

Minutes FSCL Meeting 2022/12/08

Attendees: Jolanda, Jule, Marc, Max, Shawon, Sven, Urban, Urs, VB, Yixuan

Minutes: Jule

Chairperson: Urs



Urs officially opens the session.

TOP 1 Freshmen

Issue: Some of the freshman can't enter the building with their ECUS-card. **Urs** contacts Edgar.

No new problems have reached us.

TOP 2 Answering mails

There are no new relevant mails.

TOP 3 Buying Stuff

Table tennis table: Stuvus approved buying a new table tennis table. The table tennis plate is ordered. It should be delivered on Friday 02.12.2022. We need to do a proper "Abrechnung".

Kitchen stuff: Only want to order the sandwich maker. **Sven** informs stuvus that we want to order the sandwich maker.

Others: cloth bags, stickers

We should try to collect more money -> Ideas: Christmas party

Table tennis table: We received the table tennis table. Urs forwarded the bill to stuvus and also sent back the excessed money that stuvus advanced him. Thus this part can be closed.

Safe within the SR room:

- Marc counted the money in the safe. Current status: We're missing around 80€.
- In the past, every plus in the safe was only achieved through donations or sales.
- The safe was accounted via papers. Starting in 2023 we want this bookkeeping to happen digital. Let's create an Excel sheet. By doing so we also consider the current Abrechnungen to be done: We make a clear cut and start from the beginning.
- In accordance with the general financial procedure of the university we should do an Abrechnung at every end of the "finance year", where a finance year corresponds to the normal calendar year (from 01.01. till 31.12.). The first treasurer is supposed to do the Abrechnung, while the chairman checks that everything is done correctly.
- Safety problem: We don't know how many people have access to our room / the safe in it. But definitely only the treasurers and chairmen should be granted access. We should change the PIN and forward the new PIN only to the responsible people.

- Getränkekasse: Current approach was to collect money (from drinks) in the Getränkekasse and only once in a while put the money into the safe and make an Abrechnung. From now on we should consider transferring the money from the Getränkekasse to the safe (including an Abrechnung) more often.

Marc	Creates an Excel Sheet for the bookkeeping of the safe.
Marc + Urs	Do the Abrechnung according to the Four Eyes Principle.
Urs	Changes PIN of the safe.

TOP 4 (Team) Events

Climbing: In January. **Marc** checks for possible dates and gets a poll-creator to do a doodle.

Christmas party: On Friday 16.12.2022. About 70 people. Need to organize food, beverages, paper cuts/plates/cutlery. We want a proper program. **Fabian** searches for the code of the Human Markov Chain. **Sofia** asks other SR-groups for lending a mulled-wine cooker. **Sven** asks Prof. Pado for money from the Sondermittel. **Urs** makes stuvus application for 200€.

IMS-weekend: 3 days / 2 nights (over the weekend), in black forest (reachable via public transportation), in February. Stuvus financially supports the weekend somehow. Limit the number of people to 35 ± 5 ; we have limited the number of accommodations. Financial support from stuvus: 25€ food (if 2/5 sustainability criteria met) and 22€ accommodation (if people still pay at least 10€ themselves) per person per day. **Max** makes reservation of the accommodation. **Sven** applies for stuvus money as soon as the cost-estimates are done.

Christmas market: On Tuesday, 06.12.2022 at 5 p.m.

Christmas party:

- Stuvus' financial support: Somehow it wasn't totally clear in the application for what exactly we need the money / that we'll only sell the mulled wine. The application got forwarded to the Vorstand. Let's hope they accept our request.
- Mulled wine: Let's try to finance it via the Getränkekasse. If we don't collect enough money through this, (according to Prof. Padó) the professors will help us further.
- Note: We don't want to actively sell the mulled wine or even make profit! This should be an event where we all have fun, something to eat and drink – but at the same time not go into the red.
- We still need to organize a mulled-wine cooker. If Sofia can't organize one till Monday we need to figure out a plan B. (Maybe directly contact stuvus in person?)
- Christmas-Songs-Karaoke: There's still some work to do with putting the songs into a playlist and creating a presentation with the lyrics. Yixuan offers to help Jolanda with this. Whoever also wants to help, feel free to contact Jolanda!
- Program: During this session we set the order of small events (like karaoke, board games, ...). The plan can be found in the planning-google-doc.
- Let's remind the students/employees about the Christmas party. Urs will send an email and we'll also spread the information over Discord, Telegram, ...
- Logistics / organization:
 - Mulled wine: We should taste it before buying: Let's do it on Tuesday (13.12.).
 - Buy drinks, snacks and paper cups/plates/cutlery on Thursday 15.12. after the SR session. (First we need to check for paper cups in the basement.) Also check if Sofia or Urs can bring a car.
 - Decoration: On Friday 16.12. right before the party starts.
 - We don't need to take care of media (as speakers, microphones, ...) as we have all these in the SR room.

IMS-weekend:

- The location is reserved. We need to wait until we get the actual offer in the upcoming days.
- Sven and Max calculated the estimates for food and non-alcoholic drinks:
 - Two lunches (Saturday + lunchbag for Sunday)
 - Two dinners (Friday + Saturday)
 - Two breakfasts (Saturday + Sunday)
 - => The estimates are written on the whiteboard in the SR room; The concrete estimates depend on the time we can enter / we have to leave the house.
- We should do separate stuvus applications for food and for the accommodation. Let's wait with the one for the food until we get further information from the hosts.

Sofia	Organizes a mulled-wine cooker.
Urs	Sends email-reminder for the Christmas party.
Sven + Urs	Check for paper cups in the basement.
Sofia, Sven, Urs, VB	Bring car and buy snacks, drinks, paper plates, ...
Sven	Contacts Charlotta about the accommodation-application.

TOP 5 Prüfungsausschuss

Examination board: Marc is the new contact person for the students. **Marc** writes email to inform the students.

We postpone this topic until Marc writes the email.

Urs officially closes the session.

Topics to keep in mind:

- Job fair: Organize to integrate some cl-companies to the job fair of computer science next semester.