

# Pax et Bellum Board Meeting '23-'24



**Date:** 21/09/2023

**Expected Start Time:** 15:00

**Expected End Time:** 17:00

**Location:** Kaferummet Storcken

**Attendance:** Nerea, Daniela, Martina, Feli, Laure, Meri, Artur (left at 15:27), Linus

**Missing:** -

**Taking minutes:** Linus

## Agenda

1. Welcome, Opening Meeting - general welcome
2. Approval of Agenda and Minutes
3. Project Updates
  - a. Board expectations
  - b. Goals & Guidelines
  - c. Introduction Email to Pax partners
  - d. Technicalities from last year
  - e. Treasury
  - f. Newsletter
  - g. Fall Gasque
  - h. Student Union
  - i. Weekly To Do-List
  - j. Right-Livelihood event
  - k. Individual Meetings
  - l. Data Privacy on Drive
  - m. Other

## Minutes

1. Welcome, Opening Meeting - general welcome.
2. Approval of Agenda and Minutes
3. Project Updates
  - a. Board expectations
    - i. Setting board expectations
      - Communication & trust
        - Round of roses & thorns? (+capacity), presentation of responsibilities in the board:

Artur: Position is to assist the committee, only real responsibility is career day, already in touch with the former board member. Open to assist us.

Meri: Responsibilities are whatever she wants to make of it, mainly running the journal and the blog. Probably one journal this year, revival of pax et bellum blog, academic events with PeB (i.e. academic talks, ...). Goal is close cooperation between board and journal.

Laure: Charing meetings, contact for board members, representation of PeB and its board.

Feli: Representation at the student union, co-charing and assisting Laure with her workload. Also somewhat of a second head of activities.

Martina: PR, communications and website. Goal is to establish a mission and vision for better PR. Improving the Social Media presence and distributing access for different board members, discussion about that at the **next meeting**. Second responsible person for social media in case Martina can not make it?

Daniela: Getting control of the bank account is the first task, in general taking care of membership fees which is more complicated. SEK 6000 on the bank account, bit of

wiggle room. Need for receipts to get the money. Before planning an event, there is need for a financial plan, events need to break even.

Nerea: Head of Activities, organize events but it is a lot of work so support of the board is needed, second responsible person should be decided- thoughts about Artur, but has to be decided still; committees for every event should be created with additional people from the program not in the board; we need a meeting only on events; there is some lectures and events in the pipeline with other organizations. We need to find a document to organize us with all the upcoming events and working committees

Linus: Secretary, responsibilities are writing minutes, taking care of correspondence (also responsible for Emails to [info@paxetbellum.org](mailto:info@paxetbellum.org)), list of members and newsletter.

- Effort, time, boundaries, communication
  - We want to use Slack for the main communication and the Whatsapp group only for urgent matters
  - Channels in Slack are to keep different events and matters separate. Feel free to open channels if needed
  - [https://join.slack.com/t/newworkspace-b5k5261/shared\\_invite/zt-23hbd1zyv-4WuQjbzQNnrFcv5L1yVlsw](https://join.slack.com/t/newworkspace-b5k5261/shared_invite/zt-23hbd1zyv-4WuQjbzQNnrFcv5L1yVlsw)
  - Go around and voice personal expectations.
    - To be discussed next meeting
- ii. Meetings (frequency, structure)
  - Plan next 2 meetings + book room
  - Two general meetings, separate ones: PR meeting, events + year overview, goals and guidelines
  - We try to fit it in the schedule in the next two meetings
  - Linus is doing a doodle to find time slots, Laure sends out the agenda 24h before every meeting but everybody can add points by sending it to her

## b. Goals & Guidelines

→ will be discussed in a separate meeting

- Set a date to write down and discuss goals and guidelines for this year. We can make something fun out of it too.
- According to statute.

## c. Introduction emails to Pax partners

- Board pictures on 22 September at 13:00.
- We wait for confirmation from Henrik
- Dresscode smart casual, not too fancy.

### ii. Drafting the message

- Laure and Feli will draft the email, everybody can comment and add an own part
- The last board did not send a goodbye email so we have to include that in ours
- Task for everyone: little introduction text for the email about you around 3-4 lines; let it be formal because it will be sent out to official partnersG
- Martina sets a document to put in the text for every person
- We try to send out the email in the middle of next week

## d. Technicalities from last year

### i. Minutes?

- Linus ask about formalities about minutes
- Laure will reach out to talk about it with Linus directly

### ii. Drive (clean this up)

- Feli and Laure clear this up

### iii. Voting procedure

- For board decisions we do elections by showing hands. If one person requires a secret election, the topic has to be voted for secretly

### iv. Webmaster position

- The webmaster controls all passwords over all platforms. Votes: 5 in favor of Martina → Martina is Webmaster

## e. Treasury

- i. How much money can be spent without a board decision? Last year 200 SEK by treasurer.
  - 6 in favor of 200 SEK → approved
- ii. Daniela any updates? Status on bank account.
  - Access to bank account is in process
  - If you buy things for PeB, keep all bills for spendings
  - If you order something online, the receipt has to be addressed to pax et bellum, not you!
  - Gasques are a financial risk, we have to watch out a lot and be very careful about expenses
  - Nerea puts all information in an Excel
  - Most of the money we have is from Folkuniversitet, Daniela is having a meeting with our contact there to understand the rules of how to use the money correctly
- iii. Membership payments
  - To be announced
- f. Newsletter
  - i. When do we want to send our first one? How do we envision this? Who is responsible for this?
    - Frequency monthly.
    - Content of first newsletter: introduction of board & upcoming event.
    - Distribution of tasks (Linus do you need support? Martina?)
      - Set-up premium Canva account?
      - More detailed to be discussed next meeting
- g. Fall Gasque (October)
  - i. What do we need to organize for a Gasque? Food? Program?
    - The venue is Värmlandsnation for 40 guests, the food is organized by the nation (3 course)
    - 18-01h, 23 200 Kronas cost (we need to find a way to get this cheaper because it is a lot of money), Nerea will check if we can get a venue in another nation for a cheaper price

- Food might be problematic as last years people complained about not having enough food. Last years board recommends not to have only vegetarian food, but we have to dig deeper in this
    - Gasques have to be planned at least 3 months ahead
    - We have to do the venue reservation for the January gasque
    - Nerea will try to find all other possibilities and report back to the board next time
    - Nerea will make a document with all the important information so we can compare the different options from nations
  - ii. → updates in next meeting
- h. Student Union
  - i. What do they do and what are our responsibilities and possibilities?
    - The student union is the representation for students and channels their concerns to the university institutions. We are part of the SamSek section (section for social sciences) and it consists basically just out of the associations like PeB. They help us if students have concerns like schedules of lectures, problems with the program and so on. If we hear about that, Feli can bring the topic into the meeting and seek out to solve the problem.
    - We have to be present in the meetings always to be eligible for getting fundings from them. They are held once a month.
  - ii. Gasque event 19. october
- i. Weekly To Do Lists
  - i. To do list after meetings
    - Linus up for this?
    - Linus will create to-do lists after every meeting so tasks are clear
  - ii. Excel - monitor to do.
    - There will be an excel document to keep track on which tasks are to be done by whom and where the process is right now
- j. Right Livelihood event
  - i. Anyone interested in going? (max. 3)
  - ii. If you are interested, send Laure a message to sign you up
- k. Individual meetings

- i. Jana (former chair) recommended for Laure to have personal meetings with every board member. It is not urgent but would be nice to get to know each other
- l. Privacy of member's data on drive
  - i. Student Union changes, to be confirmed
- m. Other
  - Important days
    - Today is peace day and we did not post anything.
    - Martina will make an Excel sheet with important days to do posts about
  - Board room
    - Laure needs to send all our names with student number to the administration to give us access to the room

Closed the meeting