Protocol DOMFIL board meeting

When: 2016-08-17, 12.00-13.30  
Where: Liljekonvaljen  
Present: Anik, Arjan, Maite, Karin.

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| §1 | Opening of the meeting  
The meeting was opened |            |
| §2 | Election of chairman, secretary and attestant  
Anik was elected to chairman.  
Karin was elected to secretary.  
Arjan was elected to attestant. |            |
| §3 | Meeting eligibility due to time of call  
Meeting was found eligible |            |
| §4 | Adjunctions  
No adjunctions were made. |            |
| §5 | Registration of new questions  
See § 14 |            |
| §6 | Establishment of the agenda  
The agenda was established after adding new questions in §14 |            |
| §7 | Previous protocols  
No previous protocols |            |
| §8 | Renting out Speakers  
One rental upcoming the 3rd of Sept. Maite will make an online calendar for rental equipment. |            |
| §9 | Inventory of storage room  
Inventory of storage room starts Wednesday 2016-08-17 (if neccessary continues 2016-08-18). |            |
| §10 | Kick-in BBQ for DOMFIL  
Date: Wednesday 7th Sept. Send invitation latest 24/8. Put up posters/flyers for this on the notice boards, website, facebook, “follow us on twitter” and at our own departments. Budget: 3000 kr (marketing budget) |            |
| §11 | Kick-off for current board  
| §12 | Painting DOMFIL Logo  
Sunday 21/8. Meet up at kl 10.30, share the white and black colors with the Medical Biology section, don’t forget to add sand in the colors. |            |
### Reports from board members

None to declare

### Other questions

- Book meeting with Swedbank: Anik will book a meeting with the bank next week (v. 34)
- Budget: Plan the budget in more detail for upcoming year, this will be focused on the next meeting.
- Educational supervisor: Summarize the poll from this year survey until next meeting. Book a meeting with Fredrik Elinder.
- “Awareness of DOMFIL” – give out a flyer on the admission seminars. Arjan will draft a flyer.
- Webpage: Start to update the page (board members) plus paying the fee for it.
- Vacant representative posts in each board. Look this up until next meeting.

### Next meeting


### Closing of the meeting

The meeting was closed

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Anik Islam  
Chairman  
17/8-16

Arjan Mofers  
Communications Officer  
19/8/16

Karin Wählén  
Educational Supervisor  
17/8-2016