



Operational year: 18/19
Meeting #10

Protocol DOMFIL Board Meeting

When: 2018-12-29, 12.00-13.00

Where: Utsikten

Attendance: Maike, Giulia, Olof, Georgia

§1. Opening of the meeting

The meeting is opened by Maike Bensberg

§2. Electing a Secretary

Giulia Pizzolato was chosen as the Secretary.

§3. Electing a Minutes adjustor

Olof Rundquist 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

Andrea is still on parental leave.

b. Vice Chairman / Treasurer

Doktorandombud at LiU

Maike has been in several meetings with LUST-DK (including consensus, stuff, LinTek and LiU PhD) and only LiU PhD to work on a proposal to bring to the faculty at LiU.

Treasurer

Most bills for HURS have been paid. Some companies have paid for the company exhibition during HURS already. The deadline for the others is 9th May. A 10% late fee will be asked for from companies if payment is late.

c. Educational supervisor

GP
O.R
MB



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Olof will contact responsables in Valla campus about the Swedish course. A final reminder about the educational survey will also be sent out.

At the representative meeting the shortage of adjutant board members in the institution and faculty boards were brought up. In general these have never been filled but since they are only occasionally needed they require less commitment. They would be good to have to cover absences.

d. Communications officer

Generally positive feedback from the companies in HURS.

e. Secretary

§7. Marketing and recruitment strategies

To recruit new DOMFIL board members for the next fiscal year an information event with fika will be held to inform possible candidates about open positions and answer their questions. Candidates for board members have been contacted and invited to this event.

§8. Events

a. Linköping Höghöjdsbana

Costs: 375 kr per person for the mid height course.

Suggested date: 16th May, 17:30.

Olof will contact and book the event.

b. BBQ with LiUPhD

A BBQ in collaboration with LiU PhD will be held on 4th of June. DOMFIL will provide food and drinks for its members. Maïke is discussing details with Klervie (Chairman of LiU PhD)

c. Career coaching seminar in academia and industry

Giulia has made contact with Tina Persson. This event will not take place during this year, but will be given a suggestion to the next board.

d. Workshop in scientific writing and publishing

1-day workshop by Nature Masterclasses

Maïke has contacted them for a quote and more information.

For our current budget the event is too expensive: 1-day Nature Masterclass event £13,500.00+vat or 1-day Nature Research Academy £9,000.00+vat. Such an event should be booked at least 3 months in advance. A collaboration with the Junior faculty and Forum Scientium would be preferable for organizing this. The event will be suggested to the new board for autumn 2019.

GP
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e. Spring section Meeting

Date: 23rd May

Discussed later in more detail

f. Project X

Suggested date: 15th-16th June, Liseberg, Gothenburg

Main responsible Olof, Maike

Sign-up form to send out around middle of May, deadline: 1st June

§9. Official documents and Testaments

The following documents have to be written/ updated:

- HURS Testament: All, main responsibility Georgia (deadline: 1st June)
- General Testament: All, main responsible Giulia (deadline: 1st June)
- Treasurer Testament : Maike
- Education Testament: Olof (deadline: 1st June)
- Educational Report: Olof (Deadline 15th May)
- Operational Report 18/19: All, main responsible Georgia (deadline: 1st June)
- Operational Plan 19/20: All, main responsible Giulia (Deadline 15th May)
- Budget 2019/20: Maike (Deadline 15th May)
- Budget 2018/19: Maike (Deadline 1st June)

§10. Spring section Meeting

Date: 23rd May 2019

Almen has been booked for 17:15 - 19:00.

Dinner: 1854

Written summons to the section meeting has to be send no later than **1st May**. Summons should include: preliminary agenda and sign-up form.

The final points of discussion and appendix has to be send no later than **18th May**.

Appendix to be send for section meeting:

1. Budget 18/19
2. Educational Report 18/19
3. operational Plan 19/20

To do during the spring section meeting:

- a) Establish the section's budget and operational plan for the next fiscal year
- b) Elect members to the Consensus council next fiscal year
- c) Elect the section board
- d) Elect representatives to the boards and committees where DOMFIL have representatives.
- e) Address any motions and bills
- f) Address any other duly brought question.

§11. Next meeting

The next meeting is on 16th May.

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O, R
MB



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§12. Closing of the meeting

Meeting was closed by Maïke Bensberg.

M. Bensberg

Maïke Bensberg, Vice Chairman

Giulia Pizzolato

Giulia Pizzolato, Secretary

Olof Rundquist

Olof Rundquist, Minute adjustor