



Board Meeting

17:17-21:30 2019-10-10

Eden 230, Lund

The Board of 2019/2020

Association of Foreign Affairs

Present: Jesper Olsson, Soha Kadhim, Jonatan Klefbom, Olle Tolke, Sofia Gjertsson, Hedda Carlsson, Micaela Carhed, Linda Kivi, Jonatan Pupp, Dilshoda Mustafaeva, Fredrik Fahlman, Mortiz Neubauer, Juliet Brickell, Cheryl Fung, Alejandro Guzman, Jonna Lindberg, Emily Hsiang.

1. Opening of the meeting

President Jesper Olsson declares the meeting open at 17:17.

2. Election of Chair of the meeting

Jesper Olsson is elected Chair of the meeting at 17:17.

3. Election of Secretary of the meeting

Soha Kadhim is elected Secretary of the meeting at 17:17.

4. Election of Attesters of the meeting

Linda Kivi and Cheryl Fung are elected Vote Counters and Attesters of the meeting at 17:18.

5. Confirmation that summons were carried out in accordance with By-Laws.

The board finds that the summons were carried out in accordance with By-Laws.

6. Approval of the Agenda

(Attachment 1)

Secretary Soha Kadhim suggests to move point 11 "Election of Sexual Harassment Contact Persons" to the new point 7 and point 10 "Election for Head of Career" to the new point 8 and adjust the agenda accordingly.

Soha Kadhim also suggests to make changes under point 9 "committee reportings" where 9.6 "radio" becomes the new point 9.1 and 9.3 "lecture" as the new point 9.2 and adjust the rest accordingly.

Linda Kivi suggests to add a new point "active members at board meetings" under point 13, "other points".

Proposal to approve the agenda with the mentioned suggestions.

Passed by acclamation at 17:21.

7. Election of Sexual Harassment Contact Persons

Chair Jesper Olsson gives a brief introduction and presents the following candidates: one (1) active member, Anastasia Qndt and two (2) board members, Alejandro Guzman and Olle Tolke.

Jonatan Klefbom clarifies why the election committee were not involved in this process and it has to do with the fact that this is a policy.

Anastasia Qndt enters the meeting at 17:30.

Anastasia Qndt gives a short presentation.

Jonatan Klefbom asks if Anastasia has other activities aside from UPF.

Alejandro Guzman gives a short presentation.

Jonatan Klefbom asks both Anastasia and Alejandro what they think could potentially be the hardest thing about this position.

Olle Tolke withdraws his candidacy and explains that he believes that

Alejandro Guzman would be a good Sexual Harassment Contact Person.

Alejandro Guzman and Anastasia Qndt leaves the meeting at 17:32.

The Board discusses the candidates and what the positions entail.

Proposal to elect Anastasia Qndt and Alejandro Guzman as Sexual Harassment Contact Persons.

Passed by acclamation at 17:46.

Alejandro Guzman and Anastasia Qndt re-enters the meeting at 17:46.

Anastasia Qndt leaves the meeting at 17:47.

8. Election of Head of Career

Timothy James Parker enters the meeting at 17:48.

Timothy presents himself reads the nomination (Attachment 2)
for Peg Magnusson as Head of Career and Board Member.

Due to bias, Linda Kivi and Dilshoda Mustafaeva leaves the meeting at 17:51.

The Board asks Timothy Parker questions about the candidate and the election process.

Peg Magnusson joins the meeting through video chat on Facebook at 18:06.

The board asks the candidate questions.

Timothy James Parker leaves the meeting at 18:18.

The Board has a discussion about the candidate.

Proposal to elect Peg Magnusson as Head of Career and Board Member.

Passed by acclamation at 18:21.

9. Introduction to CoachHippo

Secretary Soha Kadhim gives a short presentation about CoachHippo and how it works, and what implications occur when members are not signed up correctly.

Chair Jesper Olsson proposes to re-open the point 6 "Approval of the agenda" and suggests to move "Radio" and "Lecture" from committee reporting to two (2) separate points under "introduction to CoachHippo" since the representatives will have to leave the meeting at 19:00.

Passed by acclamation at 18:33.

Radio committee reporting:

- Will have two podcasts in collaboration with SASNET.
- Might be collaborating with Lecture committee for an interview with Charlotta Sparre before the lecture on the 16/10.
- Will have a workshop on how to conduct a live show, and it will be open to UPF members. Jonatan Klefbom will be hosting this workshop on Saturday 12/10.
- First live show will be Thursday, 17/10 with the theme "Meet the cast".

Lecture committee reporting:

- Have a half day about Afghanistan today with SASNET.
- Next weeks lecture (October 16) is with Charlotta Sparre and will be about 'experiences of work on foreign policy, diplomacy and dialogue'.
- Confirmed a lecture on the 20th of November with Marissa Jackson. The lecture will be about her former work at the NYC Commission on Human Rights.

(Break at 18:41)

(Chair Jesper Olsson declares the meeting open at 18:55)

Dilshoda Mustafaeva and Alejandro Guzman left the meeting during the break.

10. Presidium reporting

1. Presidents

- If board members would like to include something in the

Sunday updates, then let Jonatan know on Friday's.

- They want to remind The Board to buy newspaper every week when buying the weekly fika.
- Board kick off during the spring semester will be in Uppsala, from 31st of January - 2nd of February . The Association will pay for the trip so want to buy train tickets as soon as possible. If you can't attend, let Jonatan know before 20th of October. Living arrangements are settled. UPF Lund board members will stay with UF Uppsalas board members.
- Update contact information on facebook if you haven't done it already.
- Stress prevention workshop, Thursday, 7th of November at 17:00.

2. Treasurer

- Jonatan Klefbom reads a greeting from our Treasurer, with the following message

"Sending you all a post card from Minneapolis! I'm having a great time, but my emigration is temporary. Next week I'll be back and a bit easier to reach. Remember to read the new webzine articles by Alex and Fredrik!"

3. Secretary

- Reminding board members to send the information they want published in the weekly newsletter on Sundays before 18:00 (6 PM).

4. UFS-representative

- Forum weekend is approaching and is very excited!
- No new UFS board meetings since our last one. Next UFS board meeting will be the day before the Forum Weekend.
- Nordic Convention will be held in spring in Copenhagen with International Debat from CBS and another association on international affairs in Copenhagen.
- If The Board would like to have a workshop with UF Malmö let Sofia know what kind of workshops we would like to have before next Thursday (17th of October).

5. Head of IT

- Currently just waiting for PR to send the committee photos for the website.

11. Committee reporting

1. Activity

- Planning a one day hike on either 9th or 10th of November.
- Planning a study visit to Copenhagen in November.
- The first sittning was appreciated and well attended.
- Will organize a Get together with Board - a bike party. Will start planning that soon and if anyone in The Board are interested in helping out with the planning, get in touch with them.
- Preliminary date for the Nobelsittning is 14th of December.

2. Career

- Networking event will take place on the 25th of November.
- Application period for The Prep Course and The Mentorship Programme will open sometime in November.
- Seminar with former president of Finland will take place on the 14th of November. The heads of Career have yet decided on who should be able to attend, or how to apply. This information will be known once they have decided. They are leaning towards prioritizing Career committee members.
- Collaborating with Travel for a Trip to Strasbourg in May for the EYE2020 (European Youth Event 2020), so far received 20 names with people interested in participating.
- Wants to delegate more responsibility to active members in the committee.

3. Magazine

- First draft for the first issue is due Sunday.
- Will have a brunch on Saturday.
- UPF free week clashes with Magazine layout week. This means that Heads of Magazine will work during the UPF free week and will take the week after off, with an exception for The Board meeting on the Thursday. They ask The Board to hand in everything before the UPF free week starts.
- Before sending the magazine, ask our members if they are still in Lund or want to receive a magazine. Suggests that we have them unsubscribe if they no longer wish to receive magazines.

Secretary Soha Kadhim explains that the last suggestion is not possible since we use Mailchimp for newsletters, where we have over 1600 subscribers and our members are registered in CoachHippo, which is the website we use for the membership

registry and there is no unsubscribe button for memberships. Could be something to look into for the future but not possible to do at the moment since it will put a workload that is not sustainable for the secretary.

4. PR

- Coffee cups are ordered. If they arrive - don't open the box!
- Emailed different coffee shops for a collaboration and Waynes coffee are the only one who replied. PR sent a plan to Waynes Coffee.
- UF Malmö will promote events if they find them interesting and PR in Lund do the same with UF Malmö events.
- Wants The Board to look at the story board for the film project.
- PR Committee want to produce jumpers, so they are looking into that.
- Recreating the instagram account with a specific layout.
- Will have a photoshop workshop with Webzine and Magazine.
- Will also have a photo workshop

Hedda Carlsson leaves the meeting at 19:57.

5. Travel

- Planning the trip for London. They have booked flight tickets and accommodation. Some people have left the committee but they have a reserve list. UF Gothenburg is going to the same destination, the same dates as UPF Lund but they are not collaborating.
- Travel committee are in contact with Career committee regarding EYE2020. The deadline for financial aid is October 15.

6. Webzine

- Platform who want to post things. If board members are interested please let Head of Webzine know. This is also for all members.
- They published their first articles this week.

12. Motions

12.1 Furnishing of Office

(Attachment 3)

Chair Jesper Olsson briefs the meeting about the motion and opens up for questions.

Sofia Gjertsson suggests to amend the third proposal, and remove "... a desk" from the proposal with the explanation that we did not purchase a desk. The suggested amendment would therefore be: *"that the meeting accepts the purchase of a series of furniture: a sofa, 5 chairs, a book-shelf, a table, a side table, and a carpet"*.

Proposal to accept Sofia Gjertsson's amendment.

Passed by acclamation at 20:09.

Proposal to accept

- That a budget for furnishing the new office is adopted of 25 000 SEK, requiring an additional board decision to spend beyond that amount.

Passed by acclamation at 20:10.

- That the 25 000 SEK is taken from UPFs savings, and will not be taken from this year's budget.

Passed by acclamation at 20:10.

- That the meeting accepts the purchase of a series of furniture: a sofa, 5 chairs, a book-shelf, a table, a side table, and a carpet.

Passed by acclamation at 20:11.

- That the meeting delegates the responsibility to carry out these purchases to a group responsible for the office. The members of this group is chosen by The Board.

Passed by acclamation at 20:12.

Motion passed.

(Break at 20:12)

(Chair Jesper Olsson declares the meeting open at 20:25)

Jonatan Pupp leaves the meeting during the break.

13. Other points

1. Rebranding Media Channels

Emily Hsiang briefs The Board about this point and mentions that: Rebranding the media channels is a way to put more focus on The Perspective. The idea behind this is to put more focus on The Perspective UPF. Within The Board they will still talk and refer to the different committees as Radio, Magazine and Webzine but outside The Board they will start referring to the committees as "UPF Lund The Perspective radio; UPF Lund The Perspective Magazine; UPF Lund The Perspective Webzine".

Olle Tolke mentions that the length of the name has been discussed and where he advised against it when the media committees wanted to rename the website. He further explains that the reason for him advising against a long name is because it could confuse members rather than make it clearer. He proceeds with asking Emily Hsiang if the suggested name stated above won't lead to the same issue.

Emily Hsiang replies that she does not think that the name will affect anything.

2. Working Hours

Jonatan Klefbom briefs The Board that UPF's working hours are from 07:00 - 20:00 (7AM - 8 PM) on weekdays and 10:00 - 18:00 (10 AM - 6 PM) on weekends. He also mentions that it could be problematic that they are so long and suggests that we have working with exceptions, and uses board meetings as an exception that goes on after working hours.

Chair Jesper Olsson gives another example and says that we don't necessarily need set hours, and can leave it flexible as long as the work gets done.

The presidents asks The Board to think about suggestions and get back to them with inputs.

3. This Year's Project

Sofia Gjertsson briefs The Board about the previous projects

UPF has had in the past. Examples used were, Project Integration, Senior Collegium, Nordic Convention on International Affairs.

Sofia further explains that the presidium have discussed what this years project could be, and that a suggestion could be to leave the money so members could apply for an amount if they had interesting projects that they would like to work with.

Moritz Neubauer likes the idea but suggests that if this would be the case then there needs to be strict rules on how one can apply for the money.

Jonna Lindberg asks for a clarification.

A member of the presidium clarifies that the idea is to have a fund where the amount of 10 000 SEK is earmarked various projects on international affairs and that members of UPF can apply for an amount if they have a suggestion for a project.

Olle Tolke replies to Moritz and explains that it was discussed that an example could be to have template where the member fills in the amount they are applying for and the other relevant information and then have a board decision whether money should be allocated to the project or not.

Chair Jesper Olsson asks The Board if there is a consensus on having the project open towards member or not. If The Board does not think that this is a good idea then another suggestion will need to come up. However, if there is consensus for this idea, then details can be decided at a later point.

Chair Jesper Olsson finds a consensus in The Board.

4. Foreign Correspondents Fund

Sofia Gjertsson briefs The Board about this project and what needs to be done.

Moritz Neubauer suggests that there is two groups for this project. One that creates the guidelines and another one for

allocating the money. He then argues that this is the most transparent way to work.

Secretary Soha Kadhim seconds Moritz suggestion and asks if Sofia is going to be responsible for the project and if she would like to be then she suggests to let The Board take a decision.

Sofia Gjertsson says that she does not have a preference as long as it gets done. That she would like to be in the group, but don't necessarily have to be responsible one.

Chair Jesper Olsson proposes that we have people in The Board draft a template and asks if anyone in The Board are interested in doing that.

Moritz Neubauer says that he is interested in being a part the working group for the correspondent fund but don't have a preference for if it is drafting a template or allocating money.

Sofia Gjertsson says she is more interested in allocating money but could also work with drafting a template.

Jonatan Klefbom explains that the same people can work with drafting a template and allocating money, as long as The Board takes two (2) decisions. One (1) decision for who should draft a template and one (1) decision for the group who would allocate the money.

Chair Jesper Olsson proposes to delegate the responsibility to draft a template on how to draw money from the project to Moritz Neubauer and Sofia Gjertsson.

Passed by acclamation at 20:51.

5. Working group: Policies and By-Laws

Secretary Soha Kadhim briefs the meeting that she was delegated this responsibility at the first board meeting in Skanör, and was put as responsible for this working group.

Soha Kadhim and Olle Tolke have had a discussing on how to

proceed with this project and decided that for the group to work efficiently, it is going to consist of 5 - 7 people to start with, and expand if found necessary. The reason for this is because they did not feel like open workshops would result to a finished product for The Annual Election Meeting. These 5 -7 people should not consist of board members but rather a mix of current board members, previous board members and active members to get a broad base with different backgrounds and ideas.

To apply to become a member of this project group, the member should send an email to the secretary's email (secretary@upflund.se) with a short motivation of why they would like to join the working group and what they can contribute with.

Jonna Lindberg is interested but don't know if she can take on more responsibility and suggests that one could have a working group but also open meetings where one could give suggestions. This could be an option for those who wants to help but not want to take on a bigger responsibility.

Olle Tolke replies to Jonna Lindbergs suggestion and says that this could be an idea but that we would like to avoid people who just comments on everything but not take responsibility. He further explains that there has been a discussion about sending the product around for remittance where people can give inputs before the working group submit the final result to The Annual Election Meeting.

Soha Kadhim adds that the group will also go around and ask various board members and others if they have any inputs regarding the By-Laws and Policies. For example, if there is something they feel is lacking, or if there is something good and would like to keep in the current one. Soha also mentions that if anyone have any ideas, they can always e-mail the working group at any point once the working group is put together and starts the work.

Juliet Brickell asks if Soha and Olle can attend their committee meeting on Monday to explain the project group and what it means to be in the working group to their members in the PR

committee.

Both Soha Kadhim and Olle Tolke says that they can do that.

6. Crisis Group

Chair Jesper Olsson briefs The Board the work about the crisis group and explains that we have a crisis and risk mitigation policy. He also mentions that he will be in that group and suggests that the remaining spots ideally would be one Sexual Harassment Contact Person and one Head of Travel.

Jonna Lindberg is interested in being in the Crisis Group.

Emily Hsiang suggests that The Board should elect Anastasia Qndt as the Sexual Harassment Contact Person that should be in the Crisis Group.

Chair Jesper Olsson explains that it is difficult to elect a non board-member to the position that has not been given notification or been asked. That we cannot elect her today since we don't know if she would like to take on such a responsibility. He further argues that unlike Anastasia, Alejandro is part of The Board and therefore easier to elect.

Micaela Carhed is interested in being in the Crisis Group.

Soha Kadhim explains that the Crisis and Risk Mitigation Policy does not mention that it is preferable that one of the group members in the Crisis Group is one of the Sexual Harassment Contact Persons, but rather something that is mentioned in the Sexual Harassment Policy. She also explains that it could be good to have a Head of Travel in the group but that everyone who is interested should be able to 'apply' to be in the group, and then take a decision once we know who is interested.

Linda Kivi explains to The Board that she joined in at some Crisis group meetings when she was the Sexual Harassment Contact Person last year even though she was not in the Crisis Group.

Sofia Gjertsson asks if it is a good idea to elect someone to the group that will most likely be away for several weeks during the spring.

Soha Kadhim replies that the policy says that the groups should consist of 2 - 3 people, so if they are three and one is away for a few weeks, then they are still two people and can do the work themselves.

Proposal to elect Jesper Olsson, Jonna Lindberg and Micaela Carhed to the Grisis Group.

Passed by acclamation at 21:10.

7. Office Renovation Group

Jonatan Klefbom briefs The Board about what the Office Renovation Group would have to do and nominates himself as leader for this group. He asks if there are two other people in The Board who are interested in joining the group.

Linda Kivi and Juliet Brickell are interested.

Proposal to elect Jonatan Klefbom as Leader of the Office Renovation Group, and to elect Linda Kivi and Juliet Brickell as members of the group.

Passed by acclamation at 21:14.

8. Working group: Website

Olle Tolke explains to The Board that the idea is to look over what could be improved with the website that ends with UPF having a super website! He later mentions that it is not a crucial project at the moment and proposes that he starts working with it on his own for now and create a working group next semester instead.

9. Active members at board meetings

Linda Kivi briefs The Board about this point and how she has received information that active members in her committee are

interested in attending board meetings.

The board discusses the pros and cons with including active members in board meetings, and what The Board can do if a sensitive subject is on the agenda and we have active members present.

Secretary Soha Kadhim informs The Board that the board of 17/18 had an open board meeting at one point and suggests that the board could have simplified board meetings around 1-2 times per semester where members can attend.

Juliet Brickell suggests that we could create a confidentiality agreement, and members that attend the meeting where a sensitive matter needs to be discussed, they have to sign it.

Emily Hsiang argues that having these meetings would create extra workload on board members.

Soha Kadhim replies to Emily Hsiang and says that she to some extent agrees with her reasoning but that we on another hand should take the extra step and workload required to be transparent. And further argues that we are elected by the members and if our members would like to attend board-meetings then that alternative should be made available. Soha ends with saying that she could take on that responsibility if The Board feels like it would be too much work for them.

Moritz Neubauer leaves the meeting at 21.29.

The majority of The Board finds that having a simplified board meeting is probably the best way going about it.

14. Confirmation of next board meeting


President Jesper Olsson confirms the next board meeting to be held on 31st of October, in Eden 230 at 17:00.

15. Meeting adjourned

Chair Jesper Olsson declares the meeting adjourned at 21:30.



Soha Kadhim, Secretary



Jesper Olsson, President



Linda Kivi, Attester



Cheryl Fung, Attester

Attachment 1



Board Meeting

October 10th 2019

17.00 Eden 230

1. Opening of the meeting
2. Election of Chair of the meeting
3. Election of Secretary of the meeting
4. Election of Attesters and Vote-counters
5. Confirmation that summons were carried out in accordance with By-laws
6. Approval of the Agenda
7. Introduction to CoachHippo
 - 7.1 Radio Committee Reporting
 - 7.2 Lecture Committee Reporting
8. Presidium Reporting
 - 8.1 Presidents
 - 8.2 Treasurer
 - 8.3 Secretary
 - 8.4 UFS Representative
 - 8.5 Head of IT
9. Committee Reporting
 - 9.1 Activity
 - 9.2 Career

9.3 Magazine

9.4 PR

9.5 Travel

9.6 Webzine

10. Election of Head of Career

11. Election of Sexual Harassment Contact Persons

12. Motions

13. Other Points

13.1 Rebranding Media Channels

13.2 Working Hours

13.3 This Year's Project

13.4 Foreign Correspondent Fund

13.5 Working Group: Policies and By-laws

13.6 Crisis Group

13.7 Office Renovation Group

13.8 Working Group: Website

14. Confirmation of next Board Meeting

15. Meeting Adjourned

Attachment 2

"Head of the Career Committee: Nomination 10 October 2019

The Election Committee has nominated Peg Magnusson for the position of Head of the Career committee. In her interview Peg came across as a communicative, confident and motivated individual which is something that the Election Committee believes would contribute to a great atmosphere within the Career Committee, within the board, and UPF as a whole. Peg also has extensive experience within several committees of UPF, which was a defining feature of her candidacy. Peg has been an active member in the Activity Committee, specifically, on the Ball Committee, participating on a study visit to Berlin, and a visit to the Saudi Arabian Embassy in Copenhagen. Peg has also been an active member of the Webizne Committee, where she has written two articles. Peg was also on the Election Committee for the academic year of 2018 / 2019, which has given her a broad understanding of how the board operates. Peg has a clear vision for the Career Committee in the remainder of the coming academic year, and is interested to contact diplomats, entrepreneurs, NGO's, and those working with the EU for the Career Committee's upcoming activities, therefore the Election Committee is happy to nominate Peg to the position as Head of the Career committee."

Attachment 3

Motion about investments in the new office

Background

To invest in the future is a point of emphasis for the year. One opportunity to do so has presented itself since UPF is moving offices as a part of the renovations of AF Borgen. Moving into a new office creates the opportunity to make a long-term investment in the working environment of UPF, and allows us to design a common office space that caters to our needs.

The furnishing of the office needs to take three important factors into account: UPFs environmental policy, the fact that AF asked us to move out swiftly prior to the beginning of the semester, and the specific outline of the new office with its implications for what furniture would fit.

The below suggestions under proposal are supposed to be voted on separately.

Purpose

To seek the board's approval of purchases for furnishing of the new office. A space that should be designed to cater to UPFs needs and create an attractive working environment. These investments are beneficial to future working years, and accordingly worth an investment. Since the investment will benefit future working years as well, it is reasonable that the funds for it is not only taken from the current year of operation.

Proposal

- That a budget for furnishing the new office is adopted of 25 000 sek, requiring an additional board decision to spend beyond that amount.
- That the 25 000 sek is taken from UPFs savings, and will not be taken from this year's budget.
- That the meeting accepts the purchase of a series of furniture: a sofa, 5 chairs, a book-shelf, a table, a side table, and a carpet.
- That the meeting delegates the responsibility to carry out these purchases to a group responsible for the office. The members of this group is chosen by the board

Jesper Olsson

President of UPF- The Association of Foreign Affairs