

## **Supervisory MoM**

Members: Marnix, Isabel, Lois and Sterre

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### **Minutes**

1. Setting the agenda and secretary of the meeting
  - a. Sterre is the note taker of this meeting.
2. SB mailbox
  - a. No emails to discuss.
3. Role division within the SB
  - a. It is discussed that the current task package of the chairman is too demanding.
  - b. It is suggested and decided that:
    - i. Lois will continue to be the contactperson for the Board and will take the lead in scheduling additional meetings
    - ii. Marnix will remain spokesperson for GA's and the official chairman.
    - iii. All of us will contribute to the coordination of the SB. The person who takes the initiative to come up with the agenda, will guide the meeting.
    - iv. Compliance related tasks will be assigned to a person at a later stage.
  - c. It is also suggested that a secretary + role could be created, whereby the secretary is responsible for the internal organisation and the chairman is mostly responsible for the external representation of the SB. For now the role division as described above has the preference.
4. Updates on action list previous meeting
  - a. MoM updated to the Drive [All]
    - i. Collected by Isabel, upload will follow in the upcoming week.
  - b. Upload of official documents to the digital repository [Marnix]
    - i. Marnix will do this in the upcoming week.
  - c. Draft presentation for the introduction meeting with Board VIII [Lois]
    - i. Marnix and Isabel will check the presentation before the meeting with Board VIII.
  - d. Revision of the SB protocol and uncompleted tasks [Sterre]
    - i. The following responsibilities: monitoring and analysing the development and maintenance of a multi-year plan and monitoring and analysing the development and maintenance of long-term financial planning will remain on the agenda of the SB in the following years.
    - ii. The SB will continue to stimulate the development of a multi-year plan and will monitor the long-term financial planning implicitly by monitoring the financial content that is presented at GA's. Additionally, the SB supervises the process with the Tax Administration.
    - iii. Sterre will check if any legal obligations exist for signing the minutes of a meeting. Otherwise a proposal will be created to change the SB protocol

to a version where signing the minutes is no longer a requirement. The SB is of the opinion that a 'two eye principle' suffices and has the preference with regard to the principle of data minimalisation.

- iv. Sterre will formulate a clause to create the authority for two SB members to act on behalf of the entire SB in the event of a crisis. Ratification will be included as a requirement.
- v. The following two decisions are made:
  - 1. The note taker of a meeting is responsible for the upload of the minutes to the repository.
  - 2. In order to comply with the SB protocol, the decision list is included and complemented with new decisions in the minutes of each meeting.
- e. GA folder [Sterre]
  - i. The GA folder is finished.
  - ii. Isabel will make a cover page for the GA folder.
  - iii. The folder will only be digitally available.
- f. Board updates [Lois]
  - i. Final weeks of the board year: the Board has completed the point system.
  - ii. Change of statutes: the documents are submitted to the notary. Lois will ask for another update.
  - iii. Transition weekend: the transition weekend went well.
  - iv. The introduction day: the introduction day will take place on the 30st of August. Lois will request another update.
- g. Draft board certificate [Marnix]
  - i. Marnix will send alternative layouts in the upcoming week.
- 5. Tax Administration
  - a. The SB will ask Board VIII to provide an update on the situation. The advice will be given to ask the Boards of other associations whether they have experience with a comparable situation.
  - b. The SB underscores the need to make this (read: knowledge on the conditions for becoming a taxable association) an item of long-term knowledge within the association.
- 6. Introduction meeting with Board VIII (19th of August, 18:00)
  - a. Availability
    - i. Lois will check for availability. The other SB members are available.
  - b. Role division presentation
    - i. The presentation will be presented spontaneously by all SB members.
  - c. Update/preparation request for Board VIII
    - i. During the presentation a reminder will be given for the deadline for the submission of the policy plans.
    - ii. Also it will be discussed when the next GA is scheduled.
  - d. Agenda setting
    - i. Lois will share the agenda with Board VIII.
- 7. Task setting next GA
  - a. Reviewing the policy plans.
  - b. Reviewing the process of changing the statutes.

c. The SB members will reserve time for those two tasks in the upcoming weeks.

8. Closing meeting with Board VII

- a. It is decided to round off the year with Board VII at the end of next GA when the certificates are granted.

9. Vacancy/function description new SB member

- a. No specific expertise required. Brainstorming on general items of discussion will be the main task.
- b. Marnix will come up with a draft function description.
- c. The SB underscores the need for a clear role division before a new candidate joins the SB.
- d. The draft will be discussed next week after the meeting with Board VIII.
- e. The requirements in the SB protocol will be included in the draft.

10. Recruitment strategy new SB member

- a. Post on L.S.A. Custodia's socials
- b. Post on LinkedIn alumni page
- c. After installation of Board VIII. Start date to be agreed upon. The SB has a preference for the beginning of 2026.

11. Expenditure of SB budget

- a. It is decided that the SB budget will be devoted to the board certificates.

12. Yearplan tasks August

- a. Documentation and update supervisory board protocol
- b. Offer feedback on candidate policy plans
- c. Preparations for the transition weekend
- d. Schedule the first meeting for next year

13. Yearplan tasks September

- a. Kick-off meeting Board VIII
- b. Reviews of policies and budget allocations
- c. Review task division and capacity within the SB

14. AOB

**Action list:**

- Upload the minutes to the Drive [Isabel]
- Upload of official documents to the digital repository [Marnix]
- Provide feedback on the draft presentation for the introduction meeting with Board VIII [Marnix and Isabel]
- Create a cover page for the GA folder [Isabel]
- Share draft board certificates with the other SB members [Marnix]
- Ask Board VIII to prepare an update on the Tax Administration situation, the introduction day, change of statutes and the date of the next GA [Lois]
- Create a draft vacancy new SB member [Marnix]
- Check any legal obligations for signing the minutes of a meeting and create a draft proposal to change the SB protocol [Sterre]

**Decision list:**

- The SB member sending official documents to the Board will be responsible for uploading this document to the L.S.A. Custodia website. Signatures will be wiped out, names of the SB members will be included (14/07/2025)
- The person who is typing the minutes of a meeting will give a short recap of previous SB meetings (based on the minutes) and copy-pastes the action points of previous minutes to check whether these have been executed. Additionally, it will be checked whether any points from the Yearplan should be included in the meeting agenda. (14/07/2025)
- The note taker of a meeting is responsible for the upload of the minutes to the repository (11/08/2025)
- In order to comply with the SB protocol, the decision list is included and complemented with new decisions in the minutes of each meeting (11/08/2025).

**Agenda next SB + Board VIII meeting:**

- Introductory presentation
- Tax Administration update
- Planning of the introduction day
- Change of statutes
- Planning of the upcoming GA (including policy plans)