improve the communication between the committees and the Illustration committee, the XIV<sup>th</sup> board decided to make every member of the Illustration committee the contact person for a certain number of committees and let the contact follow freely via mail and WhatsApp. The XV<sup>th</sup> board followed through and the XVI<sup>th</sup> board has continued with this procedure as well.*

Up until now the procedure has worked as planned. The communication between the illustration committee and their contact persons from different committees has been perceived as good.

*In addition, the XVI<sup>th</sup> board would like to update the evaluation form for committees concerning their activities.*

The evaluation forms have been adjusted and are being used by the committees to reflect on their work. However, it has been noted that some committees forgot to utilize these forms. The forms serve as a tool for reflection, allowing committees to see if they have met deadlines such as the poster and financial request. Unfortunately, it is observed that these deadlines are frequently not met on time. Therefore, the XVI<sup>th</sup> board will remind the committees of the deadlines more often and the importance of using the evaluation form.

#### 3.5.2 Changes

##### 3.5.2.1 Cancelled committees

*The XVI<sup>th</sup> board will remove three committees, namely the Networking committee, the Lustrum committee, and the Almanac committee. The Networking committee will be cancelled, as the XVI<sup>th</sup> board believes parts of its goals can be achieved through other activities.*

A collaborative activity has been set up with the associations of the Faculty of Social Sciences and several meetings have taken place. The XVI<sup>th</sup> board believes this activity has similar principles as the Networking

committee, such as interpersonal connections between current students and alumni. The activity will take place in June, called the 'Student-Alumni Network café'. More elaborate information can be found under paragraph 3.6.5. Alumni. After the activity has taken place, a survey will be distributed to assess the replaceability of the networking committee with the student-Alumni Network café activity. The XVI<sup>th</sup> board aims to still publish the almanac. However, they have encountered difficulties regarding the required submission format which has impeded progress thus far. Efforts are underway to address these issues, including contact with the printing company and exploration of potential solutions.

### 3.5.2.2 Added committees

*This year, the XVI<sup>th</sup> board will introduce one new committee. This will be the Merchandise committee. This committee will design and produce merchandise that is available to everyone. They will have creative freedom in their designs and colours and will have three launches per year. Furthermore, the Gala committee will be reinstated.*

The Merchandise committee launched its first drop in December with beanies available in two colours. A comprehensive assessment of the committee's performance to date is outlined in paragraph 3.1.3.1. The Gala committee has been set up and is working on the preparations of the Gala which will take place in April.

### 3.5.2.3 Changed committees/ Activities

*The Workfield and Future committee will focus on three excursions and a master's event instead of four excursions and a master's event. The committee indicated that four excursions, one of which after the summer break, was impractical.*

The first excursion to CWZ was sold out, and for the second excursion to the Donders Institute, additional spots have been arranged due to its initial sell out. Encouraged by these positive signs, the committee has conveyed their contentment with the progress achieved thus far.

*The Festivities committee will once again organise one Insomnia party and the Dies, unlike last year when only Insomnia was organised. The festivities committee will therefore be changed back to a full-year committee.*

The festivities committee was pleased with the outcome of the Insomnia event. Building upon this success, they are equally eager and committed to ensuring the success of the upcoming DIES celebration.

*The Initiative committee will still organise six theme days but will no longer organise exam deals. The committee members are occupied with their exams during this time, so cancelling these will give them more space to focus on their studies.*

Thus far, the committee has organised three theme days, each contributing to the overall experience positively. They have indicated that the planning allows them to maintain focus on their studies, alongside the responsibilities within the committee.

*The Party and Drinks committee will organise five theme parties and two drinks, instead of five theme parties and three drinks. At least one of these parties will be in collaboration with another study association. Activities similar to the drinks are also organised within other committees, so it was decided to remove one of these from the Party and Drinks committee.*

Until now, two parties and two drinks have taken place. One of the parties has been in collaboration with study association Synergy. The XVI<sup>th</sup> board acknowledges that the attendance rates differ significantly in comparison to their upfront ticket sale numbers. The difference between ticket sales and attendance rates have been discussed during the Heiday. The XVI<sup>th</sup> board has implemented a reminder mail that is sent a day before every activity to the people who bought a ticket. This intervention aims to remind ticket holders that there is an activity the next day and explain that they are expected to be there.

*The SocioCultural committee will be changed into the SocialActivities committee. This year, the committee will be organising three social activities of choice, one of which will not revolve around alcohol. This committee is meant to provide fun social activities for all students.*

At this point, two activities have taken place. The first activity being a Student Olympics and the second one a bowling night in collaboration with study association Synergy. The first two activities were sold out with high attendance rates, and positive feedback from attendees. Thus far, the committee and its activities are effectively fulfilling their intended purpose.

*The Media committee will be changed back into the Media and Yearbook committee. Besides taking and receiving pictures of activities and organising the storage of the pictures, they will also make the yearbook at the end of the academic year. Moreover, they will no longer have the responsibility of 'Flashback Fridays', as the XVI<sup>th</sup> board will take this over.*

The committee faced initial challenges in attending activities, attributed to demanding personal schedules and fluctuations in the amount of committee members. The Flashback Fridays have been taken over this year by the XVI<sup>th</sup> board, and this is appreciated by the committee.

*The Acquisition committee has focused on looking for sponsorships, discounts, and compiling goodie bags for committees. The XVI<sup>th</sup> board believes that since the quality of the products in goodie bags cannot be guaranteed, and since the goodie bags are environmentally unsustainable, it would be best to discontinue these. Therefore, the Acquisition committee will now only focus on helping the External Affairs Officer with finding sponsorships and discounts.*

Thus far, no deals have been made by the acquisition committee. The committee has expressed a lack of purpose. Therefore, an evaluation meeting with the supervisor has taken place to reevaluate their role within SPiN, and to help them rediscover this purpose. The committee expressed that this meeting was helpful to change their view.

### **3.5.2.3 Overview of committees**



486 See 4.3 'Overview of committees' in the document 'Policy 2023-2024'. This document can be found on  
 487 the website.

## 488 **3.6 External Policy**

### 489 **3.6.1 Sponsorship**

490 The XVI<sup>th</sup> board was unable to have all the agreements signed before the policy and budget in October.  
 491 Therefore, an elaborate update will be given on all agreements in the paragraphs below.

492 *This association year, the XVI<sup>th</sup> board does not yet have a set amount they will strive to achieve due to*  
 493 *contracts still being in negotiation.*

494 This association year, the XVI<sup>th</sup> board strived to receive 4.276 euros in sponsorship money. This will be  
 495 done through fixed contracts, as well as general sponsorship.

#### 496 **3.6.1.1 Fixed contracts**

497 *The XVI<sup>th</sup> board is planning on continuing the collaboration with De Waagh, Café de Fuik, and Drie*  
 498 *Gezusters. Negotiations are now in process to discuss the specifics of the contracts. SPiN currently has a*  
 499 *collaboration with Athena Summaries, and the XVI<sup>th</sup> board will look into setting this forth by selling*  
 500 *summaries to students. No definite conclusions have been made, however, there is the possibility of a*  
 501 *taskforce being set up later in the year, to evaluate the allegations made against Athena summaries (see*  
 502 *point 5.3) and look for alternatives. If this is the case, this will be proposed at a later GMA. SPiN currently*  
 503 *holds drinks and parties at Tappers and Ruig. The XVI<sup>th</sup> board will look into these contracts and evaluate*  
 504 *the continuation of these. The XVI<sup>th</sup> board expects that these collaborations will be set forth.*

505 This association year, SPiN will be receiving a minimum of 1.975 euros from her sponsors De Waagh,  
 506 Café de Fuik, Café Tappers and Bar RUIG, Fabergroep, and Molenstraat. SPiN will organize a constitution  
 507 drink and the GMAs at De Waagh, who will in turn sponsor SPiN 600 euros. Two drinks will be organized  
 508 at Café de Fuik which will result in 250 euros in sponsorship money. For every out-of-contract drink  
 509 organized at Café de Fuik, SPiN will receive 125 euros. SPiN will receive 75 euros for each drink held at  
 510 Café Tappers and Bar RUIG. SPiN will organise a minimum of one party and two drinks at Fabergroep, for  
 511 200 euros per party and 125 euros per drink, resulting in a total sponsor amount of 450 euros from  
 512 Fabergroep. SPiN will receive 600 euros for four parties held in the Molenstraat. SPiN will receive 150  
 513 euros for each party and 75 euros for drink held outside the contractual agreements.

514 The sponsor money from the bars will be paid before the ending of the year in one go. So far, the  
 515 minimum requirement for parties and drinks at the bars is being reached. The XVI<sup>th</sup> board expects to  
 516 raise some additional money, from extra drinks at bars as well as through general sponsorship. The  
 517 contact with the bars so far has been experienced as pleasant.

#### 518 **3.6.1.2 General sponsoring**

519 *Aside from the sponsorship money SPiN will receive from her fixed contracts, the XVI<sup>th</sup> board will strive to*  
 520 *obtain €300 for general sponsoring through advertisement and vacancies of external parties.*

521 The goal was to reach 300 euros in general sponsoring. As of now, an amount of 675 euros from three  
 522 different parties has been collected. This was made possible through the means of vacancies as well as  
 523 advertisements in the newsletter and on the website. It is expected that SPiN will obtain at least 100  
 524 additional euros in general sponsorship through various other vacancies.

### 525 **3.6.2 SPiN-discount**

526 *In addition to continuing existing collaborations, the XVI<sup>th</sup> board will, together with the Acquisition*  
 527 *committee, search for new collaborations.*

528 One new collaboration with Bloombooks has been established. Members can get a 10% discount at their  
 529 webshop.

### 530 **3.6.3 Athena**

531 *The XV<sup>th</sup> board has been in contact with the University as well as Athena about continuing the*  
 532 *collaboration with the latter. As allegations have been made against Athena Studies, the XVI<sup>th</sup> board will*  
 533 *first look into the collaboration with Athena Studies and Summaries. If it is decided that action needs to*  
 534 *be taken regarding the continuation of these contracts, the XVI<sup>th</sup> board will consider setting up a*  
 535 *taskforce, working together with previous board members. The team shall discuss the future of Athena*  
 536 *within SPiN, and search for proper alternatives, if necessary. Besides this, there will also be an extensive*  
 537 *evaluation with the Department of Psychology at Radboud University, to ensure an adequate*  
 538 *continuation of partnership.*

539 The XVI<sup>th</sup> board has looked into the collaboration with AthenaStudies and AthenaSummary, and in  
 540 consultation with the university, SPiN has decided to terminate her collaboration with AthenaStudies.  
 541 This termination was due to the fact that the University could not control the content that was being  
 542 spread in these training groups. The university has no problem with SPiN selling summaries. Therefore,  
 543 SPiN continues to collaborate with AthenaSummary by promoting discount codes to her members. For  
 544 this promotion, SPiN receives 7,5% turnover from SPiN's own discount code, and 3% turnover from  
 545 nationwide discount codes, as well as 2000 euros minimum sponsorship.

546 So far, the contact with Athena has been pleasant, and both parties are looking into a giveaway, to  
 547 promote Athena and SPiN's collaboration more.

### 548 **3.6.4 Book contracts**

549 *SPiN has started a contract with WO4YOU. The discounts and revenue percentage received through the*  
 550 *book sale remained the same as with the previous contract with Studystore. This includes a discount of up*  
 551 *to 10% for Dutch and 15% for international books. SPiN furthermore still receives 6% of the sales revenue.*  
 552 *This contract continues for three years of which the first year is a trial period.*

553 The collaboration with WO4YOU is going well. So far, the contract is being upheld and there is good  
 554 communication between both parties. The first book sale went smoothly, and an evaluation meeting has

555 been planned for the end of February. During this meeting, the future of the collaboration between the  
556 association and WO4YOU will be discussed.

557 There have been some concerns raised about VAT being paid in the invoices. This has been addressed  
558 with the company and a deviation from the budget has been proposed by the XVI<sup>th</sup> board of SPiN in order  
559 to protect the association from legal and financial issues. More information on this can be found in the  
560 separate 'deviation from the budget' document which can be found on the website.

### 561 **3.6.5 Alumni**

*The XVI<sup>th</sup> board will follow previous boards in organising a joint alumni activity. This activity will be organised by the XVI<sup>th</sup> board in collaboration with other study associations of the Faculty of Social Sciences and the Alumni Officer. These associations are Mycelium, Postelein, Den Geitenwollen Soc, Cognac, and Umoja. The alumni activity will be restructured with respect to last year. Currently all associations are working on a proposal for the details, but as of now, it will be composed an opportunity for alumni and students to socialise, share their skills and interests, and offer both parties a way to broaden their networks in a semi-informal social setting.*

The joined alumni activity will take place Friday May 31<sup>st</sup>. It will consist of a semi-formal activity, including a talk from a guest speaker as well as multiple networking activities, which will be held at Eetbar Loek, and an informal drink held at Faber.



## 562 4. Epilogue

563 Dear General Members' Assembly,

In the preceding pages, you have been able to read the secretarial biannual report of the XVI<sup>th</sup> board of Study association Psychology in Nijmegen. This report presented an evaluation of the past half year and of the implementation of the policy so far. An overview of events and developments, and an insight into the current state of affairs, has been given. The XVI<sup>th</sup> board is looking forward to the second half of this association year, and to have a great time with her members. Lastly, the board would like to thank the General Members' Assembly for their continued support and trust in the board and their contributions to the association.

Yours faithfully,

Floor Roerdink

Maud Ververs

Mart Schuttinga

Aenea van der Kruk

Rob Oltvoort

Julia Dicks

Siri Joustra

## 5. Year planning

The following changes were made concerning the year planning:

- **28-11-2023:** The freshmen activity was moved to Thursday 7-12-2023 because it was very hard for the committee to organise an activity on a Tuesday.
- **19-12-2023:** Dinner in collaboration with Postelein was organised to raise money for Serious Request.
- **20-12-2023:** Movie Midday was moved to 21-12-2023 because there were no lecture halls available anymore on the 20st of December in the Maria Montessori building.
- **21-12-2023:** The theme day had been moved to 13-12-2023 because of Movie Midday that would take place that day.
- **7-02-2024:** The pub lecture has been moved to 18-04-2024 because of miscommunication between the board and the committee about the lecturer.
- **15-02-2024:** The sports activity has been swapped with the excursion, because the Donders Institute was only available to host the excursion on 21-02-2024.
- **15-02-2024:** The sports activity has been moved to 10-4-2024, due to insufficient ticket sales.
- **19-02-2024:** The culture activity has been rescheduled to 25-04-2024, as the activity did not come together on time.
- **12-04-2024 until 14-04-2024:** The active members weekend is moved to 5-04-2024 until 7-04-2024 because there was no affordable location available in the weekend of 12-04-2024 until 14-04-2024.
- **15-04-2024:** The third Movie Midday has been moved to 21-05-2024, because of the freshmen activity that now takes place this day.
- **16-04-2024:** The freshmen activity has been moved to 15-04-2024, because of rescheduling the party the night before the study trip.
- **18-04-2024:** The second lecture was planned on 7-02-2024 but had to be rescheduled because the pub lecture moved to this date. Another lecture has been planned on 5-06-2024.
- **25-04-2024:** The party is moved to 16-04-2024, to avoid the occurrence on the evening preceding the study trip.
- **04-06-2024:** The GMA proposed candidate board has been moved to 03-06-2024, because the party Mengelmousse will otherwise take place on the same night.
- **04-06-2024:** The party 'mengelmousse' will take place with the contribution of the XVIth board in collaboration with the following associations: GWS, Mundus, Mycelium, Ismus, Umoja, Postelein and BOW.

**Yearplanning 2023-2024**

<b><u>Date</u></b>	<b><u>Activity</u></b>	<b><u>Members</u></b>	<b><u>Non- members</u></b>	<b><u>Board and committee</u></b>	<b><u>Total</u></b>
<b><u>November</u></b>					
07-11	Breakfast Club	90	0	6	96
09-11	Party*	85	81	14	180
16-11	Theme day	120	0	12	132
21-11	Sport activity	30	0	6	36
22-11	Social activity	48	6	14	68
30-11	Workshop	6	1	8	15
<b><u>December</u></b>					
06-12	Culture activity	15	3	8	26
07-12	Freshmen activity	26	0	8	34
12-12	Excursion	5	3	7	15
13-12	Theme day	102	0	15	117
14-12	SocialCie activity	32	0	12	44
19-12	Drink	31	4	20	55
19-12	Diner	16	0	6	22
21-12	Movie-midday	14	0	5	19
<b><u>January</u></b>					
30-01	Breakfast club	110	0	7	117
30-01	Insomnia*	144	136	14	294
31-01	Workshop	6	6	8	20
<b><u>February</u></b>					
01-02	Activity with Synergy	26	37	11	74
05-02	Student-teacher activity	19	0	8	27
06-02	Drink	37	0	12	49
14-02	Theme day	62	0	12	74
15-02 until 18-02	City Trip	23	0	9	32
20-02	Heidag	5	0	7	12
21-02	Excursion	17	5	8	30
22-02	Party	Unknown	Unknown	11	250
27-02 & 28-02	Experience Your Future	45	15	14	73
29-02	Movie Midday	6	0	6	12
<b><u>March</u></b>					
01-03 until 10-03	Skitrip	21	6	10	37
13-03	GMA biannual report				
<b><u>April</u></b>					
08-04	GMA selection committee				
09-04	Breakfast club				
09-04	Gala				

10-04	Sports activity				
11-04	Conference				
12 until 14-04	Active members weekend				
16-04	Freshmen activity				
17-04	Integration activity				
18-04	Pub lecture				
18-04	Theme day				
22-04	Master's evening				
23-04	Social activity				
24-04	Culture activity				
25-04	Party				
26-04 until 05-05	Studytrip				
<u>May</u>					
07-05	SocialCie activity				
13-05	Lecture				
14-05	Themeday				
16-05	Excursion				
18-05	Daytrip				
21-05	Movie Midday				
22-05	Party				
24-05 & 25-05	Batavierenrace				
28-05	Culture activity				
29-05	Dies				
31-05	Network café activity				
<u>June</u>					
03-06	GMA proposed candidate board				
04-06	Mengelmousse				
05-06	Lecture				
<u>September</u>					
10-09	Freshmen BBQ				
11-09	Theme day				
12-09	Workshop				
17-09	Policy GMA & annual report				
18-09	Lecture				
20 until 22-09	Freshmen weekend				
26-09	Party				
<u>October</u>					
08-10	Budget GMA				

\*Tickets sold at door are counted as the attendance of non-members.