

Board Meeting

2023-09-14, 18:00

Eden 230, Lund.

Board of 23/24

Association of Foreign Affairs Lund

Present: *Claudia Muñoz-Rojas Domínguez, Isabella Silva Ortiz, Emilie Wudie Jonsson, Karolina Markusson, Cajsa Aronsson, Seth Engellau, Dalija Logar, Joosep Raudsepp, Ffion McEvoy, Antoine Vincenot, Anna Dorina Szabó, Kristin Häsler, Nora Eliassen, Elliott Gunnell, Francisco Cobos Cabral, Iris Diotallevi, Fabio Cavaliere*

1. Opening of the meeting

President Claudia Muñoz-Rojas Domínguez opens the meeting at 18.01.

2. Election of Chair of the Meeting

Claudia Muñoz-Rojas Domínguez is elected the Chair of the Meeting at 18.02.

3. Election of Secretary of the Meeting

Isabella Silva Ortiz is elected the Secretary of the Meeting at 18.02.

4. Election of Attestors and Vote Counters of the Meeting

Seth Engellau and Karolina Markusson are elected the Attestors and Vote Counters of the meeting at 18.03.

5. Approval of the Electoral Roll

The electoral roll is set at 16 at 18.04 .

6. Approval of the Agenda

The Board approves the Agenda at 18.04.

7. Information Point: The Annual Meeting

Claudia explains the annual meeting will take place on October 14th at 9.00 am. She emphasizes checking your availability as many important decisions will be taken.

8. Information Point: Operational Plan

Claudia presents the Operational Plan, and asks each member to send their operational plan before the 6th of October.

9. Decision Point: Motion to Approve Changes to the Rules of Procedure

Claudia presents the Motion to the Board Meeting. The Proposals are the following:

Proposal 1:

To change § 2.5.1 in the Rules of Procedure from:

“2.5.1 Acclamation

Acclamation is a vote that is taken on a topic/motion by responding orally. The electoral roll will therefore be given the opportunity to either respond in favor or opposed to the issue up for decision. The Meeting Chair decides the winner. If the Meeting Chair is considered to have ruled wrongly, a vote by other means can be called for by a member of the electoral roll by calling out “votation” before the gavel hits the table. If this happens, the vote counters and attestors will decide the winner.”

To

“2.5.1. Raised Hands

Raised Hands is a voting method in which participants physically raise their hands to indicate their support or opposition to a motion, proposal, or decision. The Meeting Chair will clearly state the motion or issue up for decision & board members will raise their hands to indicate their vote. A raised hand signifies approval or agreement with the motion, while keeping a hand down signifies opposition or disagreement. The vote counters and attestors will then count the raised hands and

announce the result after confirming it with the Secretary. The Meeting Chair declares the results. If the Meeting Chair is considered to have ruled wrongly, a vote by other means can be called for by a member of the electoral roll by calling out "votation" before the gavel hits the table. In case of a tie vote or if further clarity is needed, a secret ballot may be requested and conducted in accordance with the Rules of Procedure."

Proposal 2:

To change § 1.11 in the Rules of Procedure from:

"1.11 Co-opted

The Board can decide to co-opt people to a Board Meeting. The co-opted people have the right to be present and to speak. Co-opted people do not have the right to vote, nor the right to move."

To

"1.11 Co-Option

The Board may choose to co-opt individuals to attend a Board Meeting. Co-opted individuals have the right to be present and speak but do not possess voting or motion rights. Any qualified individual arriving in time for the meeting may be co-opted for that session, subject to approval by Board Members."

Proposal 3:

To add to § 5 in the Rules of Procedure the following points:

"5.7 Duration & Decorum of Discussions

During board meetings, discussions on individual agenda items, including motions, proposals, information points, and discussion points, shall be limited to a maximum duration of 10 minutes. The Meeting Chair shall serve as the timekeeper responsible for monitoring and enforcing the time limit. When the designated time for discussion elapses, the Meeting Chair shall inquire whether the board is ready to move into the decision-making phase and then call for a vote on the motion or proposal under consideration. The Meeting Chair shall have the discretion to extend the discussion time for compelling reasons, such as the complexity of the matter, without requiring a vote. However, such extensions shall be brief and well-justified. In the event that a motion or proposal is not resolved within the allocated 10-minute time frame and no extension is granted, it shall be tabled for further consideration at the subsequent meeting. The Meeting Chair retains the authority to limit the repetition of points already made during discussions, thus upholding the focus and efficiency of the meeting."

"5.8 Motion Clarity

Motions introduced to the Board Meetings should be clearly defined and contain the necessary information to facilitate constructive discussions and informed decision-making during board meetings. In cases where a motion or proposal lacks sufficient information for board members to make an informed decision, is purely hypothetical and lacks concrete details for constructive discussion, or is too vague to facilitate meaningful deliberation, the Meeting Chair is empowered to take one of the following actions:

- Postpone discussion or voting on the motion to the next meeting to allow for further development and clarification, and request the initiator of the proposal to refine it, providing additional details or context.*
- Determine that the motion is not suitable for consideration during a board meeting but is better suited for discussion within a committee meeting or the presidium.”*

“5.9 Effective Preparation and Participation in Board Meetings

As per UPF’s Statutes, Board members are required to review all board meeting documents, including the agenda, motions, and relevant materials, in advance of the scheduled meeting. This review should be completed to ensure a comprehensive understanding of the matters to be discussed. Furthermore, in addition to reviewing meeting documents, board members are strongly encouraged to form preliminary opinions on the decision points to be discussed, with the aim of streamlining discussions and preventing unnecessary delays. With that same purpose, motions or discussion points will not be read aloud but rather briefly introduced. Members should refrain from asking questions about the fundamental tenets of a motion, e.i. Summary on an issue.”

“5.10 Changes to the Electoral Roll

Upon the start of any board meeting, the electoral roll shall be established as stated in the Rules of Procedure. Any board member who is late to the meeting for more than 15 minutes shall not be entitled to inclusion in the electoral roll and will be ineligible to exercise their voting rights during said board meeting. In addition, participants who exit the meeting for more than 15 minutes shall be subject to removal from the electoral roll.”

Joosef suggests changing the motion, reducing the time for inclusion in the electoral roll from 30 to 15 minutes.

Francisco disagrees with parts of the motion.

Karolina disagrees with the 10 minute discussion limit, as there are no other clear forums for discussion of motions.

Claudia explains that the 10 minute discussion proposal is to encourage members to have preliminary opinions on an issue before discussing it during the meeting.

Claudia explains that due to logistics reasons she thinks the motion discussions should aim to last 10 minutes, but that there is room for extension when a motion requires longer time for discussion.

Claudia proposes that the motion goes into voting without point 5.7.

Claudia proposes voting on point 5.7.

Point 5.7 was voted in favor by the majority of members.

The Board approves the Motion at 18.16.

10. Decision Point: Motion about Saving Board Member's Time

Elliott presents the Motion to the Board Meeting to introduce a de facto practice of one committee, one vote and to enforce a quorum, in accordance with the UPF Statutes Sec. 5.9.2

Emily questions the logic of this motion.

Elliot explains the reasons for the motion is to be more transparent in the statues and to effectively endorse the quorum.

POC Karolina: Should it be one vote per committee? Or can two heads from the same committee have different opinions and votes?

Elliot explains that if two heads of committee express their vote, and one is in favor and not in favor the vote would naturally cancel out.

Claudia clarifies that to change the Statues, it needs to be approved in two annual meetings. Therefore, the motion will rather be a suggestion than an endorsement.

Emily states that the motion could prove a problem as there can be conflict of interests within heads of each committee.

The Board does not approve the Motion at 18.30.

11. Decision point: Motion about Partnership with Human Rights Festival

Claudia presents the Motion to the Board Meeting.

Seth says that we should partner, but he advises members to keep in mind to not volunteer for the HRF if the Debate event needs more volunteers.

Nora asks if we pay for the speakers.

Claudia clarifies that the HRF will bring speakers. UPF's job is to host the international room & present & thank the speakers & attendees. If UPF chooses to, we can also invite speakers and UPF's costs would cover transportation for the speaker invited by UPF.

Seth expresses inconsistency towards HRF as they put UPF in their websites as partners, he suggests letting them know of this irregularity.

Iris asks whether there is already a list of speakers for the festival.

Claudia explains that there is already a list of speakers for the festival. Claudia explains to Seth that the reason for them having UPF's logo is due to partnership with Raoul Wallenbergs Institute.

Francisco raises concerns about the Raoul Wallenbergs Institute ignoring our emails and having a delay in their payments. Francisco asks for the quantity of resources from HRF in terms of volunteers.

Claudia answers that they require few volunteers from UPF's side.

The Board approves the Motion at 18.41.

12. Decision point: Motion for Allowing Articles in Swedish

Ffion presents the Motion to the Board Meeting to allow a limited number of articles of The Perspective to be published in Swedish.

Seth says that the working language is English. Therefore, if there is any contribution in Swedish, he suggests it should be translated into English.

Joseph says that for Magazine it makes sense to do this, but that in Webzine there would be logistical problems as he does not understand Swedish. Only Johanna knows Swedish, thus, there would be a need to have an editor knowing Swedish.

Isabella asks if there is a limit on the number of Swedish articles.

Ffion answers that it would be only one article per edition.

Francisco asks if there is another person that can read over and edit the Swedish articles as she does not speak Swedish.

Ffion answers that there are already members interested in taking that job.

Emily and Karolina raise support on the motion.

Dalija suggests if there is a high interest in Swedish written articles, to raise the articles to two per edition.

Seth asks if Webzine and Magazine have the same editors.

Ffion explains that that is not the case, Magazine and Webzine have different writers and editors.

The Board approves the Motion at 18.50.

Claudia proposes a 10 minute break and the Board agrees at 18.51.

The meeting resumes at 19.01

13. Decision point: Motion to set up an online merch shop for UPF Lund

Joosep presents the Motion to the Board Meeting to approve of the plan to set up an online UPF Lund merchandise shop to have more funding for the upcoming operational year.

Claudia suggests not to create a Merch working group but to have the responsibilities laid on the Recruitment Working Group.

Francisco raises website inventory issues as someone would need to be checking how many products are left. Explains there was merchandise sold in the office before.

Isabella asks if the merchandise is going to be sold only on the website.

Joosep answers that the merch would be sold on site too at events.

Seth suggests that if Committee-specific merch is sold, the profit should be split between the Committee and UPF.

Emily does not support the idea of selling merchandise as this comes as consumerist.

Joosep answers that it would be a good idea to split the profit on committee specific brands but he raises concerns on how the logistics will work. He also states that the consumerist and ecological issue is not valid in this case as there was merchandise produced and given away for free.

Emily suggests that we should find a second hand company that could help reduce environmental and consumerist issues.

Francisco insists that the problem relies on inventory management. He also states that the on-demand suggestion could be more costly. He finalizes stating that with the proper management the motion can be a possibility.

Claudia proposes that the motion should be moved and postponed.

The Board approves to postpone the Motion at 19.16.

The electoral roll is updated to 15 at 19.16

14. Decision Point: Motion about making “Lund Open 2023 - UPF Debate” the UPF project of the year

Seth presents the Motion to the Board Meeting to make “Lund Open 2023 - UPF Debate” organized by UPF Lund Debate committee the UPF project of the year.

Ffion asks what is the project of the year.

Francisco explains the aim and the plan of the Lund Open 2023 - UPF Debate. Seth explains the reason for applying for the project of the year is due to current budget constraints.

Elliot describes what the project of the year is. He supports the motion.

Daljia wonders what other events are happening that day and how UPF members can help.

Seth answers that they would need help in taking pictures, activities, marketing, and other practicalities.

Francisco and Seth explain further specifics on the planned schedule.

Francisco states that giving the money to the debate event can provide revenue in return.

Claudia, Francisco and Karolina abstain from voting.

The electoral roll for this decision is set at 13 at 19.28

The Board approves the Motion at 19.28.

15. Decision point: Motion to set the Membership fee for the Operational Year of 2023/2024 for Submission to the Annual Meeting

Claudia presents the Motion to the Board Meeting to decide one (1) of the following proposals: 1) to set the membership fee at 100 SEK for the Operational Year of 2023/2024 and submit it for approval at the Annual Meeting. 2) to set the membership fee at 150 SEK for the

Operational Year of 2023/2024 and submit it for approval at the Annual Meeting. 3) to set the membership fee at 0 SEK for the Operational Year of 2023/2024 and submit it for approval at the Annual Meeting.

Seth suggests that the motion should be between choosing to either have a fee or no fee for the membership.

Antoine asks what would happen if members get the membership after the membership is changed.

Claudia answers that the change will only apply to new members.

Francisco states that if the fee was to be set at 0, it would heavily impact UPF's revenue.

Joosep agrees on what Seth suggested, and proposes to table the motion.

Claudia states that this motion cannot be postponed.

Joosep and Claudia suggest editing the motion.

Francisco suggests we should try to vote on the motion first, and if there is not a unanimous vote, then the motion should be edited.

Seth asks about the logistics of voting for this motion.

Elliot explains how the vote on the motion works.

The electoral roll is set at 14 at 19.40.

Elliot proposes to change the content of the motion for a new proposal.

The proposal is as follows: To have a membership fee set at a price that is not 0 sek or to have a fee of 0 sek.

The Board decides to have a membership fee that is not 0 sek.

The Board decides to have a membership fee that is 100 sek.

The Board approves the revised Motion at 19.46.

16. Information Point: Questions about Budget.

Francisco presents the budget for the Operational Year 23/24

Antoine wonders about his committee's budget post.

Francisco explains that we have received the FBA grant for this semester but not for the whole operational year.

Joosep asks Francisco what is the plan if UFS gives UPF Lund very little money

Francisco answers that some expenses would need to be cut down.

Emily does not like that the point of scholarship travel was not brought up to her and Cajsa. She wonders what the scholarships would be.

Francisco explains what the scholarship-based travel idea is.

Emily explains that as students we are all tight on money and that choosing who would be selected for the scholarships could be a potential problem.

Claudia explains the reasoning behind the scholarship-based proposal.

Claudia proposes to end the debate at 19.57.

The debate closes at 19.57.

17. Decision Point: Motion to Approve the 2023/2024 Operational Budget for Submission to the Annual Meeting.

Francisco presents the Motion to the Board Meeting to decide to approve the 2023/2024 UPF Lund Annual Budget for its submission to the Annual Meeting of the 14th of October 2023.

The Board approves the Motion at 19.57.

18. Presidium reporting

- 18.1. President

- 18.1.1. Had a great Skanör Trip
- 18.1.2. Applied for grants (Gustav:90s, FBA tba)
- 18.1.3. Sent tons of emails
- 18.1.4. Held meetings with possible partnerships for UPF (HRF)
- 18.1.5. Changed the responsible editors for Webzine & Magazine
- 18.1.6. In the process of doing the same for Pod&Radio
- 18.1.7. Deep cleaned the office
- 18.1.8. Participated in the Get Active
- 18.1.9. Held a Presidium meeting
- 18.1.10. Had a UFS motion meeting
- 18.1.11. Booked Skanör trip for spring
- 18.1.12. Scheduled Annual Meeting

- 18.2. Vice-President

- 18.2.1. Organized the RWG
- 18.2.2. Planned and executed the Get Active

- 18.3. Secretary

- 18.3.1. Successfully sent 3 newsletters in the new format
- 18.3.2. Inquired about a new provider for our merchandise
- 18.3.3. Finalized the BM1 protocol
- 18.3.4. Organized all Membership-related systems
- 18.3.5. Started the process of finding out possible sponsorships to reduce our Fika expenses

18.4. Treasurer

- 18.4.1. Applied for grants with the President (Gustav:90s, FBA tba)
- 18.4.2. Continued with the organization of Lund Open 2023, (we have 3/4 confirmed CAs!, venue booked, deals with hotels, event on FB is out)
- 18.4.3. Finished the accounting until August
- 18.4.4. Prepared the budget for approval in the Annual Meeting
- 18.4.5. Held phone calls with the bank and our financial platforms to understand the fees we're paying
- 18.4.6. Talked to Activity, Webzine and Debate committee heads regarding some specific issues with their finances
- 18.4.7. Payments are up to date
- 18.4.8. Held a presidium meeting
- 18.4.9. Bought fika for the office (and cleaned the fridge)
- 18.4.10. Participated in the Get Active
- 18.4.11. Attended one debate practice

18.5. UFS Representative

- 18.5.1. Do not forget to answer on the slack board channel about Lund-Malmö knowledge exchange.

19. Committee reporting

19.1. Activity

- 19.1.1. Encourages board members to sign up to and promote the upcoming sittning.
- 19.1.2. Booked the first sittning
- 19.1.3. Talked to the Grand Hotel regarding the Annual Spring Ball, and we have secured our spot for next April

- 19.1.4. A second sittning (a Halloween sittning) is under planning right now, we are about to receive the contract from GBG nation for the 27th of October
- 19.1.5. Other than that, we will start having Committee Meetings next week
- 19.1.6. Karolina also participated in the Get Active event and Hälsningsgillet

19.2. Career

- 19.2.1. Set the date for the Career Fair (23th November) and booked Cafe Athens
- 19.2.2. Started sending out invitations to participants for the Career Fair
- 19.2.3. Started sending out invitations to potential FBA seminar speakers
- 19.2.4. Held an online meeting with Europa Direkt (together with Lecture) and a representative for the European Parliament for Sweden
- 19.2.5. Participated in the Get Active
- 19.2.6. Created a WhatsApp group for this year's committee
- 19.2.7. Held 2 Career Heads meetings
- 19.2.8. Held out first committee meeting

19.3. Lecture

- 19.3.1. We scheduled a lecture on the 9th of October with the journalist Grant Wyeth about Australia's strategic landscape and AUKU and a lecture with the Minister of Foreign Affairs on the 14 th of December
- 19.3.2. We are contacting different possible speakers
- 19.3.3. In collaboration with the Career Committee we are organising an event with Europa Direkt in November
- 19.3.4. We are starting a collaboration with the NGO African Union and with got in contact with SASNET (South Asian studies network) for possible lectures
- 19.3.5. We joined the get active event
- 19.3.6. Our first committee meeting will be next Monday

19.4. Magazine

- 19.4.1. Arranged two writer's workshops (Oct 3 and 24) with an Australian analyst and a Palestinian journalist in collaboration with Webzine
- 19.4.2. Presented The Perspective to Lund University journalism students at Media Evolution in Malmö, with Johanna (Webzine)

- 19.4.3. Emailed 15 programme directors to pass on info about The Perspective to students and recruit writers for the magazine
- 19.4.4. Reached out to the East Asia Student Association and South Asian Student Association during Hälsningsgillet and via email to propose collaboration and mutual promotion
- 19.4.5. Contacted the publishing house to inquire about cheaper printing options (without much success)
- 19.4.6. Held a first committee meeting and set up a Facebook group
- 19.5. Pod&Radio
 - 19.5.1. Participated in the Student Fair
 - 19.5.2. Participated in Hälsningsgillet
 - 19.5.3. Participated in the Get Active
 - 19.5.4. Held our first committee meeting
 - 19.5.5. Scheduled our weekly live radio time slot
 - 19.5.6. Participated in Radio AF's introduction meeting for broadcasters
 - 19.5.7. Started exploring opportunities for our FBA pods
 - 19.5.8. Discussed changes to our live radio format
- 19.6. PR
 - 19.6.1. N/A
- 19.7. Travel
 - 19.7.1. Finalized the destination for the first trip of the year: Tunisia
 - 19.7.2. Looked for further grants
- 19.8. Webzine
 - 19.8.1. Opened the application for sub-editors and fact checkers
 - 19.8.2. Participated in the "Get active", our FB committee group for this year now has 54 members in total
 - 19.8.3. Collaborated with "The Perspective" collective to discuss how we could have more common events in the future.
 - 19.8.4. The Perspective at Media evolution in Malmö
 - 19.8.5. Looked at alternatives to Shutterstock, one option is Unsplash+
 - 19.8.6. Johanna Fredrich is now the legal editor for Webzine now

19.9. Debate

- 19.9.1. Had a debate practice
- 19.9.2. Participated in the get active
- 19.9.3. Planned tournament
- 19.9.4. Signed-up new member

20. Other Points

20.1. N/A

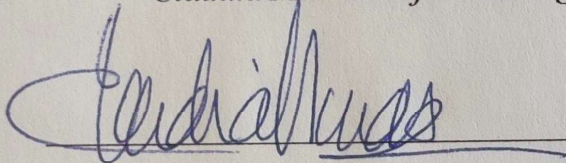
21. Confirmation of the next Board Meeting

The next Board Meeting will be held on the 9th of November.

The Annual Meeting will be held on the 14th of October.

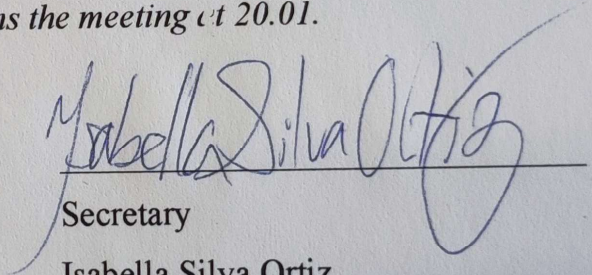
22. Meeting adjourned

Claudia Muñoz-Rojas Domínguez adjourns the meeting at 20.01.



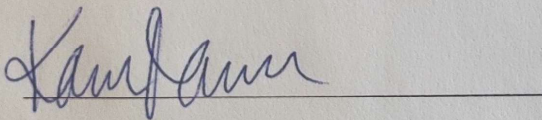
President

Claudia Muñoz-Rojas Domínguez



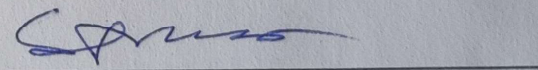
Secretary

Isabella Silva Ortiz



Meeting attester

Karolina Markusson



Meeting attester

Seth Engellau