

# Annual Report

## 2017-2018



# BABYLON

STUDIEVERENIGING

COMMUNICATIE- & INFORMATIEWETENSCHAPPEN

*Dynamic, Involved and Enthusiastic*

## Foreword

This is the annual report of the twenty-ninth board of SV Babylon. This report is meant to describe and reflect on the processes that concern managing SV Babylon during the academic year of 2017-2018. Parts of it may partially overlap with the contents of the half-yearly report.

The main aims of this year were to maintain and improve the image and reputation of SV Babylon amongst all its stakeholders. While doing this, the long-term and short-term goals, which can be found in the *Board Policy*, were kept in mind. Emphasis was laid on strengthening the bond between (active) members and attracting new members. This report describes to what extent the set objectives have been met and how we expect our successors to continue working toward the association's goals.

Furthermore, this report will give an insight in the way things are or have been organised. Committees will be elaborated on and successes and things that could have been better will be discussed. The board has thoroughly reflected on the past year and is devoted to provide its members with an honest and genuine evaluation of their work.

Hopefully this report provides a sufficient overview of SV Babylon's line of work, but naturally, the board welcomes all questions and remarks.

Mats van den Nouwland	-	Chair
Amber van Gorkom	-	Secretary
Ivo Van Lier	-	Treasurer
Kai Greijn	-	Commissioner of Internal Affairs
Marco Avilez	-	Commissioner of External Affairs
Anne Bergmans	-	Commissioner of Activities

## Table of Contents

<b>1. Proceedings in long-term goals of SV Babylon</b>	<b>5</b>
<b>1.1 Strengthen the bond between the association and its members and attract new members</b>	<b>5</b>
1.1.1 Bonding of members	5
1.1.2 International members	5
1.1.3. (Pre-)Masters	6
1.1.4 Contributing graduates & alumni	6
1.1.5 Acquisition of new board members	6
<b>1.2 Strengthen the bonds with external relations</b>	<b>7</b>
<b>1.3 Improve the professionalism of SV Babylon</b>	<b>7</b>
1.3.1 Corporate identity	7
1.3.2 Representation	7
1.3.3 Communication	7
<b>1.4 Improve and strengthen the image of SV Babylon</b>	<b>8</b>
1.4.1 Members and other students	8
1.4.1.1 International (non-)members	8
1.4.2 Teachers CIS	8
1.4.3 Companies and organisations	9
1.4.4 Potential and current sponsors	9
1.4.5 Study and student's associations	9
<b>2. General affairs</b>	<b>9</b>
<b>2.1 SOFv</b>	<b>9</b>
<b>2.2 General Member Meetings (GMMs)</b>	<b>10</b>
<b>2.3 Advisory Board</b>	<b>10</b>
<b>2.4 Board Grants</b>	<b>11</b>
<b>3. Chair</b>	<b>11</b>
<b>3.1 Description of personal goals</b>	<b>12</b>
3.1.1 Carry out tasks as well and professionally as possible in order to ensure that set goals are met	12
3.1.2 Monitor all activities within SV Babylon in order to safeguard the quality, image and professionalism of the association	12
3.1.3 Maintain and intensify contact with (active) members in order to strengthen the bond between them and the association	12
3.1.4 Maintain and establish contact with external parties as to enlarge the bond between the industry and the association and thereby increase the network of SV Babylon	12
3.1.5 Become a recognisable face for the entire association	13
3.1.6 Lead and guide the daily board and the coordinators in order to establish an optimally functioning board	13
<b>3.2 Committees</b>	<b>13</b>
3.2.1 Lustrum Committee	13
3.2.2 Almanac Committee	14
3.2.3 Committee of Formal Activities	14
3.2.4 Career Committee	14
<b>4. Secretary</b>	<b>16</b>
<b>4.1 Member File</b>	<b>16</b>

<b>4.2 Email .....</b>	<b>16</b>
<b>4.3 Website and social media .....</b>	<b>16</b>
<b>5. Treasurer.....</b>	<b>18</b>
<b>5.1 Budget.....</b>	<b>18</b>
5.1.1 Revenue.....	18
5.1.2. Expenditure .....	18
<b>5.2 Contact with committee treasurers.....</b>	<b>19</b>
<b>5.3 Bookkeeping.....</b>	<b>19</b>
<b>5.4 Payment methods.....</b>	<b>19</b>
<b>5.5 Study Trip.....</b>	<b>20</b>
5.5.1 General .....	20
5.5.2 Activities .....	20
5.5.3 Financials.....	20
5.5.4 Evaluation .....	20
<b>5.6 Merchandise .....</b>	<b>21</b>
<b>6. Commissioner of Internal Affairs.....</b>	<b>22</b>
<b>6.1 Contact with the study programme.....</b>	<b>22</b>
6.1.1 Student advisor.....	22
6.1.2 Lecturers.....	22
6.1.3 Study Programme Committee .....	23
<b>6.2 Alumni .....</b>	<b>23</b>
<b>6.3 Study books.....</b>	<b>23</b>
<b>6.4 Committees .....</b>	<b>23</b>
6.4.1 Information Committee .....	23
6.4.2 Publication Committee .....	24
6.4.3 Graphical Design Committee .....	24
<b>7. Commissioner of External Affairs.....</b>	<b>26</b>
<b>7.1 Sponsors.....</b>	<b>26</b>
<b>7.2 Sponsor training .....</b>	<b>27</b>
<b>7.3 Company Database .....</b>	<b>27</b>
<b>7.4 Committees .....</b>	<b>27</b>
7.4.1 Career Event Committee .....	27
7.4.2 Congress Committee.....	27
<b>8. Commissioner of Activities .....</b>	<b>29</b>
<b>8.1 General Report .....</b>	<b>29</b>
<b>8.2 Committees .....</b>	<b>29</b>
8.2.1 Committee of Informal Activities (CIA) .....	29
8.2.2 Sports Committee .....	30
8.2.3 Orientation Week Committee .....	31
8.2.4 Prom Committee .....	31

## 1. Proceedings in long-term goals of SV Babylon

The twenty-ninth board has written a *Board Policy* at the very beginning of the academic year, which has been approved during the general member meeting of 18 September 2017. In this report, four long-term goals were described and discussed, namely:

- Strengthen the bond between the association and its members and attract new members
- Strengthen the bond between the association and external partners
- Improve the professionalism of SV Babylon
- Improve and strengthen the image of SV Babylon

The following paragraphs will reflect on the progress that has been made within these goals and attention will also be paid towards the short-term goals that belong to them.

### 1.1 Strengthen the bond between the association and its members and attract new members

The twenty-ninth board realised this acquiring new members for the association was very important in the first weeks of the new academic year. For this reason, the board put much effort in the orientation week, in order to gain awareness and already recruit new members. After the orientation, five board members went to the Language Week of the first-year students in the first week of lectures as 'regular students' and again reminded them of the additional value of becoming part of the association. These two weeks have definitely contributed to the registration of new members.

The next step was to form committees. There were certain conditions that were used in order to allocate the members who signed up to the fourteen committees. For instance, it was important to mix national and international students and students from different years within the committees. This contributed to the overall atmosphere within the association, as members got to know other members that they usually would not have met.

#### 1.1.1 Bonding of members

The bonding of members was carried out in various ways. Active membership was stimulated by organising a committee market in the second week of the academic year. Two Active Member Evenings (ALA) and an Active Member Trip (ALU) were organised to thank the active members for their efforts. Furthermore, the (active) Member of the Month and the Wall of Babylon were kept. The Wall of Babylon is located at the Babylon Room and consists of active members that earned the title of member of the month. Consistently, the member of the month was announced on Facebook by the end of the month and (s)he was invited to pick up a small present at the Babylon Room.

A monthly lunch was organised in order to motivate members to come to the Babylon Room. These took place during an open office hours, which took place every weekday from 12.30 until 2 p.m. During these office hours it was required that the Babylon Room looked presentable and as a nice spot to hang out in between classes. In general this was achieved, even though there may have been some exceptions.

The twenty-eighth board introduced the Committee Games, which were approximately thirty tasks that every committee had to carry out throughout the year in order to get points. This year, these tasks were given a second look and much more tasks were added. Some committees enjoyed taking part in the Committee Games, while others did not. For this reason, the thirtieth board is asked to come up with a new yearly 'game' for committees to take part in.

#### 1.1.2 International members

Inclusion of international members and internationalisation of the association in general were among the top priorities of the twenty-ninth board this year. At the beginning of this year a survey especially aimed at international CIS students was spread. This survey

provided information on how to improve SV Babylon's approach towards international students and potential members. Things that were learned from this survey were for instance that opening up more committees for international members; cancelling all 'Dutch-only' activities, in order to make all activities and events available for internationals; including an increasing amount of English articles in the Babylon Magazine; and decreasing the amount of Dutch music during monthly borrels would make the association more internationally oriented. These things were acted upon and can be elaborated on during the next academic year. The amount of international members has increased satisfyingly and their overall attitude towards SV Babylon appears to be positive.

### 1.1.3. (Pre-)Masters

In line with other years, it was not easy to reach out to (pre-)masters and encourage them to become a member of SV Babylon. The first contact moment was during the orientation week. Fortunately, the 'intro parents' of the pre-master group were very into Babylon and therefore willing to promote it among their 'children'. In most cases, this had led to awareness and some decided to sign up. One even became an active member. Pointedly, many pre-master students do know about SV Babylon, but often think it is not interesting enough for them to become a member. The twenty-ninth board understands that many activities may not necessarily appeal to (pre-)masters, but the career-oriented, more formal activities should.

It can be stated that, over time, SV Babylon has become a so-called bachelor association. It is very hard to change this and over the years the boards have tried so, but without making real progress. The fact that there is a pre-master joining the thirtieth board could and should be a turning point in this. This way, from the upcoming year on, the status of bachelor-association can degrade and (pre-)masters can be more included than before. How the thirtieth board is planning to do this can be read in their policy.

### 1.1.4 Contributing graduates & alumni

This year, limited attention was paid towards the contributing graduates and alumni of SV Babylon. They were involved in the several events in which speakers from the work field were required. It was decided not to organise a special event for this group, because in the preceding years it appeared to be hard to enthuse a sufficient amount of people and obtain enough registrations. The lustrum year is a unique opportunity to set up an event like this again.

### 1.1.5 Acquisition of new board members

The acquisition methods that were used this year were very similar to those carried out in the past year. This included a board interest lunch and extensive social media promotion. A new thing that was added was the weekly introduction of every board member who told something about their role within the board on Instagram. These had a high viewer rate and received an amount of likes that was over average. This method appeared to work and this was confirmed when many other boards copied this idea.

This year, multiple international students were interested in applying for a board position. Even though it would have been great for SV Babylon to have an international board member, certain conditions had to be met. These can be found in the *Board Policy 2017-2018*. This year, none of the international members were able to meet these conditions. A reason for this is that these restrictions are rather strict and might require reconsideration. The thirtieth board will include their view on this in their policy.

## **1.2 Strengthen the bonds with external relations**

The strengthening of bonds external relations was of utmost importance to the twenty-ninth board of SV Babylon. The yet existing ties were evaluated and maintained. The board searched actively for new companies who may be interested in supporting SV Babylon by sponsoring the association and its activities. The activities of SV Babylon did and still do not only require financial sponsoring, but also sponsoring in material, which is why the twenty-ninth board also welcomed guests to provide lectures, workshops and other services. Furthermore, sponsors were invited to attend formal events as guest and some of them also got the possibility to speak at those events. Close contact with some of the association's sponsors helped improve the image of the association and strengthened the bonds between the association and the sponsors. One instance in which this happened is in the search for the Career Event, where Stagemax helped SV Babylon find a guest speaker for the event. Another example of the benefits of having close ties with sponsors is when the Rabobank offered to use their complex for the Congress. Although the association did not make use of this service, it showed that companies appreciate the relationship with the association.

## **1.3 Improve the professionalism of SV Babylon**

Increasing the level of professionalism is something that the twenty-ninth board aimed to realise in various ways. Being a professional association contributes to the positive image and reputation amongst its stakeholders. Moreover, it also increases (perceived) trustworthiness and reliability. Being able to offer the right information, tools and support to all various sorts of members in order to satisfy them and improve their overall attitude towards SV Babylon was very important. This was achieved in various manners, which will also be discussed.

### **1.3.1 Corporate identity**

The twenty-ninth board of SV Babylon aspired a uniform corporate identity in their internal and external communication. In order to this, formats that were created in the past were used and complemented. A uniform corporate identity contributed to the association's professionalism. Because of this, the twenty-ninth board emphasised the importance of informing the committees about the corporate identity. The corporate identity was described in the committee handbook and also explained to the newly formed committees at the beginning of the academic year.

### **1.3.2 Representation**

The representation of the association is mainly carried out by the board members. For this reason, it was required that they came across as professional. For instance, this was tried to accomplish by wearing the appropriate clothes (board t-shirt/suit) during various events. Moreover, board members were expected to be present at all activities and tried to give the right example in terms of behaviour and manners.

The twenty-ninth board was very transparent about their line of work. Members were provided with the information they needed. Of course, confidentiality was kept in mind. During the general member meetings members were free to ask anything they wanted to know and the board attempted to answer as genuine and clearly as possible.

### **1.3.3 Communication**

The twenty-ninth board of SV Babylon aimed for a professional communication to both internal and external relations. This included timely communication, as well as clear communication to partners. It was highly important that made agreements and appointments were met. It is important to note that the twenty-ninth board communicated in a different way to its members than to external partners, such as sponsors. The board

aimed to be more informal to its members, while staying professional and formal in their communication with external relations.

Due to circumstances the board was not always able to communicate certain information (Facebook event; Babel) to its members at the agreed time. These delays were most of the time approved during board meetings, as long as it did not cause any confusion or miscommunication.

Furthermore, business cards were exchanged with external relations whenever possible, in order to establish/strengthen the bond and create the possibility to stay in touch.

The way the digital communication (e-mail, social media, website) contributed to the professionalism will be discussed in chapter 4 'Secretary'.

## **1.4 Improve and strengthen the image of SV Babylon**

The stakeholders of SV Babylon are of great importance to the association. The image and reputation of the association was therefore maintained and improved when possible. Part of the association's mission is to enrich the student lives of all Communication and Information Studies students at the Radboud University. Ensuring that this goal was met was and remains essential, as it maintains and improves the image of SV Babylon.

### 1.4.1 Members and other students

It was important for members and other students to know that they were able to contact SV Babylon for inquiries and support. Furthermore, it was important that the association emitted unity, as well as creativity and innovation. This was achieved by working organised and being open to new ideas, both by the board as by its members.

#### 1.4.1.1 International (non-)members

Self-evidently, international students were also very welcome within the association. From the very first contact during the orientation week and after much effort was put into getting them involved within SV Babylon. Not only inclusion was important, but also clarifying what a study association is for and what it could offer them. Establishing a professional, supportive and overall good image with international members was one of the major priorities. This was an ongoing process that lasted the entire academic year and will be continued by the successive board.

#### 1.4.2 Teachers CIS

The image and reputation that SV Babylon has among the teachers of Communication and Information Studies is of great importance. After all, they offer support both professionally and financially. The more mature and serious SV Babylon operates, the more support could be expected. The twenty-ninth board wanted to strengthen the bond between SV Babylon and the CIS teachers. This was done by frequent personal contact and by organising activities where teachers were also invited (e.g. Pub Lecture and Pub Quiz). In order to also create a personal bond, all teachers were sent a Christmas card from the board.

The cooperation with teachers for the congress, study trip and other activities went very smoothly and satisfactory. Their input and feedback was taken very seriously and if possible acted upon. This resulted in positive evaluations and potentially better agreements with them with regard to the formal activities that SV Babylon organises in the future. The goal was to gain more awareness for SV Babylon's daily business and its additional value to both the CIS programme and students among the teachers. The twenty-ninth boards agrees that steps have been made in the right direction and expects the thirtieth board to continue this process.



### 1.4.3 Companies and organisations

During formal activities like the Career Event, Congress and CIS in the Field, companies and organisations were welcomed in a friendly and professional way. This showed SV Babylon's appreciation for their contribution and the bond that was established or maintained. A positive image of the association furthermore contributed to the future of the students, because in that way, they get the chance to fix possible internship opportunities, build a network or even find a job. For instance, during the Career Event, two members found an internship that they were perfect candidates for and that they were going to apply for.

### 1.4.4 Potential and current sponsors

Potential and current sponsors are also required to have a positive image of SV Babylon. This was realised by having personal contact with them, keeping them up to date and by inviting them to formal activities. It is important that they know what SV Babylon is and what it could offer. By clearly transmitting this information during meetings, the twenty-ninth board of SV Babylon tried to contract new relations and strengthen the existing relations. It was essential that SV Babylon left a good first impression on potential sponsors. In contradiction to the last board, the twenty-ninth board of SV Babylon was focused more on attracting new organisations to cooperate with. This was easier this year as the function Commissioner of External Affairs was reintroduced.

### 1.4.5 Study and student's associations

The contact with other study and student's associations was very important because this offered fruitful collaboration in which associations could learn from each other through sharing experiences, ideas and visions. Satisfactory partnerships lead to a better image of SV Babylon. From the beginning of the year on the board has tried to meet as many other boards and establish a personal relation with them. Exchanging knowledge, both in the hallway as during SOFv member meetings, was very helpful in finding solutions for certain complications that appeared throughout the year.

The same applies for the contact with sister associations across the country. Both SV Babylon and Mycelium have tried their best to connect with them and harvested beneficial input from them, as they have complete different approaches in running a study association than compared to those in Nijmegen. It is important to maintain these bonds and therefore both the twenty-ninth and the prospective thirtieth board went to a barbecue organised with the sister associations. This way, the new board could already get to know the associations that they are expected to work together with in the upcoming academic year.

## 2. General affairs

### 2.1 SOFv

SV Babylon is a member organisation of the SOFv (Samenwerkingsoverleg Faculteitsverenigingen, English: Cooperation of Faculty Associations), an organisation that stimulates collaboration and information transfer between study associations at Radboud University. The SOFv general meetings were held every one or two months. During these meetings, topics that were relevant for study associations were discussed. The twenty-ninth board of Babylon made sure that at least one board member was present at every SOFv meeting this academic year.

Furthermore, Ivo, the twenty-ninth board's Treasurer, has become member of the Audit Committee of the SOFv, which checks the organisation's finances and the twenty-ninth board of Babylon has a good bond with the SOFv board. The SOFv meetings have been proven to be useful, since a lot of relevant information was shared during these meetings, such as information about the upcoming Orientation Week and privacy legislature.

Participation and presence at activities of the SOFv contributed to bonding with other study and student associations. Common problems and goals could be discussed and solved or achieved. Moreover, five members of the prospective board joined the annual SOFv barbecue, which is the first real introduction to other prospective boards. This assisted them in already starting to build their network.

## **2.2 General Member Meetings (GMMs)**

The academic year's first GMM was held at Combo Mambo on 18 September 2017. During this meeting, the twenty-ninth board of Babylon presented its revised Policy Plan, which was approved. Furthermore, the Financial Annual Report was presented and approved as well.

The second GMM was held at Riley's Pub on 19 February 2018. The half-yearly report was presented and approved here. The amount of members that were present during this meeting was exceptional, because the chairs of the committees were told that they were expected to attend this meeting. Self-evidently, this was not mandatory, but if they were not available they were requested to find a substitute from within the committee. The purpose of this was not only to have more members present during the GMM, but also to keep the committees up to date about SV Babylon's operations. In return, members received a drink and some snacks for their presence. Riley's Pub appeared to be rather unsuitable to host a GMM, because it was too small and their way of displaying PowerPoint presentations was lacking. For this reason, the next board will be advised not to host it at Riley's again.

Since the thirtieth board is planning to change the name and logo of SV Babylon in order to make them more congruent to the current proceedings in internationalisation, a third GMM was organised. At the time of writing, this GMM has not taken place yet (it is planned on Friday 22 June). This GMM is meant to present the ideas and inform the interested members about the intended changes that are to be made in the articles of association.

The fourth and last GMM takes place on 3 July and will include the change of the board, but also a vote on the proposed logo and name change. The annual report will be briefly presented and the prospective thirtieth board will present the concept version of their policy.

## **2.3 Advisory Board**

The advisory board consisted of five members from the twenty-seventh and twenty-eighth board, namely: Sanne van 't Ooster, Chanel Otterloo, Maud Holzmann, Lotte Bikker and Hanneke Groen.

The twenty-ninth board had multiple meetings with the advisory board in order to discuss and receive feedback on the ongoing business within SV Babylon. The Chair was always present at those meetings and usually two additional board members joined. Furthermore, the advisory board provided feedback on the weekly minutes that were made during the board meetings. This feedback was always thoroughly read and taken into account.

The Advisory Board of 2018-2019 will consist of five members. From the twenty-eighth board Eline van Lent and Sabine van Westerveld will join. Mats van den Nouwland, Amber van Gorkom and Kai Greijn from the twenty-ninth board will take place.

## 2.4 Board Grants

Every year, the board members of SV Babylon receive Board Grants from the university for their board work. The validation to determine how many Board Grants the board of SV Babylon will receive, takes place every two years. Last year, an extra validation took place to determine the quantity of the Board Grants for every association in Nijmegen. The recommendation of the review committee was set at sixteen Board Grants for SV Babylon, which was much lower than the expected twenty Board Grants. Thanks to the chair of the previous board of SV Babylon, the current Board was later entitled to eighteen Board Grants in total.

This year, no validation for the quantity of Board Grants took place, so one will take place next year. The prospective thirtieth board is aware of this and will try and secure a fair amount of grants for SV Babylon. Recently, a discussion has evoked at the SOFv and the Student Council of the Radboud University of how grants could be distributed among associations more fairly. It is important for the thirtieth board to keep updated on this matter.

## 3. Chair

In general, it can be stated that it has been a good year for SV Babylon. At the beginning of the academic year, each board member had to find their place within the board. As time passed, everyone managed to gradually grow into their roles. The most important aspect of this process was to undergo it together and assist each other where necessary.

It was the Chair's responsibility to monitor everything that happened under SV Babylon's name and this was done as best as possible. This varied from checking the other member's activities to proofreading the Babylon Magazine before it was sent to the publisher. Emphasis was laid on quality and consistency. In order to be able to succeed in the long-term goals that were set for the association, thorough supervision was required. Decisions that were to be made had to be legitimised and every board member was expected to share their thoughts and to be involved in the general processes that were going on.

Unfortunately, every board member has experienced personal circumstances that affected their ability and motivation to carry out their board tasks. However, these things were discussed as soon as they appeared and could therefore be dealt with sufficiently. For this reason, some of the tasks that were allocated to a certain board member may have shifted to another. In the case of the Chair it meant that two committees were added, namely: the Career Committee and the Committee of Formal Activities.

Furthermore, during this academic year, the Chair had six personal goals that were set out. These were respectively:

1. Carry out tasks as well and professionally as possible in order to ensure that set goals are met;
2. Monitor all activities within SV Babylon in order to safeguard the quality, image and professionalism of the association;
3. Maintain and intensify contact with (active) members in order to strengthen the bond between them and the association;
4. Maintain and establish contact with external parties as to enlarge the bond between the industry and the association and thereby increase the network of SV Babylon;
5. Become a recognisable face for the entire association;
6. Lead and guide the daily board and the coordinators in order to establish an optimally functioning board.

### 3.1 Description of personal goals

#### 3.1.1 Carry out tasks as well and professionally as possible in order to ensure that set goals are met

The Chair carried out his tasks as adequately and professionally as possible. He tried to be an example and was required to act upon that at all times, which encouraged the fellow board members to do the same. In that manner all (active) members obtained a clear image of what SV Babylon stood for. Being present at every activity that was organised by SV Babylon and showing gratitude for the ones who organised them was part of the Chair's responsibilities. Being alert and involved resulted in good evaluations of these activities, in order to improve them in the future. Moreover, the Chair and the other board members were expected to help whenever necessary and to be present before any activity started. The latter did not always work out as desired. Various reasons have caused board members to be late or absent at certain activities. Even though this happened sporadically, it was not according to the policy and also a bad example towards SV Babylon's members. In the majority of the cases the absence was justified, but still some of the cases were not and this is something the upcoming board should prevent from happening.

#### 3.1.2 Monitor all activities within SV Babylon in order to safeguard the quality, image and professionalism of the association

It was the Chair's task to maintain the reputation of SV Babylon and aim to improve it wherever possible. The association stands for quality and professionalism, which returned in the activities that were organised. For this to work, the Chair knew what was generally going on in each committee. By keeping an eye on the fellow board members and checking them on a regular base, a strong grip on the maintenance of quality was established. When an event was coming up, the minutes of the concerning committee were sent to the Chair. This way, the Chair was able to adequately monitor and support the committees.

#### 3.1.3 Maintain and intensify contact with (active) members in order to strengthen the bond between them and the association

With the internationalisation of the educational programme the bonding between members has become more and more important. The (active) members are the foundation of SV Babylon, so involvement in the association and the bonds with each other are crucial. In order to realise both, the Chair was responsible for creating an open atmosphere and for offering the sufficient tools for facilitating the connection to the association. The largest part of this happened during activities when members came in contact with SV Babylon. The entire board showed their appreciation for members who participated in an activity, but also those who chose to be in a committee and organise activities in name of SV Babylon.

#### 3.1.4 Maintain and establish contact with external parties as to enlarge the bond between the industry and the association and thereby increase the network of SV Babylon

It was of importance to maintain the contact with external relations and to try to make diluted contacts come back to life. Due to the absence of the Commissioner of External Affairs in the preceding year the relevance of these goals had increased. This year the Chair and the other board members had a more supportive role for the Commissioner of External Affairs, as he was eager enough to approach potential and existing partners himself.

Study and student associations from Nijmegen and sister associations are also part of the external relations. The board went to a sister day at the University of Twente and organised a sister day in cooperation with Mycelium in Nijmegen. They also went to the National Day of Communication in Tilburg and a few members joined them. The Chair took care of the sister meetings, which took place three times this year. Furthermore, the board went to multiple constitution borrels throughout the country in order to strengthen the bond.

### 3.1.5 Become a recognisable face for the entire association

Recognition of the twenty-ninth board was important for SV Babylon to be able to leave behind a positive and professional impression outside the association. The twenty-ninth board therefore tried to maximise visibility from the very beginning of the academic year. In order to do so, the Chair and his fellow board members participated in the Orientation Week and Language Week and made contact with as many new students as possible. Furthermore, it was of importance that the Chair stayed in touch with parties involved in the association throughout the year. This clarified who carried responsibility for the association and who to talk to with business of all sorts.

### 3.1.6 Lead and guide the daily board and the coordinators in order to establish an optimally functioning board

The Chair always realised that he was working towards a desirable outcome accompanied by his five board members. By way of (weekly) board meetings the Chair ensured that every board member was involved in the decisions that were made. Every board member had equal right to provide input and decisions were made mainly jointly. Problems that arose within the board or the association were communicated amongst the board members, so that they were aware of the situation and could offer support in finding a solution.

## 3.2 Committees

### 3.2.1 Lustrum Committee

In order to prepare for the sixth lustrum of the association, the Lustrum Committee has been set up at the beginning of the academic year. Initially, the main purpose of this year's Lustrum Committee was to come up with a theme and to organise an opening party in September 2018. During the first semester, the committee has thought of several themes and eventually one was picked. Then, a list of possible (additional) lustrum activities was developed. In the second semester the committee will start on the organisation of the opening party and also started on the first formal lustrum activity: CIS in the Field.

Three of the seven committee members were abroad during the first semester of this academic year. However, they already contributed to the brainstorming sessions. They were present during the second semester. One member left the committee during the first semester. Due to the fact that three members of the Lustrum Committee became part of the prospective board, two of them were supposed to leave the committee from the end of this year on. Keeping in mind that the committee required approximately six or seven members during summer, new members were found. Currently the committee consists of four first-years, of which one international, two fourth-years and the coordinator. The Chair has decided, in consultation with the prospective coordinator, to stay in the committee until he is redundant.

Because of the fact that it was hard at first to find enough things to keep the committee occupied with, a clear committee script has been written in order to help the committee of the seventh lustrum to work more efficiently and to have clear objectives to work towards.

It was very convenient that three members of the prospective board were members of this committee, because they were very determined to come up with great ideas for the Lustrum Committee to organise and to make the sixth lustrum a memorable one. Moreover, it was easier to discuss important matters, such as financials, with them. Various purposes for the available budget have been thought of. The thirtieth board will elaborate on this matter in their policy and presentation. However, parts will remain confidential.

### 3.2.2 Almanac Committee

The Almanac Committee of this year has been set up in order to prepare the almanac that will be conducted during the lustrum year. These preparations included finding a publisher, deciding on the size, layout and design, but also creating an InDesign file in which the almanac can be graphically designed. Furthermore, they started working on their designing skills by practicing tasks in InDesign. The contents of the almanac have been decided on and the committee is currently working on designs for these pages with different contents. For the 'face book' in the almanac, pictures of the majority of SV Babylon's members are required. There have been two photo sessions where members could give their permission that their name and picture would be included in the almanac. With the new privacy legislations this is mandatory. In the upcoming year members will get more opportunities to have their picture taken or sent in and to grant permission for using it accompanied by their name.

Three of the six committee members were abroad during the first semester of this academic year. They did, however, contribute to the processes that were going on. They were back during the second semester. In this committee it is also required to have multiple members who continue to be part of it during the lustrum year. At this point they are trying to find new members, because two members will go abroad during the first semester of next academic year and two others have become part of the prospective board. There are three third-year students who will remain to be part of this committee, together with the new coordinator. The Chair will also leave this committee as soon as he is declared redundant.

### 3.2.3 Committee of Formal Activities

Due to personal circumstances, the Committee of Formal Activities was coordinated by the Chair this year. There were seven members, including three internationals. In the first semester, the CFA has organised two company visits to the NOS in Hilversum and a Pub Lecture. Furthermore, they have worked on acquiring summaries in both Dutch and English for the courses of this year. This appeared to be more difficult than expected, as the content of the courses changes a lot each year and because many courses used to be in Dutch, which meant that there were no sufficient English summaries available in time. The twenty-ninth board, the OLC and the committee have been thinking about how (or if) this problem can be solved and how the situation can be improved in the future. The demand for summaries is big, so the thirtieth board have come up with a new method of spreading them.

During the second semester the CFA has organised a Pub Quiz. This was a very popular event with over forty registrations. There were six lecturers present who found it very enjoyable. They also tried to organise another company visit, but due to inconvenient dates that the company was available, the committee decided to settle this company visit for October next year. This way the new CFA already has something to do when they start in the upcoming year, just like this year with NOS.

### 3.2.4 Career Committee

The Career Committee was also coordinated by the Chair this year. The committee consisted of five members, as one member has left. Three of them are internationals. The committee has organised two workshops, one focused on LinkedIn and one about presentation skills. The LinkedIn workshop was organised in cooperation with Career Service Arts.

The second workshop took place in the final week of lectures in December. There were too few members who decided to participate. The workshop was provided by Katherine Anderton, who is also active within the In'to Languages department. The contents of the workshop were really good, so the amount of participants was rather disappointing.

The Career Committee also organised an 'Exam Tip Hour', which was mainly meant to take away the anxiety of first-year and international students and reassure them that they did not have to worry about the upcoming exams. Furthermore, all students were invited to

come and ask each other questions. This activity was very helpful and first-year students and internationals were very happy that it took place. Next year, this event will be taken to the next level, so that more members can benefit from each other's knowledge.

In the second semester one workshop has taken place. It was an international version of 'how to network efficiently' with a focus on different cultures provided by Maarten Hardeman called 'Intercultural networking for professionals'. Once again, it was hard to motivate members to participate. Since this workshop was very interesting and because Maarten provides a workshop for Babylon each year, it will be considered to let this workshop become part of a bigger event, such as the Career Event or Congress. This would lead to more participants and would make it even more interesting.

## 4. Secretary

### 4.1 Member File

It is the Secretary's job to keep the Member File in Conscribo up to date. Right now, SV Babylon has got 465 members. In the second half of the academic year, there have not been any problems with this programme.

The Commissioner of Internal Affairs has kept in touch with Study Store to ensure the personal details of members, who enrolled through the book website, were also known by the Secretary. In this way, these members could also be added to SV Babylon's member file in Conscribo. The collaboration between the Secretary and the Commissioner of Internal Affairs has been good and useful to maintain an up to date version of SV Babylon's member file.

### 4.2 Email

All board members and committee members of SV Babylon used the programme Roundcube to send their emails. Except for the spam messages and the fact that this programme is difficult to use on mobile phones, there have not been any problems with this programme during the year. For next year, the twenty-ninth board has advised to change the email addresses on Roundcube into English ones. This has already been done as a test for the email of the Secretary, which is changed into [secretary@svbabylon.nl](mailto:secretary@svbabylon.nl). The programme Your Mailinglist Provider has not been used this year because last year it turned out that many emails did not arrive. Partly because of this reason, there has been made a switch to Mailchimp for sending emails to all Babylonians, for example, invitations for General Member Meetings.

Mailchimp has also been used so send both the English and the Dutch 'Babbel', the monthly newsletter of the association. The 'Babbel' contained information about the activities of the upcoming month. The twenty-ninth board has questioned the advantages of the newsletter, since the board didn't know how many members actually read the Babbel. The twenty-ninth board checked the statistics of Mailchimp and found out that approximately 45% of the Babylonians were reading the Babbel. Because the board thinks a newsletter is an essential part of the services a study association offers and almost half of the Babylonians is reading it, there has been decided to advise the thirtieth board to keep writing the Babbel.

All members, contributing graduates and lecturers received a 'Happy Birthday email' on their birthday. This email had a birthday photo of the twenty-ninth board included. For general members, this email also was a 'voucher' to get a free cocktail at the next Babylon borrel in the Malle Babbe. Some members and lecturers even responded positively to their 'Happy Birthday email'.

This year, the Secretary used the 'English follows Dutch' principle when sending emails to members. In this way, it was possible to reach the international members. When sending emails with Mailchimp, the Secretary has made two different emails, one in Dutch and one in English.

### 4.3 Website and social media

The Secretary of the twenty-ninth board was responsible for the Facebook and Instagram page of SV Babylon. The twenty-eighth board advised us to divide SV Babylon's social media channels between the Secretary and the Commissioner of External Affairs. This is why the Commissioner of External Affairs has been responsible for the Twitter and LinkedIn page of the association this year. This decision has been made because the LinkedIn and Twitter pages are more focused on alumni, external relations and companies and the Commissioner of External Affairs has more knowledge of these affairs. The Secretary was still in charge of the Facebook and Instagram page, since these social media platforms are more focused on Babylonians and less on external affairs.



In the previous year, the twenty-eighth board experienced difficulties reaching all the members through Facebook, so the Secretary of the twenty-ninth board created a new Facebook group containing most Babylonians, in order to share Babylon activities and to make sure more members were aware of the activities. Since the Secretary has been blocked on Facebook a few times this academic year, other board members also invited Babylon members for events on Facebook.

This year, the Secretary tried to ensure that Babylonians would not experience the posts on social media as spam. This was accomplished by dividing various posts across different social media platforms and days. For example, if there already had been a post on SV Babylon's Facebook page, the Secretary tried to post other messages that day on different social media channels, for example on Instagram. It was also taken into account that posts on Facebook were not placed too short after each other in time and that the Secretary posted at most three posts on social media per day.

The Instagram page of SV Babylon has been a big success this year, with 308 followers at this moment. The twenty-ninth board focused more on Instagram Stories as well. During big events like the Study Trip, the Dies Week, the Batavierenrace and the Sailing activity, the board made use of Instagram Stories daily to provide insight on SV Babylon's biggest activities.

Just like last year, the website of SV Babylon was available in both English and Dutch. Because of that, all information on the website was uploaded twice, which resulted in little memory capacity on the website. For this reason, the twenty-ninth board decided to delete old photos from the website. Only photos from the previous two academic years and the current year can still be found on the website.

## 5. Treasurer

In this chapter, the most important/relevant revenue and expenditure, the contact with committee treasurers, payment methods, the Study Trip Committee and the merchandise will be discussed.

### 5.1 Budget

A budget for the academic year was made at the start of the academic year 2017-2018. The budget consisted of both the general budget and the several committee budgets. As of June 2018, there is a negative result on the general budget, though it is only a small shortage and this shortage can be compensated with the committee budgets. All committees are financially healthy and there are no committees with significant financial issues.

#### 5.1.1 Revenue

##### *Member contribution*

The annual contribution is one of SV Babylon's most important sources of revenue. At the start of November, an e-mail was sent to all members about the withdrawal of the annual contribution. This e-mail stated that the money would be collected from the member's bank account by direct debit. This direct debit was executed successfully, though +/- 10 members reversed the entry. We originally planned to contact these members about this and re-perform the direct debit, but we decided against this in the end. The reason for this was that these members were all members since 2008 or 2009 (and thus, they are not Radboud students or active Babylon members anymore). We interpreted their reversion as a desire to not be a member of SV Babylon anymore and we decided to unsubscribe them as members of the association. Furthermore, we figured that it would be important to maintain a good relationship with our alumni and that a conflict about the contribution would not benefit this relationship. These members have since been contacted and informed about their unsubscription.

##### *Contribution of the Department of CIS*

The Department of Communication and Information Studies contributes to SV Babylon every year. This contribution amounts to €1500.00 and is meant to help SV Babylon to organise its largest formal events, the Congress and the Career Event. Originally, the distribution of this amount was €1000.00 for the Congress and €500.00 for the Career Event. However, the 28th board of SV Babylon advised us to adjust this distribution. The reason for this was that the Congress Committee structurally had a budget surplus, whereas the Career Event Committee could use the money to expand the event. The twenty-ninth board has proposed this to Beryl Hilberink, who is the treasurer of the Department of CIS, who accepted the proposal. This meant that this year, the distribution was €750.00 for the Congress and €750.00 for the Career Event. Both committees turned out to be financially stable and had sufficient money to organise their event, which means that this division could be kept in the future.

#### 5.1.2. Expenditure

##### *Babylon Magazine*

SV Babylon has been confronted with unexpected shipping costs for the Babylon Magazine, which is sent to members four times annually. In previous years, it was thought that the shipping costs were free for SV Babylon and that the university was paying for the shipping. This turned out to be only somewhat true, because we found out that the shipping costs for the Babylon Magazine were placed on the account of the Department of Communication and Information Studies. When we wanted to send out the first out Babylon Magazine of the year at the University Post Office, we were asked for our university account number, which we gave them. We were then confronted with high shipping costs of nearly €1000.00. Because we were not able to cover these costs within our budget, we reached out to Beryl Hilberink from the Department of CIS. She told us that they were actually paying for the Babylon Magazine for years, though they were not aware of it, since all

shipping costs were automatically transferred off their university account number. In the end, we made a deal with the Department of CIS. From now on, they will pay for the shipping costs of the Babylon Magazine, provided that the content of the Babylon Magazine is of decent quality. The Department of CIS will also pay for the invoice of the first Babylon Magazine.

### *Doppers*

The twenty-ninth board has ordered 60 Babylon-branded Doppers (re-usable water bottles) this year, which cost the association €616.50. The Doppers were sold as merchandise and used as business gifts. Because there are quite some left, the Doppers will be used next year as well.

### *Constitution borrel*

The constitution borrel of the twenty-ninth board took place at Club van Buren on 4 July 2017. The twenty-ninth board aimed for a cheaper constitution borrel than last year, since the constitution borrel only benefits the board and other boards in Nijmegen, instead of the association's members. Because of this, the amount of free drinks for guests was limited: instead of two free drinks, we gave them one free drink. To compensate for this, we gave away a free keg of beer during the evening. However, the total costs of last year's constitution borrel amount to €1411.40, though the costs were estimated to be €1000.00. The main reason for this surprising exceedance was the fact that there was no agreement on a beer price prior to the constitution borrel and we did not limit the previous boards sufficiently to order drinks. To counter this next year, the thirtieth candidate board has been given instructions for their constitution borrel in order to make sure they will not make the same mistakes.

## **5.2 Contact with committee treasurers**

At the start of the academic year, a treasurer training took place. Treasurers of the Committee of Informal Activities, the Committee of Formal Activities, the Study Trip Committee, the Information Committee, the Lustrum Committee and the Sports Committee were present during this meeting. The training was about how to keep a budget, how to make declarations, payment methods and managing invoices. The training was very short and it might be an idea to make a treasurer handbook for next year instead of having a training, since all information could easily be clarified in a document.

After the training, all committee treasurers have been sent a starting budget, so they could start off with their committee financials.

## **5.3 Bookkeeping**

The bookkeeping was done on paper (by filling in forms and keeping receipts) and in Conscribo, an online bookkeeping application. All financial administration can be found in both the files at the Babylon Room and in Conscribo. There have not been any problems with the administration this year. Before the Annual General Member Meeting, the Audit Committee will check the Treasurer's administration to make sure there the financial administration is up-to-date and complete.

## **5.4 Payment methods**

It was decided to work with the following payment methods this year: cash (for cheap activities), debit card/iZettle (for activities that cost more than €5,00) and direct debits (for the contribution, Study Trip, Ski Trip, and activities made use of online registration).

## 5.5 Study Trip

### 5.5.1 General

This year's Study Trip went to two cities: Berlin and Prague. The trip lasted for eight days and lasted from 28 April until 6 May 2018. Twenty-nine students (including the board and the Study Trip Committee) and two teachers joined the trip to form a total of thirty-one participants. Unfortunately, one of the committee members left the committee for personal reasons.

The Study Trip was promoted on Facebook. Two weeks before the Study Trip destination would be announced, hints were posted on Facebook, so people could guess what the destination would be. After the announcement on Facebook, an Information Meeting at the university was scheduled to inform students about the programme and to convince them to join the trip. The registrations for the Study Trip opened in November and lasted for one month.

In March, we organised a Pre-Study Trip Borrel to inform all students who signed up for the trip about the exact programme and other practical information. Furthermore, we played some games during the borrel so people could get to know each other a bit better. After the Study Trip, we also organised a After Study Trip Borrel, where we announced the winning group of the Crazy 88 during the Study Trip. People also had the opportunity to catch up with their Study Trip buddies during this borrel.

### 5.5.2 Activities

During the trip, there were various cultural and formal activities. The formal activities were a company visit to Arta&Design, a company visit to McCann Prague, a visit to the Dutch Embassy of the Czech Republic and a visit to Charles University in Prague. We also visited the German Bundestag, which can be considered as a semi-formal activity. We also planned a visit to JetBrains in Prague, but unfortunately the company cancelled due to a renovation of their office which was postponed. The cultural activities were a biking tour through Berlin, a visit to the Sachsenhausen concentration camp, a visit to the Olympia Stadium in Berlin and a visit to the Petrin Tower in Prague. During the Study Trip, we also organised a Crazy 88 (a game that consists of 88 'crazy' tasks that people have to perform). They could get points for each task and the team with the most points won the game.

### 5.5.3 Financials

The costs of the Study Trip were €385.00 per person, though people who have not yet received the Student Life grant (formerly called the SNUF-grant) only paid €345.00. This year, SV Babylon received a subsidy from the Faculty of Arts which consists of 5% of the total costs of the Study Trip. This subsidy is meant to facilitate the Student Life grants for students, since a faculty subsidy is a requirement for applying for the Student Life grant. We aimed for a Student Life grant of €40.00 per student (D2-level). As discussed in the Policy Plan, SV Babylon could not receive the variable subsidy from the faculty this year. This variable subsidy is only granted once every two years and is only granted if the Study Trip goes to an English-, Spanish-, German- or French-speaking country. Because SV Babylon has made use of this subsidy last year, we cannot apply for this subsidy again this year. We can however use the subsidy next year.

### 5.5.4 Evaluation

Two teachers joined the Study Trip, Lidwien van de Wijngaert and Evelyne Fruit. Though an official evaluation with the two teachers has not yet taken place due to a busy schedule, we aim to have an official evaluation before the General Member Meeting. Generally, the teachers were very positive about the Study Trip, though they indicated that they would like to have a lecture at the University visit next year, since this year's presentation at the university in Prague was quite general.

The students who joined the trip were all very positive about the Study Trip and everyone has a blast in Berlin and Prague. As a board, we are very content about how the Study Trip went.

#### 5.6 Merchandise

The Treasurer is the responsible person for the Babylon merchandise. In January, the Babylon merchandise was launched and promoted on social media (by a Facebook post, Instagram post and Instagram story). This year, members can order the merchandise online by filling in an order form, as well as at the Babylon Room. If the merchandise is ordered online, the money will be collected by bank by direct debit, and if the merchandise is ordered at the Babylon Room, the members can pay by debit card with iZettle.

The merchandise now consists of the following items:

- Babylon baseball jacket, €25.00
- Babylon sweater, €15.00
- Babylon cap, €7.00
- Babylon Dopper, €10.50
- Babylon fruit infuser, €9.00

## 6. Commissioner of Internal Affairs

### 6.1 Contact with the study programme

#### 6.1.1 Student advisor

Our study association is inseparably linked with the study programme, and without the study programme our association would not even have existed. Because of this, our collaboration with the programme is of the utmost importance. A big part of this collaboration is the contact with the student advisor Lucie Botterhuis. This year, she was the most important link between SV Babylon and Communication and Information Studies. Lucie also takes part in the D-team meetings and before every meeting she had an appointment with the Commissioner of Internal Affairs to exchange questions and remarks from the board with questions from lecturers or the study programme. These appointments took place once every three weeks, but in case of other questions, the board could always turn to Lucie for answers. During the year, all board members had two appointments with Lucie about their progress, and at the end of the year the Commissioner of Internal Affairs and his successor will still have an end-of-the-year evaluation to discuss the most important points of improvement.

Lucie tried to attend as many formal activities as possible and she was always willing to find ways to get lecturers to attend activities. Because of her current pregnancy, Lucie regretfully decided to not join SV Babylon on this year's Study Trip to Berlin and Prague. Her substitute was Lidwien van de Wijngaert. However, Lucie did write every column for this year's Babylon Magazine and she played a key role for SV Babylon in 2017-2018. She also worked tightly together with the chair of the Information Committee to coordinate the Student For A Day-programme. Since Lucie is due in October 2018, a substitute student advisor will temporarily take over her tasks. Who this is, is still unknown at the moment of writing.

#### 6.1.2 Lecturers

At the beginning of the year, the board made sure that it could briefly introduce itself during a D-team meeting. Every board member briefly explained what his/her goals were and how these could be realised, but also how the twenty-ninth board could prepare itself for the year to come. The lecturers were quite positive about Babylon Magazine's quality last year and it would be great if this upward trend could be continued next year.

This year again multiple activities have been organised that involved lecturers. For instance, Madelon Witte, Andreu van Hooft and Kat Anderton gave an interesting lecture in an informal setting during the Pub Lecture. Furthermore, Sandy Barasa, Brigitte Planken, Andreu van Hooft and Frank van Meurs functioned as team captains during the Pub Quiz. And during the Congress about Data Marianne Starren, Evelyne Fruit and Lucie Botterhuis were present. Although the date was communicated well in advance, the Congress Committee failed to send an official invitation to the lecturers, which negatively influenced their attendance. Talks have been opened with the coordinator of the study programme Lidwien van de Wijngaert to discuss the option of providing students with ECTS or bonus points when attending SV Babylon's Congress. It is recommended to organise the congress in closer collaboration with the study programme than as a study association itself. This extra help will probably boost the Congress attendance rate as well as the professionalism. The lecturers that did attend the congress, however, were positively surprised and very enthusiastic about it. They were also very willing to lend a helping hand with next year's edition.

Furthermore, in every magazine the spots were put on a different lecturer. The lecturers appreciated this and for them it was an extra incentive to read the magazine. Another thing the lecturers could really appreciate was that we bought 'Limburgse Vlaai' for them on National Lecturer's Day. Many did not even know of it beforehand which made it a very

pleasant surprise. Also, the twenty-ninth board of SV Babylon as a whole was present during the Christmas Lunch organised by the study programme. Moreover, every lecturer received a Christmas card with a picture of the board on it and at the end of the year, the Commissioner of Internal Affairs will pass by the lecturers' offices to thank them for last year and introduce them to his successor.

### 6.1.3 Study Programme Committee

Not only the contact with the D-team is important to keep an eye on what is going on within our study programme, but also the Study Programme Committee. Since the contact with this committee had been quite scarce in the last few years, this year, the Commissioner of Internal Affairs decided to take seat in the committee as some sort of a pilot. Although the Study Programme Committee of CIS is still not as well-functioning as it should be, Babylon's involvement was received with mainly positive reactions by the commissioner as well as the lecturers. This way, SV Babylon was constantly up to date about everything going on within CIS and the faculty. At the moment, the faculty is executing a plan in which students will have to choose a profile in their second year. A very important development which came to SV Babylon's attention via the Study Programme Committee. Although SV Babylon's involvement offered various advantages, it still should be cautious not to take seat in the committee in the name of the association, but in the name of the commissioner itself. That way there won't be any conflict of interest in the near future, while the voices of our members are heard. Lastly, SV Babylon should not be the driving force of the committee but just a supportive one.

## 6.2 Alumni

The contact with alumni also belonged to the tasks of the Commissioner of Internal Affairs. Although it was decided that SV Babylon should not organise an alumni *borrel* last year, the Commissioner of Internal Affairs still tried to maintain the relations with alumni. He did this by actively approaching alumni for CIS in the Field and interviewing alumni for 'Met het oog op later' in the Babylon Magazine. In the lustrum year, a new and bigger alumni *borrel* will be organised by the thirtieth board of SV Babylon.

## 6.3 Study books

After a year with Boekenservice, SV Babylon was forced to switch back to StudyStore again. They created a webshop for SV Babylon and via this shop, members of SV Babylon could order their study books with a member discount. The shop also made it possible to register as a member. Just like in the previous years, the Commissioner of Internal Affairs was responsible for the book sales. Together with Frank van Meurs, he made the book list, which showed what books lecturers wanted to use for the academic year 2017-2018. Although there were some problems with deliveries of certain books, the contact with Study Store went pretty smoothly. When lecturers or members had complaints about books or their delivery time, the Commissioner of Internal Affairs tried to solve these problems by calling with his contact person from StudyStore. At the end of the academic year, a meeting with StudyStore and the Commissioner of External Affairs will take place to discuss the collaboration, extend our contract and discuss its details.

## 6.4 Committees

Just like last year, the Commissioner of Internal Affairs coordinated the following three committees: the Information Committee, the Publication Committee and the Graphical Design Committee.

### 6.4.1 Information Committee

In the year 2017-2018, the Information Committee consisted of seven members, all of which were second year students. However, the first Information Committee activity of 2017-2018 was CIS in the Field, organised by the 2016-2017 committee. Around 50 students and ten alumni visited this event which made it a successful edition. This year's committee was firstly responsible for the student-for-a-day programme, which the

committee's chair organised together with Lucie without any problems. Secondly, it was responsible for the orientation days and the study choice check days for secondary school students. The committee members were present at these days and if they could not make it, they looked for people outside of the committee to help out. Finally, the Information Committee was also responsible for the Family Day. A fun day was organised for family members of Babylonians. The result was a group of more than 50 happy people who enjoyed lectures, a quiz, a lunch, a campus tour and either a beer tasting or a city tour. They also received a free drink afterward. The costs of this year's Family Day were €12.50 p.p. which was €2.50 less expensive than last year. This day was evaluated by its visitors with an average of 8.9 out of 10.

#### 6.4.2 Publication Committee

This year's Publication Committee consisted of six members, of which two were international students. Like stated earlier, the articles were of good quality which could be attributed to the style manual that was translated and offered to the committee members when starting their year.

At the beginning of the year, a year planning was made and the committee's chair was instructed. Although the goal was to strictly follow the planning, changes could be made whenever the magazine's quality was in danger. This way, the magazine's quality could be ensured without bothering the members too much. The themes of this year's Babylon Magazines were the following: 'Ready, set, GO!', 'Breaking the ice', 'Do you remember?' and 'Around the globe'. The committee of 2017-2018 was responsible for the latter 3 editions and the first edition of 2018-2019 which will be written this summer and coordinated by the Secretary of the thirtieth board of SV Babylon.

Along the lines of the current internationalization process, the Babylon Magazine made its first steps to becoming an English magazine. The first magazine of 2017-2018 contained three English articles and the July edition will already contain more English than Dutch articles. The goal is to have a complete English magazine from the academic year of 2018-2019.

Aside from the writing of articles for the Babylon Magazine, the Publication Committee was also responsible for the monthly blogs on the SV Babylon website. This process was coordinated by a blog coordinator inside the committee. The twenty-ninth board decided that the blogs had to be written about more study-related subjects, to attract more interest to them. Most of this year's blogs were written about subjects related to the field of study, which positively influenced the click rates.

#### 6.4.3 Graphical Design Committee

In 2017-2018, the Graphical Design Committee consisted of seven members. It was a quite diverse committee containing two pre-master students, one fifth year student, one second year student and three fourth year students. Four members already had some experience with either InDesign or Photoshop and the other three students started from zero. The members of this committee worked tightly together to achieve the best results possible. Moreover, the chair was really able to transfer his skills to the rest of the committee. Aside from his great contribution, last year's chair also contributed by giving a really useful workshop to the new designers at the beginning of their year.

The material delivered by this year's Graphical Design Committee mostly was of excellent quality, mostly thanks to the cooperation between committee members. More experienced members always helped out less experienced members by creating assignments together. For every Babylon Magazine, two committee members were chosen to take care of its design. The committee's chair always was closely involved in this process while the Commissioner of Internal Affairs coordinated the committee as a whole to make sure everything was finished in time.

At the end of the year, SV Babylon was approached by Ledenblad.nl who made a great offer to print the future editions of the Babylon Magazine. Since the offer would potentially save SV Babylon hundreds of euros, the twenty-ninth board of SV Babylon decided to sign



the contract. Subsequently, the upcoming magazines will be printed by Ledenblad.nl. Furthermore, Ledenblad.nl is able to label the magazines which makes the process of sending them a lot easier. This will also be tested for the summer edition.

## 7. Commissioner of External Affairs

### 7.1 Sponsors

Throughout the year there have been some minor changes to our partnerships with several companies. As previously mentioned in our half yearly report our main sponsor, Rabobank, has decided to push major budget cuts in their sponsorships of student organisations. Because SV Babylon has had a very successful cooperation with Rabobank for many years, which included many interns from SV Babylon, Rabobank decided to keep sponsoring SV Babylon. However, due to those budget cuts they decided to decrease the amount of sponsorship compensation with approximately 10%. Specifications on the amount of sponsorship received is however confidential due to contract clauses. The cut in sponsor budget did not harm the relationship with the association and Rabobank. This academical year (2017-2018) the Rabobank had two communication department interns who were a member of SV Babylon and the Rabobank used several opportunities granted by SV Babylon to promote their brand. Those opportunities include speaking at the Career Event, providing goodies for the Career Event, Family day and Congress and many more promotions.

Apart from the cut in sponsorship compensation from the Rabobank the association suffered another loss of contract, namely Popocatepetl. Members of SV Babylon received several discounts in this restaurant, but due to management changes this was no longer an option. To compensate the loss of both contracts the Commissioner of External Affairs has sought new partners and found one in The Tosti Club (TTC). At TTC members of the association can get a grilled cheese sandwich with discount and TTC sponsors SV Babylon for €75.- a year.

The communication with European Leisure Jobs, formerly called Vacansoleil, was more complicated. Since European Leisure Jobs is a former branch of Vacansoleil, there were some problems in getting in touch with them. Since two Babylonians joined the company as interns, the communication improved for a little while. However, as soon as these interns left the communication stopped and they did not respond to any communication efforts. The contact within European Leisure Jobs has yet to respond whether they wish to continue the partnership in the future.

The deal with the Bascafé has been upgraded as they now cover the full costs of the ski trip sweaters instead of only half, which they did before. Furthermore, members can get a portion of *bitterballen* when ordering ten beers or five craft beers when they show their Babylon sticker.

There was one complication with the sponsor deal the Sports Committee had with the Coop at the Burghardt van de Berghstraat. The communication between the association and this store was lacking and they decided to cancel the deal. The moment the complications were communicated to the Commissioner of External Affairs, he got in touch with them. Coop still decided to cancel the deal, but another deal could be made, namely a 25% discount on the groceries. To compensate these unexpected costs the Commissioner of External Affairs tried to find financial sponsorships and found a deal with the Cafeteria Fest that covered half of the necessary expenses.

De Fuik was willing to upgrade their contract with SV Babylon by paying for the orientation week goodie bags as long as the logo of De Fuik is printed on them. Furthermore, they are willing to pay a financial compensation. At the moment of writing there are still negotiations going on, therefore results will be mentioned in the first general member meeting of the next academic year (2018-2019).

## 7.2 Sponsor training

All sponsor members have received their sponsor trainings, except for one member who was studying abroad at the moment the training were given. The training was based on the training of the last two years.

## 7.3 Company Database

The Company database has been transferred to Hubspot, which is a free CRM system. All committees have an account and can add companies that have been contacted. To ensure that this system is used, the Commissioner of External Affairs checks this regularly and has contacted the sponsor members to check if there are any updates. Contacts which are only relevant for board members will be excluded from this online CRM system and were kept in an Excel document.

## 7.4 Committees

### 7.4.1 Career Event Committee

The Career Event took place a few months later than previous years, this was to provide third year students the possibility to attend the Career Event. However, although there was more time to search for speakers, the committee had troubles finding them. This was probably due to the majority of the committee being international. The committee members did their utmost best, but lacked the network to find companies early on. After having searched for a while the committee found enough companies, with the help of Babylonians doing internships. The promotion member also found a way to promote the event on the computers in the ESC. There were some problems with an individual who was strongly against one of the companies attending the Career Event. This individual contacted all people who had put themselves as 'going' or 'interested' in the Facebook event, but also the university, and ANS (magazine). Immediate action was required as the situation could worsen quite fast with that many parties informed. For this reason the board maintained close communication with the study advisor, university and sent a message to the individual who caused this. However, further communication with this individual was not possible as this individual seemed to have made his mailadres and facebook account for the sole purpose to spread this alarming message. In the end everything turned out fine and nothing was heard of this incident again.

### 7.4.2 Congress Committee

Like last year, the annual congress was organised together with Mycelium (study association of Communication Science). The reason for cooperating with another association is to increase attendance rates and attaining more financial possibilities. This cooperation has been successful before and as CS has quite some overlap with CIS it showed many possibilities in finding a theme/subject which was relevant for both CIS as CS students.

The Congress Committee had trouble finding a location to host the congress this year, as many building were being demolished at the university. The committee had to search for another location, which eventually was found. The newly opened theater 'C' was used for the congress and was considered to be perfect. Many speakers were found, who were all very relevant for both CIS as CS students. In the end around the 50 people attended of which a little more than 40 were from SV Babylon. The ticket sale of Mycelium was less than last year. The congress had less budget than last year, due to new budget distribution of the D-team, but budget-wise the Congress Committee did not encounter any problems. In a short evaluation after the congress the teachers told that they were very impressed and were willing to think about the faculty can help in increasing the attendance rate of the congress among CIS students in the future. At the moment of writing the Commissioner of External Affairs is arranging a meeting with the OLC, the D-team and the future Commissioners of External Affairs and Internal Affairs. The goal of this meeting is to see how the teachers can help increase the attendance rate of the congress. Some options they named before were making attendance for first-year students; providing

ECTS (study points) for attending the congress; and granting a bonus point at the end of a course for attending the congress. All options will be discussed with the participating parties.

## 8. Commissioner of Activities

### 8.1 General Report

The main task of the Commissioner Activities was to coordinate her committees. These four Committees (the Committee of Informal Activities, Sports Committee, Prom Committee and Orientation Week Committee) and their corresponding activities will be discussed in the following part. Furthermore, the Commissioner of Activities was responsible for making the year planning of all activities of SV Babylon. Several activities were introduced for the first time or returned after being cancelled during past year(s). For example, the Beer Rouler, Beach Volleyball Tournament, Batavierenrace and a day of sailing. The aim was to make an even distribution of activities throughout the year so that Babylon offers the same amount of activities during all months, except for the months with exam weeks or holidays. However, the month November appeared to be slightly too busy. Therefore, the attendance of these activities was rather low.

The Commissioner of Activities has also been responsible for organising the Committee Market in the hall of the Erasmus Building, which can be considered a success because of many members who applied for committees. Lastly, on request of Stanley, the manager of the Molenstraat, over the past year the Commissioner of Activities has been responsible for all the contact with the managers of the bars at the Molenstraat and other cafés. Mostly, the communication with these different managers was very pleasant.

### 8.2 Committees

#### 8.2.1 Committee of Informal Activities (CIA)

##### *Borrels*

The Committee of Informal Activities consisted of eight enthusiastic second and first years CIS students. At the moment of writing, the committee has organised eight borrels in café the Malle Babbe, of which most were successful. The borrels organised in November and April had lower attendance rate than the other borrels in general. This year the CIA continued with awarding one person or a group of people attending the *borrel* for being best-dressed or having a most original story. The last *borrel* of the year will take place on 2 July and the committee will organise a barbeque prior the the *borrel*. Moreover, the contact with the Malle Babbe has been and still is very good. Tijmen, the manager of the Malle Babbe, responds very quickly to texts or calls and is willing to help with all the ideas of the committee.

##### *BaMyPo's and Inglorious*

Next to the monthly theme borrels the CIA has organised, five BaMyPo's were organised in the El Sombrero and two Inglorious parties were organised in Café van Buren. Two of the members of the CIA participated in the BaMyPo Committee and two other committee members participated in the Inglorious Committee, though all committee members have been present at the BaMyPo's and Inglorious parties and helped with the door shifts and decorating. Because of the attendance of the whole CIA at these parties, more friends of the committee members were likely to attend the event as well. However, it was noticeable that the required attendance for all the events was quite hard on some members of the committee. To increase the number of attendances the MasqueradeBaMyPo and the BaMyPo; Rumble in the Jungle were replaced to Thursdays instead of Wednesdays. Both these parties have generated a higher amount of profit than the BaMyPo's organised on Wednesdays, however not a mentionable higher amount. Whether it is a good idea to keep the organising the BaMyPo's on Thursdays next year should be discussed with the El Sombrero and the Commissioner of Activities of the thirtieth board. Furthermore, the El Sombrero and Café van Buren have had several different managers over the past year and therefore the communication with both these bars was sometimes inconsistent.

### *Dies Week*

This year, the Dies Week took place from 5 until 9 March. The Dies Week was a great success overall. The activities organised in the Dies Week were Beer Olympics at Ovum Novum, Bouncylon at Jumpsquare, a two-course dinner and games at Café van Buren, ABBAMyPo, a Cantus at Carolus Magnus and the hangover brunch. This year's new activity, Bouncylon, was one of the most popular activities of the Dies Week. It is advisable to keep organising an activity similar to this one, because it is an activity that is very different than the other Dies Week activities and it proved to be very popular.

### *Other activities*

The Committee of Informal Activities has organised the Christmas Dinner at the Waagh and the Beer Rouler. The Beer Rouler was one of the activities that has not been organised before, but proved to be a great success.

### *8.2.2 Sports Committee*

The Sports Committee of this year consisted of a mixture of seven enthusiastic students of CIS of both the first and the second year. Other than the Ski Trip, the Sports Committee has organised a Beach Volleyball Tournament at the Beach Fabriek, the Batavierenrace and a sailing activity in collaboration with Loefbijter.

### *Ski Trip*

Overall the Ski Trip of this year to Valfréjus was a great success, however there were some points for improvement regarding the location, organisation and activities of the committee. Taken these point of improvement into account the Sports Committee, in consultation with the Commissioner of Activities of the thirtieth board, has already chosen and made a reservation for the location of the Ski Trip of 2019. For more information regarding last year's Ski Trip and the Beach Volleyball Tournament, please read the semi-annual report.

### *Batavierenrace*

This year SV Babylon has formed a team with study association Mycelium to participate in the Batavierenrace. Two members of the Sports Committee participated in the Batavierenrace Committee, of which one has become the committee chair. With a contribution of €100.- of each association the committee was able to reduce the participation costs to €28.-. Furthermore, the committee has arranged a sponsor deal with the Spar City Nijmegen, so all participants of the event could have two times breakfast and lunch. In total, a group of 34 people joined the event of which 24 people were running. The other members who attended were committee members or board members and they helped with the construction of the tents. Prior to the event the Prots Committee organised an information evening, during which the schedules of the two days and other information was presented. Although at first the collaboration with Mycelium was a bit rusty due to difficulties with speaking English of the Mycelium members, at the event itself the members of both Mycelium as Babylon mixed well and it was loads of fun.

### *Sailing*

The last activity organised by the Sports Committee was a day of sailing with sailing association Loefbijter. Originally, the event was planned to take place on Thursday the 30 of May. However, due to bad weather predictions the event had to be rescheduled to the spare date, which was Monday 4 June. Due to this rescheduling, several members could unfortunately not join the activity anymore. Of the original 25 people who were joining, only 18 people could join the activity on Monday. Nevertheless, it was a great activity and the collaboration with Loefbijter was very pleasant. The participation costs of the activity were €16.75. This included the possibility to sail the entire afternoon, a picknick and a barbecue at the end of the day. The barbecue was arranged by Loefbijter and the picknick by the committee. Furthermore, there was a possibility to buy beers form the committee for during the barbeque. Moreover, the committee has approached several sponsors to finance the cost of the picknick. The entire activity took place at the Kraaienbergseplassen at a little town near Nijmegen, called Linden. To overcome the poor public transportation

facilities in Linden, the committee arranged two cars to commute from the train station in Cuijk to the lake in Linden.

### 8.2.3 Orientation Week Committee

#### 2017

The Orientation Week of 2017 was a great success overall. All communication during the entire week was in English and in total 26 international students joined the week. Unfortunately, several activities which were part of the Central Orientation Week organised by the University were either not in English or partially not in English, which was very confusing for the international students. Some examples of activities organised during the Orientation Week were the university day, city tour, rowing at Phocas and the Dinner Show at the Waagh. This year, the committee slightly adjusted the teacher game, so that teachers could ask questions about the subject that they teach instead of about their personal life. This was highly appreciated by the teachers and will be advised to continue doing this for the following years. Furthermore, the information session about Blackboard and the Student Portal was held in a big lecture room instead of a computer room to try to make it more interesting for the students.

#### 2018

The Orientation Week Committee consists of nine enthusiastic members of SV Babylon from the second, third and premaster year. The Orientation Week will take place from 19 until 26 August 2018. At the moment of writing, the committee is very busy with shaping the program and activities of the week. Due to changes in the schedule of the Central Orientation of the university, the Campus Cantus on the Tuesday will be moved to the Orientation Weekend Festival. As we speak the committee is considering several options for activities to fill the program of Tuesday evening. Due to this change of activities it might be necessary to slightly raise the participation fee of the Orientation Week.

### 8.2.4 Prom Committee

This year the Prom has been organised in collaboration with the study associations Postelein, BOW and Mundus. The Prom Committee consisted of two members of each associations and one board member of each association. The Prom took place on 21 February at the Waagh and this year, both the ground and the 1<sup>st</sup> floor were used. In total, 463 tickets were sold of which 101 were sold to Babylon members. This year, the price for members was €25.50 and for non-members €30.50. Apart from a minor accident with one of the members of Postelein, the Snow Ball can be considered a great success.