



**ASSOCIATION OF  
FOREIGN AFFAIRS**

LUND EST. 1935

## **Board Meeting**

2022-12-15, 17:00-21:00

UPF Office

The Board 22/23

Association of Foreign Affairs

Present: Annie Anderek, Kathryn Dolan, Santeri Rönty, Lucile Corcoran, Anaïs Le Pluart, Victor Åstrand, Anna Holm, Ana Caselles Calle, Claudia Muñoz-Rojas Domínguez, Isabella Silva Ortiz, Dianne Kok, Ronja Oechsle, Elliott Gunnell, Hassan El-Saghir, Nora Eliassen, Laila Sasivarevic, Marco Rizzi

Absent: Julia Hampel, Helene Witte, Sara Friman, Love Kirkegaard, Ella Fasting, Zahra Aghzada

1. Opening of the Meeting

*President Annie Anderek opens the meeting at 17:19.*

2. Election of Chair of the Meeting

*Annie Anderek is elected the Chair of the Meeting at 17:20.*

3. Election of Secretary of the Meeting

*Santeri Rönty is elected the Secretary of the Meeting at 17:20.*

4. Election of Attesters and Vote Counters of the Meeting

*Victor Åstrand and Lucile Corcoran are elected as Attestors and Vote Counters of the Meeting at 17:21.*

5. Approval of the Electoral Roll

*The Electoral Roll is set at 15 at 17:22.*

6. Approval of the Agenda

*Annie wishes to make the following changes in the Agenda:*

*The removal of point 13.1 Working group: Senior collegium*

*The adding of point 16.1*

*The amendments to the Agenda are approved by the Board at 17:18.*

7. Election of Chief Recruiter

*Marco Rizzi is candidating for the position of the Chief Recruiter of the Association. Marco presents himself to the board and shares his views on why he should be elected to the position.*

*The Board poses questions to the candidate.*

*The candidate responds to the questions.*

*The Electoral Roll is set at 17 at 17:33.*

*The candidate leaves the room.*

*Hassan El-Saghir abstains from voting.*

*Marco Rizzi is elected to the position of the Chief Recruiter of the Association at 17:37.*

8. Information point: Project of the year

*Annie informs the Board of the information point. Each Board is obligated to create an annual 'Project of the Year'.*

*Ana adds that UPF gives a grant of 10,000 SEK to a project whose topic can be determined by the board.*

*Elliott adds that it is a way to give back to the members. The project can include for instance speakers in a panel discussion.*

*Annie adds that the decisions regarding the Project of the Year will be decided at the first Board Meeting of next semester.*

*Ana suggests that there could be a working group for the Project.*

*Santeri wonders if the board is obligated to initiate the Project of the Year due to a grant that we receive.*

*Anaïs responds that the obligation is in the Statutes of the Association.*

*Victor wonders when the decisions regarding the Project will have to be made.*

*Annie responds that they should be made before the first Board Meeting of next semester.*

*Hassan wonders when it will be possible to apply to the Project.*

*Annie responds that it depends on which Board Meeting we decide the details.*

*Ana notes that not having a project of your own does not mean that you can not join the Project. It is always possible to join other people's projects.*

9. Information point: FBA reporting

*Annie Anderek informs the Board of the information point. Annie reminds the Board to hand in the Committee reports regarding the FBA grants before Christmas.*

*Elliott wonders which dates should be added to the listeners' numbers for the Podcasts.*

*Annie responds that the listeners' numbers always come a bit later after the publication of the Podcasts, so the dates can be determined for the weeks following the publication.*

*Dianne wonders about the men-women ratio for the readers of the Magazine.*

*Annie responds that we do not keep that kind of information about our members. When applying for the grant and noting our membership gender ratio, we just put down half-half men and women.*

*Victor wonders what the difference between the FBA Matrix and the Statistics document is.*

*Annie responds that the two documents are to be found in the Board folder and are to be used to determine the specifics of budget questions per committee. The FBA Matrix is where the specific budgets are available for each committee, while the Statistics document is where the committees add their spending event-wise.*

10. Information point: End of the year reporting

*This information point is going to be skipped since it essentially has the same content as the previous point.*

11. Discussion point: Classroom visits

*Annie presents the Discussion Point to the Board. Classroom visits should be shared equally between the Board Members.*

*Elliott suggests that Chief Recruiters could be used to do classroom visits.*

*Marco wonders what the classroom visits are.*

*Annie responds that in the beginning of the semester, UPF makes classroom visits at the different classes of the university to recruit new members.*

*Victor suggests that there are fewer classes that start during the second semester so they do not necessarily need to be prioritised during the second semester.*

*Elliott suggests that we could determine an “area of influence” to the students of political sciences and humanities in order to make recruitment more effective.*

*Ana suggests that, building on to what Elliott said, we could approach the rest of the students during the Student Fairs.*

*Elliott thinks that the Recruitment Working Group and the Chief Recruiters could be taking over the task of Classroom visits.*

*Kathryn suggests a break at 18:06.*

*The Board Meeting takes a break at 18:06.*

*The Board Meeting continues at 18:17.*

12. Discussion point: Board Handbook

*Anaïs presents the Discussion point to the Board. Anaïs presents the Board Handbook and wants to hear feedback regarding the Handbook.*

*Dianne suggests that we could add something about handovers and about the communication within UPF, as well as recruitment.*

*Annie suggests that the Handbooks can be given to the newly-elected Board Members before Skanör.*

*Elliott wonders if the Handbook is only for new Board Members, or if it will be published or given forward to Trustees.*

*Anaïs responds that it is no secret document as such, so it can be sent forward.*

*Victor suggests that there are some grammatical mistakes that can be corrected.*

*Dianne wonders how it was designed.*

*Anaïs responds that Karolina from the previous board designed it.*

### 13. Motions

#### 13.1. Working group: Active members' fund

*Annie presents the motion to the Board. Three people are needed to the Working group.*

*Ana wonders if there is a distinction between who is an active member and who is not.*

*Annie responds that the Committee heads have earlier determined who is an active member within the committee.*

*Elliott wonders if there is a mechanism within the Association that determines how active an individual member is.*

*Annie responds that no such information is available at the moment but can be organised.*

*Victor wonders how we keep track of who is an active member and who is not.*

*Kathryn suggests that according to the Statutes, an active member is an ordinary member who contributes to committee work, holds a trustee position, or is part of a working group.*

*Ana suggests that any active member should be an ordinary member.*

*Elliott wonders if there is a quick way to show that one is a member.*

*Santeri responds that one can quickly show their membership via the Cardskipper app that shows one's membership card.*

*Annie suggests that the Secretary could once in a while check the memberships of the active members.*

*Isabella Silva Ortiz, Ana Caselles Calle and Dianne Kok are elected to the Active Members' Fund Working Group at 18:39.*

### 13.2. MUCF money

*Annie presents the motion to the Board.*

*Kathryn presents the different possibilities for spending the rest of the extra grants.*

*Nora suggests 1000 SEK could be allocated to the Travel Committee for a reimbursement.*

*Victor asks if our merchandise is given out or sold.*

*Annie responds that most of it is intended to be sold.*

*Victor wonders if the extra grant is a bonus on top of the current budget.*

*Annie responds that it is.*

*Dianne wonders if all of the things on the merchandise list are necessary.*

*Kathryn responds that it is the task of the Board to determine which merchandise to purchase.*

*Isabella wonders if some of the grant can be used for the ball.*

*Annie responds that it can not because the money needs to be used this year.*

*Annie suggests that we will come up with a suggestion for the grant's spending on which we will vote.*

*Elliott suggests that it is a good opportunity to spend money on for instance generic UPF hoodies or t-shirts, or for instance an extra chair to the sofa area.*

*POI Kate: The amount of money would perhaps not allow us to buy bigger things like hoodies.*

*Annie suggests that any needs that the committees have, should be communicated today or latest tomorrow.*

*Claudia notes that there have been some problems with the camera, and if there would be a possibility to get a new objective.*

*POI Annie: The amount of money should be roughly divided with a board decision, but the details can be determined later.*

*Victor suggests that we could also offer UPF socks. Victor also wonders how much the Sodastream would cost.*

*Kathryn responds that the Sodastream costs 600 SEK.*

*Nora suggests that the tote bags are a great merch.*

*Claudia suggests that we could have lanyards for UPF*

*Elliott wonders how we want to break down the extra grant.*

*Annie asks the Career Committee if they would like to allocate some of the grant to any of their activities that could be paid during this year.*

*Annie suggests a break of 10 minutes at 19:09.*

*The Board Meeting continues at 19:22.*

*The Electoral Roll is set at 14 at 19:34.*

*The Board discusses how to allocate the extra grant between merchandise, office expenses, and other expenses.*

*Annie withdraws the originally submitted proposal for this motion.*

*Annie proposes that the board decides to allocate the 26224 SEK on Shutterstock, Travel reimbursement, the Career Fair, merch, and office supplies.*

*The Board decides to allocate the 26224 SEK on Shutterstock, Travel reimbursement, the Career Fair, merch, and office supplies at 20:11.*

## 14. Presidium Reporting

### 14.1. Presidents

- 14.1.1. Planning Lundsala
- 14.1.2. Planning the January-February period
- 14.1.3. Started looking at MUCF/ForumCiv reporting
- 14.1.4. Started looking at FBA reporting
- 14.1.5. Done individual meetings with Board Members
- 14.1.6. Started up the Foreign Affairs Café
- 14.1.7. Started talking to the institutions we have collaborations with
- 14.1.8. Approved order for extra board member sweatshirts
- 14.1.9. Opened elections for Chief Recruiter Trustee
- 14.1.10. Attended the UPF Live Radio Show on November 30th
- 14.1.11. Inquired to Medtryck for quotes of new merchandise

### 14.2. Secretary

- 14.2.1. Three newsletters written
- 14.2.2. The Protocols from the meetings this semester are ready to be signed
- 14.2.3. Promoted UPF at LUX last week
- 14.2.4. Started planning a total rebranding of the newsletter
- 14.2.5. Taken part in the Policy Working Group
- 14.2.6. Attended and toastmastered the Christmas sittning last Friday

### 14.3. Treasurer

- 14.3.1. Accounted the payments for November
- 14.3.2. Did the Q2 report
- 14.3.3. Started looking at grant reporting
- 14.3.4. Handled reimbursements

### 14.4. UFS Representative

- 14.4.1. Been in the Policy Working Group
- 14.4.2. Been a toastmaster
- 14.4.3. Worked on UFS Secretary things
- 14.4.4. Had a meeting with Annie and Uppsala about the Lundsala exchange
- 14.4.5. Investigated Forum Weekend questions within UPF Lund, UF Malmö, and with UFS
- 14.4.6. Written up the UFS reports for both November and December



## 15. Committee Reporting

### 15.1. Activity

- 15.1.1. Held the following events: Games Day, Spinning class, and the Christmas sitting
- 15.1.2. Booked a sitting for the next semester (18/2)
- 15.1.3. Promoted UPF at LUX
- 15.1.4. Started planning the activities for next semester

### 15.2. Career

- 15.2.1. Planned a new FBA seminar for the 14th of December
- 15.2.2. Continued planning for the Prep Course
- 15.2.3. Sent out a welcome message to the participants of the Prep Course
- 15.2.4. The HR students have started the selection process to the Mentorship Programme
- 15.2.5. Planned a potluck for next Monday with the Activity and PR Committees

### 15.3. Lecture

- 15.3.1. Organised the panel discussion on Global China with ACE and RWI
- 15.3.2. Has held a workshop where members sent out invitations to speakers in the Spring
- 15.3.3. Has filled the Host Trustee position and is working to introduce him into the role
- 15.3.4. Has received this semester's FBA reporting from our Grant Coordinator
- 15.3.5. Currently planning the Spring semester

### 15.4. Magazine

- 15.4.1. Received the first edition of the Magazine and started to promote it
- 15.4.2. Discussed the distribution of the Magazines with the committee
- 15.4.3. Had a hangout with Webzine
- 15.4.4. Shared the schedule for the second edition with the committee
- 15.4.5. Welcomed several new writers for the second edition
- 15.4.6. Reviewed and discussed first pitches for the second edition

### 15.5. Pod&Radio

- 15.5.1. Released two podcasts
- 15.5.2. Continued working on other episodes

### 15.6. PR

- 15.6.1. Taken pictures at various events
- 15.6.2. Chosen our trustees

- 15.6.3. Created and posted multiple content for the committees and UPF
- 15.6.4. Created ads for Career's FBA seminar
- 15.6.5. Taken pictures of UPF's trustees
- 15.6.6. Worked on the posters for recruitment

15.7. Travel

- 15.7.1. Has been dealing with reimbursement forms
- 15.7.2. Has filled in statistics
- 15.7.3. Has told the trustees to contact PR
- 15.7.4. Mathilde has published her article
- 15.7.5. Maria and Emily have recorded for the podcast

15.8. Webzine

- 15.8.1. Continued to work on publishing articles
- 15.8.2. Had a committee hangout with Magazine
- 15.8.3. Held the last committee meeting of the semester

16. Other Points

16.1. UFS Alcohol Policy

*Anaïs presents the point to the Board. The Presidium of the UFS is sending two separate motions to reinstate last year's vegetarian and no-alcohol policies to the next meeting. Anaïs has previously sent the information to the Board, and wants to double-check that the Board understands the content of the point.*

17. Confirmation of Next Board Meeting

*The next Board Meeting will be held at 17:00 on January 19th 2023*

18. Meeting Adjourned

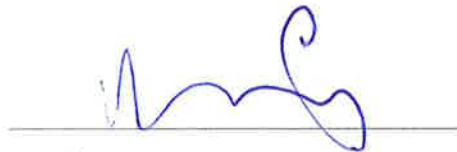
*Annie Anderek adjourns the meeting at 20:34*



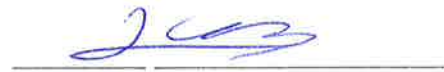
President  
Annie Anderek



Secretary  
Santeri Rönty



Meeting attestor  
Victor Åstrand



Meeting attestor  
Lucile Corcoran