



Operational year: 16/17  
Meeting #3

## Agenda DOMFIL board meeting

When: 2016-09-02, 15.00-20.00

Where: Conference Room LÄFO

		Attachment
§1	<b>Opening of the meeting</b> The meeting was opened at 15.24 by the Chairman	
§2	<b>Election of chairman, secretary and attestant</b> Chairman: Anik Secretary: Anna Attestant: Karin, Maite Absent: Arjan	
§3	<b>Meeting eligibility due to time of call</b> The meeting was called as stated in the bylaws and is eligible.	
§4	<b>Adjunctions</b> No adjunctions to this meeting.	
§5	<b>Registration of new questions</b> Two new questions were added to the protocol, one under §8 and §14.1.	
§6	<b>Establishment of the agenda</b> The agenda was established.	
§7	<b>Previous protocols</b> The previous protocol was put to file.	1
§8	<b>Reports from board members</b> <ul style="list-style-type: none"><li><b>Banking</b></li></ul> <p>The board has been to the bank and received control over the DOMFIL account. For the moment Anik and Karin are in charge of the account, until Maite will have a Swedish ID-card and can take over from Karin.</p> <p>DOMFIL had a company account at Swedbank, but it was an old and expensive agreement. Therefore, on the recommendation on the bank, the agreement was changed to a cheaper one including all earlier functions. In addition to updating the account agreement, a Swish-company-account was opened to make it easier to make payments between DOMFIL and members.</p> <p>The current state of the account was briefly looked upon and will further looked in to by Maite.</p> <p>The board has decided to not outlay personal money for DOMFIL, therefore Anik is in charge of making a document for board members to get money in advance. The person that is going to pay for DOMFIL uses the form to get money in advance, thereafter he or she turns in the receipt together with the rest of the money. In case the money was not enough the treasurer will repay the difference.</p>	

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	<ul style="list-style-type: none"> <li>• <b>Renting sound system</b> The sound system is for the moment rented. The new contract has been used.</li> <li>• <b>Board representatives</b> Anna presented the situation for the moment. The situation is for the moment not so good, therefore it is necessary for the board to recruit new representatives. Before the board proceeds with the recruitment, the payment for being a representative should be defined. Therefore a meeting with Fredrik Elinder should be planned as soon as possible to clarify the matter.</li> <li>• <b>HURS 2017</b> Liam has declined our proposal for the position as the project manager for HURS 2016. The board will decide if the board will proceed with the planning or will recruit an external project manager. This discussion will happen when all the board members are present.</li> <li>• <b>Tent</b> The tent has been located, and can be used during the BBQ on the 7<sup>th</sup> of September. Flyers should be made to market the tent to the members.</li> <li>• <b>Educational supervisor (ES) update</b> The ES had a meeting with the previous ES. The focus of the meeting was to understand the previous surveys that was sent out to all PhD students. No summary of the results was made, therefore Karin will make one and present it for the rest of the board on the next board meeting.  A person has been appointed to coordinate all PhD courses, her name is Siv Carlford. she and Karin will work on improving the evaluations of all courses, amongst other.  Karin will contact Fredrik Elinder for discussion of reimbursement of representatives and to have a meeting about the evaluation made by the previous board. In addition the evaluation will be summarized until the next meeting.</li> </ul>	
§9	<p><b>Concretization of dates for operational year 2016/2017</b></p> <p>10<sup>th</sup> of November Section meeting autumn 24<sup>th</sup> of Mars HURS 31st of May Section meeting spring</p> <p>Representative meetings will be held before the section meetings, the dates will be set later.</p> <p><u>Social events:</u> 7<sup>th</sup> of September BBQ 21<sup>st</sup> of October KickOff (members only) 10<sup>th</sup> of December Nobel banquet</p> <p>Spring Project X (should pass the autumn section meeting)</p>	

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	First Wednesday every month should be reserved for after-work.	
§10	<b>Concretization of budget for operational year 2016/2017</b> This will be postponed to next meeting. Until then Maite will work on a suggestion of a yearly budget and present it on the next meeting.	
§11	<b>After Work agreement</b> Earlier, the after-work have been at NH (KK), this has worked, but for this year we are also looking at new venues. Anik will check a few suggestions and NH (KK) and present all suggestions on the next meeting. The concept will be similar to last year; no extra activities except for social company. The board aims to have the first after-work on October 1 <sup>st</sup> .	
§12	<b>Kick Off- BBQ</b> 8 persons have signed up for the BBQ for the moment. The board will market the event more with putting up flyers in fika rooms and in elevators.  One of the problems that were identified from last year was that many PhD students that are employed are clinicians and they are not interested in the improvement of the PhD program and its courses. This is something that must be investigated to make sure that more people are getting involved.  The board planned the menu of the evening. Shopping will be done on the 7 <sup>th</sup> in the afternoon by Anik and Karin.  A reminder should be sent out on Monday the 5 <sup>th</sup> of September by Anik.	
§13	<b>KICK OFF Board</b> Tomorrow the board will have a Kickoff with team-building activities. Everybody will meet up at the university at 14.30 and finish the day with a board dinner.	
§14	<b>Other questions</b> §14.1 Board contract Has been drafted will be finalized at the next board meeting.	
§15	<b>Next meeting</b> Next meeting will be held at the 15 <sup>th</sup> of September at 12.00-13.30.	
§16	<b>Closing of the meeting</b> The meeting was closed at 20.32 (incl. fika paus and dinner).	

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Anik Islam  
Chairman

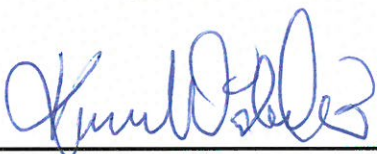
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Anna Asratian  
Vice Chairman

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Karin Wåhlén  
Educational Supervisor

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