



Operational year: 22/23
Meeting #3

Protocol DOMFIL Board Meeting

When: October 8th

Where: Espresso House Trädgårdstorget

Attendance: Magdalena, Maïke, Jonas, Veronica

§1. Opening of the meeting

The meeting was opened 15:46

§2. Election of a meeting secretary

Jonas was elected as meeting secretary

§3. Election of one protocol adjustor

Veronica was elected as protocol adjustor

§4. Report from board members

Chair (Magdalena Neijð):

- Shadow a Phd:
 - Unexpectedly, 6 have signed up
 - All the responses are in the drive, individual PDFs, the ones covered will be marked.
 - 2 (CMIV), 3 (Irene will ask Sara about having a student), 4 (Magdalena), 5 (LiU PhD), 6 (Maïke)
 - #1 has no interest
- Nobel dinner 10th of December: google form for interest
 - We need to send it out to the PhD students to investigate the interest. We also ask if they want a dance ball or just a Dinner party.
 - Perhaps Ball is too ambitious, but the form has already been sent out
 - Important to not have a strict dress code, Magda will fight for it.
 - Magda will be helping out with checking venues
 - Escalating dinner, move it more into more of a party-dinner
 - +1s do not have to be PhD students
- Barbeque with LiU PhD - one DOMFIL member showed up
 - Johan Sköld showed up, he is within neuro, and is interested in engaging more in Domfil.
- Section course from Consensus 13/9 - documents from the course have been sent out
- The new DO - focus on connecting with PhD students



Operational year: 22/23
Meeting #3

- She is very ambitious
- Had a meeting regarding the flyers, and needs some help connecting with all the PhD students.
- LiU is broadcasting that we have a DO
 - Important to let PhD students to talk to DO or us in Domfil
- Discuss with Consensus so that LIU is not taking all the credit for the DO, not LIU employed, employed for the students by Consensus, Lintek and Stuff
- FeelGood is not great, as LIU and your supervisor has all the information regarding what you discuss with FeelGood. However DO does not have this kind of reporting to the university -> highlight this distinction for students which might have complaints that they do not want their name attached to
- SFS-DK - on first meeting we discussed SFS-DKs operational plan for the year
 - They take decisions on a higher level.
 - If we find something that we think that all PhD students in Sweden could benefit from, for example standardizing DO between universities.
- LUST-U - first meeting 4th of October
 - No longer a thing, DO has taken over their duties.
- Photos of board members - Post on social media/webpage?
 - Posting on Insta, a short profile, description of position etc. We all need to decide on which photo to pick. Pick 1 singular photo.
 - We can pick the group photos
 - Webpage updated with correct names and picture, Jan will be contacted to fix this
 - LinkedIn? Domfil has one, perhaps Jesper has the domfil login, would be amazing to connect to people.
 - We have to work on it
 - Update banner and group photo etc.
- Certificate for board members or helpers from DOMFIL or Consensus - Consensus only gives to the board chairman and the section chairman writes to the other board members
- Consensus contract - Consensus chairman thinks it should be revised until next semester
 - The contract is supposed to be different from others, Lydia will revise it. **We should come up with ideas until spring.**
 - Magda will share it with us.
 - Check the LiU PhD contract for examples.
 - Ask about storage, we pretty much only need 2 lockers. Veronica will be fighting for a storage.
- Representatives in FUM - not necessary but could be beneficial
 - We can't even vote



Operational year: 22/23
Meeting #3

Treasurer (Maike Schneider):

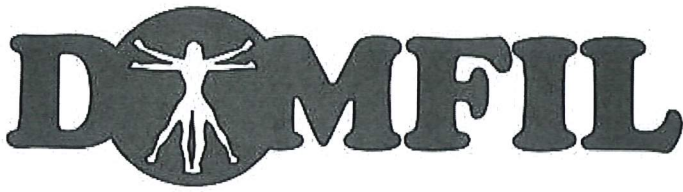
- Treasurer course 14/9
 - Not great
 - Clara looked into why we do not get money based on number of students. We have to fill the position but we don't get money for it. **We will ask them to revise contract to give us this money**
 - **Merch if we had more money, courses, marketing. Cover travel expenses to conference.**
 - We would have to fill the marketing role, which we already do.
- Deklaration (Magda will bring papers to the meeting)
 - Postponed until next meeting

Educational affairs (Magdalena Neijd/Leon Höglund):

- Sanne had a handover to Magdalena
 - Testament was rewritten and highlighted, very informative
 - Board reps will be invited to dinner with Magdalena/educational affairs officer, middle/end of november
 - Should be planned asap
 - All PhD students work in English, why are there courses in Swedish? **The bioinformatics course is mandatory and has one occasion which is in Swedish.**

Social affairs (Jonas Burman):

- Team building 8th of October
 - Happening right now
- Kick-in 8th of November
 - We have to make some decision
 - Bring your own games
 - Burrito game???
 - 1 mingle game in the beginning of the evening
 - Bring things to become members, sign up for HURS, join the board
 - Focus is on people having fun
 - Music quiz, movie/series quiz? Jesper can maybe do it since he loves music, Veronica will ask Linda about some type of quiz
 - Food: Pizza, pick a place, embed menu, make it a bit luxurious.
 - **Free for everyone, but members get some merch.**
 - Make people sign up during the evening to get merch
 - BYOD, check if alcohol is even fine to bring.
 - Jonas will sign the contract
 - Sign up form, **Jonas** will make, other help out with flyers.
 - Suggestion box and a poster with all events we have planned, no need for exact dates



Operational year: 22/23
Meeting #3

Vice chair (Veronika Linhart):

- has a document about finding housing when moving to Sweden from abroad → will share it with Jan for the website and we can post it online
- Organisation Flowchart about LiU → separate Posts about each. Link with information on how LiU organization works, with consensus and section etc.
- PhD handbook with essential information for PhD handbook. We can link to the one from SFS.
 - Discuss with LiU PhD. **Magdalena and Veronica**
- Tea and Talk plan
 - Planning to make flyers and a gameplan for the event during the coming 2 weeks.
 - Ask for some input of what people want the event to be
 - Having the contact information for the DO in our locale, to make it easier for people to reach out, since they might not know if it is important enough to bring up officially. Since we are peers it is easier to discuss with us
 - **Date: middle of november**, no need to fill out a form. Advertise it at the kick-in.
 - Vote on how to give information regarding how to handle conflict in lab/with supervisor
 - One box to have more like a seminar
 - One to suggest if we want to have routine, make a graph with who to contact in case of x

HURS planning group:

- Send e-mails to people to ask for additional help (Maike)
- Collaboration with BioMed (Magda)
 - **Tuesday 18/10 over lunch**
 - What are the expectations, what about CARMA, how do we handle economics?
 - We have to postpone the members' meeting to vote through this potential change.
- Contact Forum Scientium to put HURS into newspaper to search for help (Irene)
 - Irene has not done this, Veronica will bring it up at the next Forum Scientium meeting in 2 weeks.
- List about the help/jobs we would need to fill (Jan)
 - A form to help out in any way was sent out, and we figure out how to assign tasks to people
 - Continue the recruiting during the kick-off
- Form about interest in participation (Veronika)
 - No longer relevant as it was merged with the previous point.



Operational year: 22/23
Meeting #3

§5. Brainstorming of activities for the year

- Breakfast is a bit too tricky
 - Time is hard to manage, interest is quite low so we will skip it
- Afterworks are larger focus
- Tea and talk every other month with liu phd, every other month alone
- Implement an anonymous "suggestion box" if it is about problem with a course, supervisor etc.

-> things from the protocol

§6. Future meeting(s)

First section meeting - New date has to be decided, preferable after kick-in event

- send out the invitation 3 weeks prior to meeting
- send out documents 1 week prior to meeting
- Auditor for next year needs to be voted in

§7. Other items

- **Communication with PhD students**
 - Ask varsha to make a post on social media for each
 - Reach out using e-mails, make it easy to find information and do not spam
 - LinkedIn or Website
 - We reach medical PhD students already, at least at BKV and HNV, but we can't reach medical doctors located in other regions.
 - Reach out to postdocs more, make them not feel excluded from PhD activities.
 - Make it clear on flyers, emails etc.
 - We pay for members, but postdocs have to pay for their own stuff, but they can join our activities at least.
 - If we end up getting too many people (unlikely), we will make special events for only PhD students etc.
 - Suggestion for them to be able to join afterworks, tea and talk
- DO QR code we can make people sign up for what type of information they want to take part in.
- Logo idea brainstorming. Have a contest and say that there are limited colors.
 - Magdalena will check rules on what we are allowed to change
 - Contact the graphical design section and the different student unions, Logistics section recently changed their logo through a competition
 - Consensus have to send out the information
 - We might have to get it through at a members meeting. It will not change until next year.
 - Name will be harder to change



Operational year: 22/23
Meeting #3

- Ask people to make a simpler, roundish logo and we will write domfil. Make it clear that it is for PhD students. Ask for more of an idea/sketch.
- All students from LiU are welcome to participate.
- gogift.io so the winner can choose
- Suggestion to have the members meeting in the end of November

§8. Closing of the meeting


Meeting was closed at 18:15



Magdalena Neijd, Chairman



Jonas Burman, Secretary



Veronika Linhart, Protocol adjustor