



Operational year: 20/21
Meeting #1

Protocol DOMFIL Board Meeting

When: 2020-08-03, 17.15 – 19:30

Where: Online via Zoom

Attendance: Lovisa Karlsson, Jesper Karlsson, Jan Neelissen, Veronica Lizano-Fallas

§1. Opening of the meeting

Lovisa opened the meeting 17.11.

§2. Electing a Secretary

Lovisa is elected as the secretary.

§3. Electing a Minutes adjustor

Jesper Karlsson is elected as the minutes adjustor.

§4. Appointment of board positions

Lovisa Karlsson was chosen as Chairman during the section meeting on 14th May.

Veronica Lizano-Fallas was chosen as Treasurer during the section meeting on 14th May.

Jesper Karlsson was chosen as Educational Supervisor during the section meeting on 14th May.

Positions to be filled during this meeting: HURS-manager, social activities.

Jan Neelissen was elected as the HURS-manager.

Annabel was elected as responsible for social activities.

§5. Planning of the coming year

A rough plan including events planned for the coming year and suggested dates was discussed and set up. For each event a person was appointed to be mainly responsible for organizing this event.

Events planned are:

- Kick-In/Teambuilding for the board: 30th August
- Kick-in the academic year/recruitment event: 16th September
- Send-off old board: One weekend in October. Will be planned later.
- Meeting with the representatives: 21st of October
- Autumn Section Meeting: 11th November
- Nobel Dinner: 5th December (Depending on corona situation this might be cancelled)
- HURS: Xth March or April (Depending on corona situation)
- Spring Section Meeting: 19th May
- Social activity with following afterworks: 1 per month or every second month
- Seminars: 2 per semester
- Monthly breakfasts: 1st weekday of every month
- Painting domfil-logo: September



Operational year: 20/21
Meeting #1

Protocol DOMFIL Board Meeting

When: 2020-08-03, 17.15 – 19:30

Where: Online via Zoom

Attendance: Lovisa Karlsson, Jesper Karlsson, Jan Neelissen, Veronica Lizano-Fallas

§1. Opening of the meeting

Lovisa opened the meeting 17.11.

§2. Electing a Secretary

Lovisa is elected as the secretary.

§3. Electing a Minutes adjustor

Jesper Karlsson is elected as the minutes adjustor.

§4. Appointment of board positions

Lovisa Karlsson was chosen as Chairman during the section meeting on 14th May.

Veronica Lizano-Fallas was chosen as Treasurer during the section meeting on 14th May.

Jesper Karlsson was chosen as Educational Supervisor during the section meeting on 14th May.

Positions to be filled during this meeting: HURS-manager, social activities.

Jan Neelissen was elected as the HURS-manager.

Annabel was elected as responsible for social activities.

§5. Planning of the coming year

A rough plan including events planned for the coming year and suggested dates was discussed and set up. For each event a person was appointed to be mainly responsible for organizing this event.

Events planned are:

- Kick-In/Teambuilding for the board: 30th August
- Kick-in the academic year/recruitment event: 16th September
- Send-off old board: One weekend in October. Will be planned later.
- Meeting with the representatives: 21st of October
- Autumn Section Meeting: 11th November
- Nobel Dinner: 5th December (Depending on corona situation this might be cancelled)
- HURS: Xth March or April (Depending on corona situation)
- Spring Section Meeting: 19th May
- Social activity with following afterworks: 1 per month or every second month
- Seminars: 2 per semester
- Monthly breakfasts: 1st weekday of every month
- Painting domfil-logo: September



Operational year: 20/21
Meeting #1

§6. Team building for the board

The board will go to Boda-borg on the 30th of august. Have taco buffe and dinner in the evening. The budget for this kick-in of the new board is 5000 kr. The cost for boda-borg and taco buffe is 1750 kr. Cost for gas and dinner will add to this.

§7. Ordering hoodies and T-shirts

Budget: 5000 kr

EgetTryck.se has hoodies with logo and name. 1795:- for 5 college shirts with logo and name. We will also order T-shirts to wear on warmer days.

§8. Kick-in the academic year, recruitment event

Budget: Kick-in 10000 kr

Advertisement: Make poster. Advertise on facebook, set up posters in offices. Invite non-members and members. Advertisement should be up approximately 1 month in advance.

Time: 16th september. 18.00-21.00.

Location: Book Trädgårdsföreningen. 1000 kr. 200 kr/h for access to stage and electricity. Book electricity from 17-21.

Contact police to get permit for setting up the party tent in trädgårdsföreningen.

Food: Pizza from bestia. Slice pizza at restaurant. Have paper plates and forks, take pizza-slice with individual fork. Ask Bestia for delivery.

Beverage: alcohol-free beer and cider from Systembolaget. Can return unopened bottles.

Water as well.

Activity: kubb. Buy a kubb for DOMFIL. Lovisa will bring a second kubb.

Encourage people to become a member. Offer merchandise we have in storage.

Lovisa will book trädgårdsföreningen, contact bestia and get permit from the police.

Veronica will look into making a poster.

§9. Send-off old board

Event will be in October, a doodle to find the best date will be created by Annabel.

Budget: 10000 kr

Paintball: 300/person for 2 h (15 people total)

Dinner afterwards

Gift for the previous board members

§10. Responsible for web-page

Jan and Annabel will be responsible for the webpage.

§11. HURS

HURS will be held in March or April. We will have HURS online or live depending on the corona situation. In September we will contact the companies and present these two options, the fee will possibly be reduced.

1. HURS will be held at campus but have a limited number of attendees. Companies will be advised to send only one or two employees to promote the company. Reduced fee due to limited number of attendees at the exhibition.
2. HURS will be held online. Companies will be able to have advertisements in the online program and on advertisement for the



Operational year: 20/21
Meeting #1

form of merchandise.

§12. Photography of the board members

We will arrange a photo-session after we receive our college shirts. Jesper has a camera and tripod.

§13. Closing of the meeting

Lovisa is closing the meeting at 18.21

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

Lovisa Karlsson, Chairman

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

Lovisa Karlsson, Secretary

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

Jesper Karlsson, Minute adjustor



Operational year: 20/21
Meeting #2

Protocol DOMFIL Board Meeting

When: 2020-08-25, 18.30 – 19:30

Where: Trädgångsförening

Attendance: Lovisa Karlsson, Jesper Karlsson, Jan Neelissen, Veronica Lizano-Fallas, Annabel Burkard

§1. Opening of the meeting

Lovisa Karlsson opens the meeting at 18.30

§2. Electing a Secretary

Lovisa Karlsson is elected as secretary

§3. Electing a Minutes adjustor

Veronica Lizzano-Fallas is elected as minutes adjustor

§4. Reports from board members

- **Chairman:** Consensus is arranging AMO-veckan and wonder if we want to be a part of this. Since the work environment of our member differ a lot from the rest of consensus members this is not as applicable to us. No member of the board is interested in participating in arranging AMO-veckan.

§5. Update: Team building for the board

The board is going to Boda-borg for team building. Travel arrangements: We drive in Jan's car and he will be reimbursed for the gas by DOMFIL. Boda borg can send us an invoice for the payment. We eat dinner together at Mocca deli. 17.30-18.30

§6. Update: Kick-in the academic year, recruitment event

We only book the green lawn. We post the advertisement on DOMFIL's facebook. We make a google docs for registration and we add a link in the description. Annabel will send and advertisement to be posted in the BKV newsletter. Veronica will send it to Forum Scientium. On the 21st, Jan, Lovisa and Jesper go by car to buy alcohol-free beer, soda, hand sanitizer, kubb. Lovisa will call Bestia to ask about pizza.

§7. Send-off old board, paintball

Annabel will send a reminder for registration due to low registration, and then we decide on a date.

Still to do:

Book the paintball

Decide on restaurant and book

Decide on gift-basket

§8. Web-page progress

Annabel and Jan will meet during the week and update the webpage.



Operational year: 20/21
Meeting #2

§9. Closing of the meeting

Lovisa closed the meeting at 19.40

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

Lovisa Karlsson, Chairman

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

Lovisa Karlsson, Secretary

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

Veronica Lizano-Fallas, Minute adjustor