

# Semi-Annual Report

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2017-2018

*Dynamic, Involved and Enthusiastic*



# BABYLON

STUDIEVERENIGING

COMMUNICATIE- & INFORMATIEWETENSCHAPPEN

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## Foreword

This is the half-yearly 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, with a focus on the first half of the academic year of 2017-2018.

The aim of the past half year was to start off well and 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 aim to reach them in the future.

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 half year and is devoted to provide its members with an honest and genuine evaluation of their work so far.

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

## 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 27 June 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 briefly reflect on the progression that has been made within these goals and attention will also be paid towards the most important short-term goals that belong to them. It is not possible to describe everything in close detail; this will be done in the annual report.

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

The twenty-ninth board realised that 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 the new students 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 International members

Furthermore, throughout the semester, there were various ways in which the board has put effort into bonding general and active members with SV Babylon. In the *Board Policy* it can be read that inclusion of international members and internationalisation of the association in general are among the top priorities of the twenty-ninth board. Methods that were used to work towards this goal were, for instance, 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, which had caused various complaints in the past.

#### 1.1.2 Monthly lunches and borrels

Traditionally, there were monthly borrels and lunches that were meant to maintain and strengthen the bond between SV Babylon and its members. The popularity of both events was rather high, which has been beneficial for the connection that members felt with the association. Especially the first lunch (hot dogs), which was free for all members, lured many people to the Babylon Room. The poffertjes lunch that followed also went very well. The two latest lunches (pasta salad; tomato soup) were not as well-visited as expected. The aim for the second semester is to pick the right dates to host a lunch and also to

choose the right food to offer, as it would be nice if the number of members that popped by increased again.

The borrels during the first semester can be considered successful. Only the 'SV Babylon's Oktoberfest' borrel turned out to be planned on an unfortunate date, which caused it to end at 12.30 a.m. However, it had been a fun night for those who came. There were a couple of things that the board and the Committee of Informal Activities had done in order to increase the popularity of the borrels. For instance, the CIA were allowed to pick the music that was played; many members were encouraged to dress up in the theme of the borrel, which did happen; and the discount deals that SV Babylon had agreed on with the Malle Babbe were communicated clearly and used frequently. More information about the CIA and the borrels can be found in paragraph 8.2.

### 1.1.3. Active Member Evening

On 13 November 2017, the first Active Member Evening of this academic year took place. It was decided to organise it indoor, as the twenty-eighth board advised to do so. This appeared to be a great decision. It took place in the room in the back of Café van Buren. The twenty-ninth board had created a music-themed pub quiz with three rounds of questions. Beforehand, teams were made by mixing up members from committees and both national and international students. There was one big prize for the group that earned the most points. Then, after the break, there was a music bingo, in which multiple prizes could be won by all members. The atmosphere was very good and many members decided to stay for quite a while after the event had ended. This indicated that the night could be considered to be a success.

The next Active Member Evening will take place in April 2018. It has not yet been decided what the activity is going to be, but the twenty-ninth board is aiming to make it just as exciting as the first one.

### 1.1.4. (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. However, they do stay up to date with the association, since there were many who came to the Babylon Room to inform about summaries. The twenty-ninth board understands that many activities may not necessarily appeal to (pre-)masters, but the Career Event and the Congress should, which means that these two events will be promoted very well in order to attract both master and pre-master students.

## 1.2 Strengthen the bond between the association and external partners

One of the biggest priorities of the Commissioner of External Affairs is to maintain and improve the bond between the association and its external partners. Normally, the Commissioner of External Affairs is responsible for the communication to external partners, but this year there have been some exceptions for practical reasons. Oubaha Beheer prefers to have one contact for organising events and for contractual matters, thus the Commissioner of Activities has been made responsible for this contact. This was also the

case for the communication with the association's supplier of study books, Study Store, as the Commissioner of Internal Affairs was the contact for this. As for the other external partners the responsibility goes to the Commissioner of External Affairs.

The communication with external parties was very successful the last half year. There were however some minor incidents which have all been handled accordingly and professionally. The partnership with the restaurant Popocatepetl has ended, as they were not allowed to collaborate with student organisations anymore. A new collaboration has started with The Tosti Club Nijmegen, where we introduced the new grilled cheese sandwich called 'Tosti Babylon' and which will be sold with a discount.

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

Increasing the level of professionalism is something that the twenty-ninth board aims 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. The most important methods of improving the professionalism will be discussed.

#### **1.3.1 Identity**

The twenty-ninth board is in the possession a board suit, t-shirt and vest. Furthermore, they all own a piece of SV Babylon merchandise, which can be worn in informal settings and also outside of SV Babylon. Wearing these clothes during activities, partner visits and just casually adds up to the recognition and appearance of the board members and the exposure of the association. Moreover, all visible committees (e.g. CIA, CFA, VoC, but not PubCom, GVcie) own a committee t-shirt with Babylon's logo and their name on it. A committee wears their t-shirt during activities that are organised by them.

#### **1.3.2 Corporate identity**

Communication both internal and external is meant to be kept uniform. This is why the style manual is kept and spread among the board members and their committees. The twenty-ninth board generally manages to communicate in line with the rules and regulations that were agreed upon. However, there are a few (new) things that did not yet have a prescription. For instance, a Facebook group was created, which has the 'upcoming activities' in the banner. The twenty-ninth board had to come up with a template that can be used to make one. A couple more templates were made for specific communication, such as the 'Member of the Month' post on Facebook, but also the picture on the Wall of Babylon. This speeded up the process of creating communicational content.

#### **1.3.3 Babylon Room**

The Babylon Room (E12.09) is the place where members get in direct contact with SV Babylon. Therefore, it is important to maintain a nice atmosphere and to keep it tidied up. Members mainly come to the Babylon Room to sign up for activities, to buy summaries or to attend one of the lunches. The aim is to draw as many members as possible to the Babylon Room during office hours (daily from 12.30 – 2.00 p.m.), but this appeared to be rather difficult. The location on the twelfth floor of the Erasmus Building is not optimal and members do not always have the motivation to go there. This is something that can hardly be changed, so it is necessary to keep it in mind.

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

The stakeholders of SV Babylon are of great importance to the association. Comparable to point 1.3, the professionalism and reputation of the association should be maintained and improved if possible.

#### 1.4.1 Companies and organisations

In September 2017, CIS in the Field (formerly 'CIW'er in Bedrijfavond') took place. In February 2018 the Career Event will take place in the Waagh. In May 2018 the Congress will take place, most likely on campus. Companies and organisations were invited to come and talk on these events. They have been approached in a professional and appealing manner in order to create goodwill and maintain/improve the connection between them and SV Babylon. The companies and organisations that decided to participate in the CIS in the Field event were welcomed and treated professionally. Every speaker received an SV Babylon business gift (fruit infuser) after their talk. From the second semester on, there will also be blue Doppers with the Babylon logo on them, which can be used as a business gift for those who already received one of the current business gifts. More information about the Career Event and the Congress can be found in paragraph 7.4 and 7.5.

#### 1.4.2 Study and student associations

The twenty-ninth board believes that regular contact with other associations can be of great value for SV Babylon. For this reason, pro-active behaviour is encouraged. SV Babylon co-operates with other associations within Nijmegen to organise the annual prom and the congress. Apart from that, the twenty-ninth board aims to socialise with other boards. This can be beneficial, as there is the possibility to exchange ideas and experiences, but also ask for a favour every now and then.

The contact with sister associations across the country is also satisfactory. The first 'Sister Day' took place on 15 December 2017 in Enschede. The second will take place in Nijmegen and will be organised by SV Babylon and Mycelium. The National Day of Communication takes place in Tilburg this year.

#### 1.4.3 Members and other students

Preferably, members and other students regard SV Babylon as an organisation from which they can expect support and where they can ask questions about various subjects. Moreover, their perception of the association should include terms as 'professionalism', 'innovative' and 'unity'. It cannot be checked whether this is the case, but in general, the overall perceived public opinion appears to be good.

The Career Committee, Committee of Formal Activities, Congress Committee and the Career Event Committee try their best to propagate a professional image, as they are the committees who organise the more formal activities and events on SV Babylon's behalf.

## 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 are held every one or two months. During these meetings, topics that are relevant for study associations are discussed. The twenty-ninth board of Babylon has sent one or more board members to every SOFv meeting this academic year. Furthermore, Ivo, the twenty-ninth board's Treasurer, is a 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 proved useful, since a lot of relevant information is shared during these meetings, such as information about the upcoming Orientation Week and privacy legislature.

## 2.2 Advisory Board

The advisory board consists 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. Lotte has been abroad during the first semester, but will be back for the second semester. During her stay abroad, she also provided the twenty-ninth board with feedback.

Every six to eight weeks, the twenty-ninth board has a meeting with the advisory board in order to discuss and receive feedback on the ongoing business within SV Babylon. The chair is always present at those meetings and usually two additional board members join him. Furthermore, the advisory board provides feedback on the weekly minutes that are made during the board meetings. These are always thoroughly read and taken into account.

The contact with the advisory board is pleasant and sufficient. They have proven to be a valuable source of information and advice.

## 2.3 General Member Meeting 18/09/2018

The academic year's first General Member Meeting 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 accepted by the members and Advisory Council during this meeting. Furthermore, the Financial Annual Report was presented and accepted as well.

## 2.4 Change of the Board

At this point, the recruitment procedures for the successive board have started. The twenty-ninth board has been lobbying among active members in order to draw attention to the possibility of becoming the thirtieth board of SV Babylon. Moreover, the board members all made a post on Instagram where they described their role and the day-to-day life as being part of the board of SV Babylon. On 21 February, the Board Interest Lunch will take place. This will be promoted as best as possible and paid advertising on Facebook will be used.

### 2.4.1 Internationals

Last year (2016-2017) it was decided that it would become possible for international students to apply for a position in the board of SV Babylon. However, only certain roles were available for them. Moreover, a minimum level of B2 in Dutch was required. This year, the same restrictions were written down in the *Board Policy*. Now, it appears that these conditions may be too strict, as a B2 level in Dutch is difficult to attain. This means that the majority of the international members do not meet the demands and therefore become unable to apply for a position in the board.

The twenty-ninth board believes that SV Babylon still has a long way to go in order to become fully international. Moreover, the Nijmegenian board life in general is also still very Dutch in various manners. For these reasons, a proper preparation for an international member in the board is essential. At this point, it would not be wise to already include an international in the board who does not meet the demands that were stated above. In the months to come, the twenty-ninth board strives to continue the internationalisation of the association and the successive board will also continue to do so. Then, the thirtieth board

can decide whether they could reconsider the conditions of becoming part of the board of SV Babylon.

### 2.5 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 16 Board Grants for SV Babylon, which was much lower than the expected 20 Board Grants. Thanks to the chair of the previous board of SV Babylon, the current Board was later entitled to 18 Board Grants in total.

This year, no validation for the quantity of Board Grants took place, so one will take place next year.

### 2.6 Social media

The Secretary is, in collaboration with the Commissioner of External Affairs, responsible for the social media of the association. A monthly social media planning has been made to make clear which post had to be online on which day. It is the job of all board members to add posts on the social media planning in order to keep it up to date. The Secretary writes the biggest part of the social media content, but the other board members and committee members also write posts. It is the job of the Secretary to check all posts made, before posting them on social media.

This year, a private SV Babylon Facebook group has been created, in which a lot of Babylonians have been added. Obviously, it was not possible to add all Babylonians, but the members of the group have been asked to tell other Babylonians about this group to create more awareness for it. The Babylon Facebook group is used to share information and events, created on the regular Facebook page of SV Babylon, to create more awareness for these events. Many members did not get a notification for events or information posted on the regular Facebook page, whereby it has been decided to create a private Facebook group with members of SV Babylon.

Last year, the twenty-eighth board of SV Babylon made a Babylon Instagram account, in order to show members an insight in the association, the committees and the lives of the board members. The SV Babylon Instagram account turned out to be a great success, with 273 followers at the moment of writing. On Instagram, approximately one photo a week is posted about the monthly lunches at the Babylon Room, the Babel, Babylon's activities or other information about the association. The twenty-ninth board also changed the Instagram page from a personal page into a business page, which enables statistics and other benefits.

The Commissioner of External Affairs is responsible for the LinkedIn page and the Twitter page that are used to post about formal activities to keep the formal relations of the associations up to date about the association. The LinkedIn page has been used this year to find guest speakers for the Career Event.

On Facebook the 'English follows Dutch' principle is used, on Instagram and LinkedIn all messages are in English and on Twitter all messages are in Dutch.

## 2.7 Website

The Secretary is responsible for the website, which is created using Wordpress. The website is available in both English and in Dutch. This year, the website has had a big makeover: many parts of the website have been rewritten and the English website has been strictly checked on grammatical errors. The 'Activity page', which has been modified last year, remained the same this year to give a clearer overview of all activities each month. There has been decided to change the banner on the website regularly. For example, prior to big events, the banner will be changed. Currently, the banner shows a photo of the merchandise. An order form for the Babylon merchandise has been placed on the website, which helps Babylonians to easily order items. On our Facebook page, in an Instagram post and in Instagram stories a reminder has been placed to order merchandise. Furthermore the twenty-ninth board solved the robot.txt problem, which was caused by a crawlers blockade. Solving this also enabled the possibility to check all statistics of the web page, a better SEO for the website, and many other benefits.

## 3. Chair

### 3.1 General Report

The Chair carries ultimate responsibility for everything that happens under SV Babylon's name. He therefore aims to be involved in the affairs that the other board members are dealing with. The main moment in which this happens is during the weekly board meetings. These meetings differ largely from each other, as they have sometimes been irregularly planned. This meant that a meeting could be rather close or relatively far from the previous one, which caused the content to be more or less substantial. The meetings are going quite well, though they could be more efficient. This is something the entire board, and the Chair in particular, can work on. It has also occurred a few times that a board member could not attend a board meeting. The twenty-ninth board highly discourages this and aims to not let it happen again during the second semester.

Furthermore, every board member has experienced things in their personal lives, which 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.

A more specific report of the Chair's affairs can be expected in the annual report.

### 3.2 Lustrum Committee

In order to prepare for the sixth lustrum of the association, the Lustrum Committee has been set up. 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 the organisation of the opening party and also the general preparations for the upcoming year.

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 will be back for the second semester. One member has left the committee. This empty slot will probably be filled with a new member that will be found at the start of the second semester.

It is required that there are members in this committee who will continue to be in it during the lustrum year. It appears to be the case, but the members will be reminded of this. The Chair is still hesitant about staying the committee or leaving it in the academic year of 2018-2019. All pros and cons will be considered before making a decision.

### 3.3 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 include choosing a cover, size and the kind of paper, 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 will continue with the tasks above during the second semester. For the 'face book' in the almanac, pictures of the majority of SV Babylon's members are required. Moreover, permission for using them in the almanac should be granted by these members. This is also something the committee is dealing with.

Three of the six committee members were abroad during the first semester of this academic year. They did also contribute to the processes that were going on. They will be back for 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. Fortunately, it is also possible to work on the almanac from abroad, so the students who decide to go abroad can still stay in the committee if desired.

### 3.4 Committee of Formal Activities

Due to personal circumstances, the Committee of Formal Activities is coordinated by the Chair this year. There are 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 are now thinking about how (or if) this problem can be solved and how the situation can be improved in the second semester. The demand for summaries is big, so it is necessary to work on this matter.

### 3.5 Career Committee

The Career Committee is also coordinated by the Chair this year. The committee consists 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. Participants were taught how to create an effective account and were given the opportunity to shoot a professional profile picture on the twentieth floor of the Erasmus Building. It was a success.

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. It probably had to do with timing, so that will be kept in mind during the second semester.

The Career Committee also organised an 'Exam Tip Hour', which was mainly meant to take away the anxiety of first-year 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.

In the second semester, one workshop has already been planned. It is an international version of 'how to network efficiently' with a focus on different cultures by Maarten Hardeman.

### 3.6 Arts Committee

The Chair is taking part in the Arts Committee, which consists of board members from all study associations of the Arts Faculty. This year, the same activities as previous year will be organised, namely:

- Carnaval Party
- RAGweek Lunch
- Pool Party
- Prom

Because of the fact that SV Babylon is one of the bigger associations in the faculty, it is possible for us to organise our own events without the aid of other associations from within the faculty. This means that the twenty-ninth board has decided to only participate in the RAGweek Lunch and the Pool Party. However, it is not yet clear if the Pool Party will be organised or whether it will be replaced by another activity. One member of the Committee of Informal Activities has taken seat in the committee that is responsible for organising this event.

## 4. Secretary

### 4.1 Member File

The programme 'Conscribo' is used for the member administration, because this is a well-organised programme, that gives a clear overview of all members of the association. Some personal details of members of SV Babylon were saved incorrectly in the Member File. The Secretary sent an email to this members to make sure the Member File in Conscribo contains correct information only.

The Secretary and the Commissioner of Internal Affairs made sure there is a new, updated overview of the Bouwmeesters by checking the Bouwmeester files at the secretarial services.

### 4.2 Email

All Board members and committee members of SV Babylon are using the programme 'RoundCube' to send their emails.

Except for the spam emails, there have not been any problems with this programme. Currently, we are looking at the possibilities to use a developed version of RoundCube in the future. With this new version the Secretary will be able to schedule emails.

To send emails to larger groups, the Secretary uses the programme 'Your Mailing List Provider'. This programme is also used so send both the English and the Dutch 'Babbel', the monthly newsletter of the association. The 'Babbel' contains information about the activities of the upcoming month.

All members, Bouwmeesters and professors receive a 'Happy Birthday email' on their birthday. The general members are offered a free cocktail, that they can pick up during

the next Babylon Borrel in the Malle Babbe. The Bouwmeesters and professors receive an email to congratulate them for their birthday, with our 'birthday photo' attached.

The Secretary sent a digital Christmas card to all members and boards of associations in Nijmegen. All professors and sponsors of SV Babylon have received a paper version of the Christmas card.

Like last year, the Secretary uses the 'English follows Dutch' principle when sending emails to members. In this way, it is also possible to reach the international members. When sending emails with My Mailing List Provider, the Secretary has made two different emails, one in Dutch and one in English.

#### 4.3 Mail

The mail, sent to SV Babylon, is delivered in the mailbox on the fourth floor of the Erasmus Building.

Every week, the Secretary or another Board member picks up the mail and, if necessary, gives it to the other Board members.

### 5. Treasurer

#### 5.1 Finances

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

##### 5.1.1 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 collection 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 been contacted and informed about their deregistration.

The direct debit failed for around 25-30 members for several reasons, such as a low balance on their bank account, invalid IBAN numbers and other administrative problems. These members will be contacted at the start of February by e-mail to inform them that a second direct debit will take place in late February.

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

The Department of Communication and Information Studies contributes to SV Babylon every year. This contribution amounts to €1500,- 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,- for the Congress and €500,- 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 has accepted the proposal. This means that this year, the distribution is €750,00 for the Congress and €750,00 for the Career Event. As of right now, both committees are financially stable and have sufficient money to organise their event.

### 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 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,-. 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 will be sold as merchandise and used as business gifts. Because we have plenty, the Doppers can probably be used next year as well.

#### Constitution drink

The constitution drink of the twenty-ninth board took place at Club van Buren on 4 July 2017. The twenty-ninth board aimed for a cheaper constitution drink than last year, since the constitution drink only benefits the board and other boards in Nijmegen, instead of the association's members. Because of this, we have limited the amount of free drinks for guests: 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 drink amount to €1411,40, though the costs were estimated to be €1000,-. The largest reasons why the costs for the constitution drink were higher than expected is because we did not agree on a beer price prior to the constitution drink, and we did not limit the previous boards sufficiently to order drinks. To counter this next year, we plan to make a constitution drink handbook for the next boards, with useful tips and information about the annual constitution drink.

### 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 is 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 Semi-Annual General Member Meeting, the Audit Committee will check the Treasurer's administration.

### 5.4 Payment methods

It has been decided that we will 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 make use of online registration).

During the Christmas Dinner of 2017, it was possible to pay by cash, by debit card and by direct debit. This was done to make applying easy and accessible for members, but we found out that too many payment methods cause a lot of administrative fuss. We have decided to have a maximum of two different payment methods per activity from now on.

There was another problem with payment as well during the Christmas Dinner, since we found out after the event that two people had not yet paid for the dinner. Since all participants on the registration form had a check behind their name, we cannot ascertain who has not yet paid. Because of this, we have decided to work with signatures from now on instead of checks, to prevent this from happening again.

### 5.5 Study Trip Committee

This year's study trip will go to two cities: Berlin and Prague. The trip will last for eight days and will be from 28 April to 6 May. Twenty-nine students (including the board and the Study Trip Committee) and two teachers are joining the trip to form a total of 31 participants. Unfortunately, one of the committee members has left the committee for personal reasons.

The committee is working hard to schedule the study trip's programme. As of right now, one company visit has been confirmed: JetBrains, a software company based in Prague that focuses on the B2B market. We will get a tour and a presentation about the company. The Charles University in Prague also wants to facilitate us. Furthermore, Lidwien van de Wijngaert, one of the teachers who is joining the trip, is helping the committee with the formal activities and has contacted a few companies and universities that she has ties with. We aim for a total of 5 to 6 formal activities (both university visits, embassy visits and company visits).

The costs of the study trip are €385,- per person, though people who have not yet received the Student Life grant (formerly called the SNUF-grant) only pay €345,-. This year, Babylon



will receive 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 aim for a Student Life grant of €40,- per student (D2-level). As discussed in the Policy Plan, Babylon will 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 Babylon has made use of this subsidy last year, we cannot apply for this subsidy again this year.

### 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 will pay by debit card with iZettle.

The merchandise consists of the following items:

- Babylon baseball jacket, €25,-
- Babylon sweater, €15,-
- Babylon cap, €7,-
- Babylon Dopper, €10,50
- Babylon fruit infuser, €9,-

## 6. Commissioner of Internal Affairs

### 6.1 Contact with CIS

The Commissioner of Internal Affairs has done his best to improve the contact with the study programme and lecturers. Since the beginning of the year he has had regular meetings with student advisor Lucie Botterhuis via whom he timely informed the lecturers of the relevant Babylon activities. To improve and personalise the relationships with lecturers, the Commissioner of Internal Affairs spent much time at the 4<sup>th</sup> floor to be among the lecturers in their offices. He feels like the contact with the study programme has improved due to the board's presence at activities like the Language Week and the CIS Christmas Lunch. Also, a Christmas card was delivered to the lecturers and on National Teacher's Day 'vlaai' was offered to the lecturers on the 4<sup>th</sup> floor. SV Babylon was present at both the Bachelor Graduations and the propaedeutic ceremonies. During the Bachelor Graduations SV Babylon was given an important role by giving a speech and handing out flowers to the graduates. Furthermore, an interesting Pub Lecture was organised by the Committee of Formal Activities during which Andreu van Hooft, Madelon Witte and Kate Anderton gave lectures about a topic they find interesting.

Another step taken to improve the contact with the study programme, is the participation of the Commissioner of Internal Affairs in the OLC (study programme committee) on which will be elaborated next.

### 6.2 OLC

For the first time ever SV Babylon decided to join the study programme's OLC along the lines of other study associations. Firstly, as a signal to the study programme that SV

Babylon actively cares about the education's quality, which ideally could improve the association's image. And secondly to get a clearer image of every development in our study programme. Although these two objectives have possibly been reached already, the Commissioner of Internal Affairs is still figuring out what the best role is for SV Babylon within the OLC, since SV Babylon should not be the main driving force of the committee. One way or another a high level of involvement with the study programme's OLC is essential for our study association. After this year the Commissioner of Internal Affairs will advise his successor on SV Babylon's role in next year's OLC.

### 6.3 Book Sales

In August, the Commissioner of Internal Affairs collaborated with Frank van Meurs to compose the book list for CIS. This year SV Babylon was back at Study Store again after being with 'boekenservice' for a year. Even though not everything was perfect from the start, the contact with Study Store went really smoothly. Study Store informed SV Babylon about possible delays and Van Meurs informed the concerned lecturers. The only issue that was not addressed beforehand was the registration of new members via Study Store. SV Babylon did not receive a confirmation of a new member and the new member did not receive one either. This issue has been addressed at Study Store and will probably be solved in the upcoming evaluation meeting.

### 6.4 Information Committee

This year's Information Committee consists of seven rather experienced Dutch members. The only activity organised by the Information Committee up until now has been CIS in the Field. However, this activity was still organised by the committee of 2016-2017. Around 50 current and 10 former CIS students (working at companies like NS and Nuon) visited this event which made it a successful edition. As we speak the Information Committee is working on their next event: the Family Day on Friday 13 April 2018.

Aside from SV Babylon's own activities, the Information Committee is also responsible for things like Open Days and the Student for a Day-programme. Rhodée, the chair of the Information Committee, has taken responsibility for the matching system of current students with potential students and has been doing this perfectly.

Furthermore, the Information Committee is responsible for the CIS in the Field planned in September 2018. However, since it is likely that most members will reside abroad at that moment, this event will probably be organised by another committee.

### 6.5 Publication Committee

The Publication Committee consists of six members. Two of them are internationals. From this year on the Babylon Magazine also contains English articles to reflect the internationalisation our study programme goes through. If the level of English can be guaranteed, SV Babylon could go for a full international Babylon Magazine as of next year (2018-2019) already. This year's PubCom just got their first magazine out and it was received with positive reactions.

Furthermore the Publication Committee is publishing one blog a month. If possible, the blog will treat themes along lines with the study programme like marketing for example.

### 6.6 Graphic Design Committee

The Graphic Design Committee of 2017-2018 consists of seven Dutch members including two pre-master students. Three members did not have any experience with InDesign or Photoshop while the other four members already worked with one or both of these applications before. An InDesign Workshop in October given by last year's committee's

chair Justin and good teamwork have contributed to the high level of the promotional material created by this year's Graphic Design Committee. All of the members have done their part in the various requests with great willingness. The design of the second Babylon Magazine was made by Bas (chair) with help from the committee's coordinator. Soon Bas will give a Photoshop Workshop to the rest of the committee in which more knowledge will be shared between one and another.

### 6.7 Umbrella association faculty of Arts

From the beginning of this academic year the faculty of Arts had two committees, which were respectively SOLve, and the Future Committee. To improve the cooperation between the study associations of the faculty of Arts, a group of students came up with the idea to establish an umbrella association. Because of various differences between the associations there have been several meetings to overcome them. The twenty-ninth board will await the updates of the articles of association and the rules and regulations to see whether SV Babylon should join this association.

## 7. Commissioner of External Affairs

### 7.1 Sponsors

Some minor changes have been made in the current sponsor deals. The Rabobank ended almost all deals with student organisations, but as we are well represented in their staff, they decided to continue our sponsor deal together with the ones they had with Synergy and Mycelium. They did however cut down a small portion in the sponsor money.

The deal with the Popocatepetl ended, as mentioned before, due to collaboration restrictions from their headquarters. They were however very happy with the collaboration we had and said to be very willing to help out in organising events at their location. To replace the deal with the Popocatepetl, there has been made a new collaboration with The Tosti Club Nijmegen. This deal includes our own association meal, the 'Tosti Babylon', which is a self-designed grilled cheese sandwich, discount on this meal and a sponsorship deal on yearly basis.

The communication with European Leisure Jobs, formerly called Vacansoleil, was more complicated. Because European Leisure Jobs is a former branch of Vacansoleil but split up there were some problems in getting in touch with them. Since two Babylonians joined the company as interns, the communication improved and at the moment of writing there have been some negotiations on a new deal.

The deal with the Bascafé has been upgraded as they now cover the full costs of the Ski 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 shop 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 the shop. The shop still decided to cancel the deal but another deal could be made, namely a 25% discount on the groceries. To compensate this unexpected costs the Commissioner of External Affairs sought for financial sponsorships and found a deal with Cafeteria Fest that covered half of the expenses. Further expenses will be covered by finding other sponsors during the year, the Commissioner of External Affairs will guide the sponsor member as much as possible for this.

## 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 will contact the sponsor members to check if there are any updates.

## 7.4 Career Event Committee

Although the Career Event starts later this year, there was some trouble finding companies as most members are internationals. The committee members did their utmost best, but lacked the network to find companies early on. After having sought 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 MMS, this will be done for the very first time that the board knows of.

## 7.5 Congress Committee

This years' Congress will be organised in collaboration with the study association of Communication Studies, Mycelium. The Congress Committee has had some troubles with finding a location for the Congress this year, as the buildings in TVA are being demolished. Several negotiations with the HAN and companies in the city centre were necessary. Luckily, we did find a location at our campus as 'C', the theatre hall at the Ostrom building, which reduced the costs of the event. Furthermore, the teachers of the study Communication Studies knew a lot of companies that were interesting to speak at the event, including companies that are very appealing to CIS. Together with the teachers of CIS and with some companies that the Babylon team of the committee found, there seems to be no problem finding speakers for the event.

# 8. Commissioner of Activities

## 8.1 General Report

The main task of the Commissioner Activities is to coordinate her committees. These four committees and their corresponding activities will extensively be discussed.

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 last 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 all months offer roughly the same amount of activities, except for the months with exam weeks or holidays. However, the month November appeared to be slightly too busy. Hereby the attendance of these activities was rather low. In order to prevent this from happening again the Commissioner of Activities has removed several activities from the planning, such as the Sports Night and the Hitchhiking Contest. Furthermore, the Commissioner of Activities has been responsible for organising the Committee Market in the hall of the Erasmus Building. The Committee Market resulted in enough applications to fill all committees and therefore can be considered a success. Moreover, the Commissioner of Activities was responsible for the Welcome Back Borrel College Edition. The board decided to use one of the free Kegs to attract more people and this was a success. Lastly, on request of Stanley, the manager of the Molenstraat, the

Commissioner of Activities has been responsible for all the contact with the managers of the bars at the Molenstraat and other cafés. Together with the Commissioner of External Affairs she went to all contract evaluations and negotiations, formed the new contracts and arranged deals and locations for activities which needed to be in a restaurant or bar.

## 8.2 Committee of Informal Activities

The Committee of Informal Activities consists of eight enthusiastic second and first years of CIS. At the time of writing the committee has already organised three borrels, themed: Babylon's Oktoberfest Borrel, Back to the 90's Borrel and Babylon's Masquerade Borrel, of which especially the last two were very successful. For each borrel there was a discount on either a shot or mixed drink and a free shot or cocktail for the best dressed person or group of people. During all borrels members of SV Babylon were able to enjoy a glass of wine for only €2,50, a small beer for €1,00 and a meter of beer for only €10,-. Furthermore, each borrel the committee was and still is allowed to spend €10,- on decorations.

The contact with the Malle Babbe has been and still is very fluent. 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.

Other than the monthly theme borrels the Committee of Informal Activities has organised, two of the five BaMyPo's and one of the two Inglorious have taken place. Two of the members of the Committee of Informal Activities participate in the BaMyPo Committee and two others in the Inglorious Committee. However, all committee members have been present at the BaMyPo's and Inglorious and helped with the door shifts and decorating. The BaMyPo parties are organised in collaboration with study associations Postelein and Mycelium and the Inglorious Committee consists of members of study associations Postelein, Mycelium, GSV, SVN and ESV. The First BaMyPo of the year was named BaMyPool expedition and was rather successful. The second BaMyPo was named BaMyPokémon and unfortunately less successful as the first one. The first Inglorious was named Blinglorious and was a great success.

On request of Max, the manager of the El Sombrero, the BaMyPo Committee has already determined the themes of the following three BaMyPo's. These are as follows in chronological order; ABBAMyPo, MasqueradeBaMyPo, BaMyPo: Rumble in the Jungle and BaMyPoolparty. The latter takes place during the Orientation Week and the ABBAMyPo during the Dies Week. Furthermore, to increase the number of attendances the MasqueradeBaMyPo and the BaMyPo; Rumble in the Jungle will be organised on a Thursday.

The contact with Max has been rather inconsistent due to his absence for a few months. Other than that Max has been very helpful and creative in how to make the BaMyPo's more attractive. The contact with Robert, the manager of van Buren, has been rather laborious. It has been very hard to contact him and it often took more than a week for him to respond. Furthermore, it was not communicated to the Commissioner of Activities that van Buren employed a new manager.

Furthermore, the Committee of Informal Activities has organised the Christmas Dinner and the Beer Rouler. The location of the Christmas Dinner of this year was again the Waagh. The three course dinner with two drinks included costed €19,50 and 37 Babylonians attended the dinner. The Beer Rouler was one of the activities that has not been organised before by SV Babylon, but nevertheless a great success. For €7,50 Babylonians could join this activity which included five different snacks and five different craft beers. The activity

was supposed to start and end in Bascafé, however Bascafé was too crowded to fit all participants, so it was concluded in the Malle Babbe.

At the moment, the Committee of Informal Activities is working hard to organise the Dies Week, which will take place from 5 until 9 March. During the week the following activities will take place; the Beer Olympics at Ovum Novum, Bouncylon at Jumpsquare, Two Course Dinner and games at van Buren, ABBAMyPo, the Cantus at Carolus Magnus and a hangover lunch. All activities will cost a maximum of €10,- per activity and there will be an overall discount for members who participate in all activities.

### 8.3 Sports Committee

The Sports Committee consists of a mixture of seven enthusiastic students of Communication and Information Studies 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. For only €3,- members could join the two-hour lasting tournament at the indoor beach volleyball hall, including several different snacks. Although the registrations were not as many as expected, all participants experienced it as a great activity and even advised the Sports Committee to organise activities like this more often.

The Ski Trip took place from 27 January until 3 February. A group of 31 enthusiastic members joined this trip to Valfréjus, which is located near the border between France and Italy. The Sports Committee organised different activities every evening such as the opening game evening, a Pub Crawl, the Room Pub Crawl, Sleigh Riding and the final theme party named 'I'm Sexy and I Snow it'. The location and apartment were chosen and booked by the previous Sports Committee to reduce the costs of the Ski Trip and to enlarge the choice of locations. However, compared to last year's trip to Avoriaz this trip was not noticeably cheaper. Furthermore, the ski area was rather small and limited and primarily focused on non-experienced skiers and families. Moreover, the rooms were relatively small, located in four different buildings and every room was surrounded by rooms filled with families, which made it almost inevitable not to receive complaints during the room pub crawl. Because there was no central meeting place and the rooms were too small to fit many people, the contact person of Skistuds provided a key to the luggage depot which could be used as place to hang out or organise activities. Overall the Ski Trip was a success and everyone returned home safely.

This year Bascafé and the Fuik sponsored all costs of the sweaters. In return for this the Sports Committee needed to organise a Pre Ski Borrel and a After Ski Borrel. The Sports Committee contacted the Coop at the Burghardt van den Berghstraat to ask for sponsoring of the food packages for the Ski Trip. Initially they agreed immediately and asked the Sports Committee for a creative proposal to promote the Coop on social media in return. However, due to miscommunication and planning problems the Coop decided not to stick to the deal anymore one week before the start of the Ski Trip. Because of the inconvenience the Coop offered a 25 percent discount on all products needed. The decision was made to agree on this offer and to find sponsors to cover these costs after the Ski Trip. The Fest already agreed to sponsor €50,- in return for one promotion post on the SV Babylon Facebook page, hence only €50,- more were needed to cover all remaining cost.

This year SV Babylon will also participate in the Batavierenrace in collaboration with study association Mycelium. The Batavierenrace will take place from 20 until 22 April. Two members of the Sports Committee participate in the Batavierenrace Committee of which one has become chair. With a contribution of €100,- of each association the committee was able to reduce the participation costs to €28,-. The Batavierenrace Committee has

decided to invite all members of the Sports Committee and the boards of Mycelium and SV Babylon to join the group of runners and help during the event at the cost of €10,-. At the time of writing, five members of SV Babylon already signed up. Due to the collaboration with Mycelium, SV Babylon has a total of twelve spots in the team, instead of twenty-five.

At the moment the Batavierenrace Committee is looking for sponsoring for the event and is in contact with the Spar City and the Albert Heijn. Furthermore, the Batavierenrace Committee will organise an information and game evening so all participants of as well study association Mycelium as SV Babylon can meet and get to know each other.

The Sports Committee is currently working on organising an afternoon of sailing during spring in cooperation with Loefbijter. It will probably include a picnic and a barbecue. The actual organisation of this new activity will take place in the second semester.

#### 8.4 Orientation Week Committee

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 the 19 until 26 August. This year the programme of the Orientation Week will be slightly different from previous years. Instead of the various Orientation Weekends there will be one Weekend Festival at which all student and study associations can organise different activities. The Orientation Week Committee handed in three proposals for activities to organise on the Saturday of the Weekend Festival, of which two are day activities and one is a night activity. At the time of writing it is not yet known if these proposals are approved. Furthermore, the Orientation Week Committee is looking for different activities for during the week, because the Campus Cantus will be moved to the Weekend Festival.

#### 8.5 Prom Committee

This year the Prom will be organised in collaboration with the study associations Postelein, BOW and Mundus. The Prom Committee consists of two members of each associations and one board member of each association. The Prom will take place on 21 February at the Waagh and this year both the ground as the 1st floor will be used. Furthermore, there will be both a band and a DJ and the theme is 'Snow Ball'. In total 360 tickets are available of which 80 are reserved for SV Babylon. The tickets include access to the Prom and unlimited access to beer, wine, sodas and vodka. The price for members of SV Babylon, Postelein, BOW and Mundus will be €25,50 and for non-members €30,50. All members are allowed to buy a maximum of two tickets. In total, 79 tickets were already sold on the day the sales were opened. There is a possibility to receive nine extra tickets to sell amongst our members. This will be considered carefully.