

Uppsala 27th of April 2016

Protocol: Board meeting. Uppsala Association of International Affairs in Uppsala the 27th of April 2016

1. Opening of meeting

Opening of the meeting at. 17.13

Present: Åström, Englund Davidsson, Brors, Persson, Gzrechnik Mörk, Ingemarsson, Aldin, Marköö, Kaden, Gladh

Absent: Hermnäs, Pålsson, Sundström, Runold

Firmatecknare: Linnéa Åström, president; Vendela Runold, vice president; Linnea Englund Davidsson, treasurer.

2. Election of secretary (1) and adjustors (2)

The board elects Brors as secretary and Gladh and Gzrechnik Mörk as adjustors at 17.14.

3. Approval of the summons

The board approves the summons at 17.14.

4. Approval of the agenda and registration of other points

The board approves the agenda at 17.15.

Registration of other points: Åström, Englund Davidsson, Persson, Gzrechnik Mörk, Ingemarsson

5. Previous record

The previous record is gone because of Brors' hard drive crash.

6. Co-option of Rebecca Heine from Career day

The board decides to co-opt Rebecca Heine at 17.16.

7. Reports from board members

President and vice president: Åström and Runold have been preparing the annual meeting. Åström reminds us to register study circles at Folkuniversitetet.

Treasurer: Englund Davidsson has been going through accounting stuff.

Member Secretary: Brors has been doing some damage control because of her hard drive crash. Apart from the enveloping procedure, just ordinary work.

Communications: Aldin and Pålsson have worked on the program sheet and the regular PR work is on schedule.

Program Secretary: Gzrechnik Mörk and Marköö have been planning the lectures in May, as well as the fall.

Editor-in-chief: The editors have been working on the next issue, which have a deadline at the 12th of May. Ingemarsson have set up a "Techsoup creative cloud" to get a free/subsidised version of InDesign. Uttryck will have a big proofreading session the 8th of May.

Runold arrives at 17.21.

Activity coordinator: Persson has been working on the fund raiser, the kick-out party at the 28th of May, a movie screening, and a possible last field trip to Riksdagen.

Travel coordinator: Gladh has been to Cuba; a good, but long and intense, trip. She has been working on her manual and Folkuniversitetet.

SAlA representative: -

Radio editor: -

8. Affirmation of PC-decisions

Background: Due to a computer malfunction the decisions made on the previous board meetings was rendered inadmissible. These decisions instead went out as PC-decisions and are attached in an appendix and can now be voted on en bloc.

The board decides to affirm the PC-decisions en bloc at 17.26.

9. Election of David Hallerby as Web editor

Background: The editors find David Hallerby to be a great fit for the position as web editor. By his previous experience as editor-in-chief of Uttryck he has good insight into our work and what the position requires. With so little time remaining of the semester, we find David to be the most rational choice since he is the only one that does not have to spend too much time on familiarizing himself with the work and will be able to get something done before summer arrives. Additionally, David is very competent and knows well how to give feedback and proofread texts. As editors, we are confident that David would do a good job.

The board decides to elect David Hallerby as Web Editor at 17.27.

10. Career day evaluation

Background: Rebecca Heine will give her account on the success of the career day.

Marköö leaves at 17.28. Marköö arrives at 17.29.

Rebecca Heine arrives at 17.29.

Gladh leaves at 17.29. Gladh arrives at 17.30.

Rebecca Heine tells the board that the project went very well. The actual day was a great success; a good mixture with employees and a lot of visitors.

Regarding the project group, there were a few minor difficulties when it came to composition and the sharing of the work load. She proposes to have more clear guidelines, which would make it easier for people to know what to do. She, along with Marköö and Runold, thinks it would be a good idea for the project group members to be able to apply for a specific position, which would make it hard to guarantee people from every partner association. Åström will look at the possibility to change the agreement. The board finds consensus on this proposal.

Heine would like the PR responsible in UF to attend the first Career Day meeting.

The meeting is adjourned from 18.06. The meeting opens at 18.12.

11. Policy regarding travels

Gladh has been working on a policy for travels and how to choose travel group members, since guidelines was lacking and it would release the stress for the travel coordinator.

Ingemarsson asks if it's a good idea to have a permanent group and Gladh says that there will be one or two brainstorming meetings to make sure the travel coordinator will notice the engagement within the group.

Persson says that it's important to remember that all people aren't as good in writing as others.

Ingemarsson proposes a systems with different quotas, one for people with good intentions and motivations and one for random selection. Åström and Gladh agrees.

The board finds consensus on keeping the board qouta, since the board members contribute a lot to UF and have been showing a lot of engagement already.

12. Evaluation meeting regarding business plan

The board decides to do the evaluation at this board meeting because of lack of time. The evaluation should lead to general recommendations to the next board.

Åströms three proposals are: 1) change the website completely, since it keeps malfunctioning. 2) put more effort to the application process to the board. 3) research if we can earn money on Career Day.

Runold says that we should try to tie the trustees closer to the organisation. They have the right to attend the board meetings, for example.

Marköö says that the next board members should be better at telling their group members about what's happening in the association in general.

13. Decision on deadline for verksamhetsberättelse

The board decides to have the deadline at the 15th of June at 19.07.

14. Decision on deadline for manual

The deadline for the manuals is at the 15th of May. There is a suggestion to have a hand-over day/days to get a grasp of the every-day work.

15. Decision on adjustors and tellers for the election meeting

The board decides to choose Gladh and Runold as adjustors and tellers for the election meeting at 19.14. Englund Davidsson is fika responsible and Persson will help out.

16. Plan for program sheets

Since the program sheets aren't sent out by mail anymore, we need to bring them to every lecture and make sure everyone in the board knows how to print them out.

There has been a problem with deadlines for the program sheet, since it's a heavy work load for the program secretaries to plan two months ahead. However, our grants applications require a physical program sheet and therefore, we need to find a consensus on a new plan. Gzrechnik Mörk thinks this is more a question for the upcoming board, since it kind of defines their work burden. Åström and Englund Davidsson suggests that we always have a program sheet, however, they may contain gaps with "empty dates" if necessary.

Aldin suggests that we send out a program sheet for the upcoming two weeks, and print out some in case we need it for applications. By doing so, the work load will most likely not increase, and we will always have access to a physical program sheet if needed. The board finds consensus on Aldin's opinion.

The meeting is adjourned from 19.36. The meeting opens at 19.47.

17. Plan for recording of lectures

We decide to post-pone this discussion.

18. Board boxing

The board wants to go boxing together and the trustees will be invited as well. 17th or 26th of May are the suggestions. Åström will look further into it.

19. Kick-out

The kick-out is planned to the 3-5th of June. We might go to Gladh's place; she will look into it. UF will finance the kick-out.

20. Other points

Åström: Regarding a new logo, we have two possible scenarios. Either, we buy a logo for 50 000 kr from a communications bureau which will take 3 weeks, or, we try to finish it ourselves in one month, which will be time-consuming and probably not very successful. Runold doesn't think it's necessary to push it through just for the sake of it. Åström points to our economic surplus. Brors and Ingemarsson argues that it's not expensive in the long run, but Persson doesn't think that it's economically feasible. Aldin will contact a friend of his and see if he might want to help out. Aldin will also try himself during the summer to make a new logo from the new graphic identity.

Englund Davidsson: Englund Davidsson thinks that every board meeting should contain a separate point about the association's economy, to make it more transparent. She also wants ideas for investments, since we have a surplus. The ideas are subscribe to Stock Images (Åström), hire someone to make a new website (Englund Davidsson), a new printer (Persson), see if we can rent the small empty room as an extra office (Åström).

Persson: Persson wants to discuss the goodbye party. We decide to order catering and to have a maximum amount of guests of 40-50 people. The theme will be discussed further on Facebook.

Gzrechnik Mörk: -

Ingemarsson: -

Gladh leaves 20.40. Gladh arrives at 20.41.

21. Next board meeting and fika responsibility

The next board meeting will be the 26th of May at 5.15 pm and Ingemarsson has fika responsibility.

22. Meeting adjourned

The meeting is adjourned at 20.43.