



ASSOCIATION OF FOREIGN AFFAIRS

LUND • EST. 1935

Annual Meeting

18:10-22:08 2019-09-19

A339 SOL, Lund

The Association of Foreign Affairs

1. Opening of the meeting

President Jesper Olsson declares the meeting open at 18.10.

2. Election of Secretary of the meeting

Soha Kadhim is elected Secretary of the meeting at 18.10.

3. Election of Chair of the meeting

Jesper Olsson is elected Chair of the meeting at 18.11.

4. Election of Attesters and Vote-counters of the meeting

Anna Edlund Otterstedt och Lovisa Lundin Ziegler are elected attesters and vote counters of the meeting at 18.13.

5. Approval of the Electoral roll (Attachment)

The electoral roll is set to twenty-seven (27).

The meeting approves the electoral roll at 18.15.

6. Approval of the Agenda

Benjamin Johansson proposes to make point number 12 "Budget for the working year of 19/20" the new point number 13 and adjust the meeting agenda accordingly.

Olle Tolke proposes to make a minor change in point number 7 from bylaws to by-laws.

Proposal to accept the agenda with the amendments stated above.

Passed by acclamation at 18.17.

7. Consideration of whether the summons to the Annual Meeting were carried out in accordance with the by-laws

The Annual meeting finds that the summons of the Annual Meeting was carried out in accordance with the by-laws.

8. Annual report for the working year of 18/19 (Attachment)

Representatives for The Board of 18/19 Michal Gieda and Zigne Edström briefs the Annual Meeting on the annual report for the working year of 18/19.

Michal Gieda presents the previous working years goals in the operational plan which included the following:

- Provide a platform and promote discussions on international affairs.
- Be a welcoming and inclusive association.
- Expand the member base as well as focusing on member empowerment and personal development.
- Keeping the associations environmental impact to a minimum.

Michal follows with a summary of their achievement.

Zigne Edström presents the budget report for the year of 18/19 and informs the annual meeting of the grants they applied for.

Soha Kadhim asks if including members to the Nordic Convention's working group (UPF project of the year 18/19) was something that was discussed, since a big part of their vision was to be transparent and inclusive.

Zigne Edström explains that active members did not take part of the working group and that the working group consisted of only board-members. This is due to the fact that this was a collaboration with other associations. But that active members had the chance to help out with the event in May as functionaries.

Sofia Gjertsson clarifies that active members were asked to take part in specific things like marketing (PR) and helping out during the day. But

leading the project was exclusively for board-members.

Benjamin Johansson asks if the lectures at LTH turned out successful.

Zigne Edström briefly answers that the unplanned Skype lecture about human rights in North Korea attracted a lot of people.

Jesper Olsson adds that it was very well attended but that this not necessarily means that those who attended were LTH students.

Sofia Gjertsson asks the representatives if there was anything during their year that was missed and would like UPF to take into consideration in the future.

Michal Gieda answers that we need to work with the policies. They are outdated or not done right from the start. Which is the reason why they had policy workshops in the spring. He also mentions that it would have been better if they would have started with the policy workshops in the fall of 2018.

Zigne Edström adds that The ard started this discussion late and wants to work on improving the policies and that we should include members in the process since it involves them as well. Zigne also mentions that they could have improved the transparency during their year.

Soha Kadhim asks Zigne Edström to clarify transparency.

Zigne Edström replies that they could have updated more regularly and that the main issue was to conceive information to members and in what way they can affect on an organizational level.

Proposal to file and archive the annual report of the working year of 18/19.

Passed by acclamation at 19.00.

9. Audit report for the working year of 18/19 (Attachment)

Secretary Soha Kadhim presents the audit report from the auditor Mårten Randau to the Annual Meeting.

Proposal to file the audit report for the working year of 18/19.

Passed by acclamation at 19:04.

Jesper informs the Annual Meeting that there is a bias because he sat in the previous board and will therefore temporarily resign as Chair during point number 10.

Point of information from Michal Gieda. Will need to re-open point number 3 to elect a temporary Chair of the meeting.

Proposal to re-open point number 3 of the agenda.

Passed by acclamation at 19.04.

Jesper Olsson nominates Olle Tolke as temporary Chair of the meeting, and opens up for other nominations. No other nominations is submitted.

Proposal to elect Olle Tolke as temporary Chair of the meeting.

Passed by acclamation at 19.06.

10. Discharge of responsibility for the previous board

Jesper Olsson encourages the previous board-members that are present at the Annual Meeting to leave the room.

Jesper Olsson, Jonatan Klefbom, Sofia Gjertsson, Jacob Wollheim, Michal Gieda and Zigne Edström leaves the room at 19.08.

Proposal to update the electoral roll to twenty-two (22).

Passed by acclamation at 19.10.

Temporary Chair Olle Tolke opens up for discussion.

Temporary Chair Olle Tolke proposes to give The Board of 18/19 discharge of responsibility.

Passed by acclamation at 19.11.

Jesper Olsson, Jonatan Klefbom, Sofia Gjertsson, Jacob Wollheim, Michal Gieda and Zigne Edström enters the room at 19.12.

Proposal to update the electoral roll to twenty-seven (27).

Passed by acclamation at 19.12.

Temporary Chair Olle Tolke re-opens point number 3 on the agenda and

proposes to re-elect Jesper Olsson as Chair of the meeting.

Passed by acclamation at 19.13.

(Chair Jesper Olsson adjourns the meeting at 19.13 for a 10 minutes break)

(Chair Jesper Olsson declares the meeting resumed at 19.30)

Nasra Mahat, Rebecca Edvardsson and Katharina Oschmann left the meeting during the break. Nina Maria Lancelot joined during the break.

Proposal to update the electoral roll to twenty-five (25).

Passed by acclamation at 19.32.

11. The membership fee for the upcoming year of operations

Sofia Gjertsson briefs the Annual Meeting about how MUCF grant works and presents a suggestion from UFS to have free memberships for high school students to get more members between the age of 16-25.

Olle Tolke asks if this is a suggestion made on the behalf of UFS.

Sofia Gjertsson responds that if the meeting finds it appropriate, then yes but personally think that we should instead make it cheaper for high school students since they cannot take part in all of our events.

Benjamin Johansson supports UFS suggestion.

Olle Tolke points out that our contract with AF (Akademiska Föreningen) sets a requirement that 50% of our membership base have to be students at Lund University. He also points out that it could be difficult to verify if they are high school students and therefore suggests to have the membership free of charge between the age of 16 and 18.

Sarah Staehly thinks that it is wise to have it for free of charge. This means that we can attract more students and visiting the high schools would make it easy for us to sign them up in a "different way".

Benjamin Johansson mentions that a lot of students at Lund University are at the age of 18 and therefore would be weird if university students were able to become members of UPF for free.

Lovisa Lundin Ziegler asks The Board if we plan on making any visits to high schools this year. If not, then she does not see the purpose of having this discussion.

Michal Gieda clarifies that this point is only for setting the basic membership fee.

Soha Kadhim mentions that based on the discussions, she sees an easy alternative solution regarding membership and sign ups for high school students. She also agrees with Michal Gieda.

Soha Kadhim suggests end of debate at 19.48.

Olle Tolke is against end of debate and explains why and asks for a vote.

Proposal to end the debate.

Nineteen (19) are in favor of ending the debate, five (5) against and one (1) abstaining. The Annual Meeting decides to end the debate at 19.53.

Olle Tolke and Jacob Wollheim continue to discuss pros and cons with having high school students and members.

Sofia Gjertsson agrees with Michal Gieda and suggests to table this discussion to the next board meeting and that we should continue having our membership fee at one hundred (100) Swedish Crowns (SEK).

Proposal to set the membership fee to one hundred (100) Swedish Crowns (SEK).

Passed by acclamation at 20.04.

12. Operational plan for the working year of 19/20 (Attachment)

Vice President Jonatan Klefbom briefs the Annual Meeting on the operational plan for the upcoming year of 19/20.

The Operational Plan for the working year of 19/20 includes:

- UPF Free weeks, one during the fall and one during the spring. This means that The Board will not do any UPF work at all for a whole week.
- Foreign Correspondent Fund.
- Each committee have been designated 2000 SEK for committee hangouts.

- Investing in our new office.
- Turning policies into working ways.

Jesper Olsson clarifies that what's stated above is just the wide operations, and that each committee have their own visions as well.

Jonna Lindberg leaves the meeting at 20.18.

Proposal to update the electoral roll to twenty-four (24).

Passed by acclamation at 20.20.

Proposal to approve the operational plan for the working year of 19/20.

Passed by acclamation at 20.22.

(Chair Jesper Olsson adjourns the meeting for a 10 minutes break at 20.22)

(Chair Jesper Olsson declares the meeting opened at 20.32)

13. Budget for the working year of 19/20 (Attachment)

Treasurer Benjamin Johansson presents the budget for the upcoming year to the Annual Meeting.

Example of main changes this year:

- A budget workshop in Skanör where The Board had the opportunity to give inputs.
- Foreign Correspondent Fund.
- Additional 2000 SEK for each committee earmarked for hangouts.
- Diva money for the lecture committee as well as 2000 SEK earmarked for the next heads of lecture to attend Almedalen.

Sofia Gjertsson asks about the office expenses. It was earlier discussed that the purchase of new furnitures would come from savings, or divide the cost with future boards and not include it in this years budget.

Benjamin Johansson answers that he does not want to put this investment on future treasurers and have therefore put it in this years budget. He is willing to take from our savings in case we go negative.

Dilshoda Mustafaeva asks about the hangout budget and if any

considerations have been made to the committees size. Argues that committees vary and if there is any flexibility.

Benjamin Johansson replies that it has been discussed to budget according to committee size and acknowledges that there is a difference. However, the overall difference isn't big enough to make a difference in the hangout budget.

Zigne Edström asks about climate compensation.

Benjamin Johanssons replies that if someone travels by plane it will come from that committees budget.

Proposal to approve the budget for the working year of 19/20.

Passed by acclamation at 21.05.

14. Election of Member of the Election Committee

Vice President Jonatan Klefbom informs the Annual Meeting that the nomination for the third member of the election committee was made public two (2) days prior to the meeting instead of two (2) weeks as it states in the by-laws. He later explains the difficulties with by-electing people for positions of trust and how unclear it is to interpret by-laws after annual election meeting and whether they apply for by-elections in the same way. He also refers to point 10.7 in the by-laws (that the nomination should be made public fourteen (14) days prior a meeting) and explains that this has not been done in previous by-elections. He further argues that the president has the right to interpret by-laws and therefore can go on with procedure if so fits.

Michal Gieda informs the Annual Meeting that he will not participate in the election due to bias.

Michal Gieda leaves the room at 21.10.

Proposal to update electoral roll to twenty-three (23).

Passed by acclamation at 21.11.

Olle Tolke mentions that 10.7 in the by-laws says that the nomination shall be made available to the electoral meeting at least two (2) weeks prior to the opening of the electoral meeting. The Annual Meeting is the

electoral meeting for this election and therefore the nomination should have been made public two (2) weeks prior. However, he thinks that an exception can be made this time and that the Annual Meeting should elect someone today.

Sarah Staehly argues that a situation like this can affect the associations transparency and The Board should therefore make sure to follow by-laws next time. The time set in the by-laws make sure that the members have time to read and understand before the meeting. But it is okay for this time since it was only one election.

Nina Maria Lancelot thinks it is good to have a two (2) week window regarding elections during annual election meeting. However, the problem with unexpected vacancies mean that we need to rush applications and if two (2) weeks should have been followed - they would have only had less than a week for the whole application process.

Lovisa Lundin Ziegler agrees with Olle Tolke.

Sofia Gjertsson agrees with Olle Tolke but she also believes that the Presidium acknowledges their error. She also sees Nina Maria Lancelots point. According to her, our by-laws are lacking and in need of amending. With that being said, she wants the Annual Meeting to elect someone today.

Olle Tolke agrees but argues that we should have been better prepared for this since there has been a vacancy since The Annual Election Meeting in May.

Proposal to continue with the election of Election Committee Member at 21.17.

Passed by acclamation at 21.17.

Nina Maria Lancelot introduces herself and reads the following nomination:

"We, the Election Committee of UPF, would like to nominate Emma Ehrenberg to the position of Election Committee member for the 2019 / 2020 operational year. Emma has been involved with UPF since 2017, and has been an active and engaged member of the Magazine Committee. Emma is an approachable, outgoing, and engaging person with strong communication skills, all of which are attributes that make her well suited

to the role of Election Committee member. Emma also has experience working with interview techniques, enjoys decision making in group situations, and finally, is motivated to make a contribution to UPF”.

Emma Ehrenberg presents herself.

The Annual Meeting asks Emma Ehrenberg questions.

Emma Ehrenberg leaves the room at 21.26.

Proposal to update Electoral roll to twenty-two (22).

Passed by acclamation at 21.27.

Zigne Edström asks election committee about their process. How did they conduct interviews when they were only two people.

Nina Maria Lancelot replies that they were originally going to be three people interviewing. That they were receiving help from previous Election Committee member Peg Magnusson. However the interview dates did not work for Peg, and she ended up consulting instead. Nina also mentioned that Peg Magnusson agreed with Nina Maria Lancelot and Timothy Parkers suggestion.

Proposal to elect Emma Ehrenberg as a member of the Election Committee.

Passed by acclamation at 21.29.

Michal enters the room at 21.30.

Nina Maria Lancelot and Emma Ehrenberg leaves the meeting at 21.30.

Proposal to update the Electoral roll to twenty-two (22).

Point of information from Lovisa Lundin Ziegler. She says that the Annual Meetings electoral roll is twenty-one (21). Vote counters counts to twenty-two (22) people.

Proposal to update the Electoral roll to twenty-two (22).

Passed by acclamation at 21.31.

15. Motions

Juliet Brickell moves to withdraw her motion "motion cups" on behalf of her and her co-writer Cheryl Fung.

Proposal to remove "motion cups" from point number 15.

Passed by acclamation at 21.34.

1. Nordic Convention Financial Surplus (Attachment + appendix)

Michal Gieda introduces the motion and opens up for questions.

Olle Tolke agrees with the motion. Asks if there is a possibility to change the proposals convention to conventions, by adding an s.

Benjamin Johansson agrees with motion, not convinced that it is natural that money should stay in project. UPF would be responsible to pay for negative and therefore should benefit from surplus.

Juliet Brickell asks why we have to finance the convention if it is going to be in another nordic city.

Michal Gieda answers that it was not only UPF Lund that financed the first convention. He also argued that since Lund contributed more than other associations and we ended up benefiting more than them.

Sofia Gjertsson is now elected in UFS for the Nordic Convention in International Affairs (NCIA) project group and says that the next convention will probably be in Copenhagen, and argues that it is not far from Lund.

Jacob Wollheim sees the point in Benjamin Johanssons comment. But believes that UPF Lund has gotten their moneys worth.

Sanjin Alagic asks what would happen with the money if the motion does not go through.

Benjamin Johansson replies that the money would in that case stay in UPF Lund.

Chair Jesper Olsson proposes end of debate at 21.57.

Passed by acclamation at 21.58.

Olle Tolke thinks that the money should stay within NCIA.

Sofia Gjertsson agrees and says that it was last years project and not voting this through would mean disadvantage for the project.

Soha Kadhim agrees with Olle Tolke.

Jacob Wollheim proposes to amend the motions proposal by adding an 'S' after the second 'Convention'.

from: *"... earmark the financial surplus from the Nordic Convention on International Affairs 2019 of 19 783 SKR to the arrangement of future Nordic Convention on International Affairs"*.

To: *"... earmark the financial surplus from the Nordic Convention on International Affairs 2019 of 19 783 SKR to the arrangement of future Nordic Conventions on International Affairs"*.

Cheryl Fung leaves the meeting at 21.59.

*Proposal to update the electoral roll to twenty-one (21) people.
Passed by acclamation at 22.02.*

Chair Jesper Olsson explains the alternatives and the procedure of the election.

Proposal to amend the motion according to Jacob Wollheims proposal.

*Seventeen (17) votes for Jacobs proposal and four (4) abstaining.
The Annual Meeting decides to accept Jacob Wollheims proposal at 22.06.*

*Proposal to accept the motion with Jacobs amendment.
Passed by acclamation at 22.07.*

16. Other points

No other points have been presented by the Annual Meeting.

17. Meeting adjourned

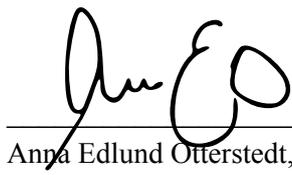
Chair Jesper Olsson declares the meeting adjourned at 22.08.



Soha Kadhim, Secretary



Jesper Olsson, President



Anna Edlund Otterstedt, Attester



Lovisa Lundin Ziegler, Attester



Meeting Agenda - Annual Meeting
2019-09-19 /18.10 - 22.08 / SOL A339

1. Opening of the meeting.
2. Election of Secretary of the meeting.
3. Election of Chair of the meeting.
4. Election of Attesters and vote-counters.
5. Approval of the electoral roll (Attachment 1).
6. Approval of the meeting agenda.
7. Consideration of whether the summons to the Annual Meeting were carried out in accordance with the by-laws.
8. Annual report for the working year of 18/19 (Attachment 2, separate document) .
9. Audit report for the working year of 18/19 (Attachment 3).
10. Discharge of responsibility for the previous year of operations.
11. The membership fee for the upcoming year of operations.
12. Operational plan for the working year of 19/20 (Attachment 4, see separate document).
13. Budget for the working year of 19/20 (Attachment 5).
14. Election of Member of the Election Committee.
15. Consideration of motions.
 - 15.1 Nordic Convention Financial Surplus. (Attachment 6 + Appendix 1).
16. Other points.
17. Meeting adjourned.

Attachment 1

Independent Auditor's Report 2018 – 2019

To the annual meeting of the Association of Foreign Affairs in Lund.

I have been elected by the Association of Foreign Affairs in Lund's Annual meeting to review the board's management during the financial year of 2018/2019 in an internal audit. The audit covers the financial statement, accounts, the board's annual report and supporting documents. My responsibility as auditor is to express an unbiased opinion based on these documents and issue an audit report. The administration and accounting records of the association is the board's responsibility. The audit is primarily aimed at the members of the association, in order of providing them with information about the board's performance during the working year.

The audit has been conducted in accordance with generally accepted auditing standards in Sweden. This means that I have planned and conducted the audit to reasonably assure that the financial statement contains no errors. This involves examining the financial and supporting documents for the working year. In my review, I have found the association to have managed its economy responsibly and complied with policies and goals set out at the beginning of the working year. I believe that my audit gives me grounds for my statement below.

I urge that the annual meeting will set the income statement and balance sheet of the Association of Foreign Affairs in Lund and grant discharge to the board members for the financial year of 2018/2019.



Mårten Randau

Auditor

Uppsala, Sweden, 9th of September 2019

BUDGET 2019/2020		
Incomes		
Entrance Revenues		16 539,00
Advertisement		57 970,00
Membership Revenues		73 077,00
UFS Grants		156 661,00
Other Revenues		107 493,00
Total Incomes		411 740,00
Expenses		
Shared exp.		
Office Rent		27 000,00
Bank expenses		2 575,00
Fika		11 605,00
Projekt		10 000,00
Office expenses		35 000,00
Board Activities		22 403,00
Foreign correspondence fund		8 000,00
Board trips		5 219,00
Total shared exp.		121 802,00
Committees		
Radio		7 554,00
PR		17 962,00
Magazine		82 715,00
Webzine		5 500,00
Lecture		110 413,00
Career		24 000,00
Activity		16 016,00
Travel		21 753,00
Total committees exp.		285 913,00
Other expenses		4 025,00
Total expenses		411 740,00
Difference		0,00

Electoral roll, Annual Meeting 2019

Nr.	Name:	Arrived (after opening of meeting)	Left
1.	Nasra Mahat		19.15
2.	Sofia Gjertsson		
3.	Emily Hsiang		
4.	Soha Kadhim		
5.	Alejandro Guzman		
6.	Jesper Olsson		
7.	Linda Kivi		
8.	Juliet Brickell		
9.	Micaela Carhed		
10.	Benjamin Johansson		
11.	Sanjin Alagic		
12.	Rebecca Edvardsson		19.15
13.	Sarah Staehly		
14.	Dilshoda Mustafaeva		
15.	Hedda Carlsson		
16.	Cheryl Fung		21.59
17.	Jonna Lindberg		20.18
18.	Jonatan Pupp		
19.	Kathrina Oschmann		19.15
20.	Lovisa Lundin Ziegler		
21.	Jonatan Klefbom		
22.	Jacob Wollheim		
23.	Michal Gieda		
24.	Emma Ehrenberg		21.30
25.	Anna Edlund Otterstedt		
26.	Olle Tolke		
27.	Moritz Neubauer		
28.	Nina Maria Lancelot	19.15	21.30

Members present with no voting-rights.

1. Zigne Edström
2. Frida Lindberg

Appendix I: Financial result of the Nordic Convention on International Affairs 2019:

Final budget	
TOTAL amount of received funding	SEK
1. UPF Lund project fund	10000
2. UFS knowledge exchange fund	5000
3. Prince CG grant	20000
4. Ticket income for event (incl dinner)	28146,25
5. Lund University venue sponsorship	15000
6. Lund municipality meal grant	20000
7. AF grant	25000
Total income:	123146,25
Expenses	SEK
Accommodation for participants	11430
Accommodation for speakers	3045
Speaker travel reimbursement	7532,1
Conference dinner (sittning)	21600
Venue	17570
Catering (lunch)	29787,72
Other expenses (printed material, infrastructure, gifts)	12398,85
Total expenses:	103363,67
Net total:	19782,58

Attachment 6

Motion on The Nordic Convention on International Affairs (NCIA) 2019's Financial Surplus

1. Background

The Nordic Convention on International Affairs was started as a project by UPF Lund, inviting partners UF Malmö, UFS and IDCBS to create the convention together. A working group consisting of around 15 persons from the four organisations was established to book venues, seek funding, invite speakers, invite organisations, and more. The working group worked intensively together from October until May (with reporting done in June and July), jointly creating the project which took place on 24-26th of May 2019 in Lund.

The Convention was very successful, gathering 124 participants from all over the Nordics in Lund for a weekend filled with interesting lectures, panel debates on Nordic cooperation and the Nordics' place in the world – as well as a career fair and a gala dinner. It brought together participants from organisations dedicated to International affairs, development and security from all over the Nordics, thus taking a first step to increased cooperation amongst Nordic organisations involved in mentioned areas. The project furthermore received international attention, winning the national part of the EU Charlemagne Prize of 2019. This success has laid the ground for more Nordic Conventions in the years to come, with good outlooks for the next one taking place already 2020 in another Nordic city.

2. Purpose

Economically, the project was run with sound financial thought, and was successful in bringing in exterior funding. The project's financial result was a net total surplus of 19 782,58 SKR (see Appendix I). This surplus should go towards organising sequels of the Nordic Convention on International Affairs 2019. One reason for earmarking this surplus to next year's Nordic Convention is that the surplus was raised by the project, and should thus stay within the project. Another reason is that using the surplus for anything else might cause trouble with the external funding raised for arranging the Nordic Convention. Since NCIA was handled financially by UPF Lund, the surplus is currently in UPF Lund's financial books. The purpose of this motion is earmarking this surplus for the arranging of future year's Nordic Convention's – and thus not allowing it to be used for anything else.

3. Proposal

In line with the above stated background, we propose that the annual meeting decides:

To: earmark the financial surplus from the Nordic Convention on International Affairs 2019 of 19 783 SKR to the arrangement of future Nordic Convention on International Affairs

Hannes Berggren

**Project Leader, The Nordic Convention on International Affairs
UFS Representative and Board Member of UPF Lund 2018/19**

Michal Gieda

**Teamleader Venues and Local Sponsorship, The Nordic Convention on International Affairs
President of UPF Lund 2018/19**