



Protocol Board Meeting of the Uppsala Association of Foreign Affairs 2019-11-10

1. Opening of the meeting

Present: Johan Bergman, Sara Ölander, Miriam Lind, Per Risberg, Hugh Bartley, Isak Lefvert, Elliott Syrén, Alicia Nathanson Thulin, Rebecca Bengtsson, Joakim Ydebäck, Ebba Berg Gorgén, Stina Fagerlund, Melker Hörner.

Absent: Clara Alm, Rebecka Bjuremalm, Gizem Tütüncü, Embla Holmgren, Karin Kristensson.

Authorised signatories: Johan Bergman, Embla Holmgren, Clara Alm

The meeting opens at 10.20.

2. Election of meeting secretary (1) and adjusters (2)

Ölander gets elected as secretary and Bengtsson and Fagerlund gets elected as adjusters at 10.20.

3. Verifying the validity of the meeting announcement

The board verifies the validity of the meeting announcement at 10.21.

4. Last meeting's protocol

Last meeting's protocol and attachments are adjusted and uploaded on the website.

5. Approving the agenda after addition of miscellaneous matters

Nathanson Thulin adds a matter regarding Instagram takeover. Lind adds a matter about the Christmas Party. Bartley adds a matter regarding new Head of Debate. Bergman adds a matter about the Christmas "glögg" mingle.

The Board approves the agenda 10.22.

6. Economic Outlook and approval of Annual Budget

Since Alm is absent at this meeting, Bergman reads a statement from Alm where she presents the finalized budget. If anyone has questions regarding the budget they can always contact her. One change has been made since the last board meeting: each group

gets an extra amount of money to do something social with their groups, like a pizza night, which goes along with the Vision of 19/20 and the “Member Appreciation” goal. The amount is 40 SEK/each member (both trustees and active members), though maximum 400 SEK/group. The board decides to approve the Annual Budget at 10.25.

7. **Reports from the board-members**

President and Vice-President:

Bergman and Holmgren has had a lot to deal with regarding UMUN and UFMUN, which has been quite stressful. However, now the work with UFMUN is going strong and it seems like the working group is going to keep up with deadlines. The team seems great as well. Furthermore, Bergman brings up that his “role” in the board has up until now consisted of a lot of starting everything up and see that everybody are on board with their work, and now a big part of that is done. So if anybody has any questions or ideas on projects you want to discuss, go to him. Bergman recommends that if anyone wants to start up a big project it is best to start with that soon, since when the spring semester starts time will go by very fast.

Treasurer: -

Member-Secretary:

Ölander brings up some statistics from the 3rd of November: the number of members were 1118/1158 (without/with Lifetime members) and the part under 26 years 73,8%/71,2%, which is very good compared to last year. Will try to start as soon as possible to work with an archiving plan. The response from Coachhippo regarding some problems with the member registry system has been bad, something that she discussed at the Forum Weekend in Växjö with Michal Gieda. She will continue to have contact with Gieda about Coachhippo.

Activity Coordinators:

Lind and Risberg are working hard with the group. They are planning a pub crawl in November and if anyone wants to be a leader of one of the pub crawl groups they can contact Lind or Risberg. Also they are planning the Christmas Party and the Fundraiser. For the Christmas Party, which will be together with Studentradion, they need one from our board to be toastmaster or songmaster (someone from Studentradion will be one of the two). Also they are talking with Amnesty about doing an activity together in February. Have started to plan a bit for the next Get Active.

Head of the Debate-Club:

Thinks the debate club is thriving, lots of attendees and some very dedicated members, which is fun. Bartley has relaxed his leadership role a bit, and members have been starting to give seminars at the meetings. Two teams from the group competed in a Debate Tournament, where they got to meet some from UF Stockholm. The Debate Club will have their own debate tournament "Tournament of Champions" in November and December. Bartley asks for tips on venues where the final can be held. Alicia suggests Snerikes and Salongen, Johan suggests ÖG. In order to get the Debate Club growing and more involved in the international debating society, Bartley has an idea to send a team from the Debate Club to the European University Debating Championships in August 2020. Both UF Stockholm and UPF Lund are sending teams.

Head of Career:

Gizem is absent at the meeting, but Bergman informs that "Internationella Akademien" will be starting soon.

Head of Lectures:

Syrén informs that the attendance rate is quite high. Has started up the group, has been a bit stressful due to exams but it is better now. Almost every date of this semester is set, also some for January and February. Lefvert informs about a fundraiser dinner collaboration with the Activity Group. The group has some exciting lecture-names probably coming up. Bergman asks if the policy (voted through at the last board meeting) has been used. Lefvert says that they have been following it. Syrén says that the Board has been doing great in spreading information and talking about the lectures with members/people in general, and that it is important that we keep on doing that so that many people will keep coming to the lectures.

Head of PR:

Working on and it is going well with the group. The group is a bit divided but hopefully it will be better soon.

Editors-in-Chief:

Going well with the group. Have had the deadline for the final draft and next week there will be proof-reading. Soon the editors will send the issue to the printers.

Web-Editor:

Thinks the November theme "African Sunrise" is going strong. First article turned out great.

Head of Travel:

Has booked the flights. Has been a bit difficult sometimes to get the group to get things done, but has good communication with the trustee. Thinking about maybe doing a better structure for the meetings before the spring trip.

UFS-Representative:

Some people in the Board went to the UFS Forum weekend. Fagerlund agrees with the rest that went from Uppsala that it was fun to meet people from other associations, but maybe the content was not the most rewarding, which has been the case before as well for Uppsala. Fagerlund and Bergman will go to Umeå for the UFS Annual meeting. Right now there are no motions. There will be a knowledge exchange with UF Stockholm on the 1st of December. Will have a meeting with Michal in late November/early December where they will talk about grants, Coachhippo, GDPR, etc., so if anyone has any questions they can tell Fagerlund. Lefvert asks if Uppsala will host the next Forum weekend as discussed earlier, and Fagerlund answers that we will not.

Radio Coordinator:

Right now the group are producing two episodes a month. Hörner is not totally satisfied with that result so far, the episodes goes on Studentradion, but not on iTunes as podcasts. Has been a bit hard to get people to come to the meetings, but they are very competent and there is a good chemistry in the group. Have some interesting episodes coming up, for example one interview about the conflict in Rojava and one with the Swedish Afrikagrupperna.

8. Board Vision-Committees

Bergman asks the board what they think about the committee-meetings. Berg Gorgén thinks it's a good idea but there needs to be more structure. Lefvert thinks there were valuable discussions at the first meeting.

Ölander talks briefly about what she, Hörner and Lind discussed during the first Member Appreciation meeting. More concrete/what to focus on now is a member survey about how members view UF and involvement in the association in general, continuing with Friday Fika where the different groups present themselves in the beginning for the attendees, and to plan a "after lecture hang out" for members in Uffice/a nation. Furthermore, the committee discussed the importance of clear communication between board members, trustees and active members, and for board members to remember to reward good work/show appreciation and give feedback.

Holmgren brings up some things the Diversification committee talked about, for example about student/teacher UF ambassadors, whose task would be to inform students on their programme/faculty about UF and upcoming events/how to become a member etc. They also discussed a post lecture hang out, and to combine events between different groups, like with the Peter Hultqvist-lecture and the Board Game night with the Activity Group afterwards. There were also discussions about doing a member survey like discussed in the Member Appreciation Committee.

Since Alm is absent and Bergman were at the first Digitalization meeting, Bergman informs that they discussed putting together a digital strategy for the future (both for our and future boards to use), for example, which channels to use and in what way. An idea would for example be to work more with Snapchat, since the high school students at Katedralskolan have said during our visits that they use Snapchat a lot more than Facebook.

Ölander thinks the committees is a good idea but agrees that a clearer structure of the meetings would be good. Bergman reminds that trustees also are welcome to participate in the committees. He will create an emoji-post in Slack where also trustees can sign up if they want to, and reminds the board to encourage their trustees to join. Lind thinks doing a survey is a good idea, since we then would have a good base to work from.

9. Motion: Cancelling UMUN 2020

Background: see Attachment A.

The motion was voted through via PC-Decision on the 22th of October:

Yes: 13 No: 0 Abstaining: 2

10. Motion: Dismissing the President of UMUN 2020

Background: see Attachment B.

The motion was voted through via PC-Decision on the 22th of October:

Yes: 13 No: 0 Abstaining: 2

11. Motion: Starting UF Model United Nations

Background: see Attachment C.

The motion was voted through via PC-Decision on the 22th of October:

Yes: 13 No: 0 Abstaining: 2

12. **Motion: Approving President of UF Model United Nations**

Background: see Attachment D.

The motion was voted through via PC-Decision on the 22th of October:

Yes: 13 No: 0 Abstaining: 2

The board decides to adjourn the meeting from 11.00 to 11.10.

The meeting starts again at 11.12.

13. **Motion: Purchase of Camera and Equipment**

Background: see attachment E.

Bergman presents the background to the motion. Until now, the board has borrowed a camera while trying out recording the lectures to post on the website. The money to purchase a new camera would be taken from the budget post "Föreningsutveckling". Bengtsson brings up that the editorial team has been discussing to do more multimedia projects. In that case, they could get a good use of the camera as well, and therefore it might be worth it to buy a camera that is well suited for other types of filming than just stationery like at lectures, for example to film interviews where you have to "move" the camera around more. Bergman replies that you can use the proposed camera for other purposes than just stationery filming since it's a good enough camera. According to Bergman's research, the next level camera costs up to 7,000 SEK which is a lot more. Lefvert supports the idea in the motion strongly, but thinks it is important that we know how to use the camera so we can make the most out of it. Syrén supports the motion greatly and thinks that it is not that much money bearing in mind that it is in the operational plan to record lectures. Nathanson Thulin thinks buying a camera is a good idea, but suggests that we look at a SLR ("systemkamera") which can do more than filming, so it also can be used by PR for example. Ölander responds that the problem with an SLR is that you cannot film more than 30 minutes. Nathanson Thulin brings up the idea to see if we can maybe instead repair the SLR that is in Office.

Lefvert suggests that we change the motion from **buying a specific camera** to **buying a camera + equipment to a maximum cost of 5,000 SEK**, in that way we can vote now on the motion but we don't have to decide a specific camera. The board agrees. The board votes through the revised motion at 11.29.

14. Motion: Approving Career-Trustees

Background: see attachment F.

The board votes through the motion at 11.34.

15. UFS

Fagerlund says that there are no motions for the UPS Annual meeting to discuss, which was the original plan with this matter.

16. Point of discussion: Slack for trustees

Bergman says that the response from trustees on Slack has been low and clarifies that the official communication should go through Slack, also between trustees and board members. It would be good if the board members could show a good example.

Bengtsson says that her trustees have had problems with the notifications on Slack, she will look more into that.

17. Point of discussion: Suggestions for Office Hours workshops

Bergman thinks it would be good if people came to the Office Hours, since it's a good opportunity to work together with UF-related things. A suggestion is that one half of the hour is for workshops. For example, some people have asked for leadership workshops. Other suggestions on workshops that Bergman has are an expectation workshop (like in Växjö at the Forum weekend) and one for delegating work. Berg Gorgén suggests a workshop for collaboration between the committees. Bergman says that people can send him other ideas, like a stress workshop for example.

18. Point of discussion: Tagging trustee Instagram accounts

Bengtsson brings up the question about tagging Uttryck- illustrators' Instagram accounts when we post their illustrations on UF's instagram. One idea could be to not tag them if their individual account has a political agenda, but otherwise it would be okay. Syrén thinks that we should not tag their accounts at all. Ydebäck points out that we use other people's pictures for the Uttryck web magazine and then we have to tag them. Lefvert suggests that maybe we could have a policy where the editors make a judgement from case to case if their accounts are "okay" (not having a political agenda for example) to tag, if that would be okay with Bengtsson, Ydebäck and Kristensson. Bergman thinks that it is better to have a general framework. Bengtsson suggests that it would be okay to tag illustrators as long as it is a professional account. Otherwise, we only write their name. The board agrees.

19. **Point of discussion: Multimedia opportunities for cooperation**

Bengtsson thinks that Uttryck could expand, with different multimedia strategies, and suggests that different UF groups could cooperate in that work, for example Uttryck and Radio UF. One example of a multimedia opportunity is doing mini-interviews with lecturers. Bengtsson asks the board for more ideas. Syrén agrees that maybe different UF groups could talk more. Lefvert don't see why we shouldn't. Nathanson Thulin says that the PR Group has had the same idea about mini-interviews with lecturers. Bengtsson says that the Uttryck trustee Therese is very engaged in these types of questions. Bergman suggests that she should come to the next digitalization meeting.

Berg Gorgén leaves at 11.48.

20. **Point of discussion: Graphic software**

Bengtsson brings up a matter about graphic software, which could be useful for example Instagram, so that the whole board could update the Instagram profile and it would still look professional. A suggestion is Canva, which is very user-friendly. It is a non-profit license for free that we can apply for. We could then get 10 licenses. Animaker is another option, but it can be expensive. Bengtsson also brings up the discussion regarding internal/external types of marketing at our Instagram account (internal meaning more "personal"/"informal" posts, like a picture from a group meeting. External meaning more "professional" posts, from a lecture with a lecturer for example). Now we have had more internal posts, and the Uttryck team has discussed if it maybe would be good to focus more on external posts. A suggestion is to do more internal at the Instagram stories and more external at the regular posts. Nathanson Thulin thinks it is a great idea with Canva. Regarding internal/external marketing, she and the PR Group have discussed that internal types of posts maybe is something that members want, so they feel more welcome/willing to join UF, and therefore suggest to continue to focus on internal marketing. She suggests to have a Canva crash course at Office hours.

21. **Miscellaneous matters**

21.1 **Instagram take-over**

Nathanson Thulin brings up the matter regarding Instagram take-over that the PR Group is organizing. The idea is to introduce every group on Instagram on individual days. The post could contain a group picture and a mini-interview about the group, like why you joined and what the group does etc. Lefvert asks about future Instagram

projects. Nathanson Thulin responds that the PR Group don't have any more right now but will get more active on Instagram in general.

The board decides 12.00 to adjourn the meeting until 12.05.

The meeting starts again at 12.07.

21.2 Christmas Party

Lind brings up the matter. The Christmas Party will be on the 13th of December. It would be for the Board and trustees, and Studentradion. If we have extra spots we can invite active members. Tell Lind or Risberg if anyone (board member or trustee) wants to be a toastmaster or songmaster.

21.3 New Head of Debate

Bartley brings up the matter. Since Bartley will go back to Australia before Christmas there is a need for a new Head of Debate. Bergman suggests that he and Bartley can have a meeting about the application process after the meeting, and that interviews could be held in December, so we can have some suggestions before Christmas.

21.4 Christmas "glögg" mingle

Bergman brings up the matter. The mingle is suggested to be held at the end of the semester as a small good-bye before Christmas and especially since Bartley is going back to Australia. It would only be for the Board.

22. Date for next meeting and Fika-responsibility

The board decides to have the next board meeting on the 8th of December at 9.45. Bengtsson will have Fika-responsibility.

23. Ending of the meeting

The meeting ends at 12.18.

Adjuster: **Stina Fagerlund**

Place/date: 2019-12-04



Adjuster: **Rebecca Bengtsson**

Place/date: 2019-12-06



Meeting secretary: **Sara Ölander**

Place/date: 2019-11-30

