

Protocol: DSU board meeting, 3 Feb 2015

Attendance: Erik Karlsson, Dimitris Paraschakis, Erliza Lopez Pedersen, Zahra Amidi, Maria Rubin, Eric Snodgrass (protocol)

1. Deciding upon and writing of job descriptions of the DSU board, including titles, tasks and %

Issue of percentages

It has been revealed that we only have 60% to share out of central account. Because of this we will have to pay for several of the board member roles at a faculty level, which works out to 12 days (approximately 5%). All board members applying to take 12 days from faculty level will be given a certificate (förtroende uppdrag doktorandkår Malmö Högskola) from Erik Karlsson to submit to individual faculty. Faculties should not be able to reject this and you should receive these days each semester.

Action 1.1: Erik and Dimitris to check whether general account funds for hours can be used for something else besides hours.

Action 1.2: Board has agreed to distribution of 60% of hours available in the general account as follows (conditional that Zahra and Claudia do get 12 days): Erik Karlsson 30%, Eric Snodgrass 20, Dimitris Paraschakis 10%. The board has further agreed that we can change this initial distribution where necessary.

Communications and recruitment officer (Zahra Amidi & Claudia Fonseca Alfaro)

This role will include presentation and participation at doctoral student days and the introductory course. In addition to current roles, this team would also like to develop a DSU Facebook, and possibly other social network accounts (this should be added as a bullet point to the roles). Recruitment will also be an important part of the role.

Action 1.1: Responding to request/questions/suggestions etc. sent to DSU via e-mail or made by telephone will be moved from Communications officer duties to chair's duties.

Action 1.2: Setup a second email account for communications, might also create further email accounts where appropriate for other roles.

Action 1.3: Erik Karlsson will give all board members access to the DSU Dropbox. Please send you're the email address associated with your Dropbox to Erik.

Board members who would like to create specific titles and roles are encouraged to do so.

2. Decision regarding Erik and Dimitris as authorized signatories for the DSU bank account

Action 2.1: The board authorised the mandate for Erik and Dimitris to be authorised signatories for the DSU bank account.

3. Discussion of budgeting issues, including membership and payment

Action 3.1: The board authorised keeping the membership fee as it is (120kr/semester)

4. Mandate Dimitris to investigate the possibility to change bank for the DSU bank account

DSU currently pays very high bank account fees to Nordea Bank and would like to look into cheaper alternatives.

Action 4.1: The board authorised giving Dimitris a mandate to look into changing the bank for the DSU bank account.

5. Mandate Dimitris to investigate the possibility to discontinue the DSU Mastercard

There are two cards (one for the chair person and one for accounts) and these were only used to make four purchases in the most recent calendar year. Proposal that the DSU could save cost of paying card which is several 100 SEK a year.

Action 5.1: The board authorised Dimitris investigating possibility to discontinue the DSU Mastercard

6. Mandate Erik to draw up a proposal to change the statutes to reflect who decides authorized signatories and accountant for the DSU

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7. Mandate Erik to investigate the possibility to discontinue the DSU mobile phone account

Action 7.1: The board authorised Erik to investigate the possibility to discontinue the DSU mobile phone account.

8. Attendance at meetings

The board agreed that Erik as Chair will attend Board of research (Forskningsnämnden) and University board meeting (Hogskolastyrelsen). The board has decided that Maria and Eric will represent the board on (Forskarutbildningsutskott).

9. Adjustment person

Board agreed that we will have an adjustment person for each meeting. Maria was chosen as the adjustment person for this meeting.

Action 9.1: Erik to add this to the meeting template.

10. Frequency of meetings

The Chair would currently like to meet at least once a month.

11. Drafting of the activity plan for 2015 (see attachment)

Action 11.1: Erik and Eric will draft activity plan and send in advance of meeting.

The issue of a MAH doktorandombudsman considered important and will be taken forward for coming activity plan, highlighting how DSU can act as a general point of contact and relayer for individual PhD issues.

Action 11.2: Eric to create a Google Doc for activity plan and a shared folder.

Action 11.3: Email Erik email that have Dropbox account connected to.

12. DSU lecture at the doctoral introduction at MAH, 11/3–12/3 or 25/3

On 11 of March, from 1500–1630, the DSU has been asked to give an introductory lecture. There is already a powerpoint in the Dropbox prepared for such introductions, which we can work to develop. This will be an important event for recruitment, will need to work to make a good presentation. The content of this presentation should be considered at a future meeting of the board.

Action 12.1: Erik and Eric have agreed to present for this and will start drafting up an updated version of the presentation.

Action 12.2: Erik to Invite Liv Kroona (OD rep for doktorandkollegium) to attend.

Action 12.3: Zahra to check whether Claudia can attend as recruitment officer.

13. Next meeting

The next meeting will be on 13 Feb, 12-14, room E140.