



**PhD Chapter at THS | Doktorandsektionen vid THS
Board 2025/2026**

Minutes of Board Meeting #07

Place: Margaret Hamilton, Teknikringen 31

Date: 2026-01-15

Time: 15.30

Invitees: Board Members, Auditor

Formalities: [5 min – 10 min]

Present at the start: Hilma, Uli, Ivo, Kami, Lena, Kaung

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

Chair: Hilma

Secretary: Ivo

Minute checker: Kami

2. Approval of Agenda.
3. Eventual matters related to formalities.

Board Reports / Informs: [15-20 min]

4. Introduction round [1-2min per person]

Abhilash & Peiling join the meeting

Discussions: [80 min – 90 min]

5. Dates [Hilma] [15min]
 - a. Book board meetings

Last semester we had monthly meetings, which tended to consequently run overtime. The suggestion was made for biweekly meetings. We would then alternate between online and in-person meetings.

The consensus is that trying out biweekly seems like a good idea. Also we would not discuss board reports during the online meeting, to make sure the meetings will be a bit more time-efficient.

Thursday afternoons still seem like a suitable moment.

Hilma will send out calendar invites.

b. Book chapter meetings

Two Chapter meetings to be scheduled: one in March and one at the end of May/beginning of June.

Import topic for the March Chapter meeting is the *freedom of responsibility* for the previous board (i.e., board pre June 2025). Since Hilma was part of that board, she cannot chair the meeting.

For the March meeting, the following dates would work from our side: 18, 19, 25 and 26 March. To have clear communication to Flyg, we will first suggest 19 March.

Important topic for the May/June Chapter meeting is the Elections. Last week of May is exam period, which might have implications. First week of June is re-exam period, which might offer more potential. Later in June is expected to be conference and vacation period, so that will not be very suitable. 3 June will be suggested as initial date.

Hilma will contact Flyg/TC MCs regarding the dates.

6. Communication [Hilma][10min]

- a. Google Drive
- b. Slack and email

Hilma has a question to the board on whether board communication via Slack or email is desired. Consensus is that email is nice for formal topics (calendar invites, formal requests), Slack is nice for quick, more social updates.

- c. Board photos

Since we have new board members, we need new board photos. For board photos we need new board jackets as well. Kaung has a professional camera with a tripod, so we might not need a photographer to actually take the pictures.

Abhilash will buy new board jackets. For now, we specifically need new jackets for Dita, Lena and Aakriti.

Abhilash will also look into setting up the photo moment.

7. Time compensation report autumn 2025 [Hilma] [10min]

The report needs to be sent in before the end of January. To do this, we need to vote upon it as board. However, this currently is not possible, as not all reports have come in yet. On the board side, Hilma decided that 3.5% is the max to report for board and Chapter meetings for Chapter board members.

Hilma will update the rest of the board when all reports have come in. We might vote during the next (online) meeting, which will be before the end of January. If it is needed to vote on it earlier (maybe even via Slack), Hilma will update us on this.

8. Committee representation [Hilma] [10min]

Since there has been a change of board members, some representation in KTH committees needs to be reviewed.

Request to Lena whether she can take over Forskarutbildningsutskottet (FU) from Ellymay. Content-wise, FU is very relevant for an education manager. Lena will take on the representation of the PhD Chapter in this committee.

Ellymay also was deputy representative in Fakultetsrådet (FR). Since discussions here are often in Swedish, and Hilma has had experience in FR before, she might be a more logical fit for the deputy position here. Otherwise, Kaung might be willing. Since it is a deputy position, it is not too important, but Uli as main FR representative will be gone for at least one of the FR meetings, so it is important that someone stands in then.

Representation in the Equality Council (JMLA strategisk ledningsgruppen) that was done by Markella is assumed to be taken over by Zoë, but that is to be double checked.

Abhilash raises the point of external committee meetings in Swedish that are tiring to follow (e.g. FuSam). This point is acknowledged by more board members. Uli can take over FuSam. This would mean that he would like to drop the representation in Språkkommittén. However, since that representation does not take up too much time, and Hilma is also representing the Chapter there, she can also be our sole representative there.

9. PhD Student Advisor step-in [Hilma] [10min]

Adi has decided to leave as PhD Student Advisor. It is a sad situation. Hilma had a meeting with THS about the situation and opening up the new position. Hilma will also be in touch with the chair and vice-chair of THS, as there is a more consistent issue regarding the leaving of student advisors and the THS organisation.

THS suggested if a PhD student could take the position as ad-interim, as THS does not have fully employed student advisors for other non-PhDs to take over temporarily. Alternative could be that we as board take over the role for the time being.

Abhilash brings up that former PhDs might be the most suitable people, as they have experience with general PhD processes and are not necessarily affiliated with KTH anymore. It should however be noted that since every PhD journey is different, previous experience is not a sole requirement for being a suitable PhD student advisor.

Ivo brings up the question whether it is our responsibility as PhD Chapter to take on this task of THS? This question of responsibility is an issue. We as PhD Chapter want to provide a good work environment for PhD students, so it is a topic that concerns is.

As it is a full-time position, it cannot be covered by a single PhD student, not even temporarily.

If we step in as Chapter board, anonymity will be an issue, as a request would be sent to the entire board. This will however inherently be the an issue in any ad-interim situation.

The idea that has been decided upon is to create a message that THS can set as an autoreply to the email address of the student advisor after Adi leaves. This message should link to the general THS/KTH information concerning (PhD) student support and that if the sender wants to get in touch with someone personally, it is possible to contact an individual board member of the PhD Chapter. This message should then also have a link to the PhD Chapter board website. This will give a better feeling for a student reaching out than just a random group email address, also anonymity-wise.

On 1 February (after Adi leaves), we should also update our own webpage that goes into the student advisor to explain the current situation, similar to the email mentioned above. **Kaung** as webmaster has the ability to do this.

10. Activity Calendar [Hilma] [15min]

Activities that are coming up:

a. P-hired (3 February)

Kami is always looking for people who are interested to help, so if you're available to help, let her know.

Kami is also still looking for a photographer, ideally for free. This photographer would be there to make professional CV pictures. Peiling suggests a photobooth could be suitable. Kami had been in touch with a photographer that would cost 5000 excl VAT. If that would fit in the currently established budget, it is no issue to spend that money. Otherwise, a new budget request is possible. Also: spending money on something to catch more people to join P-hired is a good idea in general.

Kami will also send around flyers for us as board to spread around.

b. Hitachi visit (12 or 13 February)

Kami sent around a question whether someone of us is available to be a group leader for the visit. If someone from Uli's division goes, he can ask the person from his division to be the group leader. Also in general, if one of the people signing up is known to be trustworthy and suitable for representing the Chapter might be a good fit.

c. PhD Chapter retreat (20-21 February)

Ivo is still involved with the organisation of the Chapter retreat, as that it is coming up pretty soon. He will bring Aakriti up to date with the status during their handover next week. Most important aspect to present now is that he is setting up a form to send to all invitees. Therefore, it is important that he has an overview of all people/email addresses to send the invitations to. **Ivo** will send a Slack message with an overview of all people/groups to invite, so other board members can supplement that when necessary

d. PhD Chapter visit from Aalto (21 February)

Abhilash received a message from the PhD Chapter from Aalto University (Finland). They will be visiting Stockholm on 21 February between 10:00 and 15:00.

Their visit is the day after the Chapter retreat, so not ideal for us. At the same time, their visit is short, so it is not too intense for e.g. a lunch meeting. **Abhilash** will reach out to discuss their ideas further.

e. Chapter Pubs

Abhilash had a meeting with the MCs, and they have decided upon preliminary dates for pubs up till June. Those now need to be communicated to the Flyg MCs. First pub is planned on 30 January, but that might be a bit short notice.

f. Ski trip

Last years, the ski trip was in mid-March. Currently Abhilash has the idea to do it a bit earlier: either last weekend of February (28 February/1 March) or the first weekend of

March (7/8 March). Important to keep in mind is when Stockholm's Sportlov is, as that might make the slopes pretty busy. He will enquire with the ski resort in Borlänge to see what options there are.

g. Spring Gasque

Abhilash has the idea to organise this in April or May. It will be open to all Chapter members.

11. Chapter meeting minutes [Hilma, Ivo, Kaung] [10min]

Ivo, Hilma and Kaung have been discussing about the depth of the Chapter meeting minutes, and the purpose of them in the broader context of the organisation.

Multiple views are shared on the depth of the minutes during the discussion: we should not expect the minute taker to capture everything. The minutes should capture the important decisions. The minutes should not be a transcript. If information is already somewhere else (e.g. in the school reports), no need to log it in the minutes.

As a minute taker it could be useful to scan through the input documents so general content is known beforehand, so that the minute taker does not need to capture everything while it is being said. A basic structure for school reports can be beneficial for this, and keeping the meeting concise in general. Maybe the agenda can also structure what is more discussion-related, and what is more information-related (and therefore is probably already documented somewhere else so it does not need to be in the minutes).

Details during intense discussions (numbers, dates) might be difficult to capture as a minute taker. A minute taker can ask speaker to slow down or even for a small break to catch up with the discussion if needed, especially concerning details. However, since we also want to be strict on time, slowing down a discussion might be a bit double-sided.

Kami mentions that minute taking software might be an option. It could be interesting, but as proper sound capturing is needed for that, it will also have difficulties with such a meeting.

Final conclusion is that minutes should contain general logging of information-related points, and should be more detailed regarding discussions and specifically decisions. If people reading the minutes later have a question, they can always ask the board for more clarification. Active referring to other documents for details and not log the details mentioned there in the minutes is a great idea.

This would also entail asking the school councils to update their reports after questions, so that all relevant information is also logged on there side and not all logging is done by the minute taker of the meeting. The basic/template structure for school reports can help with this.

12. Any other business/Questions

Kaung has a question concerning transparency. He noticed that other chapters are more transparent concerning the presentation on what money is actually spent on. Ivo agrees and believes the creation of a budget will help with this a lot, as there will be something to reflect the finances and report on that reflection.

Concerning the budget, Abhilash mentioned that a working group will be set up for this. Hilma adds that two working groups will be set-up: one for the budget, and another for departmental duties. The budget work group will likely run for half a year, the departmental duties for a year. Abhilash is willing to join the budget work group as a second board member besides Ivo. Concerning departmental duties, Uli (as FR member) and Lena (as FU member) make most sense.

Peiling mentions that she has not received a reimbursement from over a month ago. Hilma replies that Hemanth wants to keep access to the bookkeeping software to make sure the bookkeeping up to 31 December is correct. This is something for us as board to decide upon, as Hemanth is not a board member anymore. Ivo will have a handover meeting with Hemanth tomorrow (16 January), so he will update the situation to the rest via Slack afterwards.

On Monday 19 January, there is a facilities instruction concerning the P-hired location, but Kami cannot join. Abhilash will be able to help out.

Actions:

Responsible	Action
Hilma	Send calendar invites for board meetings
Hilma	Contact Flyg(/TC MCs) for planning of Chapter meetings
Abhilash	Order new board jackets
Abhilash	Organise the board photo moment
Abhilash	Reach out to Aalto PhD students
Kaung	Edit Student Advisor page on the website on 1 February
Kami	Share flyers for P-hired
Ivo	Send an overview of invitees to the PhD Chapter retreat.

Decisions:

Approved per capsulam decisions:

December 11th

Abhilash Kulkarni (Event Manager) requested 3000SEK for a Christmas Karaoke Pub event and the request was approved.

Snacks and Glogg - 1500 SEK

Food for the pub workers - 200 SEK x 6 p - 1200 SEK
Singa 2 day pass - 60 SEK
Buffer - 240 SEK

December 12th

The PADs of SEED (ABE) requested 700SEK for some finger food for potluck event and the request was approved.

"This is planned as a potluck, therefore main food will be coming from people attending the event and we would like to provide something to drink and small foods to share."

finger food, drinks: $12 * 58.3\text{SEK} = 700\text{SEK}$

Hemanth Venkatesan (Treasurer) and Kaung Myat (Webmaster) requested 1500 SEK to represent the chapter at the Lucia ball (13th December) and the request was approved.

500 SEK per person for tickets (a ticket costs 1000 SEK)

500 SEK to get a gift for MF (union at KI)

December 15th

Ivo Bruijl (Workgroup manager) requested 1070sek for the PhD chapter football team to rent the pitch of KTH Hallen and it was approved.

$1070\text{sek}/8\text{p}=133.75\text{sek pp.}$

Updated Chapter retreat budget of total 120 000 SEK was approved

Buses for Business visits were slightly higher than previously requested. The actual actual cost of 6703 SEK was approved.

Abhilash Kulkarni (event manager) requested 400SEK for a last board meet up of the year and the request was approved.

50 SEK per person x 8 people = 400 SEK in total

December 18th

Kamila Ooppelova (Business liaison) requested 60 000SEK to rent Nymble for Phired and the request was approved.

January 7th

Kamila Ooppelova (Business liaison) requested 16 122 SEK for Phired merch and the request was approved.

Tote bags 150x: 6300 SEK

Water bottles 150x: 8700 SEK

Stickers 500x: 1125 SEK

Total: 16 122 SEK (Including moms)

Signed by:

Hilmakaulsson

- Meeting Chairperson

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.

- Meeting Secretary

A handwritten signature in black ink, featuring a vertical stroke on the left, a loop, and a horizontal stroke extending to the right.

- Minutes Checker