



Operational year: 18/19
Meeting #3

Protocol DOMFIL Board Meeting

When: 2018-10-31, 17.00-19.00

Where: Utsikten

Attendance: Andrea, Maïke, Georgia, Giulia, Olof

§1. Opening of the meeting

The meeting is opened by Chairman Andrea Molinas

§2. Electing a Secretary

Giulia Pizzolato was chosen as the Secretary.

§3. Electing a Minutes adjustor

Georgia Papapavlou was chosen as a Minutes adjustor.

§4. Previous protocol

The previous protocol was discussed and put to file.

§5. Registration of new questions

No new questions were registered.

§6. Reports from Board members

a. Chairman

Section contract with Consensus

The section contract between Consensus and DOMFIL has been signed and handed to Consensus.

b. Treasurer

Liam Ward is the auditor for 17/18 and will send a report to be presented at the autumn section meeting. Maïke will get the audit report from Liam prior to the meeting no latest than 18/11.

Maïke got her ID card and has access to the bank account.

Maïke will take over the one.com account for the website, the previous webpage will be kept and updated for the coming year.

Maïke went to the meeting on the "institutionsutrdening" on 25th of October.

FUN granted us donation.

GP
GP
AM



Operational year: 18/19
Meeting #3

c. Educational supervisor

Representatives

Olof has checked the list of representatives and updated it. The representative meeting will be held on the 1st November.

Colm Nestor will continue to be representative for the position "anställningsnämnd/anställningar, rekryteringar" in spring.

Still vacant position "anställningsnämnd/docentur".

Olof will contact Fredrik Elinder to talk about the travel grant.

d. Communications officer

Georgia and Andrea met the contact from the Procurement office on 17th of October to get an update on the framework companies and discuss a collaboration for HURS. The representative from the Procurement office will have a place at the company exhibition and may hold a talk during the day.

The autumn **section meeting** will be summoned to the members (see section meeting below):

- i. **Preliminary agenda** will be sent no latest than **7/11**
- ii. Final list of **discussion points** will be sent no latest than **23/11**
- iii. Google form with **registration** to meeting and restaurant 1854 on the **14/11**

e. Secretary

Giulia is updating the new page under Consensus with latest events, the old web site and the Facebook page.

§7. Marketing and recruitment strategies

a. Newsletter

Georgia have sent the autumn newsletters to members. To date there were 20 members.

§8. Events

a. Autumn representatives meeting

Olof called the representatives and Consensus Head of Educational Affairs Thea Sandqvist for the autumn meeting with representatives, followed by a dinner, on 1st of November.

b. Faculty Club

Tuesday **6th of November**. Andrea and Georgia will introduce the topic: "What can be done to increase the appeal of a research career after PhD studies?". The Faculty Club can be a good opportunity for DOMFIL to meet other researchers at the Faculty of Medicine.

GP
GP
AM



Operational year: 18/19
Meeting #3

c. Dinner with the committee members for the scientific paper award HURS 2019

Tuesday 13th of November. See HURS section below.

d. Section meeting

Autumn: Wednesday 28th of November at 17:15. Andrea booked Almen. We will have dinner with members who participated, after the meeting. A Google form will be sent to members for **registration** to the meeting and dinner. The dinner will be held at 1854.

A written summons for the section meeting containing the **preliminary agenda** will be sent to the members at least three weeks prior to the meeting (latest 7th of November).

The preliminary and **final lists of discussion points** together with the proposed resolutions will be sent to the members at least five days prior to the meeting (latest 23rd of November).

Only members are allowed to vote at the section meeting. Decisions are made by simple majority. For the section to make a decision at least **10% of its members must be present**, further, the majority of the present members must be non-board members (at least **6 members** must be present other than the board members). The secretary will **count the present non-board members** at the beginning of the meeting.

At the section meeting:

- i. Address the **annual** and **audit report**. Annual revision shall be completed and submitted to the DOMFIL board no later than 10 days before the first section meeting.

Maike will get the **audit report** from Liam prior to the meeting no latest than **18/11**. The annual report has not been written last year. We will get a summary of the meetings of the previous board with Consensus.

- ii. Decide upon the **freedom of liability** the previous board: read the operational plan 17/18 and check the work was done in accordance to that document.
- iii. Appoint **auditor** (Elizabeth)
- iv. Elect **representatives** to the boards and committees where DOMFIL have representatives: Olof will elect officially the new representatives and show the current ones.
- v. Take responsibility for the **section's finances** prior to the section meeting.
- vi. Vote on any motions and bills
- vii. Address any other duly brought question.

The protocol of the section meeting will be adjusted by two persons.

e. HURS

GP
GP
AM



Operational year: 18/19
Meeting #3

Friday 29th of March 2019.

Donation requests were sent to FUN, IKE, IMH and Consensus. FUN already approved the request.

Georgia is sending the invitations to the speakers.

Andrea contacted the committee for the scientific paper award and will book a get-to-know dinner at restaurant Rico with the committee members on 13th November. Andrea and Giulia will participate to the dinner as board representatives and the committee members will be given suggestions on how to proceed later on with the evaluation of the papers.

The scientific paper award will be advertised later on in the three newsletters of the Faculty of Medicine and in the posters for HURS.

Advertising for HURS starts as early as possible.

Adverts are placed in:

1. Newsletters (MedFak, IKE, IMH)
2. Kalendarium (MedFak, IKE, IMH)
3. Both webpages
4. Facebook
5. Poster in both campus US and Valla
6. Consensus and LiU PhD facebook
7. When the speaker schedule is confirmed, advertise the schedule to Forum Scientium and IFM newsletters
8. Procurement office

Highlight that the event is free of charge and open for everyone. Include information on the opportunity for PhD students to present their research through a poster session (**poster prize?**) or a short talk.

f. Event with the previous board

Andrea have sent a Doodle to figure out the date.
Spa day activity at Mantorp or Vadstena.

g. "Kick in"

Andrea have sent a Doodle to figure out the date (18th November)
Escape room and dinner in Norrköping

GP
GP
AM



Operational year: 18/19
Meeting #3

h. Afterwork

1. Monday **29th of October**: Shuffleboard. 8 persons were present and the event was successful.
2. Thursday **15th of November**: Afterwork at Horse and Hound. Maïke will check if they accept the vouchers as payment. At the end of the event, the treasurer pays the "voucher"-bill.

i. Nobel prize dinner

Saturday **8th of December** together with LiU-PhD at Scandic hotel city.

§2. Next meeting

The next meeting is on Wednesday **28th of November**, kl. 17.00, at Almen (Section meeting).

§3. Closing of the meeting

Meeting was closed.

Andrea Molinas, Chairman

Giulia Pizzolato, Secretary

Georgia Papapavlou, Minute adjustor

