

This meeting was held in Swedish. The protocol, however, is written originally in English. This meeting was held via Zoom.



Protocol for the Board Meeting of the Uppsala Association of Foreign Affairs 2020-06-28

1. Opening of the meeting

Present: Johan Bergman, Embla Holmgren, Clara Alm, Sara Ölander, Ebba Berg Gorgén, Per Risberg, Miriam Lind (*left the meeting early*), Joakim Ydebäck, Rebecka Bjuremalm, Isak Lefvert, Rebecca Bengtsson, Melker Hörner, Elliott Syrén, Karin Kristensson, Rebecca Rieschel, Alicia Nathanson Thulin (*joined the meeting later*).

Absent: Gizem Tütüncü, Sofia Hjerpe.

Authorised signatories: Johan Bergman, Embla Holmgren, Clara Alm.

The meeting starts at 10.06.

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

The board decides to elect Ölander as meeting secretary and Risberg and Lefvert as adjusters at 10.08.

3. Verifying the validity of the meeting announcement

The board decides to verify the validity of the meeting announcement at 10.09.

4. Follow-up of last meeting's protocol

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5. Approving the agenda after addition of miscellaneous matters

Point 18 regarding the Diverse recruitment plan is removed from the agenda.
The board decides to approve the agenda at 10.11.

6. Reports from the board-members

President and Vice-President:

Bergman has worked with the operational plan and he is happy with the result. Has also worked with policies for this meeting, for example one regarding the advisory board and one regarding trustees, but also with other organisational questions to wrap up the year.

Holmgren has worked with the sexual harassment and anti-discrimination policy, and with the handover.

Treasurer:

Has book-kept and is almost done for the whole year. Alm will soon start with the balance of the books and the economic report and will probably work with it until August. Has worked a bit with the report of last year's FBA-grant. FBA is this year doing a more thorough examination on UF, which means that they need a more in-depth report on UF's financial project for 2018/2019. She has also looked at documents for the MUCF-grant for 2021. Alm and Bergman have made a few purchases: two more iZettles and two more roll-ups.

Member-Secretary:

The number of members in the end of May were 1014 and the part under 16 years were 73,5 %. Has had the handover, and been working with the digital archive, with documents on the web page and the new Google Drive structure. Has cleaned the storage room by Uffice. Cardskipper was voted through at the UFS board meeting as the new membership system, which was a great decision.

Activity Coordinators:

Lind says the group has had a hike which went well, and she and Risberg have sent cards to all active members in their group as a thank you for this year. Risberg informs that he and Lind have worked with the annual report and a strategy for next year.

Head of the Debate-Club: -

Head of Career: -

Head of Lectures:

Syrén says he and Lefvert have worked with various documents like the annual report, have had their handover, and also worked on a guide on how to book lectures. Lefvert says it has mostly been administrative work, for example to go through their Drive.

Head of PR:

Bjuremalm informs that it has been mostly administrative work as for many other board members, with different documents. Bjuremalm will later in the meeting present the Digital Marketing Strategy.

Editors-in-Chief:

Bengtsson says she and Kristensson have had the handover, and a last get-together with the group at a café. Has also worked with the various documents. Kristensson adds that they have looked back at the three magazine issues from the year and they feel very proud of their work,

Web-Editor:

Ydebäck wrote his last article yesterday. Feels happy about the work last year, about the magazine but also with the started collaboration with the radio group. This year a few more articles have been posted than last year.

Head of Travel:

Has had the handover, worked with administrative work and in general worked with finishing all the work before the new Head of Travel starts.

UFS-Representative:

There has not been that much activity since the year is almost finished. A new board has been elected, among others Bergman as President, which the current board is very happy about. Cardskipper was voted through at the last board meeting to replace Coachhippo as membership system which also feels great. Otherwise there have been discussions regarding local grant applications, which will be a big question to work with next year.

Radio Coordinator:

Has gone through and summarized the year. 17 episodes have been posted, which Hörner feels proud of. Has had the handover which went well, and thanked all members that have participated in the radio group. Received good feedback from the radio editor.

7. Economic Outlook

Alm says that the economy looks good. Alm is now working in general with wrapping up the work with the economy. She will do a new counting on storage goods, like mugs, bags etc., and book-keep a few more costs, otherwise the budget looks kind of the same since the last meeting. As it looks now, the surplus will be around 35,000 SEK that will be passed on to the next board. A few budget posts have been exceeded: coffee, Radio UF and the post “medlemsarrangemang”. The budget post for the radio has not been updated in a long time, which is why it has been exceeded. However, this is counted for in the budget proposal for next year.

8. UFS

Rieschel mentioned most of the information in point 6. She says that if anyone is interested in the discussions within UFS, about for example grants or the internal budget, they can write to Rieschel.

9. Vision Committees

Digitalisation: Alm informs that there now is a digitalisation strategy. In general the strategy contains guidelines and recommendations for the next board, based on the work within the committee during the year. It brings up suggestions on how the different groups can work with digitalisation. It also refers to other strategies, for example PR’s digital marketing strategy. Alm thinks the committee work has gone well and that it has been fun to work with digitalisation. The group has not had a meeting in the last month. Everyone is welcome to give feedback on the strategy.

Member Appreciation: The committee has not had a meeting since last time, Ölander has been working on the member appreciation strategy, which she has sent on Slack if anyone wants to read and give feedback. The document is based

on what has been discussed during the year, and the strategy takes up subjects like social activities in/outside the groups, member of the year, member survey etc. This is just seen as a guideline, and the next board is free to update the strategy during the year.

Lind leaves the meeting at 10.31.

Diversification: Holmgren goes through the Diverse recruitment plan briefly. In the strategy there are a lot of ideas for the next board, and she recommends the next board to start with the work quite early in order to start different projects on time.

For the Diverse recruitment plan, see attachment A.

10. Motion: Removal of old environmental policy

Background: see attachment B, C and D.

Bergman presents the motion. Since point 9 and 10 is so connected to each other, a general discussion will be held regarding both points. The main change in the new policy suggestion from the old environmental policy is the vegetarian norm that has been specified: when UF is the part ordering/buying the food at an event (gasques, meetings, etc.), the food has to be vegetarian. When another part is the one buying/ordering the food, UF will strive for the food to be vegetarian but it is not mandatory. This has been discussed a lot at previous board meetings.

Bergman got the task at the last board meeting to work on a final version of an updated environmental policy from Risberg's and Nathanson Thulin's respective suggestions. However, in order to accept the new policy, the old one has to be removed.

Risberg goes through the background of the motion. UF has had a vegetarian norm as praxis for a long time. However, when he, Lind, Lefvert and Syrén started to plan the Chile Dinner Night with the Chilean Embassy, where the embassy wanted non-vegetarian food, they discovered the vegetarian norm was not formulated in a policy. There have been lots of discussions but Risberg thinks that this new policy suggestion is very good.

The board decides to approve the motion at 10.42. 12 voted for, no one voted against.

11. Motion: Updated environmental policy

Background: see attachment C and E.

The board decides to approve the motion at 10.44.

The board decides to adjourn the meeting at 10.45 until 10.55.

The meeting starts again at 10.57.

12. Motion: Advisory board policy

Background: see attachment F and G.

Bergman presents the motion. The main purpose with the advisory board would be to handle the problem with a short association memory, which has been the case in UF for a long time since most board members only sit in the board for a year.

Risberg asks if an advisory board member still gets a lifetime membership even if they withdraw from their position or gets removed by the board earlier than after two years. Bergman clarifies that the motion says that they have to have finished the whole mandate period of two years in order to receive such a membership.

Lefvert asks Bergman and Holmgren to give examples of when they would have wanted an advisory board during the year. Holmgren responds mainly during the struggle with the UMUN-project/the start of UFMUN, and during corona.

Bergman adds that also in the beginning of the operational year in general, when the plans for the year are being made, it would have been nice to bounce some ideas off an advisory board.

Berg Gorgén asks who is responsible for actually recruiting new members of the advisory board. Bergman responds that the motion states that the president and vice-president are the ones responsible for the contact with the advisory board,

and therefore the thought is that they also have the responsibility to appoint new members.

The board decides to approve the motion at 11.09. 11 were for, 1 were against.

13. Motions: Approval of advisory board members

Background: see attachment H, I, J.

Bergman presents the motion. The suggested advisory board members in this motion are people that have had a long and active engagement in UF, and that have been active during different years, in order to get an as broad perspective as possible of the association.

The board decides to approve Niclas Wahlgren as advisory board member at 11.13. 12 were for, no one were against.

The board decides to approve Linnea Åström Tholf as advisory board member at 11.18. 12 were for, no one were against.

The board decides to approve Daniel Kjellén as advisory board member at 11.22. 12 were for, no one were against.

Bergman will have a meeting with Niclas, Linnea and Daniel in the beginning of June. Newly elected President and Vice-president for the next operational year, Lefvert and Stella Xing, will continue the work and contact with the advisory board. If this project would not work, the board can vote for removing the board at a board meeting.

14. Motion: Removal of old trustee policy

Background: see attachment K, L and M.

Bergman presents the motion. The idea of a new procedure for electing trustees was discussed already at the second board meeting this operational year. The current trustee policy was written in 2010 and in need for an update. Bergman has discussed this new policy with Lefvert and Stella Xing.

Overall, the new policy is based a lot on the old one. One addition is a clarification of the procedure for appointing trustees. The suggested procedure is quite regulated, however this is something that has been asked for by board

members. The policy can be changed with a board decision. Another change is that the board members have been given more responsibility for the trustee having a good introduction into their role, by for example providing a checklist for the trustees.

Lefvert brings up one part in the suggested motion regarding the removal of a trustee. The suggested policy says that a trustee can be removed (if they violate the association's bylaws, their trustee mission or in another way act against the association's general goal) through a board decision with a simple majority, but the bylaws states that a three-fourths majority is needed. Bergman agrees with Lefvert to revise the suggested policy regarding Updated trustee policy and refer to the bylaws.

The board decides to approve the motion at 11.30. 12 were for, no one were against.

15. Motion: Updated trustee policy

Background: see attachment L and N.

The board decides to approve the motion at 11.32, with the revision that instead of a board decision with a simple majority vote, a three-fourths majority vote is needed, in accordance with the bylaws, to remove a trustee. 12 were for, no one were against.

16. Motion: Sexual harassment and anti-discrimination policy

Background: see attachment O and P.

Holmgren presents the motion. Before, one sexual harassment policy and one anti-discrimination policy have been discussed. After further discussions in the group that worked with these policies they decided the best way was to combine the two into one joint sexual harassment and anti-discrimination policy, since the two policies' suggested measures taken to work against sexual harassment and anti-discrimination were a lot similar.

Nathanson Thulin joins the meeting at 11.34.

Holmgren explains that there will be two external (ECPs) and two internal contact persons (ICPs). Bergman will choose one man and one woman from the board of 2019/2020 to be ICPs until the annual meeting in October. At the annual meeting, Lefvert together with the ICPs will nominate two new people in the new board to be ICPs, and the former ICPs will then be ECPs. Holmgren thanks everyone that has helped her with the suggested policy.

Holmgren brings up one part in the suggested policy that needs to be revised. Under “Measures to take following a case of discrimination or sexual harassment” - “General Guidelines”, point 3 states that “In case of an anonymous inquiry, the only step that can be taken is number 3. No sanctions can be issued if the accuser does not step forward.” **However, it should say “number 4” instead of “number 3”.**

Bergman starts a discussion regarding point 1 under “Preventative measures”, that says that “Coinciding with the annual meeting in October, two ICP’s from the active board will be appointed by the president in consensus with the External Contact Persons, ECP’s. The ICP ´s should not be of the same gender.” He asks if the ICPs should be elected by the annual meeting or if the nominations of the ICPs should be around the same date as the annual meeting. Holmgren responds that it is not defined. Bengtsson adds that the thought was to present the new ICPs at the annual meeting but not that the annual meeting chooses them.

Nathanson Thulin asks if it might be practically hard to always choose one man and one woman. Holmgren first of all clarifies that the suggested policy states that it does not have to be a boy or girl, as long as there are two different genders. Second of all, they have thought about that risk, but decided that it still would be good with two people of different genders. Bengtsson adds that the motion states that they “should” be of different genders, meaning that UF should always strive for choosing two people of different genders but it is not super strict if that would not be possible.

Bjuremalm asks if there is any regulation that for example the President cannot be one of the contact persons. Holmgren and Bengtsson say that the thought was that the contact persons should not be in the presidium, but they acknowledge that it does not stand in the suggested policy.

Bergman thinks that it needs to be clarified in the policy that the new ICPs are not chosen by the annual meeting. Lefvert thinks that there might be a point that the annual meeting chooses them since the ICPs have a strong connection to the association's members. An idea is to leave that part in the suggested policy quite open as it is now since there are both pros and cons with the annual meeting deciding. Bergman however thinks it has to be clear for future boards to have a clear policy, and Syrén agrees.

Holmgren asks if the board prefers that either:

- the President together with the ECPs nominate the new ICPs and the annual meeting chooses, or
- that the new ICPs are nominated and chosen by the President together with the ECPs and only presented at the annual meeting.

Nathanson Thulin thinks that they should not be chosen by the annual meeting since an ICP is not a board position. Bengtsson agrees. The board votes on the two alternatives, and a clear majority votes for the ICPs to be nominated and chosen by the President together with the ECPs and presented at the annual meeting.

The board decides to approve the motion at 11.58, with the following revisions:

- at point 3 under "Measures to take following a case of discrimination or sexual harassment" - "General Guidelines", instead of "in case of an anonymous inquiry, the only step that can be taken is **number 3**...." it should say "**number 4**".
- that no member of the presidium is allowed to be one of the the contact persons
- that the ICPs is nominated and chosen by the President together with the ECPs, and presented at the annual meeting.

12 were for, no one were against.

17. Point of discussion: Digital marketing plan

Background: see attachment Q.

Bjuremalm presents the digital marketing plan. It is mainly for PR but also Uttryck

and UF Radio can have use of it. The new Head of PRs have received the plan. In general, the plan is about how to use our budget in the best way for digital marketing. Nathanson Thulin recommends other board members to read the plan too since there are lots of good and relevant ideas. Bjuremalm strongly recommends that the next board creates a forum for digital content, where both PR, Uttryck, the radio etc. can discuss different ways of digital marketing. Bergman says that it would be good to present such an idea at the next board meeting.

18. Ending of the Meeting

The meeting ends at 12.03.

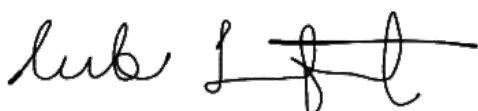
7 Adjuster: Per Risberg

Date/place: 30/06 2020, Piteå



Adjuster: Isak Lefvert

Date/place: 2020-06-30, Uppsala



Meeting secretary: Sara Ölander

Date/place: 2020-06-30/Stockholm

