



ASSOCIATION OF FOREIGN AFFAIRS

LUND EST. 1935

Board Meeting 2

17:17-21:14

2020-09-03

AF-borgen, Kerstins rum

The Board of 20/21

Association of Foreign Affairs, Lund

Present: Agnieszka Gryz, Anna Mizser, Carl Cotton, Clara Karlsson Schedvin, Daniel Bergdal, Demi Bylon, Emma Baker, Frida Lindberg, Gabriella Gut, Hedda Carlsson, Henrietta Kulleborn, Karin Mizser, Kerime van Opijnen, Lovisa Lundin Ziegler, Maguette Fall, Mara Glas, Maximilian Onkenhout, Miljaemilia Wala, Roja Moser, Soha Kadhim, Victoria Becker.

Absent: Thea Sandin.

1. Opening of the meeting

President Soha Kadhim declares the meeting opened at 17:17.

2. Election of Chair of the meeting

Soha Kadhim is elected Chair of the meeting at 17:18.

3. Election of Secretary of the meeting

Carl Cotton is elected Secretary of the meeting at 17:18.

4. Election of Attesters and Vote Counters of the meeting

Clara Karlsson Schedvin and Henrietta Kulleborn are elected Vote Counters and Attesters of the meeting at 17:19.

5. Approval of the electoral roll

The Chairperson Soha Kadhim proposes to set the electoral roll to 19.

Passed by acclamation at 17:20.

6. Approval of the Agenda

(Attachment 1)

Hedda Carlsson proposes that we amend the agenda by skipping point 8.4. Bylaws and Policies.

Proposal to approve the agenda with the suggested amendments.

Passed by acclamation at 17:21.

7. Introduction to UFS

Christopher Andersson from UFS joins the meeting to introduce UFS to the board. He begins by introducing himself. He further discusses the purpose of UFS, and highlights a couple of points. Financing, capacity-building and grants are all mentioned. The rest of the UFS presidium is also introduced. Different events where UFS take part are also mentioned. Finally the UFS songbook is discussed, and the draft is shown to the board.

Frida Lindberg leaves the meeting at 17:52. The new electoral roll is set to 18.

Anna Mizser arrives late at 18:00. The new electoral roll is set to 19.

Victoria Becker arrives late at 18:03. The new electoral roll is set to 20.

8. Tabled points

8.1. Office hours

Hedda Carlsson explains what the office hours entails. She further asks the board if they are pleased with the old way of

having the office hours, or if they would like to introduce new ways of having office hours. For example in a “After Work” format on Fridays.

Maguette Fall suggests that we have a ‘cleaning and buying fika day’ on Mondays before the first meeting of the week at 17. And, also have a hangout day possibly on Thursdays or Fridays in the evening possibly towards 17 or 18 put out as an event (with the exception when the board has their board meetings).

Emma Baker proposes that we have the office hours on Thursdays 15-17 (before the board meetings) in which case it would create a hang-out space also for board members before hour meetings. Cleaning could take place another day.

Clara Karlsson Schedvin counter proposes Emma Bakers proposal so that we have office hours on Mondays 15-17 for cleaning and shopping and that the office hangout falls to the Activity committee to try out and plan.

Henrietta Kulleborn counter proposes Emma Bakers proposal so that we continue to have office hours on Mondays kl 14-16 for cleaning and shopping and that the office hangout falls to the Activity committee to try out and plan.

Maguette Fall withdraws her suggestion in favor of the proposals above.

(The Chairperson Soha Kadhim declares the meeting adjourned for a break at 18:38)

(The Chairperson Soha Kadhim declares the meeting re-opened at 18:58)

The proposal by Emma Baker is passed by votation (11 votes in favor) at 19:01.

The counter proposals by Clara Karlsson Schedvin and Henrietta Kulleborn are therefore no longer relevant.

Mara Glas proposes that in case the board decides to have two office times that appointed board members should only be responsible for either the cleaning/fika hours or the office hangouts during the week. To clarify, a board member cannot be forced to both be responsible for the cleaning/fika and the office hangouts during the same week.

The proposal is passed by acclamation at 19:03.

8.2. Crisis group

The crisis group is responsible for handling crisis situations that the association faces. As the president, Soha Kadhim will take up one of the three spots available. The Chairperson Soha Kadhim suggests that we elect three people to the crisis group.

The Chairperson Soha Kadhim informs the board that Thea Sandin wishes to be nominated to the crisis group. Thea Sandin is however absent from the meeting. The Chairperson Soha Kadhim therefore reads a statement sent in by Thea Sandin.

Gabriella Gut nominates herself to be a part of the crisis group.

Karin Mizser nominates herself to be a part of the crisis group.

The voting will be performed using a closed ballot. The electoral roll is 20. The Chairperson Soha Kadhim has decided to abstain from voting. Out of the 19 votes, Gabriella Gut and Thea Sandin are elected to the crisis group at 19:19.

8.3. Motion of Name Change for Radio (Attachment 2)

Maximilian Onkenhout and Clara Karlsson Schedvin proposes that the Board decides to change the names in relation to the Radio Committee to the Pod&Radio Committee as well as the Perspective Radio to the Perspective Pod&Radio.

Passed by acclamation at 19:23.

8.4. By-laws and Policies

- *This point is no longer relevant due to the amended agenda.*

9. Presidium reporting

9.1. Presidents

- *The board meeting schedule is now set. Reminds the board that there will be two Annual Meetings taking place in September.*
- *Further gives out general reminders to the board regarding the upcoming weeks, and the office schedule.*

9.2. Treasurer

- *Has nothing to report to the board.*

9.3. Secretary

- *There should now be a English version of the default email sent out by Cardskipper when people are signing up.*

9.4. UFS-representative

- *Has nothing to report to the board.*

10. Committee reporting

10.1. Webzine

- *People are reaching out to the heads and are interested in joining the committee.*

10.2. Travel

- *Has decided that they will travel to Kiruna, and will post more information as soon as possible.*

10.3. Pod&Radio

- *The liveshow where the board members introduced themselves, is now live as a podcast.*

10.4. PR

- *Will host a website workshop in a tutorial manner for the media committees. Everyone on the board is invited to attend this workshop . The water bottle campaign will begin shortly as well.*

10.5. Magazine

- *Has nothing to report to the board.*

10.6. Lecture

- *Has managed to get a lot of lecturers for the fall, but is still lacking a lecturer for the Get Active on the 16th of September. Invites the board to help out with getting lecturers, both generally and more crucially, for the Get Active. Discussions arise revolving around the coronavirus pandemic, and how to go about the general problem that potentially sick people showing up could lead to.*

10.7. Career

- *People are reaching out to the heads and are interested in joining the committee. Will have more seminars with individual employers, instead of having a large work seminar due to the coronavirus pandemic. This will take place during the fall. The mentorship program will begin during the spring semester.*

10.8. Activity

- *Will begin with the committee meetings soon. The first sitting will take place in December and will be corona regulated. The*

date for the ball has been decided, and will take place during the spring semester.

(The Chairperson Soha Kadhim declares the meeting adjourned for a break at 20:07)

(The Chairperson Soha Kadhim declares the meeting re-opened at 20:18)

11. Sexual Harassment (SH) Policy

(Attachment 3)

11.1. Amendment to SH Policy

Soha Kadhim and Hedda Carlsson proposes that the board decides:

To amend 2.1 by changing the sentence from “At the beginning of each board year, two contact persons (one man and one woman) should be chosen...” to “At the beginning of each board year, two contact persons (preferably one man and one woman) should be chosen...”

To add a new point 2.1.4 “One of the contact persons should be present and available at all social events. This person should be contactable and not drunk.”

Discussion arises in regards to the new point 2.1.4 and how this would work on a more practical level.

Kerime van Opijnen proposes to amend point 2.1.4 to “One of the contact persons should always strive to be present and available at social events. This person should be contactable and not drunk.”

Maximilian Onkenhout counter proposes to amend point 2.1.4 to “One of the contact persons should always strive to be present and available at social events where alcohol will be consumed. This person should be contactable and sober.”

Hedda Carlsson proposes to amend the proposal by Hedda Carlsson and Soha Kadhim by changing 2.1.4 to “The association should always aim to have at least one of the contact persons present and available at all social events where alcohol is available. This person should be contactable and not drunk.”

Kerime van Opijnen withdraws her proposal.

Proposal to pass the proposal by Hedda Carlsson and Soha Kadhim with the suggested amendments.

The proposal is passed by acclamation at 20:48.

The proposal by Maximilian Onkenhout is therefore no longer relevant.

11.2. Election of Sexual Harassment Contact Person

Karin Mizser nominates herself to be elected as the Sexual Harassment Contact Person

Karin Mizser is elected by acclamation as the Sexual Harassment Contact Person at 20:50.

12. Budget proposition to the Annual Meeting (Attachment 4)

The board needs to approve the budget proposition, so that the budget can be approved during the Annual Meeting.

The Chairperson Soha Kadhim proposes that the board decides to approve the proposed budget for the operational year of 20/21.

Passed by acclamation at 20:54.

13. Motions

There exists no further motions to discuss, and therefore this point is no longer relevant.

14. Other points

14.1. Being a Board member and office rules (Attachment 5)

Some questions arise in regards to the office rules. For example how these rules should be interpreted in the coronavirus pandemic situation. The board agrees to follow the rules proposed by the presidents.

14.2. UFS songbooks

The board needs to decide whether or not it is interested in ordering the UFS songbooks, and where the funds would come from if the board would decide to order the UFS songbooks.

The board is looking back at the presentation made by Christopher Andersson during point 7. Questions arise in regards to the overwhelming amount of Swedish songs in comparison to the amount of English songs. Since UPF Lund has English as its primary language, this is deemed problematic.

The required funds is also something which the board finds difficult to spare.

Kerime van Opijnen proposes to end the debate.

Passed by acclamation at 21:11.

Henrietta Kulleborn proposes that we do not buy any UFS songbooks during the operational year 20/21.

Passed by acclamation at 21:12.

15. Confirmation of next board meeting

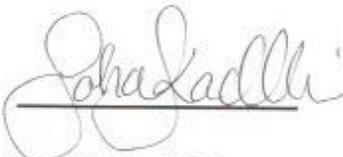
The Chairperson Soha Kadhim informs the board that the next board meeting will be held on 15th of October at 17:00.

16. Meeting adjourned

The Chairperson Soha Kadhim declares the meeting adjourned at 21:14.



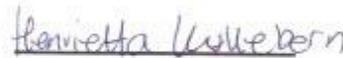
Carl Cotton, Secretary



Soha Kadhim, Chair



Clara Karlsson Schedvin, Attester



Henrietta Kulleborn, Attester

Attachment 1

Board Meeting
2020-09-03, 17:00-21:00
Kerstins Rum, AF-borgen Lund
The Board 20/21
Association of Foreign Affairs,
Lund

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 of the meeting
5. Approval of the electoral roll
6. Approval of the Agenda
7. Introduction to UFS
8. Tabled points
 - 8.1. Office Hours
 - 8.2. Crisis Group
 - 8.3. Motion of Name Change for Radio
 - 8.4. By-laws and Policies
9. Presidium reporting
 - 9.1. Presidents
 - 9.2. Treasurer
 - 9.3. Secretary
 - 9.4. UFS-representative
10. Committee reporting
 - 10.1. Webzine
 - 10.2. Travel
 - 10.3. Radio

- 10.4.PR
- 10.5.Magazine
- 10.6.Lecture
- 10.7.Career
- 10.8.Activity
- 11.Sexual Harassment (SH) Policy
 - 11.1. Amendment to SH Policy
 - 11.2.Election of Sexual Harassment Contact Person
- 12. Budget proposition to the Annual Meeting
- 13.Motions
- 14.Other points
 - 14.1.Being a Board member and office rules
 - 14.2. UFS songbooks
- 15.Confirmation of next board meeting
- 16.Meeting adjourned

Attachment 2

Motion about changing the names in relation to the Radio Committee

Background

During the last few years the UPF Radio committee has changed in what type of content we are producing, alongside talking live radio we have been releasing weekly podcasts on varied topics connected to foreign affairs. We also see that podcast producing is what our members are more interested in and devoting a lot of time to over live production.

Purpose

The purpose of the name change is to project a clearer image of what the committee mainly produces, as that has now become podcasts over live radio. Due to the popularity of podcasts we also believe that this will aid in attracting and recruiting new members to the committee.

Proposal

We propose that the Board decides

To change the names in relation to the Radio Committee to the Pod&Radio Committee as well as the Perspective Radio to the Perspective Pod&Radio

Clara Karlsson Schedvin

UPF Head of Radio 20/21

Maximilian Onkenhout

UPF Head of Radio 20/21

Attachment 3

Motion to amend Sexual Harassment Policy

Background

UPF has a sexual harassment policy that states that at the beginning of each board year, two contact persons (one man and one woman) should be chosen. One person should be a board member and the other person should be an active member. Preferably, one individual should also be part of the crisis group. It is the president's responsibility to ensure this. Their contact information should be available on the association's website, and their roles and responsibilities should be communicated to the association's members.

Purpose

To elect one man and one woman is a good ideal situation. However, the last board decided to elect one of the contact persons at the Annual Election Meeting, where a female was elected. This means that during the operational year of 20/21, the board will need to elect a male contact person from the board. In normal circumstances the board has the possibility to elect their candidate before the person outside of the board is elected. Therefore we feel it might be unfair and could be considered forced upon one of these three male board members to take on this position. Moreover, we feel that allowing two female contact persons could help the board ensure that the right person is elected, who is also interested in taking on the responsibility. We would further like to amend the policy by adding "One of the contact persons should be present and available at all social events. This person should be contactable and not drunk.". The reason we suggest to add this point is that social events are an environment where it is likely that harassment takes place, and it is therefore important that one of SHCP is in their right state of mind to handle a possible situation.

Proposal

We therefore suggest that the board decides:

To amend 2.1 by changing the sentence from "At the beginning of each board year, two contact persons (one man and one woman) should be chosen..." to "At the beginning of each board year, two contact persons (preferably one man and one woman) should be chosen..."

To add a new point 2.1.4 "One of the contact persons should be present and available at all social events. This person should be contactable and not drunk."

Soha Kadhim & Hedda Carlsson

President & Vice President

Attachment 4

Budget 19/20		Budget 20/21	
Incomes		Incomes	
Entrance Revenues	16,539.00	Entrance Revenues	0.00
Advertisement	57,970.00	Advertisement	57,970.00
Membership Revenues	73,077.00	Membership Revenues	0.00
UFS Grants	156,661.00	UFS Grants	150,000.00
Other Revenues	107,493.00	Other Revenues	112,612.00
Total Income	411,740.00	Total Income	320,582.00
Expenses		Expenses	
Shared Expenses		Shared Expenses	
Office Rent	27,000.00	Office Rent	28,742.00
Bank Expenses	2,575.00	Bank Expenses	2,000.00
Fika	11,605.00	Fika	10,000.00
Project	10,000.00	Project	10,000.00
Office Expenses	35,000.00	Office Expenses	10,840.00
Board Activities	22,403.00	Board Activities	25,000.00
Workshop	0.00	Workshop	0.00
Board trips	5,219.00	Board trips	2,500.00
Foreign Correspondence Fund	8,000.00	Foreign Correspondence Fund	0.00
Climate Compensation	0.00	Climate Compensation	0.00
Total Shared Expenses	121,802.00	Total Shared Expenses	89,062.00
Committees Expenses		Committees Expenses	
Radio	7,554.00	Radio	6,500.00
PR	17,962.00	PR	15,000.00
Magazine	82,715.00	Magazine	86,500.00
Webzine	5,500.00	Webzine	4,000.00
Lecture	110,413.00	Lecture	61,500.00
Career	24,000.00	Career	16,500.00
Activity	16,016.00	Activity	8,000.00
Travel	21,753.00	Travel	12,000.00
Presidium	0.00	Presidium	1,000.00
Election	0.00	Election	300.00
Chief Recruiters	0.00	Chief Recruiters	200.00
Total Committees Expenses	285,913.00	Total Committees Expenses	211,500.00
Other Expenses	4,025.00	Other Expenses	20,000.00
Total Expenses	411,740.00	Total Expenses	320,582.00
Difference	0.00	Difference	0.00

Attachment 5

To be on the board

Responsibilities

Office hours

Everyone will have 2-4 per semester when you, together with another person, cleans the office and gets fika for the meetings of the week (what to clean and what to buy can be found in the office folder. Document called "office hours"). During this time the office will also be open for our members to come by and talk to us about whatever. It is VERY important that you carry out your office hours duties. If you are not available on the dates we set up, you are obligated to switch hours with someone else on the board.

Board meetings

Held on Thursdays every third week (approximately, sometimes it won't be exactly 3 weeks in between), you are all expected to attend except if you have a valid reason not to. Valid reasons would be for example if your course has lectures/exams/seminars, if you get sick, are away etc, we hope that you can figure out what is a valid reason and not.

Dinners/parties/other similar activities are absolutely not valid reasons to skip a board meeting.

Committee meetings

Every week (again approximately), you will hold a committee meeting on a time set by our schedule.

Representation & Recruitment

You are supposed to represent the board to your committee members, and represent your committee at the board meetings. It is important that this connection between committee/board is made clear to your committee members.

Working Hours

UPF has a policy which states the working hours for the association, these are the following:

Weekdays: 7 AM – 8 PM

Weekends: 10 AM – 6 PM

Rules as board members

Alcohol & drug policy

We are operating under the AF Alcohol & drugs policy, which we will explain to you but also link down below.

You will, under no circumstances, show up to a board meeting, committee meeting or for example a seminar/lecture intoxicated. You will also, under no circumstances, be allowed to drink alcohol at or during board meetings.

Unity and Inclusivity

UPF is one organization with eight committees, and it is very important that we remember that we are ONE organization. Upon this we want everyone to try their best to create connections between the committees, so our active members get to know each other and learn about other committees than their own.

On this matter, we also want you to remember that ALL committees are an equally important part of UPF:s operations, and that we therefore should strive to get ALL committees connected. We want to put emphasis on this as members have expressed concern that UPF is very divided between the media committees and the rest, which should not be the case. You are very welcome to work closely together as you can definitely help each other out a lot, but in terms of social activities all committees should be equally included.

As such we want all committees to have individual kickoffs/kickouts, and the office is not to be booked for intra committee hangouts where all committees are not invited. For sittnings/the ball, we want you to consciously try to mix up who you have your pre parties with, as we are trying to connect all of the committees it should not be the same every time.

Another important aspect of this is that we have to consider our inclusivity in the organization as a whole. We want to be inclusive towards all of our active members/members and therefore from now on- at official board hangouts- the board and the board only are invited.

Our job as board members of this association is to create a community where every member feels included.

Office rules

Non-negotiable rules

Consequences

If these rules are broken, the person in question will get their office privileges withdrawn. The person will not be allowed to use the office outside of AF opening hours, and may depending on the severity, have to turn in their office key.

1. It is strictly forbidden to smoke at the office, on the office roof and on the AF rooftop.

No explanation needed.

2. Hangouts will always be requested first to Edilen, edil@af.lu.se , and cc The President and the Vice President. This concerns hangouts outside of AF:s opening hours and if alcohol is included.

The reason for this is that there is only one fire alarm for the whole corridor. When someone has hangouts, playing loud music, watching movies, playing games etc. and the fire alarm goes, it is most likely not going to be heard by the people in the office. Edilen is VERY strict about this. **NO email equals no hangout!**

3. Hangouts should always have a contact person who is responsible.

Who this person is, should be made clear to Edilen as well as the President and the Vice President.

The person responsible, is responsible for making sure that the rules are followed and that the office is in good condition after the hangout. If we receive angry emails from Ludvig (Edilen). The person responsible will receive angry emails from us!

4. Not allowed to roam around on different floors/corridors during hangouts at late evenings and nights.

This is not allowed due to safety reasons. In case of fire, and people are roaming around, it is difficult to know where people are. Stay on the floor/corridor that you mentioned to edilen in the email.

5. Don't use the main entrance when having hangouts.

when we go back and forth a lot, we use the back door. The staircase to the back entrance can be found at the end of our corridor (opposite side of where we get in from when using the elevator).

6. Office is to be booked for UPF-related activities/meetings ONLY.

It is not acceptable to book the office to have a quite study place or hanging out with your mates. UPF work has always precedence over private matters! The booking is what isn't allowed, but you are more than welcome to use it for studying, hanging out

with friends, eating lunch under the condition that it isn't occupied for UPF related work.

Generic rules

1. Clean up properly after meetings and hangouts

It may seem obvious but this is very important.

2. The office must be booked for meetings/hangouts.

If it is not booked you are of course welcome to use it, but everyone on the board is always welcome if activities are not booked beforehand. It is your responsibility to make sure that the office is booked if you plan to use it for committee/work related matters. You are not allowed to remove someone's booking to put in your own.

3. In terms of hangouts, the office is only to be used for either individual committee hangouts or hangouts where all committees are invited.

As we mentioned, we are ONE organization that we would like to get together as much as possible. UPF is a community where everyone is included. We do not want to create a division between committees where some are super closely tied together and some are not. Everyone on the board does an equally important job.

The office can however, and is encouraged to, be booked for educational purposes in terms of intra-committee workshops and meetings.

4. The office is not allowed to be booked if board meetings are to be held online.

Everyone on the board who is in need of a space to be at during digital board meetings should be allowed in the office.