

Board Meeting no 2 – August 30th 2018

Minutes



PhD Chapter at KTH

Place: Teknikringen 14, room 523
Time: 18:00-19:00, August 30th 2018

1. Opening formalities

- a. Meeting opening at 18.07
- b. Invited: chapter board, head of educational affairs and chapter auditors.
- c. Attendees: Robin, Jesper, Fangkai, Kateryna (arrived 18:17), Amanda, Jonathan (THS education), Emma, Elena
- d. Absent: Félix, Sriharsha, Tage
- e. Robin is chosen as chairperson.
- f. Emma is chosen as meeting secretary.
- g. Amanda is chosen as meeting minutes checker.
- h. Latest protocol checking and signing.

2. Discussion points

- a. Events
 - i. Recurring events in T-centralen
 1. The board thinks that it is a good idea to have recurring events. The proposal is to have them on the same day and time every week but with different content. Aiming to have one larger event every month and the other weeks more informal events, such as game nights. Each week at least one from the board should be present. Amanda is chosen to be to coordinator for these events. The larger events could also be part of the THS events (and should fit their calendar). The weekly events should also be organized without creating a conflict with Phd Chapter pubs.
 2. Elena proposed to create a platform for PhD students, acting as mentors for startups within their research field. A pilot can possible be organized to start in the winter/spring, and chapter members could be part of it. The mentorship-platform can help chapter members to get in contact with startups and therefore help bridge between academia and industry. Ph.D courses could also be offered as part of this program. Elena will write a proposal and bring to the next board meeting.
 3. Science slam - Elena takes a leading role in organizing that.
 4. A plan should be made for the fall semester as soon as possible.
 - ii. KTH Relocation Days
 1. Can be used to spread the words about the Ph.D chapter.
 2. Newsletter



- b. Councils
 - i. Joint activities
 - 1. Council gathering - Last year a council meeting was organized but not all the councils' members came. There has also been multiple councils on some schools, not aware of each other or the PhD chapter. How council members have previously been appointed, has showed to be different and not all has been elected but rather appointed by their FA. The election process should be defined and established in the same way at all schools.
 - 2. Robin proposed to have a workshop to develop guidelines and the process of electing the council members.
 - 3. "Boot Camp for councils members" - First one can be organized during the spring. In december new council members should be elected, then the "boot camp" can be organized for the newly elected council members.
 - ii. Representation
 - 1. The council members should be invited to the board meetings. Robin will look into the bylaws, and this will also be a part of the workshop (see i.2).
- c. Connect masters and PhD students
 - i. Masters students will be invited to the PhD Chapter events. Kateryna will check the rules for T-centralen regarding external students. Typically, one guest per Phd Chapter or Aerospace Chapter member is allowed, but Kateryna will double-check if there is exceptions to this rule until next meeting.
 - ii. THS could help with how to get in contact with Masters students through other chapters.
 - iii. Elena proposed to organize workshops, facilitated by PhD students. The workshops could be incorporated in the Science Slam, for instance organized as pre event, specially targeted at Master students.
 - iv. Kateryna, proposed the idea for PhD students to act as mentors for masters students that would like to publish their research or work collaboratory on research projects (on a voluntary basis).
 - v. Emma proposed to also have some informal events, such as lunches or fika events, as a way for master students to meet PhD students. Informal events could allow students to chat with PhD students without putting any restrictions or focus on the discussion.
- d. Split business year
 - i. Robin will write a proposal until next meeting. General idea is to divide the board position in such a way that:
 - 1. One part will follow the academic year



2. One part will follow the fiscal year
 - a. The treasurer should be one of these.
- ii. Four Chapter Meetings each year, where the elections take place at two of them.

3. Decision points

- a. Budgeting for the Chapter
 - i. Jesper presented the draft for the budget.
 - ii. The cost for T-centralen, maintenance of it and events that been organized there (not including the PhD Pubs) was discussed. Money for these events have previously, mainly, been spent on food. These types of events includes the events such as the Christmas dinner and the Summer Barbeque. This money should be taken from the budget for "Fester". For meetings with no election (shorter ones) it might not be necessary to provide a full dinner, a lighter dinner should be sufficient. For the the larger events, we could also charge a small fee, that should be paid prior to the event, to make sure that the members who sign up will actually come.
 - iii. Jesper will update the budget.
 - iv. We could apply for grants for parts of the project (such as the master and Phd students events).
 - v. We could also contact companies (perhaps with a research focus) that would like to promote themselves and sponsor PhD students. Could be organized as events for PhD students, targeted at PhD students looking into working in the industry after defending their thesis.
 - vi. Sponsorship packages is also a possibility. For the Science Slam, Elena will look into it and it will be a separate budget for this event.

4. Reports & updates

- a. Chairperson - nothing to report
- b. Vice Chairperson - not present
- c. Treasurer - budget already presented.
- d. Board Members - nothing to report.
- e. THS KL/Educational affairs - nothing to add.

5. Development of Current Events/Initiatives

- a. Joint Calendar
 - i. Remember to check it. Right now we have a google calendar, but we can decide to change that once the communication policy document is finished.
- b. Representation at events
 - i. M-Chapter
 - ii. IN-Chapter

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iii. MF (KI)

6. Additional issues and information

- a. Chapter Uniform - Robin will get back about this on the next board meeting.

7. Meeting closed

Meeting closed at 19:11

Protocol,

Meeting chairperson: Robin Palmberg

Signature: _____

Secretary of the meeting: Emma Riese

Signature: _____

Minutes checked by: Amanda Kessler

Signature: _____