



# PhD Chapter Winter Meeting – Dec 13<sup>th</sup> 2016

## Minutes

PhD Chapter at KTH

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Place: T-Centralen, Drottning Kristinas väg 29 (KTH Main Campus)

Time: Tuesday, December 13<sup>th</sup> 2016, 17:00

### **1. Opening formalities**

- a. Meeting opening
- b. Attendees
- c. Choice of chairperson, secretary, and person to check the minutes
- d. Approval of the latest protocol: PhD Chapter Summer Meeting 2015
- e. Approval of the meeting agenda

### **2. Overview of PhD Chapter activities**

- a. Presentation of HT2016 activities and action plan for VT2017 activities
- b. Open questions to the board

### **3. Elections**

- a. Vice chairperson (1 person)
- b. Additional board members (2 people)
- c. Web and communication manager (1 person)
- d. Standard bearer (1 person)
- e. Vice standard bearer (1 person)
- f. Nominating Committee members (3-5 people)

**Note:** For each point above (3.x) the protocol is:

- Overview of the position
- Nomination of interested people
- Election

### **4. Freedom from Responsibility for the 2015-2016 PhD Chapter Board**

- a. Presentation of the PhD Chapter Annual Report 2015-2016
- b. Undelivered audit report for 2015-16. Motion to approve the freedom of responsibility of the board 2015-2016 without an audit report or to appoint a substitute auditor to prepare such report, to be delivered at PhD Chapter summer meeting.

### **5. Meeting Closure**

**Doktorandsektionen vid Tekniska Högskolans Studentkår**

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