

Protocol board meeting Domfil 2014-11-04

Location/time:

K1 12 – 14 at Innerörat, ENT-department.

Present:

Mehrnaz Zeitooni

Cynthia Veenstra

Johanna Hengen

Sandeep Koppal

§1. Approval of the meeting's authorized advertisement.

§2. Opening of the meeting.

§3. Election of chairman, secretary and attesting.

Mehrnaz is elected to chairman, Johanna is elected as secretary and Cynthia is attesting.

§4. Approval of the agenda/registration of new questions.

Point 13 is added to discuss the matter of Karolina's retracted compensation.

§5. Information from board members.

Secretary/webmaster Johanna informs the board about changes made to the website. Chairman Mehrnaz suggests that Sandeep compiles a summary of the status of the budget until next meeting.

§6. HURS.

Vice-chairman Cynthia has made a preliminary block schedule as a suggestion on how to divide the sessions across the day. The board discusses some ideas in regards to what speakers to invite. One suggestion is to invite all core facilities at HU and Valla to do a short presentation of themselves. It is suggested that the last speaker of the day should talk about a broad topic that is relevant to all PhD-students that will end the day on a positive, motivational note. A potential last speaker could be Alexander Rosenthal, whom Cynthia will contact to check availability and how much he charges. If hiring an external speaker costs too much, Jan Marcusson and Stefan Sauk are a possibility as Marcusson works at LiU.

The topic of having parallel sessions is discussed. The concern is that having parallel sessions might lead to speakers not having a big enough audience.

The schedule is discussed in order to give enough room between speakers to change computers and set-up, while giving enough time for the audience to have fika and visiting the company exhibition.

The board goes through the to-do list on the drive. It is suggested that the board should check who, outside of the board, is interested in helping out with HURS.

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The entertainment at the HURS banquet is discussed. Chairman Mehrnaz will ask Stefan and Love if they want to be a part of it this year again. It is also decided that the board will not raise the amount of money that it will ask from FUN, IKE and IMH.

§7. Decentralization contract.

Chairman Mehrnaz will send an email to Fredrik saying that DOMFIL has discussed the issue and that we gladly accept off-campus members. The board does not foresee off-campus members becoming an issue.

§8. Nobel dinner.

Brigaden recently lost its right to serve alcohol, but they are confident they will get it back in time. Chairman Mehrnaz will create an email draft for an invitation that will be sent out later this week. Vice-chairman Cynthia has created a sign-up form. The deadline for signing up is set to the 3rd of December. The board discusses potential toastmasters, but leaves the decision until later due to time constraints. Possible candidates are Stefan, Riccardo and Mehrnaz. It is decided that the seat arrangement will be dealt with similarly to last year's Nobel dinner. Secretary Johanna's partner, who is a sound and light professional, might be able to help out setting up the sound system for free. Secretary Johanna will compile a pop-quiz for the evening.

§9. Member survey.

Secretary Johanna proposes that DOMFIL should send out a short survey to its members. This is to get information about what activities that DOMFIL:s members might want to see that aren't yet hosted by DOMFIL. The underlying aim is to attract members that currently aren't attending events and see if DOMFIL needs more diverse activities to attract for example older members or members with children. Johanna will send out a short survey in the upcoming newsletter.

§10. Policies regarding DOMFIL:s rentable inventory.

DOMFIL currently does not have a contract for the rentable items in the inventory. The contract should specify when items should be picked up and returned, rental period and actions that will result in the deposition cost not being returned. The board agrees that a 1-week rental period for all items is reasonable, but that the rental period can be longer or shorter if discussed in advance. The board decides that the newly acquired party tent should cost 400kr to rent and have the standard 500kr deposition. Secretary Johanna will create a draft for a contract. Items should be included on a poster for the notice board.

§11. Alcohol policy.

The board considers the implication of providing members with alcohol at events. There is a risk that it gives DOMFIL a less serious reputation and that it attracts people who are already hanging out together who just sees it as an opportunity to socialize with their own group with free alcohol instead of getting to know the other members. This might scare off people who would otherwise join in. DOMFIL:s first responsibility is working to make sure that the PhD-students' rights and interests are protected, and this is primarily done through DOMFIL:s representatives in various boards and committees. The board agrees that it is more important to ensure that representatives are motivated to continue to work for DOMFIL and

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know that the work they do is appreciated, rather than to provide drinks at events. The topic will be discussed more at the upcoming representative meeting and section meeting.

§12. Domfil information at admission seminar.

It has for a long time been an aim to create an information letter that will be handed out to newly accepted PhD-students at the admission seminar. It is decided that chairman Mehrnaz will create a draft for a short leaflet with information.

§13. Retracted compensation for PhD-student.

Karolina Kristensson emailed the board about an issue with seized compensation for a representative duty. Due to administrative reasons, she was convinced to change her contract so that she is now only employed by the hospital, even though her post is in practice divided between both the university and the hospital. The change in contract has resulted in her compensation for being a representative at the admission seminar at IMH being retracted. The board is unsure about the rules regarding compensations and how Karolina can be able to be employed solely by the hospital and still be a PhD-student, even if it is just on paper. It is decided that the PhD human resources are more likely to be able to help Karolina. Treasurer Sandeep will check who is responsible for share points at IMH and the board will read up on the rules regarding the issue. Karolina will be advised to email the PhD human resources to try to solve the issue. If she is unsatisfied by the results, DOMFIL will discuss how to proceed with the matter within the board.

§14. Representative meeting 12/11.

Aside from getting information from the representatives, the meeting will be focused on the alcohol policy and what the representatives think would encourage the representative to keep working for DOMFIL.

§15. Section meeting 26/11.

Everyone in the board should make sure to be well-read on the by-laws before the section meeting. Points on the agenda are as follows: Vice-chairman should have access to DOMFIL:s bank account, the alcohol policy, replacement for representatives and vacant representative positions and electing an auditor. Chairman Mehrnaz will send out the invite for the meeting.

§16. Next board meeting.

Treasurer Sandeep will make a summary of the budget so far and whether any adjustments are necessary. He will also check what is going on with the section contract with consensus. Time and date for the next meeting will be discussed at a later time.

§17. Questions.

§18. Meeting closure.

Verification signatures

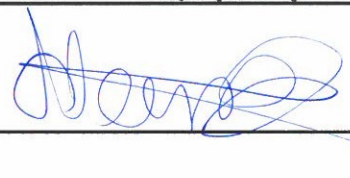
Writer of protocol.

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JOHANNA HENGEN

Chairman.

Muhamad Lami METREKAL ZETOUNI

Attesting.

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Cynthia Veenstra