

## Agenda GMM Tenant's association BRES



*10 october 2023*

1. Opening
2. Establishment of the agenda
3. Acceptance minutes GMM of 18 april 2023
4. Announcements of the board
5. Discharge of board members
6. Discharge and appointment of the KasCo
7. Financial statement 2022
8. Solicitation procedure proposal
9. Roundtable
10. Closing
11. Drinks



# Minutes previous GMM

## GMM Tenant's association BRES 18 april 2023

### boardmembers Present

Arnaud van Haaster  
Michelle Klijn  
Ruurd de Wit  
Veerle Verver  
Marijke Elemans

### proposed boardmembers Present

Daniël Scheurwater  
Sander Diepenbroek  
Jasper Bijl

### Members present

Niels Cluistra  
Hein van Lieshout  
Luca Kok  
Sebastiaan Molenaar  
Kevin MacDonald  
Janne van Roessel  
Eva Verskille  
Ike Sicco Smit  
Erik Luijt  
Stijn Jager  
Mark Tabaksblat (heeft gevolmacht dus geen stemrecht)  
Juil Nagesser  
Daan Letter (geen stemrecht, staat niet in de ledenlijst)  
Reinaut Spaan  
David Haak

### Authorisations:

Kevin MacDonald Authorised by Jasmijn Verburg  
Ike Sicco Smit authorised by Gijs van Son  
Erik Luijt authorised by Mark Tabaksblat  
Niels Cluistra authorised by Victor Poslavsky  
Sebastiaan Molenaar authorised by Rudi van Velzen  
Luca Kok authorised by Leon Verbakel

**1. Opening** 19:19 by Arnaud

### **2. Establishment of the Agenda**

We added a point 3 called procedure GMM documents on the request of Hein.

### **3. procedure GMM documents**

Hein: The email for the GMM was sent 2 days late. Why did this happen so late? The sooner you send this out, the more members you will get and you are legally obliged to do so.

Arnaud: One of the reasons for this is absenteeism. We also find it disadvantageous to send multiple emails one after the other, which reduces engagement. In addition, we want to send the email around two weeks in advance to prevent the memory from fading.

Hein: You are obliged to send it two weeks in advance.

Kevin: It is remarkable that the pieces are online while the members hear nothing. How can members know in advance that an GMM is coming?

Arnaud: In principle, the newsletter also reports that. We can say that from now on we will send the newsletter three weeks in advance. However, we do not want to send too many emails to prevent spam.

Ike: But we still received the email too late, how do we get it on time next time?

Michelle: The position before this was not filled for a long time. This was discussed at the previous GMM. So this needs to be resolved in the future because someone specifically will now be responsible here, so now the capacity has been filled.

Hein: This has to be done, you are simply obliged to do this.

Michelle: We're just going to do it now. I would also like to emphasize that we are committed to this.

Janne: It is difficult to see this as a member, because we do not see this if there is no communication.

Michelle: As discussed last time, this is indeed a problem in member communication. We want to work on that and we hope to solve it now.

Hein: I have another point: the link in the email did not work properly.

Arnaud: Yes, there was indeed a broken link there recently. That was a technical defect.

Michelle: We emailed about this, he worked for me so the problem was more difficult to identify. We tried to solve this, but email contact was still sufficient.

Hein: I did have a mistake. Why did the answer take so long?

Michelle: I only saw the email today due to limited capacity. We have also sent the agenda by email as quickly as possible so that you have at least received the answer.

Hein: But are you the only one who can answer the email?

Michelle: Yes, still now.

Hein: The mailbox should be checked more than once a week. This feels inefficient and clumsy

Michelle: Yes, this is inconvenient, and we can indeed look at this in the coming weeks with hopefully a new secretary, then we can solve this next AGM more quickly.

Kevin: It might also be a good idea to set up a digital archive to recover older GMM's.

Arnaud: is indeed the plan, together with minutes, advice and the articles of association.

#### **4. Approval minutes previous GMM d.d. 21 december 2022**

One small correction in the list of members present.

#### **5. Announcements of the board**

Michelle: All authorisations apart from 1 are correct

#### **6. Action points previous GMM:**

Arnaud: This concerns, for example, the survey with questions about what to do with our own reserve surplus. That survey is practically ready but had to be postponed twice to avoid overlap with DUWO and to add questions for mold and sustainability from sister associations. It also still had to be translated. so we will send it as soon as we receive questions from our sister associations

Hein: Will there also be a survey about the changed service costs as promised in the GMM.

Michelle: That will come later.

Arnaud: the service cost change is also evaluated by DUWO every year.

Kevin: The other action points: Does DUWO have a major influence on our budget?

Arnaud: They have indirect influence, no direct influence or control. They can only strengthen or weaken support next year.

Kevin: but why do we solve the sustainability problems for DUWO instead of, for example, our legal costs.

Michelle: please contact our treasurer for those legal costs. And we are indeed going to conduct a survey about what we actually do with our surpluses.

Kevin: Above all, let's keep a considerable reserve of our own.

Michelle: at the previous AGM it was decided to lower it.

Arnaud: In addition, the GMM is fairly full.

*Marc enters at 19:59, but won't vote.*

Hein: When will it come out?

Michelle: depending on how this evening goes, only in a week to a month.

Niels: why don't we send multiple surveys one after the other?

Ruurd: There is evidence that if you send multiple surveys one after the other, the response rate decreases.

Kevin: the treasurer had promised that the financial advisor would be consulted about the surpluses.

Michelle: A financial advisor has been sought, which the intended new treasurer will take up as soon as he has been approved. So no further discussions have taken place yet

Hein: I thought the contribution would be discussed with DUWO whether it could be reduced.

Michelle: This only comes up as an option after the conversation with the financial advisor.

Hein: Why wouldn't you do that yourself, because asking DUWO is free. I think the AGM had asked to just do that.

Michelle: We looked at this differently. But we'll look at it again.

Hein: In addition, the pot is unexpectedly quite high due to lawsuits. Isn't it better to set that up as a reservation on the bill.

Michelle: We will discuss this with the financial advisor.

Kevin: Does DUWO still have a staff shortage? This was supposed to be discussed, has that happened?

Ruurd: Yes DUWO has updated this. They are working on solving this. But this remains difficult.

Hein: does that work?

Ruurd: yes, DUWO thinks so, but it remains difficult.

Mark: so um those vacancies, how good are they?

Kevin: Isn't it an idea to tell DUWO that they really need to solve this to solve this better?

Ruurd: we try to address DUWO about this, but DUWO quickly feels like it's being stepped on.

Stijn: The DUWO traineeship page no longer works.

Ruurd: then they are probably filled

Daniël: DUWO has also hired recruiters to solve this.

Hein: what about Meet your Neighbor.

Michelle: It's in the pipeline. We have spoken with Jenny, we are going to hold this in the Seven Provinces and we are setting it up together with DUWO, the manager and DUWO.

Kevin: How big is this going to be?

Michelle: We use a fairly large space by eye. The room is one of the larger rooms, we have no indication of how many people will come.

Kevin: how many are there?

Michelle: We are going to invite all internationals, I have no idea how many there will be

Hein: what about the amendment to the articles of association?

Arnaud: we want to hold an AGM about this around the summer. A quorum of 50 men is required here.

Ruurd: we are also going to walk past the notaries.

People come in at 8:15 PM, Juul and Daan

Kevin: Can we give people more voting rights?

Arnaud: No

We have a break from 8:17-8:27 PM

### **7. Decharge boardmembers and installment new boardmembers**

Arnaud: We will first discharge, then appoint, with a preliminary round for each candidate. In principle, this is done by acclamation.

Mark: What is by acclamation?

Arnaud: as long as there is no dissenting voice

Hein: why are the names not included?

Arnaud: They'll come next time.

Arnaud: with this hammer blow, Marijke will be out of the board as of May 1

Lotte Vissers has been discharged as treasurer as of May 1

Michelle Klijn also discharged as secretary as of May 1

Michelle Klijn proposed as an internal member as of May 1.

Michelle introduces herself and explains why the position is needed internally: there is currently a gap in the board regarding the BCs and we hope to support them better this way.

The vote:

for: 24

Against: 2

Abstention: 1

Michelle Klijn has been accepted as an internal member as of May 1, 2023.

Daniël Scheurwater is nominated as secretary and introduces himself

The vote:  
For: 26  
Against: 0  
Abstention: 1

Daniël Scheurwater has been approved as secretary as of May 1, 2023.

Sander Diepenbroek is nominated as treasurer and introduces himself.

A discussion arises about the impartiality of the ties between Arnaud and Sander.

Hein suggests that in the future it would be better if board members completely refrain from discussing the position for which an acquaintance is applying. However, this runs into the problem that it is difficult in practice since as a board member you still have to collaborate with that person. Kevin suggests involving a hiring committee or a supervisory board. For the next GMM, the board will write a proposal for a board application next time, this will also be sent by email.

It is suggested that this committee can be filled by, for example, residents' committees or former board members.

The vote:  
For: 22  
Against: 0  
Abstention: 5

Sander Diepenbroek has been approved as treasurer as of May 1, 2023.

Jasper Bijl is nominated as an External member and introduces himself.  
A brief discussion arises about the training period: the board chooses to let candidates work on certain parts before they are approved, to ensure that they fit into the team. There are some concerns about confidential documents, the board is handling them carefully.

Reinaud and David enter at 21:26

The vote:  
For: 23  
Against: 0  
Abstention: 6

Jasper Bijl has been accepted as an External member as of May 1, 2023.

## **8. Roundtable**

Mark: what is the Roundtable?

Arnaud; you now have the chance to ask a question

Stijn: Is it for next time to do something about accessibility?

Ruurd: we can request access to the room downstairs from DUWO

Arnaud: Yes, we will also do this for the next AGM due to the presence of 50 people

Hein: Make this as accessible as possible.

Stijn: Please solve this as structurally as possible

Arnaud, yes, next time we will also go to the main hall of DUWO ALVen

Ike: the atmosphere between the board and the AGM felt tense, which is a shame

## **9. Closing 21:32**

## **10. Drinks at North End.**

### **Action points:**

- conduct a survey about reserve surplus
- Survey about changed service costs
- Consult with a financial advisor about what to do with our surpluses
- then discuss with DUWO whether the contribution can be reduced
- proposal for a board application with, for example, a selection committee or supervisory board



## Financial statement 2022

# Financial Yearreview BRES 2022

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Dear reader,

In this part of the annual report, the finances of Tenants Association BRES for the year 2022 are explained. The finances are set out in the realization, where the budget and the actual amounts spent are shown side by side for comparison. In addition, a balance sheet has been added for the overall overview. After the explanation of the finances, an explanation of the deviating items follows. An item is labeled as deviating if there is a deviation of more than 10% from the budgeted amount (both negative and positive). If there is a minus in front of the number in the actual figure, this means that more was spent than budgeted. In 2022, fewer costs were spent than previously planned due to the aftermath of COVID-19 and understaffing.

There are some 'empty' items on this realization. In that case, BRES does not use these posts, but our sister associations do. In accordance with the cooperation agreement, all DUWO tenant organizations use the same formats for both realization and budget.

You can ask your questions to the treasurer during the members meeting.

On behalf of the board of Tenants Association BRES,

Sander Diepenbroek h.t. treasurer

Lotte Vissers  
a.t. treasurer

	<i>Items</i>	<i>Budget 2022</i>	<i>Realisation 2022</i>	<i>Difference</i>	<i>Budget 2021</i>	<i>Realization 2021</i>
	<b>Profits</b>					
	<i>Contributions</i>					
710	Contribution members	€ 26.750,00	€ 26.750,00	€ -	€21.600,00	€26.754,91
711	Contribution DUWO	€ 29.630,00	€ 29.630,00	€ -	€27.500,00	€13.750,00
712	Savings	€ 20.000,00	€ 20.000,00	€ -		
	<i>Other profits</i>					
720	Interest income					
721	Acquisition					
722	Rounding differences					
	<i>Results</i>					
910	Incidental results					
911	Neg. Mut. EV					
	<b>Totaal</b>	<b>€ 76.380,00</b>	<b>€ 76.380,00</b>	<b>€ -</b>	<b>€49.100,00</b>	<b>€40.504,91</b>
	<b>Costs</b>					
	<i>Board</i>					
510	Board reimbursement	€ 19.320,00	€ 17.020,00	€ 2.300,00	€19.320,00	€ 19.780,00
511	Committee- and Advisory Council reimbursement					
512	Board expenses	€ 2.000,00	€ 631,70	€ 1.368,30	€1.100,00	€ 1.107,14
513	Representation	€ 100,00	€ 93,40	€ 6,60	€80,00	€ 87,95

514	Recruitment Boardmembers	€ 100,00	€ 98,16	€ 1,84	€100,00	€ 30,00
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	<b>Office</b>					
520	Rent	€ 3.970,00	€ 3.969,60	€ 0,40	€3970,00	€3.969,60
521	Office supplies	€ 250,00	€ 182,00	€ 68,00	€250,00	€75,61
522	Automation	€ 1.000,00	€ 604,20	€ 395,80	€600,00	€1.198,02
523	Inventory	€ 100,00	€ 91,93	€ 8,07	€100,00	€ 160,94
524	Nestor Reimbursement					
525	Cleaning					
	<b>Contact members</b>					
530	Communication strategy	€ 500,00	€ 287,95	€ 212,05	€250,00	€ 462,40
531	Drinks GMM	€ 1.500,00	€ 684,32	€ 815,68	€1.000,00	€ 719,71
532	Promotion & PR	€ 22.500,00	€ 2.645,77	€ 19.854,23	€2.500,00	€ 2.126,01
533	Support BC's	€ 1.000,00	€ 205,50	€ 794,50	€500,00	€ 261,76
534	Support complexes					
	<b>Dome</b>					
540	Expense reimbursements	€ 250,00	€ 152,60	€ 97,40	€250,00	€ 253,53
541	External advice Dome	€ 3.000,00	€ -	€ 3.000,00	€3.000,00	€ 825,20
542	Support organisations Dome	€ 3.000,00	€ 2.181,30	€ 818,70	€3.000,00	€ 2.382,00

	<i>Advice and education</i>					
<b>550</b>	Trainings	€ 600,00	€ 300,00	€ 300,00	€250,00	€0,00
<b>551</b>	External advice Local	€ 1.500,00	€ -	€ 1.500,00	€1.500,00	€0,00
<b>552</b>	Supporting organisations Local	€ 9.120,00	€ 6.897,00	€ 2.223,00	€6.000,00	€ 9.604,50

	<i>Management costs</i>					
<b>560</b>	Bank charges	€ 250,00	€ 322,97	€ -72,97	€300,00	€ 189,62
<b>561</b>	Insurance	€ 200,00	€ 215,79	€ -15,79	€330,00	€ 194,41
<b>562</b>	Bookkeeping					
	<i>Mutations Reserves</i>					
<b>610</b>	Mut. General Reserve					
	<i>Unforeseen</i>					
<b>810</b>	Unforeseen Costs	€ 6.120,00	€ -	€ 6.120,00	€4.700,00	€ 202,35
	<b>Total</b>	<b>€ 76.380,00</b>	<b>€ 36.584,19</b>	<b>€ 39.795,81</b>	<b>€ 49.100,00</b>	<b>€ 43.630,75</b>

# Balance

<b>01-01-2022</b>			
<b>Activa</b>		<b>Passiva</b>	
Checking account	€ 13.503,30	Equity	€ 49.313,32
Saving account	€ 39.155,02	Creditor WOON	€ 2.280,00 <sup>1</sup>
Debits	€ 13.750,00 <sup>2</sup>	Creditor DUWO	€ 2.568,82 <sup>3</sup>
Advance payment	€ 0,00	Advance payment	€ 14.815,00 <sup>4</sup>
<b>Total</b>	<b>€ 66.408,32</b>	<b>Total</b>	<b>€ 66.408,32</b>
<b>31-12-2022</b>			
<b>Activa</b>		<b>Passiva</b>	
Checking account	€ 34.082,64	Equity	€ 60.077,05
Saving account	€ 25.155,02	Creditor WOON	€ 2.337,00 <sup>5</sup>
Debits	€ 26.750,00 <sup>6</sup>	Creditor DUWO	€ 8.762,95 <sup>7</sup>
Advance payment	€ 0,00	Creditor Meta	€ 160,66 <sup>8</sup>
		Advance payment	€ 14.650,00 <sup>8</sup>
<b>Total</b>	<b>€ 85.987,66</b>	<b>Total</b>	<b>€ 85.987,66</b>

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<sup>1</sup> This is an estimate of the amount that BRES still has to pay to !WOON. The invoices for the work of our external advisor for the second half of 2021 will only be sent and paid at the beginning of the new financial year.

<sup>2</sup> This is half of the DUWO contribution for 2021. BRES has not yet received this amount on 12/31/2021.

<sup>3</sup> It has been agreed with DUWO that the surplus of the DUWO contribution will be refunded. This is the surplus from the 2021 budget.

<sup>4</sup> This is the advance payment of the DUWO contribution for the 2022 financial year.

<sup>5</sup> This is an estimate of the amount that BRES still has to pay to !WOON. The invoices for the work of our external advisor for the second half of 2022 will only be sent and paid at the beginning of the new financial year.

<sup>6</sup> In 2022, DUWO switched to a new system to collect service costs. This system did not yet appear to work optimally, which is why DUWO was unable to pay out membership contributions in 2022. The amount indicated is an estimate of what BRES still has to receive.

<sup>7</sup> It has been agreed with DUWO that the surplus of the DUWO contribution will be refunded. This is the surplus from the 2021 budget. <sup>8</sup> Two Instagram advertisements were deployed at the end of the year. This amount is the amount that still needs to be paid to Meta for the advertisements.

<sup>8</sup> This is the advance payment of the DUWO contribution for the 2023 financial year.

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# Explanation of deviating items

## Profits

### Costs

#### *Board reimbursement*

Since the board was understaffed for a large part of the year due to the retirement of a board member, fewer board reimbursements were paid.

#### *Board expenses*

No board members have resigned in 2022. As a result, no costs were spent on a farewell dinner. Furthermore, no external policy weekend took place, as no suitable weekend was available. The board nevertheless experienced an external policy weekend as more positive compared to policy days in Leiden. We are trying to plan a weekend earlier for next year.

#### *Office supplies*

Due to the digitalization of BRES, fewer and fewer office supplies are needed. The amount has been budgeted lower for next year and is being monitored.

#### *Automatisation*

To prevent the BRES survey from coinciding with the DUWO survey, the BRES survey has been postponed to the spring of 2023. As a result, no costs were spent on SurveyMonkey. In addition, Canva's paid account turned out to have no added value compared to the free account, so it was discontinued.

#### *Communication strategy*

Due to the loss of PR board member, fewer newsletters were sent. The board is aware that communication with members has been substandard and wants to resume this with the arrival of a new board member in 2023.

#### *Drinks GMM*

In the wake of COVID-19, there has been less work in the office, which means this item is lower than budgeted. In addition, only one GMM took place and therefore only one drink. The drinks after the GMM are always a major expense.

#### *Promotion and PR*

The normal budget for promotion and PR has been used up. However, €20,000 was also budgeted for the refrigerator campaign. Since BRES was still waiting with DUWO about a possible collaboration, this project was temporarily stopped.

#### *Support BC's*

There is a lot of ambition from BRES and DUWO to tackle the BCs on a larger scale. However, the BCs' claim on the budget remains minimal. Only the BC Leidse Schans actively uses this budget.

To gain more control over the BCs, a new position has been designed, Internal Board Member, which will also place more active emphasis on the possibilities for claiming the BRES budget.

*Expense reimbursement*

In the wake of COVID-19, several more meetings have taken place online or hybrid. This means that the reimbursement of expenses is lower. The board will monitor whether these meetings will take place physically again, or whether more online and hybrid meetings will remain a lasting trend.

*External advice Dome*

This amount is a reserve for possible (incidental) legal costs. This amount was not used in 2022.

*Support organisations Dome*

In the wake of the COVID-19 pandemic, our external advisor has continued to be less involved in all meetings. In addition, there appear to be fewer meetings where the presence of our external advisor is essential. We aim to resume contact in 2023, but we will also take a critical look at the number of hours required.

*Trainings*

This year, three board members followed the Consultation Act course. This course is recommended to all board members. Since there have been no further changes in management, part of the budget has remained.

*External advice local*

At local level, an amount is also reserved for (incidental) legal expenses. This amount was not used in 2022.

*Support organisations Local*

In 2022, our old advisor, Kay Rutten, retired from !WOON. Tjerk Bosker has taken over his position. However, due to this transition, BRES did not have an external advisor for a period.

*Bank charges*

The bank costs have been higher due to the transfer of the credit card.

## Letter about the application procedure

General meeting

Rapenburg 31

2311 GG, Leiden

September 24, 2023, in Leiden

Subject: revision of the application procedure

Dear Members,

During the previous GMM, concerns were expressed about the independence of the application procedure as it has been used in recent years. The board naturally strives for a procedure that is as independent as possible. The board has therefore looked at various options to improve the application procedure.

Because according to the articles of association, both the GMM and the board have the opportunity to nominate candidates, it did not seem logical to us to expand the selection committee with a few members or former board members. In our view, this only clouds the process, while not necessarily improving independence. In addition, there is the possibility that substantive disagreements may arise between the additional members and the board members in the application committee. In our opinion, substantive differences between the members and the board should not be discussed in the application procedure, but during the GMM.

In order to guarantee the independence of the application procedure, we think it is best to appoint two independent observers before the application procedure starts. The GMM and the board may each appoint an observer. These observers are fully included during the procedure. This means that they are present during the discussion of the CVs, the interviews with the applicants and the conversation afterwards in which it is decided which candidates will be nominated during the GMM.

During the process, the observers do not provide any substantive comments and they do not influence the decisions to be made. The observers only check whether the decisions made are based on substantive factors and not on other possible elements. Afterwards, the observers



make a statement indicating whether, in their opinion, the procedure was carried out independently. This statement will be discussed by the GMM at the same time as the nomination of candidates by the board.

The board believes that the observers are best appointed on a voluntary basis. If the GMM does not agree with this, it can be discussed whether, and if so, what compensation would be reasonable. In addition, the board believes that it is wise to record this procedure in the articles of association, which can then be done at the same time as the upcoming amendment to the articles of association. But this is of course also subject to discussion and can also take shape in a different way.

I hope that in this way I have sufficiently explained the board's proposal regarding the revision of the application procedure. If there are any questions, these can of course be discussed on October 10th.

Kind regards on behalf of the board,

Ruurd de Wit