



## Protocol Board Meeting of the Uppsala Association of Foreign Affairs 2019-12-08

### 1. Opening of the meeting

*Present:* Johan Bergman, Embla Holmgren, Alicia Nathanson Thulin, Per Risberg, Gizem Tütüncü, Joakim Ydebäck, Clara Alm, Stina Fagerlund, Sara Ölander, Rebecca Bengtsson, Karin Kristensson, Isak Lefvert, Rebecka Bjuremalm, Melker Hörner, Miriam Lind, Elliott Syrén.

*Absent:* Hugh Bartley, Ebba Berg Gorgén.

Authorised signatories: Johan Bergman, Embla Holmgren, Clara Alm

Meeting starts at 13:23.

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

Ölander gets elected as meeting secretary. Nathanson Thulin and Alm gets elected as adjusters.

Syrén arrives at 13.24.

### 3. Verifying the validity of the meeting announcement

The Board verifies the validity of the meeting announcement at 13.24.

### 4. Last meeting's protocol

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

### 5. Approving the agenda after addition of miscellaneous matters

Bergman adds a matter regarding UFMUN and one regarding Economic report. The matter regarding Utrikespolitiska Akademien is being removed. Bergman adds a miscellaneous matter regarding the Lund-kick-off, one regarding midterm-evaluation, one regarding activities with members, and one regarding Friday Fika. Nathanson Thulin adds a matter regarding evaluation of the Instagram-takeover.

The Board approves the agenda at 13.26.

## 6. Co-opting non-board participants

UFMUN-trustee Stella Xing is here to give information about UFMUN. The Board decides to co-opt Stella Xing at 13.26.

## 7. Report från UFMUN

Xing tells the board about the UFMUN: what it is, how it is organized and what the plan/schedule looks like. It will be held 2nd-5th of April 2020 at Ekonomikum and hopefully also at the University House. The application period for Chair positions will be during December. It will end with a gasque with the theme "Murder Mystery". There will be four different committees, and the chair persons will be holding the debate. Lefvert asks if there will be an intro speaker. Xing says that it is not decided yet. Lefvert suggests that if they decide to have one, the UFMUN group and the Lecture Group could have contact about it. Nathanson Thulin asks if it is possible to come and watch the conference which is fine by Xing but only if they get to know in advance.

## 8. Reports from the board-members

*President and Vice-President:*

Bergman: Has worked a lot with UF lately. Were at the UFS Annual Meeting with Fagerlund. Has started to prepare a bit work for the spring, and also the work with Grant reports. If anyone needs help with something they can just ask him.

Holmgren: has worked with the Trustee "sittning" and the UF Party, which both went very well.

*Treasurer:*

Feels well but has been a bit stressed lately. Has been working with bookkeeping a lot. Has updated in the budget in Drive regarding the groups' economies. Many groups can spend more. Has worked with the Digitalization committee, and looked into getting Paypal to maybe make transfers easier for international students.

*Member-Secretary:*

We have at the moment 1122/1162 members and the part under 26 years is 74,2 % / 71,6 % (without/with Life time members). Have noticed that the wrong link has been used several times at lectures. Ölander reminds everyone to check the "Kassa" document at the Drive before the lectures. Will write down in the document the username and password to the Board's Coachhippo-account.

*Activity Coordinators:*

The work in the group is going well but it has been a bit stressful for both Lind and Risberg. Therefore they apologize if they have sent information late to the PR Group. The activities they have had have gone well. Upcoming events are the Christmas Party and another Election Breakfast, which their trustee Adrian Winbladh is going to host. The group has grown a lot which is very fun but it can be hard to give space for everyone. They are working on it, on how to work with a big group.

*Head of the Debate-Club:*

Bartley is absent at today's meeting but Bergman informs that the process of recruiting a new Head of Debate has started.

*Head of Career:*

59 people applied to the UA (Utrikespolitiska Akademien), they will take out 28 to do interviews and 20 people will be elected. A kick-off will be held on the 29th of January. Tütüncü asks for help from the Activity Group to plan the kick-off: wants to invite people to have an intro-speech and also to have some games and mingle. The Board is welcome. Has had a lot with UA, with people now responding or have cancelled their participation in the programme. Tütüncü tells the board briefly about the programme. The Board are welcome to participate in some events if there is room.

The work with Career Day is up and running. Had the first meeting three weeks ago and feels like the group is doing great and work well together. Have booked Värmlands nation for the Career Day on the 15th of April and Fredens hus for a mingle afterwards. Many in the group do not feel like a part of UF, and some people not even a part of the Career Group. Tütüncü is working on that now so that everybody feel included.

*Head of Lectures:*

Syrén thinks it is a bit stressful right now but the work is going well. All lectures for the rest of the fall semester and the beginning of January are now booked, and they are in contact with many interesting lecturers. Lefvert thinks that the group feels very good and a lot of the trustees work very hard. The group have spent some money on a lecturer who will talk about Northern Ireland on flight tickets and hotel.

Have had a meeting with Forum för Fred, Demokrati och Rättvisa, which is a research institute at Uppsala University that the Lecture Group has worked with before, and now they discussed how to work together in the future. Decided that it is best to have fewer collaborations and to work more "united" on those than before, and not just

promote their events at our channels. They have discussed a lot of fun ideas. By working together our events could be more widespread, especially among people working at Uppsala University, like the Northern Ireland lecture. It is not yet decided about the amount of 50,000 SEK that we would get from them by doing the collaborations (mentioned at previous Board meetings).

*Head of PR:*

Bjuremalm thinks that it is a bit less stressful at the moment. The PR Group is very happy with the Instagram takeover. The plan is to work more and create more structure regarding the Instagram updates for the spring. Informs that the Welcoming Week at the University House in the beginning of the spring semester is cancelled and that there will be a digital version of it instead. Reminds everybody to order UF sweaters. Nathanson Thulin informs that 22 sweaters already have been ordered which is fun. Will be delivered to Office and the plan is to hand out the deliveries on the Get Active event, and also to sell shirts there.

*Editors-in-Chief:*

The latest issue of Uttryck has arrived! The work has been going well. Will have a release party on Wednesday. The new theme will be announced in a few weeks. Reminds the Board to write for the magazine if interested. Now the group is planning for the next issue. Since UF has more members now, they have to send out more copies, and maybe then Uttryck need a bigger budget? The Presidium and the Editors will talk more about it.

*Web-Editor:*

There were not that many people sending in articles in November but now a lot of articles have been sent in. Will start producing Radio UF episodes on the website. Bergman informs that the camera has arrived now.

*Head of Travel:*

Berg Gorgén is absent - she and the Travel Group is right now in Ukraine!

*UFS-Representative:*

The next UFS Forum Weekend will be held in Malmö on the 21st-23rd of February. Have had a knowledge exchange meeting with UF Stockholm which went well, was very nice to meet and get to know them. The next knowledge exchange is the one with Lund. Fagerlund thinks it will be great and probably a bit more of everything compared with Stockholm: they will be here for two nights, there will be more workshops and

hopefully a good lecture etc. The dates are 31st of January-2nd of February. Right now they are 22 people. Fagerlund reminds everybody to send statistics from their meetings. Will have a meeting with the UFS Administrator Michal Gieda next week, if anyone wants Fagerlund to bring something up at that meeting they can write to her.

#### *Radio Coordinator:*

The episode with the Swedish representative from Rojava went well. Planning on putting it on the Uttryck website. There will probably only be one more episode this semester since people in the group will be busy. Will be sending live at the Activity Group's Election Breakfast about the British elections. 19th of December is the date of the last episode before the holidays.

### 9. Economic report

We have received the second half of the grant-money from MUCF and Forum Syd (as well as folkuniversitetet, some of it) earlier this semester, and will in the beginning of 2020 receive more for the new semester. Alm informs that the groups can spend more, as mentioned before. Maybe the budget post "Medlemsevenemang" needs more money. Reminds the groups to check the Budget document on Drive, Alm has updated the status there for each groups budget. If anyone has any questions just ask.

### 10. Board Vision-Committees

**Diversification:** Holmgren had a short but very intense meeting with the committee, with lots of ideas which is great. Holmgren feels that it is a bit hard with the structure of the meetings and to delegate tasks. However there is a better structure now than before. In January and February Holmgren thinks the work will get going even more. Talked a lot about for example recruitment on the last meeting but also about a discrimination policy.

**Digitalisation:** Alm informs about the last meeting, where the committee discussed a calendar for the website. UPS has one which seems like a good idea. Other topics were social media, to create a Snapchat account and who should have responsibility for our channels (see discussion point in this protocol), and how to get the best sound as possible when we record lectures. Hörner thinks we have to check with the new camera, and that we may have to purchase a few cords. Alm suggest to have contact with the Lecture Group regarding the recordings of lectures, and with the PR Group about Instagram. Also talked about a digitalisation strategy.

**Member Appreciation:** Ölander informs about the last meeting. Discussed a bit about how members could feel like a part of UF. Tütüncü mentioned that some of her group members did not feel included in the rest of UF. Brainstormed events for the spring. Otherwise the committee mostly discussed the member survey and how we can reach as many people as possible. A suggestion is to present the survey at lectures with a QR-code. The committee also discussed a price lottery among all participants in the survey, to try to attract more people. Suggestions on the price are for example tickets to the UF Gasque, cinema tickets or an invitation to one of UF's events when we have invited someone who work with foreign policy etc. The "competition period" is thought to be two-three weeks. Lind and Risberg informs that the Get Active is planned to be held during week 6 and suggests that we could present the survey at the event. Ölander agrees.

*The Board decides at 14.19 to adjourn the meeting until 14.30.*

*Ydebäck leaves the meeting at 14.19.*

*The meeting starts again at 14.31.*

Ölander send a draft of the survey, put together last spring by the previous board, on Slack and asks the Board to give input on the questions. Lind thinks that questions 10 is biased. Lefvert suggest to change it from "What word do you associate UF mostly with?" to "Do you feel welcome in the association? If no, why?". Holmgren suggests to have a questions about the Board, if people know who we are. Ölander suggest that in that case, we should differ in some way between active and non-active members. Bjuremalm suggest a question about how easy it feels to get active in a specific group. Nathanson Thulin suggests to not have a Facebook event, since there are already lots of events and also that it might seem a bit "needy". Syrén suggests to have a low number of questions.

Ölander suggests that the goal is to present the survey at the first lecture of 2020, 15th of January. Lind and Risberg informs that the gasque will be held on the 26th of March (regarding the possible price with a UF Gasque ticket). Syrén and Lind offer to help out with the survey.

## **11. Vision-Discussion: Digitalisation Committee - Social Media**

Alm suggests that the Board could discuss how to work with social media and Instagram within the Board, who would have responsibility etc. It may happen easily that the PR

Group would take the most responsibility but it can be a big workload. Nathanson Thulin says that the PR Group would like to have responsibility for Instagram, but she encourages the Board strongly to post on Insta-stories. Alm suggests that maybe there should be a guideline for Instagram stories, and that the committee could discuss it at their next meeting. Risberg thinks that Snapchat as a social media maybe is more for communication with other friends and may then not be suitable for us, we already post stories on Instagram and therefore we may not need Snapchat as well. Nathanson Thulin says that the PR Group will work more with the website during the spring, and that we may not have enough content for Snapchat. Then it is better to focus on Instagram. Bjuremalm agrees and also suggests to discuss with UPF Lund regarding Instagram.

## 12. UFS

Fagerlund announces that she will leave her position as UFS Representative at the end of this semester. She and Bergman were, as mentioned, in Umeå at the UFS Annual Meeting. Fagerlund informs that UFS seems to have financial problems; last year UFS made losses for about 200,000 SEK and probably around 100,000 SEK this year. This means that UFS have used half of its saved capital at around 600,000 SEK in just two years. The UFS Cashier was going to put together a task force to work specifically with the UFS budget but it has not started yet. He said that he would contact Alm which has not happened. The plan is to invite all the treasurers to the task force but everyone from the local boards are welcome. If anyone has questions they can ask Fagerlund.

Lefvert asks if there is a redistribution mechanism between big and small local UF associations. For example if we would get grants in Uppsala, would it be redistributed? Fagerlund answers that the local grants would not be distributed, they are mostly for us to have as a backup, if we would not reach the 60 % Under 26 years-limit for example. One of the reasons for UFS made big losses were when two local associations did not reach that limit. Bergman brings up the problem if UFS continues to spend lots of money from the saved capital on big events, and then one or more associations fail to reach the 60 %-limit. He and Holmgren could look up more local grants. Fagerlund suggests that we follow up on the UFS budget until the next Annual Meeting. It seems like the UFS Board really want the local associations to approve it before they vote on it.

Fagerlund informs about the UFS external communication committee: we can contact them if we want to do bigger marketing projects, like the UFS Twitter. There is also an internal communication committee where the activity/program groups over the country can exchange ideas. It is good for sharing ideas but also to have transparency

and an overview of the groups' work, especially so we have documentation for the Forum Syd. Bjuremalm asks about the content calendar powerpoint from the UFS Forum Weekend in Växjö, Fagerlund will check that. Bergman informs about the application process for a new UFS-representative: maybe interviews can be held next week. The Board might have to do a PC-decision regarding the election of the new UFS-representative. Syrén suggests that we can apply for "Landstingsbidrag" and that we might be able to get a lot of money. Fagerlund think that is a great idea.

**13. Motion: Adjusting UFMUN budget**

*Background: see attachment A.*

Bergman informs about the motion. The Board votes through the motion at 15.08.

**14. Point of Discussion: Spring Get Active**

Lind informs about the idea to have the spring Get Active at Ekonomikum in "Lokstallarna" and wants to know what the Board thinks. On the one hand it might be more work since we have to provide with coffee and mugs on our own, tables, etc., and it might be hard to get a cozy feeling. On the other hand, it might be easier to attract more students and students who might not have come if the event were at a nation. Booking "Lokstallarna" is also free. Lefvert suggests to try to get coffee from a sponsor? For example we have Lindvalls Kaffe here in Uppsala. Holmgren informs that to buy coffee from Café "Humlan" in Ekonomikum is very expensive and you have to sell their coffee (e.g. you can not bring your own to sell). Holmgren agrees it can be hard to make it cozy but still thinks it is a good idea to have it at Ekonomikum. Bergman suggests that we can have "paper walls" with posters on. Maybe we can borrow paper walls from GH Nation. Tütüncü think paper walls is a good idea. A number of people in the Board think that Ekonomikum is a great idea for the Get Active.

*The Board decides 15.14 to adjourn the meeting until 15.20.*

*Tütüncü leaves the meeting at 15.14.*

*The meetings starts again at 15.23.*



**15. Point of Discussion: Office Hours**

Bergman brings up the idea that, instead of having workshops at every Office Hour, he can write each month if anyone is interested in a specific workshop. A majority of the Board think it is a good idea. Bergman has got the feeling that it might seem like mandatory to go at all Office Hours when in fact it is not: the purpose is for the Board members to meet and discuss UF-related work etc. He asks the Board what they think of Office hours. Kristensson thinks that it is a good idea in theory, but it is easy to prioritize something else. The Board discusses if the current time, 15-16 on Fridays, maybe it is not the best time, but Friday still seems like the best day. Bjuremalm suggests the time 12-13. The Board agrees to try that time and if it does not work we can change it.

**16. Point of Discussion: Creating a songbook project-group**

Bjuremalm brings up the matter. Has looked in to a company that makes songbooks. The project of creating a song book is still early in the process but the goal is to have song books for the UF Gasque. Risberg and Lefvert would be interested to be in the project group. The plan is to have a workshop where we decide songs/write new songs for the book, for Board members, trustees and active members. Nathanson Thulin asks how many we should get. Bjuremalm says that 100 books costs as much as 300. Bjuremalm presents different suggestions for the Gasque: either, we could have a songbook included in the price so that everybody gets one, or people can buy one at the gasque. Lind says that the tickets may already be quite expensive so maybe it is better if they are not included. Bergman suggests that we subsidize the song books for the members. Nathanson Thulin suggests that people can fill out a Google form to buy a songbook, and then we can place them on the seats at the gasque. Bjuremalm says that we have to make a selection of the songs since currently there are a lot. Hörner asks if we want songs in Swedish or English, and that maybe it is better to focus on English songs since we are a foreign affairs-association. Bergman says that most of the songs are in Swedish so there will probably be a lot in Swedish since it is hard to translate them, but we can write more songs on our own in English. Holmgren, Bengtsson and Kristensson are also interested to help out. Lind suggests to have one workshop just to write English songs. Holmgren asks when we need to be done. Bjuremalm answers that she does not know exactly now, but the delivery time for the books are one month.

**17. Point of Discussion: Office-printer**

Bergman says that the printer has not been working well lately. Asks if someone wants to call the company that owns it and ask if they can help us out. Alm volunteers. The printer cost 12,000 SEK last year. Lefvert says that it is unnecessary to spend that much if we do not know how to use all the printer's tools. Syrén asks if we have other options.

Bergman says that maybe we can apply for money for a new printer in the FBA but do not think it is likely they would want to give money for that. Bergman suggests to send all the problems that we know about the printer to Alm and she will contact the company. Syrén says that the printer sometimes prints out two posters in one paper, the “paper input function” and the print command are not working properly. Alm says there is no information about what is included in our contract with the company, just contact information.

## 18. Övriga punkter

**18.1 Lund kick-off:** 22 people have now signed up. The kick-off will be in the beginning of February. Fagerlund and Holmgren maybe can host a few more from Lund. People should send to Bergman on Slack how many they can host, we will try to get all of them to stay with us. On Saturday, there will be a dinner. Fagerlund asks if we should be in Uffice or at a nation. Nathanson Thulin thinks a nation, it might be nice to go somewhere else after a whole day in Uffice. Alm suggests to book “Salongen” at Snerikes. Bergman says it is hard to book a nation well in advance. Lefvert suggests to try to book a nation in January. Bergman thinks that since they put a lot of money to come here it would be nice to have everything booked well on time, therefore Uffice would be good, plus then they do not have to put money on nation cards. Lind suggests Uffice but we lower the bar compared to the Trustee-sittning. Many in the Board agree. Bergman volunteers to have responsibility for the dinner as long as people help out.

Syrén suggests that we can go to a nation Friday night instead of a pub, since it is quite easy to get nation cards for them in advance. Fun for them to see our nations. Bergman raise the question from what budget post we then would take the money. Sunday, the plan is to have brunch together.

**18.2 Midterm evaluation:** Bergman thanks everyone for sending answers. Soon there will come another evaluation regarding the Board work for the spring.

*Bjuremalm leaves the meeting at 15.57.*

**18.3 Fun activities with members:** Bergman reminds everyone to use the money to do a fun activity with their groups, each group has 40 SEK/member, or maximum 400 SEK/the whole group. Everyone hands their receipts to Alm.

**18.4 Friday Fika:** Holmgren suggests that she can be responsible for Friday Fika. She thinks the concept is good, even though mostly there are Board members and trustees (which is not a bad thing of course). Ölander agrees, even though she has not been able to attend that much, but hopefully more in the future. Nathanson Thulin says that it was mostly good in the beginning. Bergman thinks it is a good idea since we may attract more people to join UF. Bergman suggests to have a schedule for each person to participate. Lind and Syrén thinks it is better to be flexible. Holmgren says it is not mandatory but it would be good if everybody could come at least one or two times. Lefvert suggests to do a post on Slack and remind those who want to join, and that everybody reminds their trustees, and active members.

**18.5 Evaluation of Instagram takeover:** Nathanson Thulin thought it was great and asks the Board what they thought. Lind suggests to give information beforehand that preparing the takeover may take some time. Bergman thought it great. Nathanson Thulin says that this was like an “intro” and in the future the posts will be more “simple”. After the Takeover we got more likes which was good.

**19. Date for next meeting and Fika-responsibility**

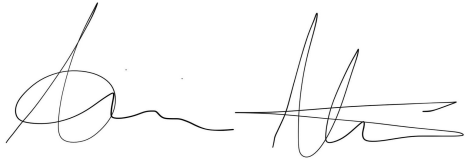
The Board decides that the Board should vote on Slack for the date of the next Board meeting, but it should be on a Sunday at 10.00. Kristensson has fika-responsibility.

**20. Ending of the meeting**

*The meeting ends at 16.13.*

Adjuster: **Alicia Nathanson Thulin**

**Place/date: 2020-01-18**



Adjuster: **Clara Alm**

**Place/date: 2020-01-18**



Meeting secretary: **Sara Ölander**

**Place/date: 2020-01-18**

