



**PhD Chapter at THS | Doktorandsektionen vid THS
Board 2024/2025**

Agenda for Board Meeting #04

Place: Brinellvägen 66

Date: 11/12-2024

Time: 11.00

Invitees: Board Members

Formalities: [5 min – 10 min]

1. Election of Meeting Chairperson, Secretary and Minute Checker.

Chairperson: Zoe

Secretary Ellimay

Minute Checker: Andressa

2. Approval of Agenda.

Approved

3. Eventual matters related to formalities.

Board Reports / Informs: [20 -30 min]

4. Round table:

[Board_reports.pptx](#)

Discussions: [45 - 60 min]

5. Vibrant Campus PhD Perspective
6. PhD Chapter Retreat
7. MC
 - a. Compensation
 - b. Chapter bottle opener
 - c. New patch(es)
8. Handovers
9. Rektor lunch
3rd of February
10. Newsletter
11. Website
12. Council Coordinator: Feedback we want from councils

13. Event manager: last event at TC. Dec 20. Glögg + make your own cup?

Decisions: [20 min]

14. Approve [Time Compensation Report](#)

15. Approve [Time Compensation Guidelines](#)

16. Approve Change in Work Description

To remove §26.7. - §26.7.6.

Approved per capsulam decisions:

2024-11-23: Peiling Wu (Workgroups Manager)

“I apply for funding for podcast editing software, 28 \$ one month, 288\$ one year. I need this asap to finish editing before the retreat please vote if we should try one month first or go for one year.”

2024-11-25: Olivér Daoda (CBH) requests 12000 sek to fund tickets for PhD students (up to 200 students) for KTH vs Chalmers: A Night of Ice Hockey, Fun, and Community for PhD Students! The number of tickets to be purchase will be based in the number of registers in the form they will send to all PhD students.

2024-11-25: Joel Kronborg (EECS) requests 2000 sek (30 students) for fika for Election meeting for the EECS PhD Council. Fast track

2024-11-26: Andressa Mazur (Communications Manager) “I request 1000 sek (200 sek/person) for a lunch for the nomination committee so we prepare the report with our review of the candidates”

2024-11-26: Peiling Wu (Workgroups Manager) Hi Board, I want to apply for 5000 SEK for traveling expenses for one of our presenters Peter Unelind, who will travel from Lund. the expense detail as follows:

Total cost train two-ways 3860 SEK (including food).

Taxi 2 ways ~1000 kr,

I supposed that it could be covered by buffer, but it seems that I need to apply for that. I Apologise for not to ask you before deciding to cover the travel cost. The original plan was inviting people from KTH (all the names you provided before), unfortunatley non of them could attend so I went for him.

2024-11-27: Hemanrth Venkatesan (Treasurer)

“I would like to request for funding for a final accounting session with the accountant from THS. I would like to get a professional's help to sort out the finances from the previous year (Jan-Dec 2023) and my year (Jan-Dec 2024) since there were a few discrepancies in the bookkeeping software.

Her service rates are 500 SEK/hr (excl. Moms) and with VAT her hourly rates are 625 SEK/hr. I expect the session to be 4 hours long (a conservative estimate) or two 2-hour sessions and is subject to change. In total, i request funding for 2500 SEK. “

2024-11-30: Mattias Åstrand (Event Manger)

“I apply for funding for pub costs for the cocktail party on Friday Dec 6. 5000 sek, covering: special ingredients (fruit, juice, syrup, etc.)

rental of glasses OR purchase of new glasses (I will go to IKEA on Friday if necessary)

food for the volunteers”

2024-12-01: Zoé Barjot (Council Coordinator) Hi guys, i would like to ask for funding to keep renting the kth hall on tuesday lunch time in spring:

Big court (1/2 sports hall) 500kr/h (floorball, volleyball etc)

Start w02

End w26 = 25 weeks

renting the locker 129 kr/month == 12500 SEK + 774SEK= 13274SEK with the possibility to extend to the full hall in case of many poeple joining

2024-12-04: Loris Mazzaferro (ABE) request 450 sek (8 to 10 participants) for fika in the Visit to a hydroponic vertical farm (Nära Sverige) in Liljeholmen.

2024-12-06: Ugne Miniotaite (Chairperson) “ I apply for 2500 SEK for the Christmas board lunch and fika for 10 board members, will scale to the amount that will come to the meeting.”

2024-12-09: Peiling Wu (Workgroups Manager) “ I would like to apply for funding for new PhD chapter gadgets:

3500 sek - bottle opener for the Master of Ceremonies group (and thank you to previous MCs/stewards), similar to the one that Flyg has

<https://www.prendo.se/med-tryck/giveaways/flaskoppnare/147721574/bar-blade-med-tryck>

2500 sek x2 - new patches, following the success of some drinks at the cocktail party

Total: 8500 sek”

2024-12-10: Peiling Wu (Workgroups Manager) “ I apply for 750 sek for lunch for guests and myself (5 persons in total) during podcast episode 2 recording session tomorrow.”