

Pollycy Plan Apollo 2024/2025



Function	Board Member
Chairman	Robert van der Lelie
Secretary	Niels Korte
Treasurer	Allysha Sewradj
General Board Member	Katja Wevers

Making Apollo a more active association

Activities

The last board created the Apollo Activity Committee, to help the board organise smaller activities like arts and crafts. Because we want to make Apollo a more active association and promote the contact between the members of the different cultural associations, we want to keep the Activity committee.

Furthermore, we want to make more active use of the poster board. As of now, associations can request us to put up their posters for their shows and events. We want to switch out the current poster board - currently a white board - for a notice board, and repurpose the white board for promoting Apollo activities, and for things such as keeping scores of games, to promote activism within Apollo.

Contact with Associations

We as Apollo represent the cultural associations of the university when in meetings with Vrijhof and Student Union. Because we want to be able to accurately represent the associations, we will improve the communication between Apollo and the associations. We want to do this by continuing the tea dates and sector meetings, but we also want to join the associations during their drinks regularly, to get to know the members of the association and to stay close to the associations we are representing.

Improving board continuity

Board Transfer

Our board transfer period has room for improvements and there are some changes we want to make to better the process for our successors. We felt we needed more time to ease into our positions before taking over the responsibilities as acting board at the start of this academic year. To mitigate this feeling we want to start the onboarding earlier to give us more time to show successors the ropes of our respective roles within the board. To achieve this we will also need to start the search for a new board earlier. We aim to start looking for a candidate board in April, and to have our candidates by mid-May. We then aim to integrate interested people as soon as possible, by inviting them to meetings for example.

Physical administration

We have a small filing cabinet in the Apollo room which holds all our physical administration which currently does not suffice for its intended purpose: organised and secure storage of our important documents. Firstly, the cabinet is not secure, there is a lock, but its key could not be found in the Apollo room. Secondly, not all folders fit in the cabinet, as a result, some of the folders have been put in backwards making the label on the spine invisible. When we overhaul the board/storage corner of the Apollo room, we plan to transfer all the files to a new larger cabinet with a working lock.

Additionally, we want to take a few of the currently unused letter trays, label them and put them in a central place. Here people can leave documents for board members or committees without cluttering the desks in the room. This added organisation will also help to get the documents to the right person without them getting lost in the process.

Clean up administration

Not all documents on the board drive are as easy to find as one would hope. It would sometimes take quite a bit of effort to find a specific document. We want to reorganise some files to improve the accessibility of documents that might be needed in the future or are often referenced. We also want to take a good look at the physical documents we have currently stored and clean those up. We will remove documents that currently have no importance anymore and update any outdated documents where needed.

Apollo Room

Opening times

Due to the fact that we are all part-timers, we cannot make sure that one of us is always available to be in the room throughout the day. Therefore, we have decided to take responsibility for only a part of the day. The board will ensure the Apollo room is **at least** open between 12:00 and 18:00.

Outside of these times, there is no guarantee the room is open. We will rely on the ChiCo for helping to keep the room open in the mornings & evenings.

Board work corner and association storage

We want the Apollo room to be a clean and comfortable space, where there is both a place to relax and a place to work. The place to relax is already quite complete, but we believe there is an improvement to be made concerning the desks. Sometimes a board member would like to work in private, without the possibility of others looking at

their screen. The main six desks in the room do not allow for such privacy. Therefore, we will be clearing up the desks in the back corner to form a space where Apollo board members can work in private.

Furthermore, it often happens that an association temporarily stores items in the Apollo room, to be picked up later by another member. We want to create a dedicated space where these items can be stored and keep a firmer eye on how long they are kept in the Apollo room. This will prevent clutter and unclaimed items strewn about the room. There will be a dedicated cabinet where items can be placed. In order to put an item in the cabinet, the item has to be signed in, so we can keep track of how long it has been there. If after three weeks the item has not been picked up, it will be thrown out.

Apollo fridge

The previous board was in the process of setting up a drinks system so members can get drinks in the Apollo room at any time. We will continue setting up this system. A BierCo will be instituted, who will be responsible for stocking the fridge with beer and soda. This committee consists of two members of each association participating in the use of the fridge. Registered members of these associations can then grab a drink from the fridge and register it in the system that is located next to the fridge. About once every quartile, the treasurer from Apollo will send an invoice to the treasurers of the associations whose members have used the fridge. The treasurer of the association can then collect the money from their members, according to how many drinks that member had.

Yearly activities

The previous board(s) have organised several activities and initiatives we would like to repeat this year. First off, we want to do another winter fair. It is a fun promotional activity that could show culture and Apollo to new people. It is also done to raise money for a charity, and while we do not have a charity in mind yet, we like the idea. Next, we want to organise a cultural board activity to enhance the connectivity between the different associations. The different boards will get to know each other and Apollo in a fun activity, which is to be determined.

Lastly, we want to continue the poster round that was set up last year. Associations can hand the posters for their shows to us and we will distribute them throughout campus.

Like last years, we plan on organising an Apollo Gala with the GalaCie, an Apollo Open Stage with the Open Stage committee, and of course the Apollo Dance Show with its committee.

Promotion

Discontinuation quartile booklets

Every quartile the Vrijhof publishes a Quartile booklet containing all events in the Vrijhof for the upcoming quartile. For the past years, this has been in collaboration with Apollo; We print the booklets and in turn get to advertise our cultural associations' events in the booklet. However, the printing of these booklets has a high cost, and past boards have found that these booklets do not reach a lot of

people. We believe that in this day and age, there are more effective ways of using money to reach students and other people in Enschede to promote our associations. We want to work together with the Vrijhof to find a good replacement for the quartile booklets that will be more effective and possibly save money.

Collaboration fund

In the past years, the collaboration fund for collaborations between cultural associations has rarely been seen empty and we want this to change. We want to put extra work in promoting the fund so associations will be more inclined to use it. We will do this by mentioning it to the boards as soon as possible, like during our tea dates. Then, throughout the year, we will keep an eye on the fund and send reminders in the cultural boards chat when necessary to remind the boards of its existence. If in the end, the fund has a significant amount of money left in it, we will consider making the fund smaller.

Bureaucratic matters

FAM (Facility Allocation Model)

The FAM for the next four years was set last year. This document outlines guidelines for instruction hours, accommodation hours, and material budget for cultural associations. As there is a limited budget for material expenses (think instruments, reusable decor), the board will make the decisions on which material fund requests get (partly) reimbursed by the FAM. The board will also look into if there need to be more guidelines or procedures for requesting a material purchase reimbursement. As there are several cultural instructors that have to travel far to give instruction in Enschede, the board, together with the Student Union and Vrijhof, will investigate if there is room in the FAM for compensation of travel costs by instructors.

Instructors and OneStopSourcing

Last year, the UT had to make a transition from hiring their own ZZP'ers to using a 'broker': OneStopSourcing. This broker now provides the contracts to instructors at cultural associations. This means that there is an extra party they have to deal with, which has had several downsides. Not only were there communication issues between OSS, Vrijhof, the UT, and the instructors, but the issue was also raised that a lot of instructors feel alone in the situation. Before the contract change, instructors' contracts were made between the Vrijhof and the instructors. Because of this, boards often did not have contact with their instructor about the contract. Now that the contract is made between OSS and the instructors, the Vrijhof has less of a part in the equation as well and the instructors are left in the dark.

We aim to help instructors to deal with the contract changes, by mediating between instructors and Vrijhof, UT Inhuurdesk, and OneStopSourcing. We want to help instructors if they feel unhappy or if they have questions regarding procedures or contracts.

To that end, we have the Workgroup Instructors, a work group that has been busy contacting instructors about the situation and trying to help where it is possible. Even though it is out of our control, as this is a UT wide decision, we as a board will do what we can to help the situation.

Mental Well-being

Active processes

Mental health is important to all of us within the candidate board, so we want to take steps towards putting this topic more on the forefront. To achieve this we want to look into how other associations deal with this and see what we as Apollo can implement. One of these options is creating a committee which can focus on helping associations be mindful of their members' mental health and distribute helpful information. This committee could also be a contact point for trust persons from the associations if they run into a problem they cannot solve themselves and they would like to get some advice.

Passive processes

Additionally, we want to put up some posters (and occasionally flyers where applicable) in the Apollo room with useful information regarding mental health and where to get help if needed. We will also promote any university-wide campaigns regarding mental health in the same manner.

Task division

Name	Tasks
Robert van der Lelie	<ul style="list-style-type: none">- Quartile Booklets- Dance Show Committee- PopSi- Open Stage Committee
Niels Korte	<ul style="list-style-type: none">- Info mails- RTPM- AcCie- ChiCo- WebCie
Allysha Sewradj	<ul style="list-style-type: none">- RTPM- HTCie- GalaCie
Katja Wevers	<ul style="list-style-type: none">- PromoCie- KIC contact

Sector division

Arts & Games Sector: Katja

Dance Sector: Robert

Music Sector: Allysha

Theatre Sector: Niels