

# SEMI-ANNUAL REPORT

## *2019-2020*



32<sup>nd</sup> Board  
Sociologisch EpiCentrum (SEC)

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## Preface

Dear reader,

As I am writing the preface of our semi-annual report, I can only think about how time has gone by so quickly. Even though it feels as though we have only just started this year, we are already halfway again. I think I speak for us all when I say that we are all immensely enjoying our time as the board of SEC. With the end of the first semester, it is a good moment to look back on the past half-year as the board of SEC.

In this semi-annual report, each board member will individually reflect on the first semester and see whether or the extent to which they have reached their goals. We will each give you insights on what we are doing behind the scenes for SEC, and how we might improve our ways for the second semester. Finally, there will be a realization of our finances, as we want to be as transparent as possible for our members about our financial situation.

On behalf of the 32<sup>nd</sup> board of SEC, I hope you will enjoy reading our semi-annual report and ask you to be critical. As the board of SEC, we are always hoping to improve and are open to any comments or questions you might have. The GMM will take place on the 6<sup>th</sup> of February and we hope you will all be there to ask your questions. If you cannot attend the GMM, but still have a question you can always reach us on one of our social media or come by our board room.

Kind regards,

Dewi Maten  
Chair 2019-2020

## **Chair**

The past half-year I have had the pleasure to be the chair of SEC. At the beginning of the year, I was very unsure of what my actual tasks were besides being part of the daily board. I have to be honest that I still cannot quite put to words what it is that I do, but I think that I am getting the hang of it. I do think that I have improved and grown into my role as a chair during the past half-year and I hope that this will only continue in the coming six months.

### **Communication**

#### *Internal*

As always, communication within your board is one of the most important things. It is essential to have proper formal and informal communication with each other. At the beginning of this year, my goal was to create a space, so to speak, where my board members felt free and safe to express their opinions, which I think have accomplished. When this year began, all of us did not really know each other but together we have really grown into our roles and because we spend so much time together, we have become a lot more comfortable with each other. We even went on a weekend away to the Hague and visited de Efteling together which was a lot of fun. What we really had to work on in the past half-year is some of the communication regarding decision making, but we are improving and I hope that we will continue to do so.

#### *External*

Of course, communication with parties outside of the association is also very crucial. I made it my objective to attend the meetings of the Program Committee, departmental meetings, meetings of the Kring Amsterdamse Sociologen, and the Landelijk Overleg Sociologie meetings. So far, this has been quite rough due to my personal class schedule but I am trying to manage it as well as possible and send another board member in my place when I cannot attend.

Furthermore, I wanted to maintain a good relationship with our brother associations and the Faculty itself. Through the Fv-FMG I can achieve both. Additionally, to my role as the secretary in the Fv-FMG, I now also coordinate the Borrel Committee. With the Borrel Committee, we organize events for all the board members of the Fv-FMG, the Common Room and the FSR, which allows us to get together on a more informal level.

Lastly and most importantly, there is communication with our members. It is getting harder and harder each year to gain new active members and to keep older members active.

However, we are trying our hardest to be as open and welcoming as possible as a board to motivate our members to attend our events and come by our association room. Our main channel to communicate with our members is through social media and we are still trying to find a way of promoting that works well for us, so that it something we will continue to work on during the next half-year.

### **Internationalization**

Internationalization will continue to be an issue for SEC to work on. Since we are only the second board who is dealing with an international student population there is a lot we are still trying to figure out through trial and error. Thankfully, we have the first international board member now which helps us a lot to gain perspective and also to appear more diverse rather than an association made out of Dutch people catering to Dutch students only. I think that having an international board member (or multiple, of course), makes the association more accessible for international students. At the beginning of the year, I found that the language barrier between Dutch and international students was our biggest obstacle and I stand by that. It is impossible for those who are Dutch to speak in English at all times and it is very easy to switch back to Dutch when you are in a group with both international and Dutch students when speaking to a fellow Dutch student. All our events are in English so that everyone can attend. At events, people will usually talk to their friends so we do not have too much influence on whether internationals and Dutch people interact, but from my perspective, they do interact, so there is no intentional separation between the two.

### **Evaluation**

My last point of the semi-annual report is that of evaluations. I think evaluations are an essential part of internal communication. So far, I have done one round of evaluations, but another round is coming up in February. At the beginning of the year, it was a bit hard to do evaluations because everyone was just getting started and there was not that much to say. Now that we are further down the road, I think that evaluations can really become more useful and I hope that we can all be critical and give each other helpful feedback.

Evaluating events is going well, I think it will be helpful for our successors to be able to read back our thoughts in the minutes since that is what I have been doing with the minutes of last year when we are organizing an event.

Lastly, I want to evaluate with our committee members to hear what they think about being in a committee and SEC as a whole. We will be doing that by distributing a google form with relevant questions to gain insights on their opinions and by going through those I hope we can improve, but also see what they do think is going well.

Dewi Maten – Chair 2019-2020

## **Secretary**

As the secretary of SEC my job over the past 5 months has been to handle the promotion of events on social media, taking minutes during the board meetings, keeping the website updated and dealing with incoming emails. I regularly update members with posts on social media and with a monthly newsletter about what the association has been up to.

Being an international board member has been challenging but the process turned out to be less complicated and worrisome than expected. My fellow board members make sure I am always included in the conversation and they help out when emails are in Dutch.

### **Internationalization**

One of my initial goals for the beginning of the year was to enhance internalization. I wanted to encourage international students to get involved with the association and to attend the events as much as possible. So far, we have seen an equal interest from both international and Dutch students. I think the presence of an English-speaking board member has a positive effect on how the events turn out, as English is spoken more often therefore including more students in the conversation.

### **Emails**

The majority of emails I receive are in Dutch. Thanks to my basic knowledge of it and google translator, I rarely ask for help in understanding the content. Luckily, there haven't been any miscommunication so far due to this. I will try to ensure this stays the same and make sure to ask for help from the other board members to avoid any problems.

I am regularly contacted by companies and organization who share their available vacancies which could be interesting for our members. If we think it might be something good for the members, we make sure the vacancy is posted both on our website and on our Facebook.

### **Website**

The website is regularly updated with the events taking place, photos, newsletters and available vacancies. For the first party we organized with other associations we sold tickets through the website. This turned out to be messy and complicated as we did not have a proper webshop yet. Therefore, we are also planning to start using the option of a webshop in order to sell goodies, member sweaters and tickets for events. Hopefully this will be done before the end of the academic year.

## **Newsletter**

The newsletters are sent monthly to our members to keep them updated on the upcoming events. I introduced new sections to make them more personal, such as ‘On the radar’ where we share suggestions on places in Amsterdam or songs, movies, books, and ‘Dutch 101’ to share funny insights on Dutch culture and Dutch language.

I have noticed a decline in the opening rate of the newsletters and will try to find ways to get members more engaged.

## **Social Media**

I have been coordinating our social media accounts and used them mainly to promote our events. What I learnt from the past half year is that Instagram has the biggest reach to people, especially to the new younger members. Facebook is still our main way of creating and sharing events but less and less people use it. Our Instagram account is a mixture of promotion of events and personal photos from those events.

The feature of Instagram stories turned out to be a great and quick way to share things with people. By making them interactive, for example with polls and countdowns, we saw an increasing interest coming from our members.

The main goal for the rest of the year is to continue using social media in an optimal and efficient way. What can be improved is the promotion schedule for the upcoming events.

Finally, we have been using the SEC LinkedIn more often, especially to find possible speakers and collaborators for our events. We have a big following on there so we are trying to find ways to take advantage of it.

## **Study Trip Committee**

I am the head and coordinator of the study trip committee this year. The experience from last year as committee member helped me a lot this time around and I think the work which has been done so far is good. The committee members are a great help thanks to their enthusiasm in the project and discipline. We are very excited for the trip which we are trying to make into something different than usual, starting from the destination. There is a lot of work left to do concerning the planning of activities and request for the scholarship fund. However, I have a good feeling about it.

## **Promotion**

Although I am not the coordinator for the promotion committee, I've been taking care of the designs for most of our events. This was a choice we all agreed on because since I take care of promotion on social media it is quicker if I create the designs myself. I've been using Canva which is a great tool that I will continue using.

Furthermore, I have been updating the monitor outside the association room with monthly agendas and promos of events. In this way, people passing by will always have an overview of what is going on within the association.

## **Membership file**

The membership file has been updated with all new members since the beginning of the academic year. The hardest thing was (and still is) to ensure that members have paid the membership fee and have filled out all the mandatory forms. The treasurer is currently getting in contact to members that still need to pay but eventually we will cut them off if they don't do so. This is because it would not be fair that they benefit from being a member like others who paid.

## **Fv-FMG Congress**

In addition, this past few months I have been taking part of the organization of the FMG annual academic event. It has been a great opportunity to work alongside board members from other associations and in this way getting to know each other better. The congress requires a lot of planning and it has been another nice challenge to have. After getting in contact with a lot of potential speakers, we found a speaker for the congress who will provide a presentation on the main topic with a sociological perspective.

Ilaria Monese – Secretary 2019-2020

## **Treasurer**

For the past half year, I have been the treasurer for SEC. The past half year we have definitely experienced some (financial) challenges, but we were always able to solve them in the end. So far, I have already learned a lot, and I am excited to continue my job as treasurer during the next half year.

## **Conscribo**

At the beginning of the year, we created a new Conscribo account, which is our accounting program. This has enabled us to keep clearer and better track of our transactions. However, this came with the challenge of having to start all over and figure out how exactly to properly use the program, and for example transfer information from the old account to the new account. I am still figuring a few things out in Conscribo together with the cash audit committee, but so far, I am glad we made the decision to start over, since it has given us a clearer overview of our income and expenses.

## **Budget**

The budget we presented at the first GMM of the year has changed slightly. This is because the profit from the first book sale was lower than expected. Therefore, I lowered the expected income from the book sale since I do not think we will make up for it with the second book sale. In order to do so, I had to lower some other expenses. I did so by lowering the expenses for the introduction weekend and the board transfer.

Besides receiving less money than expected from the book sale, I ended up receiving more subsidy than expected. This money will still have to be distributed. I have not done so yet because the rules regarding subsidy and what it can be spent on are quite vague and I am hoping to get some more clarity regarding that from the UvA in the near future.

## **Academic activities committee**

Besides my treasurer-related tasks, I am also coordinating the academic activities committee this year. At the beginning of the year, it took a while to find enough members to fill up the committee. Therefore, the first academic event of the year, the movie night, was organized by the board. Because the committee was filled later than planned, we started organizing our second academic event, the other perspective, too late. On top of that we had some bad luck finding speakers for the event and unfortunately had to reschedule the event.

We have now rescheduled the other perspective and have already found enough speakers for it. We are very satisfied with the theme and speakers so we hope it will be a success regardless of the issues we had organizing it. Besides that, we have organized an alumni event with the committee.

One of my goals for the committee this year was to improve the collaboration with Kwakiutl. Their study coordinator and me sat down at the beginning of the year to discuss how we were going to do this, and we decided to have all the meetings regarding the other perspective together, with our committees. Besides that, we have also tried to improve the general communication between our associations regarding these events.

So far, I think the collaboration with Kwakiutl has improved a lot compared to last year. At the beginning of the year there were still some issues, firstly regarding the general communication, and secondly because my committee was filled late and therefore there was more work for Kwakiutl's committee.

We now have our meetings about the other perspective together and have a group chat with both our committees together. This has ensured that our committee members are more up to date with what the others are doing and it also enabled us to easily discuss topics with everyone. Besides this, the study coordinator from Kwakiutl and I keep close contact through WhatsApp regarding our committees and the events, in order to improve the general communication.

### **National Sociology Congress (LOS)**

This year I am organizing the LOS together with Dewi and all the other sociology associations in the Netherlands. Since the last few years attendance to the congress has decreased each year, this year we have decided to not organize a congress. Our plan is to have a congress every other year. Although there will not be a congress this year, we have decided that we would still all like to work together on something. Therefore, we have decided to create a master guide, in which we will give information about popular master's after sociology from different universities in the Netherlands.

### **Realisation**

In the realisation, you can see that the income for the book sale, member contribution and acquisition are lower than expected. This is because we have not received the money from the second book sale yet and the member contribution for second and third years has not been

collected yet. As far as acquisition goes, we have contacted a few companies, but so far without any success. We will continue to contact companies the coming half year.

Regarding the academic activities, not many activities have been organised yet, and therefore not much money has been spent yet. For the movie night we stayed way under budget, and we are planning to spend the rest of the money on another movie night.

For the parties and social events, so far, we have stayed within budget for all of them. For some activities, like introduction weekend, the first party, and the December dinner, we ran into some issues because less people signed up for the activities than expected. This required us to adjust the budgets for these events, but in the end, we worked it out for all of them.

Ilse van Engen – Treasurer 2019-2020

## **Coordinator Committees**

The past half-year I have served as coordinator committees for SEC. I have planned various activities with the help of my committees. In the following paragraphs, I will reflect on the committees, the events and the communication.

### **Committees**

First, I will start by reflecting on the committees I have led. The following committees were my responsibility: the party, promotion, external activities and borrel committees.

Starting with the party committee. At the beginning of the year, I had struggles with giving the chair more responsibility. This because I went to the meetings regarding the events with the other associations. This was a struggle for me, but I hope to improve in this aspect. I plan to do that through meeting up with the chair after I made a summary of what needs to be done. Then the chair can lead the meeting and arrange the tasks. Further was the communication with the committee good. The tasks they had were done on time and they did a good job. But I need to keep in mind that they only had to organize the decorations for the meme party. This means that I have limited information and reflection material. I hope we can keep up the good work.

Then the promotion committee. We had a hard time getting people for this committee. Finally, there was decided that two was enough. We had a tough start, but now things are getting better. We have decided what the option would be for the member sweaters and the goodies. Also, we decided what goodies we want. Another good thing is that we made a planning when the posters need to be done and who will make them. I will provide them with the needed information in time.

The external activities committee was more of a struggle. There was a lot of miscommunication, which led to more work for the chair and me. I am trying to make this better through better notes with a hidden word and better-structured meetings. There needs to be clarity about what needs to be done when therefore the notes are a good solution. Even though the communication was not that great, the event that was organized was a success. Later more on that event.

At last the borrel committee. This was a failure in the first half-year. There signed two people up, but because of family circumstances, they needed to leave. This left me without a committee. Now we as the board decided that the borrel and party committee are combined. After the party committee agreed, we have set up a plan who will arrange what borrel.

The themed borrels are in collaboration with Kwakiutl. This means a lot of communication with them, but this went not that great the past half-year. I will reflect more on communication when talking about the events.

## **Events**

### *Meme Party*

The meme party was organized in collaboration with Mercurius, Comenius and Kwakiutl. The collaboration went in my opinion not that great. I had the feeling that certain agreements were not followed. The promotion went bad because of that, people did not post promotion when we agreed to do so. The posters were ordered with a design in the wrong size, which caused them to show every pixel. Because the promotion went badly, it was hard to sell out. We had a hard time selling enough tickets but succeeded to sell enough not to make a loss. Also, I needed to push hard for a meeting about decoration. Finally, I succeeded, but it was very last minute. When the party started there were mistakes too. We couldn't open the door because the member list was not printed as was told. After this was done, the party went great. The people who came had a fun time and didn't notice the mistakes that were made. I hope to be able to prevent things like this to happen with later activities.

### *Halloween borrel*

The Halloween borrel went great. We had early meetings and decided on time how we wanted to decorate. A playlist was made, and we had candy.

### *December Dinner*

The December dinner was a success like I mentioned in the paragraph about the external activities committee. We did it at Nessst, like previous year. The communication with Nessst was not that great because their emails were a bit vague. But I contacted them in time, and we figured out the price of the dinner before the event went online. This needed to be done because then I could finish the budget on time. We decided that we wanted to have a two-course meal and a welcome drink. This was a great success. The meal was delicious and, in every option, available; vegan, vegetarian and with meat. The decoration was there on time and fitted the Christmas theme greatly. A pubquiz was made by everyone from the committee and people loved it. The only issue with this event was that we could not start in time with promoting it. This was because the event followed shortly after the meme party, which led to struggles with the ticket sale. We decided that people could bring a date and ordered for fewer people than

expected, but these changes led to being sold out. I think we made the right decisions when needed and that made that the event became a success.

### *Christmas VrijMiBo*

The Christmas VrijMiBo was laid back. Because there was no committee, we as board organized it. Ilaria found the location, we all made a part for a pubquiz and we got games. Only our friends showed up, which was a pity. The reason for this could be that people already left for the Christmas break. The last exam for the first year was on Wednesday and for the second year on Thursday.

### *New year's borrel*

The new year's borrel went bad. The communication with Kwakiutl went bad over the Christmas break. This caused that we started too late with organising it. I forgot the 'sterretjes'/fireworks. The pubquiz was made in dutch and I found out late, so the translation needed to be done very last minute. At the borrel the snacks and pubquiz came very late and unorganized. This was because of a lack of communication. For the following themed borrels I want to avoid situations like this by planning on time and I will have a talk with Kwakiutl about the communication regarding borrels.

Overall, I noticed that I have a lot to learn. Most activities were a success, but the preparations need to go better. I finally have my committees full and organized, I hope this will prevent communication mistakes in the future. I will work hard to improve the preparations and to make the events that are coming up enjoyable for everyone.

Charlotte Takes – Coordinator Committees 2019-2020

## Half-year realisation

<b>Half-year realisation of study association SEC, 2019-2020</b>				
<b>Activity</b>	<b>Expenses</b>	<b>Income</b>	<b>Subsidy request</b>	<b>Profit/loss</b>
Member contribution	€ 0,00	€ 1.983,35	€ 0,00	€ 1.983,35
Book sales	€ 0,00	€ 1.698,16	€ 0,00	€ 1.698,16
Acquisition	€ 0,00	€ 0,00	€ 0,00	€ 0,00
CS	€ 2.486,87	€ 1.280,00	€ 1.417,05	€ 210,18
CF	€ 2.921,31	€ 2.464,72	€ 650,00	€ 193,41
Association costs	€ 1.594,13	€ 0,00	€ 1.156,78	-€ 437,35
<b>Total</b>	<b>€ 7.002,31</b>	<b>€ 7.426,23</b>	<b>€ 3.223,83</b>	<b>€ 3.647,75</b>

<b>Academic Activities Committee (CS)</b>				
<b>Activity</b>	<b>Expenses</b>	<b>Income</b>	<b>Subsidy request</b>	<b>Profit/loss</b>
<b>The Other Perspective</b>	€ 10,73	€ 0,00	€ 10,73	€ 0,00
Movie nights	€ 106,32	€ 0,00	€ 106,32	€ 0,00
Easter lunch	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Career/Master activity	€ 400,00	€ 0,00	€ 400,00	€ 0,00
Company visits	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Landelijk Sociologie Congres	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Memberweekend	€ 1.080,00	€ 1.280,00	€ 400,00	€ 600,00
Study trip	€ 889,82	€ 0,00	€ 500,00	-€ 389,82
Buffer	€ 0,00	€ 0,00	€ 0,00	€ 0,00
<b>Total</b>	<b>€ 2.486,87</b>	<b>€ 1.280,00</b>	<b>€ 1.417,05</b>	<b>€ 210,18</b>

<b>Committees Partys and Activities (CF)</b>				
<b>Activity</b>	<b>Expenses</b>	<b>Income</b>	<b>Subsidy request</b>	<b>Profit/loss</b>
<b>Introduction weekend</b>	€ 1.840,58	€ 1.893,15	€ 0,00	€ 52,57
<b>Theme Borrels</b>	€ 40,16	€ 0,00	€ 0,00	-€ 40,16
<b>Decemberdinner</b>	€ 688,56	€ 237,50	€ 250,00	-€ 201,06
<b>Party 1</b>	€ 312,50	€ 334,07	€ 0,00	€ 21,57
<b>CEA activities</b>	€ 0,00	€ 0,00	€ 0,00	€ 0,00
<b>Prom</b>	€ 0,00	€ 0,00	€ 0,00	€ 0,00
<b>End of the year festival</b>	€ 0,00	€ 0,00	€ 400,00	€ 400,00
<b>Association room events</b>	€ 39,51	€ 0,00	€ 0,00	-€ 39,51
<b>Open mic night</b>	€ 0,00	€ 0,00	€ 0,00	€ 0,00
<b>Buffer</b>	€ 0,00	€ 0,00	€ 0,00	€ 0,00
<b>Total</b>	<b>€ 2.921,31</b>	<b>€ 2.464,72</b>	<b>€ 650,00</b>	<b>€ 193,41</b>

<b>Association costs</b>				
<b>Activity</b>	<b>Expenses</b>	<b>Income</b>	<b>Subsidy request</b>	<b>Profit/loss</b>
<b>Bank costs</b>	€ 100,15	€ 0,00	€ 100,15	€ 0,00
<b>Transaction costs pin</b>	€ 4,26	€ 0,00	€ 4,26	€ 0,00
<b>Accounting program</b>	€ 217,07	€ 0,00	€ 217,07	€ 0,00
<b>Internationalization</b>	€ 0,00	€ 0,00	€ 0,00	€ 0,00
<b>Landelijk Sociologie Congres</b>	€ 0,00	€ 0,00	€ 0,00	€ 0,00
<b>Office supplies</b>	€ 102,80	€ 0,00	€ 102,80	€ 0,00
<b>Websitehosting</b>	€ 125,00	€ 0,00	€ 40,00	-€ 85,00
<b>Association representation</b>	€ 0,00	€ 0,00	€ 300,00	€ 300,00
<b>Trainings</b>	€ 130,00	€ 0,00	€ 130,00	€ 0,00
<b>Board sweaters</b>	€ 179,28	€ 0,00	€ 0,00	-€ 179,28
<b>Membership ASVA</b>	€ 0,00	€ 0,00	€ 12,50	€ 12,50
<b>CLU's (commissieledenutjes)</b>	€ 0,00	€ 0,00	€ 0,00	€ 0,00
<b>Contribution FV-FMG</b>	€ 100,00	€ 0,00	€ 100,00	€ 0,00
<b>ALV's (General Assembly)</b>	€ 70,37	€ 0,00	€ 150,00	€ 79,63
<b>Constitutionborrel</b>	€ 430,20	€ 0,00	€ 0,00	-€ 430,20
<b>Board costs</b>	€ 135,00	€ 0,00	€ 0,00	-€ 135,00
<b>Board transfer</b>	€ 0,00	€ 0,00	€ 0,00	€ 0,00
<b>Buffer</b>	€ 0,00	€ 0,00	€ 0,00	€ 0,00
<b>Total</b>	<b>€ 1.594,13</b>	<b>€ 0,00</b>	<b>€ 1.156,78</b>	<b>-€ 437,35</b>