

Pax et Bellum board meeting 26 November 2019 at 17.30pm
Department of Peace and Conflict Research

Gamla Torget 3

1. Attendance: Jim, Wera, Annalena, Jan, Louis, and Alanna (running late) – Maurice absent due to illness
2. Call to Order: 17:33
3. Election of Meeting Officials
 - a. Chair – Jim – PASSED
 - b. Secretary – Wera – PASSED
 - c. Attester – Louis – PASSED
4. Approval of Agenda – PASSED
 - a. Chair has an addition to make regarding deadlines
5. Minutes from Previous Meeting
 - a. Can the board approve the minutes from the previous board meeting? – PASSED
6. Reports
 - a. Chair
 - i. The Chair has been in contact with the Dag Hammarskjöld Foundation
 - a. The chair has been in contact with the foundation to organise Pax et Bellum's participation in their event. Head of Communication created the Google form and the chair forwarded the list to the foundation. 9 people are participating and they have all been informed that they have a confirmed seat.
 - b. DHF has notified us that the event has been cancelled – will need to forward development
 - ii. The chair has had meetings with the board members
 - a. In order to evaluate the board work and what improvements could be made the chair has met with some of the board members. The work is still ongoing.
 - b. Present during next GBM
 - iii. The Chair attended the Fall Gasque and held a speech
 - iv. The Chair has contacted the Swedish Defence College again
 - a. The chair contacted the college again about a visit – responded that they can't do it this semester
 - b. Vice-Chair
 - i. The vice-chair was toast-master at the Pax Anniversary Gasque
 - a. Feedback for today's discussion was sent to the chair
 - ii. The vice-chair finalized the date for the presentation from Susanne Ekström
 - a. 11th of December at 15:30
 - b. Material for marketing will be provided to the head of PR as soon as Susanne has sent her presentation (in an accessible format)
 - iii. Henning Melber has confirmed to the Vice-Chair both proposed dates for extracurricular lectures with him
 - a. Wednesday 26.02.2019 and Friday 28.02.2019
 - iv. The vice-chair participated in the second organisational meeting for the career day (led by UF)
 - a. Värmlands nation will most likely be booked as venue (no price known yet)
 - b. The plan is to have one big room + smaller rooms upstairs for workshops, Q&As etc.
 - c. Regarding Budget: UF doesn't get profit out of the event, in case of profit plus, it would not go to UF but into budget for career day next year
 - d. General infos:
 - i. About 400 visitors in total last year
 - ii. Website should be ready by January
 - iii. Could Ask Dag Hammarskjöld Foundation for cooperation, sponsoring, speakers, contacts to IOs
 - e. Write down 10 different organizations / businesses which are interesting to invite + ideas for a speaker/ workshop
 - f. General Board Member attended the third meeting this Tuesday and will provide further information regarding this event.

- c. Secretary
 - i. The Secretary attended the PeB 25th Anniversary Fall Gasque with PeB board and PeB members
 - ii. The Secretary has signed-up to attend the DHF workshop on Friday the 29th of November – now cancelled
 - iii. The Secretary met with the Chair to discuss the Secretary and Board’s activities and progress.
 - iv. The Secretary has received a few more responses from Alumni who would like to get involved with the Alumni Profile Pieces
 - 1. Two Alumni have contacted the Secretary regarding their interest in participating in a short Alumni Profile Piece
 - v. The Secretary has sent out a request to all subscribed PeB members to fill out their Privacy Preferences (Mailchimp/Google Form)
 - 1. All members are requested to fill this out - currently 62 have. All members who have not filled this out will unfortunately be taken off the mailing list and their data deleted.
 - 2. Coordinated with the Head of PR to add a ‘Newsletter’ section on the PeB website
 - vi. The Secretary has worked and finalised a Newsletter for the 26th of November to all PeB members who have filled out their PP
 - 1. The newsletter includes the first Alumni Profile Piece and information on two future PeB events
 - d. Treasurer
 - i. Still no Swedbank reply. Let’s hope we get it before the 17th of december when the gasque payment is due.
 - ii. Sold 20 songbooks at the day of/during the gasque. Still three people (Louis, Andy and Alanna) who owe songbook money. Alanna and Jan both owe PeB 15 kronar for ticket compensation related to Amanda and Sami.
 - iii. Gasque speech by Jim will be counted as a cultural event by FU.
 - iv. Request to PR: Could we publish our quest for an auditor on online channels as well?
 - v. Receipts for expenses?
 - vi. FU event for the break event wednesday?
 - vii. Paid Jiali Peng
 - e. Head of Activity
 - i. -----
 - f. Head of Public Relations & Marketing
 - i. Attended 25th Anniversary Gasque
 - ii. Events posted
 - iii. Events cancelled
 - iv. Photos Jiali
 - v. Attended the gasque
 - vi. More likes
 - vii. We need better coffee – I will buy it
 - g. General Board Member
 - i. The GBM has attended the meeting with UPAD and alumni meeting. It has been decided I will take over the DPCR Facebook account. Talked about potentially transferring it to Pax et Bellum in the future if technically feasible.
 - ii. The GBM has taken over the info@paxetbellum and forwarded a couple of emails
 - iii. Worked on proposal for the statutes regarding financial procedures.
 - iv. Attended luncheon
 - v. Attended meeting for Career Day
7. Subjects of Discussion
- a. How to proceed with Theme Week and distribute tasks?
 - i. Head of Activity
 - 1. Split responsibilities – Theme Week: Environment (end of February)
 - a. Come up with 5-10 names to invite for Theme Week
 - i. Deadline: Next meeting: 04.12.2019 – **PASSED**
 - b. Split into two-groups for event-planning (divide responsibilities)
 - c. Book venues/two social events + Gasque
 - d. Cross-department cooperation?

- e. Disaster risk reduction
- b. Evaluation of the gasque and how should the board thank the toast/song-masters?
 - i. Head of Activity and Chair
 - 1. Generally feedback has been very positive
 - a. Note: doors during the gasque locked → for future gasque give information on how to proceed to return to dinner
 - b. Note: dinner was 15-min later than scheduled
 - c. Note: Slightly unfortunate that the after-party was not extended due to price
 - d. Note: check for the next gasque if the after-party can be combined with an already planned event at the Nation
 - 2. Emma/Bryan and Maurice/Tove – how to thank?
 - a. Mug – PASSED
- c. Information about Career Day and how to proceed
 - i. General Board Member
 - 1. Almost exclusively at Värmlands Nation
 - 2. Date: Week of April 13th-17th 2020
 - 3. Time: 13:00 – 16:00
 - 4. Tickets for invited: between 200 – 600 Kr to attend
 - 5. Proposing companies/organisations – post a call in the Master chat
 - a. Head of PR – post poll on SM
 - 6. Sponsor for Fika or PeB will cover
 - 7. Contact Ingalill to ensure there are no clashes
 - 8. Pass on Head of PR contact details
 - 9. GBM meeting with UF every Tuesday until Christmas – forward all questions regarding Career Day
 - 10. Updates: in weekly report but does not need to be added to Points of Discussion for each week
- d. Should the Pub Nights with Pax et Bellum continue in January?
 - i. Head of PR
 - 1. Yes: continue next year – PASSED
 - 2. Propose name change: Pub et Bellum – PASSED
 - a. Start in January
- e. How to proceed with the membership and email list?
 - i. Secretary
 - 1. Add it to sign-up procedure
 - a. *Opt-in* or *Opt-out*:
 - 2. Separate list for members and newsletter subscribers
 - 3. Post link to SM to the Google Form – warn that data will be deleted – PASSED
 - a. Can get a membership card if they do not want data stored
 - b. Deadline: Wednesday 4th of December 2019 – PASSED
 - i. Delete all names/emails from people who have not given consent
- f. How to proceed with the merchandise sale?
 - i. Treasurer
 - 1. Propose merchandise selling before/after an event
 - 2. Donation not a sale – merchandise is a ‘reward’ for a donation
 - 3. Next Wednesday – PASSED
 - 4. Head of PR – photos of merchandise
- g. How to engage members in activities?
 - i. General Board Member and Chair
 - 1. Different events speak to different people (Pub Nights – Wednesday)
 - 2. Engaging people in Activity Groups
 - a. New approach in January

- i. Present what we have planned – feedback loop
- ii. What events do people want to engage in?
- iii. What do they want to get involved in?
- iv. Any suggestions for engagement that they want to establish?
- b. Create a poll to see what kind of event people want? (Head of HR) – **TBD**
- c. Present an overview (Chair) – during a lecture – **TBD**
 - i. Make people aware of General Meeting


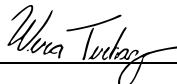
8. Miscellaneous

- a. Deadline for sign-ups – how to handle in future?
 - i. Current: see what can be done
 - ii. Set deadline but address on a case-by-case basis (see what can be done) – **PASSED**
 - 1. BUT – within reason
- b. Membership events are only for members (non-members must attend events through own organisation)
 - i. DHF – not an open-call but specific organisations were contacted to send members

9. Next meeting: 04.12.2019 at 17:30

10. Closing of Board Meeting: 19:02

- a. Head of PR, Vice-Chair and Treasurer will not attend next meeting due to other responsibilities

Chair	Secretary	Attester
		LACV
Jim Jormanainen	Wera Terhaag	Louis-Alassane Cassaignard-Viaud