



Protocol for the Board Meeting of the Uppsala Association of Foreign Affairs 2020-08-30

1. Opening of the Meeting

Present: Isak Lefvert, Stella Xing, Per Risberg, Felix Hasselblad, Emelie Wendesten, Charlotte Renström, Aina Olsson, Amanda Bolann Håland, Daniel Rezanía, Diana Simon (*left the meeting early*), Elenor Söderberg, Gustav Eurenus, Katja Åman, Linnea Arnstedt, Marthe Hanik, Michelle Pencarski (*on Zoom*), Therese Lager.
Absent: Robin Bucher, Benjamin Samuelsson, Lina Hellman.

The meeting is opened at 11.22.

2. Election of Meeting Secretary (1) and Attesters (2)

The board decides to elect Wendesten as meeting secretary and Risberg and Simon as attesters at 11.23.

3. Approving the Agenda

A. *The Proposed Agenda*

The proposed agenda is presented by Lefvert.

B. *Addition of Miscellaneous Matters and Co-Options*

No additions.

C. *Approving the Revised Agenda*

The agenda is approved at 11.25

4. Board Members' Report

A. *President and Vice President*

Lefvert has been preparing the board meeting. Both Lefvert and Xing have been working with grant applications. Xing has also been working on the recruitment strategy and with planning the upcoming kick-off.

B. *Heads of Activity*

Have been planning the Get Active mingle and the upcoming fall.

C. *Heads of Careers*

Have been working on Career day. As there is still a lot of work to be done, it is noted that help from other board members would be much appreciated.

D. Head of Debate

Eurenius has participated in Stockholm's debate society and has been working on developing a new form of debate.

E. Editors in Chief

Renström and Lager have started planning and structuring things and have been discussing different ideas.

F. Heads of Lectures

Simon and Hanik are planning to arrange small lectures with sufficient distance between attendees, while also putting up the lectures online.

G. Heads of PR

Have started planning the autumn.

H. Head of Radio

Bolann Håland has started planning and structuring things for the upcoming fall.

I. Head of Travels

Not present.

J. Head of UFMUN

Arnstedt has thought about how to structure the team.

K. Web Editor In Chief

Olsson is in the same position as the other editors. Has started planning.

5. Economic Report

Hasselblad reports that everything is going well. Hasselblad encourages the board members to reach out if there is anything they, or their members, need.

6. Member Base Report

Wendesten notes that UF has 902 members, which is a higher number compared to this time last year and well above the 60 % youth limit which is important for grant reasons. The member registration system has changed from Coachhippo to Cardskipper over the summer. New members will access their membership cards through the Cardskipper app.

7. UFS Report

Risberg has been in Malmö, where he got to know the other UFS representatives. Has also been working on grant applications.

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8. Internal Work Routines

Background: see attachment A

Lefvert presents the discussion point, which concerns internal work routines. The aim is to agree on some common working standards and make sure that the board members are on the same page.

One aspect of the internal work routines is working hours and when UF work is supposed to occur. A few different options are discussed. It is noted that people tend to work too much, rather than too little. It is also noted that while set working hours have their advantage by clearly establishing free time, set working hours could be perceived as restrictive and inflexible.

Lefvert suggests that urgent messages could be sent with an "important"-tag on Slack. These messages are to be prioritized and should be responded to within 48 hours.

The final two suggestions are:

Suggestion 1: no set working hours. 48h important tag on Slack. Phone numbers on Slack to be used for urgent matters.

Suggestion 2: set working hours (8-21). 48h important tag on Slack. Free on Saturdays. No phone numbers on Slack.

The board will vote on these suggestions later.

9. People in our Venues

Background: see attachment B

Lefvert states that we need a policy regarding access to Office and who should be able to use our premises. While we want to be an open and transparent association where people feel welcome, there were unfortunately a couple of thefts last spring. There have also been instances where Office has been so crowded that it has been difficult to do UF related work.

There is consensus that card access should be for board members and trustees. Moreover, everyone agrees that UF work should always be allowed in Office. Thus, the remaining question is whether non-UF-related work should be allowed

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in Office. There appear to be three options regarding non-members doing non-UF work in UF premises:

Option 1: They are welcome to use our premises when accompanying a board member or trustee who has access, regardless if they become members or not. No set limit of people.

Option 2: They are welcome if they become a member.

Option 3: They are not welcome at all (if they are not doing UF work).

The board will vote on these options later.

The board votes to skip ahead to point 11.

10. Working with the UF Bylaws

Background: see attachment C

Lefvert notes the need to look over the bylaws and see if they need any changes. This is important in order to institutionalize the bylaws in a clear way, and to ensure that the bylaws do not grow obsolete. To revise and amend the bylaws requires a lot of time. Thus, to have the opportunity to amend the bylaws, the process would need to begin shortly.

Option 1: Start the order of amendment at the annual meeting in October. Following that, a committee will work with matters regarding the bylaws over the winter. Suggestions regarding changes in the bylaws would then be presented at the election meeting in May.

Option II: Start the process later, at an additional annual meeting (i.e. in March). Following that, a committee will work with matters regarding the bylaws over the spring. Suggestions regarding changes in the bylaws would then be presented by the next board at the annual meeting next fall.

The board will vote on these options later.

The second option takes more time but involves two boards. However, it cannot be expected that the next board can take in a full and comprehensive picture of the bylaws so early on in their year. It is noted that what we decide today is whether we should open up for changes in the bylaws by May. That does not entail that we are going to change the bylaws at that point, but simply whether it should be feasible.

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11. Revision of Agenda

The board decides to switch point number 10 and point number 12.

12. Break

Meeting adjourned at 12:47.

Meeting resumed at 13:02.

13. Policy of the Month – Expenditure Policy

Background: see attachment D

Lefvert raises the matter regarding our expenditure policy and our regulatory budget. The new policy suggests that large expenditures (over 20% of the total budgeted amount) should be approved by the board before any financial decision is taken.

Hasselblad notes that it is important that everyone follow the reference that they are given, which is the treasurer's job to ensure. Within that reference, Hasselblad feels like people should be free to spend as they wish.

As there are slightly different opinions on the matter, Lefvert encourages everyone to read the policy document. Lefvert will keep an eye on this matter and encourages others to do the same. We will see if the policy works and take it from there. Will be discussed again.

14. Internal Work Routines

The board decide on option 1 with 10 votes. 6 voted for option 2 and 1 abstained.

The option which was voted through entailed: No set working hours. 48h important tag on Slack. Phone numbers on Slack to be used for urgent matters.

15. People in our Venues

The board decide on option 1 with 9 votes. 4 voted for option 2 and 1 voted for option 3. 3 abstained.

The option which was voted through entailed: People are welcome to use our premises when accompanying a board member or trustee who has access, regardless if they become members or not. No set limit of people.

16. Working with the UF Bylaws

The board decides on option 1 with 7 votes. 5 voted for option 2 while 5 abstained.

The option which was voted through entailed: Putting forward a motion in October which makes it feasible with changes concerning the bylaws in May next year.

Further, a board meeting approval will be needed on a motion on this matter which will be put forward on the next meeting.

The meeting is adjourned at 14:00 and reopened at 14:10.

17. UFS Information

UFS presentation from Risberg. Risberg presents an oversight of UFS, for those yet unfamiliar with the organization. UFS has 11 member associations, of which Uppsala is the largest one. UFS was created by the member associations, for the member associations. Its purposes are related to financing, capacity building and whatever the member associations want its purpose to be. The UFS budget is approx. 1,7 million SEK. UF gets a lot of money through UFS. UFS has an administrator who is employed full time which we can reach out to if we need any help or have any questions. There is a Forum Weekend coming up in November in Stockholm, which Risberg encourages the board members to sign up for. Moreover, there is a Slack channel for the whole of UFS that Risberg encourages the board members to join. The president of UFS is coming to UF's next board meeting to present himself as well as the work of UFS.

18. Office-Sharing with Studenträdion

Brief information from Lefvert regarding the cleaning system, which is shared with Studenträdion. We will alternate cleaning weeks. Everyone in the board will have 1 week, or possibly 2, each over the entire operational year. Lefvert encourages everyone to please keep in mind that we are sharing these premises. A cleaning schedule will shortly be put up in the kitchen.

Simon left the meeting

19. Office Improvement Committee

Xing announces that we are going to renovate the office. A group of people will plan what to do and how. Following that, the whole board will be involved in

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doing the actual work. Xing encourages everyone that want to help planning the renovation to let her know as soon as possible, but no later than Friday.

20. Kick-Off

Xing announces that there will be a kick-off from 12.00 the 25th until 12.00 the 26th of September. More information will follow on Slack. If you have lectures, join whenever you can.

21. Trustee Recruitment

For the policy on trustees: see attachment E

Lefvert presents the trustee recruitment plan. Lefvert also asks the board members to hand in their work descriptions for trustees and announcement texts at due time. Following the application period, interviews will take place. Nominees are subsequently confirmed by the board.

The deadline for the application period is discussed. The alternatives are the 20th or the 25th of September. On one hand, trustees would need to be appointed as swiftly as possible. On the other hand, people should preferably have some time to write their applications following the Get Active event on the 18th of September.

The board decides to vote on the matter.

Option 1: application window 10-20th.

Option 2: application window 10-25th.

The board decides on option number II with 9 votes. 1 voted for Option I while 6 abstained.

22. Presenting UF

Xing announces the recruitment strategy. We will all help with recruiting new members. We will go to university classes as well as to high schools and present ourselves. A schedule will soon be up for university classes, where you will write your name. More information will follow on Slack.

23. Miscellaneous Matters

No miscellaneous matters.

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24. Next Meeting

Suggestion: Weekend of 19th/20th of September. Isak will post a vote on Slack. It is possible to participate on Zoom.

25. Closing of the Meeting

Meeting closed at 15.25.

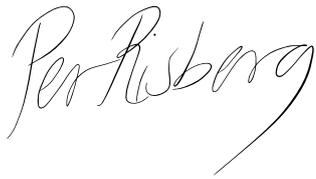
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Attester: Per Risberg

Date/place: 3/9 2020, Uppsala



Attester: Diana Simon

Date/place: 07/9, Uppsala



Meeting secretary: Emelie Wendesten

Date/place: 07/9 2020 Uppsala



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