

Board Meeting no 14 – March 6th 2019

Minutes



PhD Chapter at KTH

Place: Teknikringen 10a, Ångloket, Second floor
Time: 18:00-19:00, March 6th 2019

1. Opening formalities [18:00-18:03]

- a. Meeting opening at 18:00
- b. Invited: chapter board and head of educational affairs.
- c. Choice of meeting chairperson. Robin
- d. Choice of meeting secretary. Fatemeh
- e. Choice of meeting minutes checker. Emma
- f. Approval of the agenda. (Jasper gave a motion about council report, approved with the motion)
- g. Latest protocol checking and signing:

2. Reports & updates [18:03-18:05]

- a. Board Reports
- b. KL Report (THS Central) (we don't have anyone from KL today)

3. Discussion points [18:05-18:40]

- a. Chapter meeting results - 20 min
 - i. Introduction of new board member (Rinat, we think if Kate should resign, Rinat started in August 1st, in photonics, small introduction of the present board members)
 - ii. Implementation of board definition (the idea of which position each person have, we can have different google accounts for each position, now that tasks are assigned to people, we can change the name of folders or accounts accordingly. We can decide if we want to prolong staying or not. Tage makes the emails for each task in the board. we can name it "council coordinator" which is changes to "council manager". So we will have one for "council" and one for "coordination")
 - iii. Implementation of the split board
- b. Goals for the spring - 15 min (this point is to see if we have any plan for future events, Jasper: the structure of the chapter and all channels needs to be clearer. We can have it in the infographic. We can add a page for female doctoral committee, or for different groups, the contacts and communication channels should be clear and publish it so that everyone will know. The newsletter is once every other month. we can call people for meeting so they can know we have meeting. We can have the next newsletter about how to attract people and engage them. We can put something in the kitchen (ask Robin?), Christmas party with the party, with a barbecue maybe (when?))
 - i. Routines for meeting minutes (an issue with GDPR happened last, We upload them without the signature. It helps the speed of the minutes. and we can sign it in the next board meeting.)



4. Decision points []

time compensation: it not department duty, it is for prolonging the study. (make sure what doesn't happen? which Tage has a good system for.)

how the progress is working? how is the parental leave? what are the funding issues? how is the health conditions (e.g. mental health) of PhD students.

we can have a few well addressed issues in the form of simple questions.

do you know what is the chapter? do you know how to be a member?

having the survey about the problems that we know they exist.

We can have a summary of the things that we have done. with board definition it is easier to explain what we have. We have to report what?(? as Tage said) as an appendix section. So that we can show that we have actually did something.

5. Development of Current Events/Initiatives [18:40-18:55]

- a. Birthday party (23rd and 22nd are all booked, so Robin suggested a small dinner on Sunday for PhD student. we can have 1000kr for dinner and people will just pay for the drink.)

- i. Venue
- ii. Budget
- iii. Timeline

- b. KTH Innovation 21st of March (PhD future career, people from VTI, some PhD graduates work there now. They have a challenge and whoever have the best idea gets 50000 (?) Kr. Jasper needs to check if we can have budget for it. We have 11 people signed up now.)

6. Additional issues and information [18:55-19:00]

- a. THS Balen (emptied the mailbox, we got an invitation to THS Balen, each board has gotten two boards, these are reservations and we need to pay)
- b. council report (Jasper motion) (we can involve(summon) people of different councils as a first step. we will bring it in the next meeting again.)

7. Meeting closed [19:00]

Meeting closes at 19:00

closed at (19:05)

Protocol,

Meeting chairperson:

Signature: _____

Minutes provided by:

Signature: _____

Minutes checked by:

Signature: _____

Doktorandsektionen vid Tekniska Högskolans Studentkår

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