



Operational year: 19/20
Meeting #2

Protocol DOMFIL Board Meeting

When: 2019-08-13, 17.00-19.45

Where: Utsikten

Attendance: Maike, Sophia, Signe, Sandra, Kate, Damon

§1. Opening of the meeting

The meeting is opened by chairman Maike Bensberg.

§2. Electing a Secretary

Damon Frampton was chosen as the Secretary.

§3. Electing a Minutes adjustor

Kate Easingwood was chosen as 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

Maike has been working on writing a proposal for a doktorand ombud (PhD candidate representative/spokesperson) at LiU together with Klervie from LiUPhD. A LUST-DK meeting with Consensus, DOMFIL, Stuff, LinTek and LiUPhD will be held on the 16th September to discuss the topic. The proposal will be taken to the studentledningsrådet at the end of November.

- If anyone on the board is interested in these matters they are free to get engaged (contact Maike).

b. Vice Chairman

c. Educational supervisor

Regarding the Swedish course for PhD/PostDoc:

- Olof had not yet contacted the course organisers, Sandra has gotten in touch with them.
- Kate will contact Stephanie from Junior Faculty about getting them involved in the development of the Swedish course.
- Course needs to be properly evaluated and criticisms made clear so we know what exactly we wish to change/update.

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Operational year: 19/20
Meeting #2

Regarding DOMFIL's list of representatives:

- Sandra will contact Olof regarding an updated list of representatives.
- Representatives retain their positions until relieved at a section meeting.
- **Suggestion:** Have representatives sign a contract allowing us to store/display information about representatives on our GoogleDrive/website (measure to keep our practices GDPR-proof).

d. Treasurer

- Sophia has taken over the bank account.
- Last year's folder with documents have been handed over to the auditor.

e. HURS-manager

- Nothing to report at present.
- Take down any old HURS posters if you see them.
- Kate will compose a list of jobs for HURS 2020 and publish it to the Google Drive, so the entire board is aware of what is required.
- A jury for the Best Scientific Paper Awards must be appointed (send Kate suggestions).
 - Damon nominates: Antonios Pantazis (antonios.pantazis@liu.se)
 - Sophia nominates: Magnus Ziegler (magnus.ziegler@liu.se)

f. Communications Officer

- Damon will meet with Giulia and Georgia in September.
- We were contacted by Linköpings Studentsångare, we may want to hire/ask them to sing for the Nobel Dinner in December.

§7. Events

a. Board Kick-In

Date: Planned 24th August (Maïke on holiday then) New date?

What/Where: Eating ice cream in Söderköping. Do we want to do something more? Would be okay with the budget.

Responsible: Kate and Maïke

- New date suggested: **12th - 13th of October** (Saturday - Sunday)
 - Date approved by board members
- Sandra suggested a trip to High Chaparral
 - Closed at intended date, but a potential destination for Project X or a Send-Off
- Decided upon an Escape Room in Norrköping, maybe dinner later.

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Operational year: 19/20
Meeting #2

b. Open recruitment event

This event will be open to everyone and not just DOMFIL members.

Date: Planned Thursday 5th September (Kate cannot attend)

- Date moved to Wednesday 11th September

Where: Trädgårdsföreningen or somewhere in the university? Book room in that case. Rooms can be booked on TimeEdit or by contacting "lokalbokning" at studentforeningsbokning@uf.liu.se or 1330@liu.se.

- "Almen" will be booked for the evening.

Which games do we want to have?

- We have the budget to order some games off Amazon or a similar website.

What food?

- Pizza will be served
 - Check OnlinePizza, find a pizzeria nearby. Contact in advance if possible, so they are prepared for the bulk order.
 - Have a Google Form or something similar posted in the Facebook event so we can take allergies and preferences into account.

Responsible: Kate

Advertisement for the event will be done on facebook, both DOMFIL websites and via posters around Campus US.

c. Send-Off with the old board

The old board will be contacted to figure out a date for the Send-Off and if they like our idea for the send-off.

- Damon will email the old board members with a Doodle, suggesting dates.

Suggestion: Having a tea/coffee and truffles tasting in Norrköping. Do we also want to have dinner afterwards?

- Jolla in Norrköping as a morning/early afternoon event.
- Maybe dinner, if budget allows it.

The café should be contacted for a quote.

- Damon will email them as soon as a date has been found (maybe before).
- Budget for Send-Off is approx. 10,000 SEK.

Responsible: Damon

d. Monthly PhD breakfast

When: First weekday of every month. Time? 7:30/8:00-9:00?

- Time decided: 08:00 - 09:00
 - First breakfast: Monday 2nd September
- Suggestion: Create a poster with dates and times to advertise the breakfasts.
- Maïke will look into booking a single room for the rest of the year.

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Operational year: 19/20

Meeting #2

- Maike will enquire if Örat may be available for these breakfasts (contact Consensus)
- **Suggested breakfast items:** freshly baked bread (Kate knows a bakery), knäckebröd, butter/margarine, jam/marmalade, cucumber, tomatoes, bell peppers, yoghurt, seasonal fruits (clementines, watermelon), coffee/tea, sugar, milk/oat milk.
- Also required: Knives, plates, bowls, spoons, thermos, mugs

Responsible: Sandra

e. Seminar with Tina Persson

When: 22nd October 14:00

Suggested title: *Tips & Tricks for understanding what a PhD can bring to your future career - Career perspectives beyond academia*

- There will be a talk followed by a question session.

Where: Maike will try to book Belladonna for 14:00 – 16:00

Responsible: Maike

- Tina requires a fee, which will be discussed with Tina and Sophia.
- Posters need to be arranged (make a template for future seminars, too).
 - Maike will ask for feedback.
 - Seminars are open, advertising should reflect this.
- If a quote/descriptive paragraph about the talk can be provided by Tina, Damon can ensure it is put in the Facebook group.
- AfterWork after the session is over.

f. Kick-In/Teambuilding event for the members

When: 28th September suggested

- Date agreed upon.

What do we want to do?

- We expect about 10 participants.
- Maike and Sophia will look into activities.
 - See if there's anything alcohol-free.

Responsible: Maike and Sophia

§8. Recruitment and Marketing

a. First newsletter of the year

How often do we want to send a newsletter?

- Every 2nd month, more often if necessary (HURS).
- Newsletter will be sent out to all PhD students (email address list should be in the testaments, Damon will be responsible for emailing newsletters out).
 - Check what Georgia did, see if we want to do something similar (Signe can help out).

A newsletter should be sent out with upcoming events, a reminder to join DOMFIL and where to do so.

A call for representatives could also be added.

b. Painting the DOMFIL logo

- Signe will check the date for painting with Consensus.
- Paint is already available in the storage room.
- Bring clothes for the painting.

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Operational year: 19/20
Meeting #2

c. DOMFIL representation during the welcome seminar for new PhD students

DOMFIL should have a representative there and introduce DOMFIL and give out goodie bags.

Who wants to do this?

- We decline the offer, will provide reading materials instead.

Annelie Lindström can be contacted to know dates for welcome seminars.

d. Goodie-bags for new PhD students

Do we want to give the goodie bag after admissions seminars or during the welcome to new PhD students?

- Decided to hand them out after admission seminars.

First admissions seminar for IKE is 4th September, IMH ???

- IKE have an admission seminar 4th of September
- IMH have recurring admission seminars

What exactly do we want to put in them?

- Olof/Maite will hand out goodie bags.
- Maïke and Sandra volunteer to pack goodie bags.
- Welcome letter needs to be written for the goodie bags
 - Maïke will write what DOMFIL is/does, how to become a member, why you want to be a member.
 - Damon will provide links for DOMFIL's websites and social media
 - Calendar/upcoming events
 - Call for representatives (GET INVOLVED)
 - Kate will write about HURS

e. Ordering Hoodies for the DOMFIL board

- Hoodies will be ordered from ProfilPartnerAB.
 - T-shirts will also be ordered for warmer days/months.
- Should be ordered soon, to ensure that they arrive before the recruitment event.
 - Will take 2-3 weeks to receive.
- Every board member shall email their sizes to Maïke so she can order.

f. DOMFIL Google Calendar/Instagram

Damon will make a Google Calendar that all board members can access via their DOMFIL email addresses.

An instagram account will also be made, login details will be published on the board's Google Drive.

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Operational year: 19/20
Meeting #2

g. Profile pictures for board members

- **Date suggested:** Thursday 15th of August
- **Time:** 13:00
- **Location/Setting:** Depending on weather, either outdoors (Trädgårdsföreningen/the park) or indoors (white background/green screen?)
- **Pictures to take**
 - Individual portraits for each member
 - Fun group picture for social media
 - Serious group picture
- **Photographer:** Whoever Kate finds in the lab.

§9. Next Meeting

The next board meeting will be held on the 25th of September.

§10. Closing of the meeting

Meeting was closed by Maike Bensberg at 19:45.

A handwritten signature in blue ink, appearing to read "M. Bensberg", written over a horizontal line.

Maike Bensberg, Chairman

A handwritten signature in blue ink, appearing to read "Damon Frampton", written over a horizontal line.

Damon Frampton, Secretary

A handwritten signature in blue ink, appearing to read "KE", written over a horizontal line.

Kate Easingwood, Minute adjustor

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