



Operational year: 19/20
Meeting #4

Protocol DOMFIL Board Meeting

When: 2019-10-31 17.00-19.44

Where: Utsikten

Attendance: Maike, Kate, Damon, Sandra, Signe

§1. Opening of the meeting

The meeting was opened by chairman Maike Bensberg.

§2. Electing a Secretary

Damon Frampton was chosen as the Secretary.

§3. Electing a Minutes adjustor

Signe Skog was chosen as a Minutes adjustor.

§4. Previous protocol

The previous protocol was discussed and put to file.

§5. Registration of new questions

- Stéphanie's survey for PhD students (discussed during §6.c)

§6. Reports from Board members

a. Chairman

Meeting about "Doktorandombud" (DO)

The final version of an official suggestion for a DO is almost done. It only needs to be finalised. The petition will be taken to the studentledningsråd on the 6th of December by the student unions

- Neither Maike nor Klervie of LiUPhD can attend.
- Damon can attend the meeting on the 6th of December in Maike's place.

Section contract

Maike and Sandra signed the section contract with Consensus.

SULF

SULF, the union for university employees, have contacted us and asked us to present DOMFIL's organisation at a union meeting on the 19th of November, at which they will be presenting an update to national regulations regarding PhD employment.

- Maike will attend, can introduce DOMFIL together with Klervie and LiUPhD.



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Vice Chancellor appointment

Consensus have asked for a DOMFIL representative from the board who can join an advisory committee tasked with aiding in the recruitment process for the next Vice Chancellor of LiU once Helen Dannetun steps down.

- Maike can be DOMFIL's representative, if no one else (Swedish speaking) wants to go (meetings are to be held on the 17th December and 25-27th February).
- Sandra can attend if Maike cannot.

b. Vice Chairman

Nobel Dinner

- Discussed in depth during §7.e

c. Educational supervisor

Meeting with representatives

We will not be able to arrange a meeting prior to the section meeting, unfortunately. Johanna Radegård from Consensus has been invited. No date set just yet, a Doodle has been created to help plan the best suitable date.

Representatives (update)

Samuel Schäfer will relieve Colm Nestor in 2020 (IKE recruitment committee).

Hanna Lindholm will not continue, as she will defend her thesis soon (IMH admissions committee).

Position in docent promotion committee has been vacant for 3 years, IKE would appreciate if we could appoint a representative. We shall try to prioritise filling the paid positions, these are often the most important ones.

Travel grant

Sandra has discussed arranging travel grants for DOMFIL board members (as compensation for hours spent working) with Johanna at Consensus, who suggested bringing it up at LUST-DK. This may not be practical for us, as LUST-DK move at a slow pace and it will likely take too long to arrange. Sandra will contact Fredrik Elinder at some point in the future. We can discuss it at the coming section meeting, as we need to clarify our position before considering contacting Fredrik.

Stéphanie Heil's survey

Sandra was approached by Stéphanie Heil via email, and asked to distribute a survey for PhD students for evaluating satisfaction with supervision, how prepared they feel for future work, etc. This is a project for Stéphanie's course in Research Supervision. We will ask if sharing via Facebook is sufficient, Sandra will ask Stéphanie to contact Damon.

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d. Treasurer

Points sent in by Sophia (not present at meeting)

- We will receive 25,000 SEK from FUN, as funding for HURS
- The seminar with Tina cost us 14,073 kr. The total budget for the seminars was set to 20,000 SEK. We need to decide if we still want to have 4 of these seminars as originally planned. If they all cost this much, we will end up at about 60,000 SEK, which is in the order of the Project X. I guess we can do the 4 seminars and then make a cheaper project X if we don't have that much money left. But I think we should try to find good and relevant speakers so that the seminars are worth the price and/or find cheaper speakers for the other talks.

Board response: Project X isn't currently planned, nor is there a clear outline for the event should it be planned. This is owing to it being funded by excess funds from HURS, if any are left. We'd rather fund these seminars than fund Project X, so we will prioritise them for now.

Floorball

Previously, very few members of the floorball players have signed up as a DOMFIL members, and as such the majority of the team have been playing and renting a hall at DOMFIL's expense. DOMFIL's money isn't supposed to be spent on booking a gym hall for non-members, the member's money should be spent on members or those who are supporting members/have an activity pass. Whether or not we fund the floorball team is perhaps something we should ask our members during the section meeting.

e. HURS-manager

To-do list for HURS + timeline of what needs to be done when and by whom

- Discussed in depth during §10 of the agenda.

f. Communications Officer

Website

As Giulia is preoccupied, and Damon is useless at websites, the responsibility has been delegated to Signe. Damon will contact Giulia and ask for any login details/passwords necessary.

§7. Events

a. Board Kick-In

Date: Undecided

What/Where: Escape room and dinner in Norrköping

Responsible: Kate and Maïke

Kate will send out a Doodle at some point to plan for a new date.

b. Send-Off with the old board

The send-off will be postponed until we know more about how many of the old board members can attend.

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c. Monthly PhD breakfast

Next breakfast: 1st November

Not that many people present during the last 3 breakfasts. Is there anything we can make better?

- Suggestion to change it to morning/daytime fika, rather than breakfast. It's possible people are less enthusiastic about the early time for the breakfast event and decide not to come.
- Damon will purchase the bread, but cannot stay due to a morning lab meeting.
- Kate is responsible for fika on her floor, she will be absent for a short period to set this up.
- Signe cannot attend.

d. Seminars

Previous seminar

Tina Persson, 22nd October

- 20-30 people present?
- Largely good feedback from people attending
- Board's Feedback
 - Expensive
 - Better suited for seminar/workshop setting.
 - Be very precise with what you are expecting from her, we suggest a 45 minute talk followed by a workshop.
 - Should not repeat this for at least 2-3 years.

Next seminar

Åsa Jufvass from AstraZeneca. Åsa has prior experience with the union Naturvetarna, and has an idea of how to structure her seminar/workshop. Åsa will focus on advising on the necessary mindset for transitioning from academia to industry, how to adjust and perfect your CV, etc.

- We shall create a document for the drive with a ledger, registering speakers that have been invited, the date they spoke, the content of their talk, any comments or evaluations as well as their speaker's fee and additional fees.
- A photo album with images taken from seminars will be made and published on Facebook.

e. Nobel Dinner

- It's been a challenge maintaining contact with LiUPhD, but planning is moving ahead.
- Dates have been discussed, Signe has started contacting restaurants to look for something less pricey. LiUPhD would prefer a price around or under 500kr/person. Many restaurants are already booked for the planned dates, unfortunately. Those restaurants with vacancies are slightly more expensive.
- Östgöta Kök seem promising, 500kr/person for food but an additional fee for drinks (apéritif and 2 glasses of wine with dinner). Signe is waiting for a response from Klervie.
 - Potential solution: We go with the food price, but provide our members with vouchers for the alcohol.

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f. Afterworks

After-Seminar

Next afterwork event will be held after the seminar, 26th of November. We'll have a simple afterwork, so Åsa can join us. Suggested venues:

- Horse & Hound
- De Klomp

December Afterwork

- Suggested date: 4th of December (Wednesday)
- Board members are encouraged to wear ugly Christmas jumpers

§8. Recruitment and Marketing

- a. Flyers during welcome seminars for new PhD students
- b. Goodie-bags for new PhD students

These are not a major priority at the moment. We can arrange goodie bags for the Nobel Dinner, section meetings, etc.

§9. Section Meeting

When: 14th November 17:00-19:00

Where: *Almen*

- Fika will be offered during the meeting (ordered from Deli Marche). We can make sure there's vegan fika so Sandra doesn't feel excluded.
- Table at Cioccolata is booked, approx 15 people
- Sign-up for the meeting and choice of food has been sent out.
- Send a reminder to sign up and send us motions a few days before the 4th of November. Reminder can be sent out this weekend. Make sure everyone who wants to attend fills in the Google Form.

A final agenda including all documents (annual report, audit report, final budget for 2018/19 and planned budget for 2019/20) have to be sent no later than 5 days before the meeting (8th November).

- Final operational report, final budget 18/19 and planned budget 19/20 have been uploaded (attachment 1 and 3) to our Drive
- Sophia will upload audit report (attachment 2)
- A final agenda will be made after the deadline to send in motions has passed (4th November)

The following points have to be discussed and handled during the meeting (according to our by-laws):

- Address the annual report and audit report.
- Decide upon the freedom of liability for the previous board.
- Appoint a new auditor
 - Elisabeth Paul has agreed to be auditor next year.
- Elect representatives to the boards and committees where DOMFIL have representatives.
- Vote on any motions and bills.
- Address any other duly brought questions.

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At least 10% of section members must be present, with more than half of those in attendance being regular members (i.e, not serving on the DOMFIL board) for the section to be able to make decisions.

§10. HURS 2020

Main responsible: Kate

Date: 6th March

Donations

Requests for donations have been sent to FUN (25 000 SEK), IKE (15 000 SEK), IMH (15 000 SEK) and Consensus (5 000 SEK).

- The request to FUN has been approved for the full amount
- IKE will decide in the beginning of November and will let us know shortly after
- Consensus will decide in December.

To-do list/timeline

- Digitalis, Papaver, Salix, Valeriana and the area in between these rooms have been preliminarily booked for the 5th of March from 17:00 and for the whole day on the 6th of March
- Suggestion to see if we can book the North Entrance like the WCMM did, much nicer venue than Building 511

Best Poster Award

- Committee and Popular vote, monetary prize
 - Committee awarded: 1500kr, popular vote: 1500kr
- Guidelines
 - Sophia is tasked with looking into this
- Jury
 - 2 confirmed jurors, need at least 3 more.
 - Dinner in February, judging on the day of HURS, and free HURS Dinner
 - Suggestions for remainder of jury: Ana Maria Carrasco Del Amor, Love Tætting, Argel Estrada Mondragon
- Registration for poster by Google Form.

Best scientific paper award

- 1st to 3rd prize, monetary prize.
 - 1st: 7000 SEK, 2nd: 5000 SEK and 3rd: 3000 SEK
- Suggestions for members of the jury:
 - Antonios Pantazis (Senior lecturer, IKE)
 - Björn Wallner (Professor, IFM)
 - Björn Ingelsson (Research fellow, IKE)
 - Amaya Jauregi Miguel (PhD candidate, IKE)
 - Magnus Ziegler (Postdoc, IMH)
 - Suggested members have 1 week to respond with yes or no.
- Guidelines
 - Damon will check the Drive, ask Giulia if nothing can be found
- Email for everything concerning the best scientific paper award:
scientificpaper@domfil.consensus.liu.se.

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Speakers

- Confirmed speakers
 - Rosie Graham - PhD Student at University of Portsmouth
 - Vamsi Krishna Moparthi - LiU
- We need 2 more speakers. Suggestions:
 - Thomas Jepps (University of Copenhagen)
 - Christian Broberger (Karolinska Institutet)
 - Åsa Mackenzie (Uppsala University)
 - Anna Falk (Karolinska Institutet)
 - Fang Fang (Karolinska Institutet)
 - Andrea Carmine Belin (Karolinska Institutet)
 - Jonas Frisé (Karolinska Institutet) (*Possible Keynote Speaker, very appreciated lecturer*)
 - Birgitte Rahbek Kornum (University of Copenhagen)

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- Best scientific paper award
 - Kate will be responsible
- Save the date poster
 - Damon will be responsible
- Update website
 - Signe will be responsible
- Workers for the event
 - Contact MSc and BSc students to see who is interested in working with us
 - Maike will ask if we can mention HURS to the undergrad students during their Life Science Meeting

§11. Next meeting

The next board meeting will be held on Thursday, the 28th of November.

§12. Closing of the meeting

Meeting was closed by Maike Bensberg at 19:44.

Maike Bensberg, Chairman

Damon Frampton, Secretary

Signe Skog, Minute adjustor

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