

# Pax et Bellum

## Minutes



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Pax et Bellum board meeting 18/09/2024 at 14:30.

**Attendance:** Uma Claessens, Greta Husemann, Anicca Juraschka Sullivan, Luuk Boekestein, Marta Berteau, Josefin Fällgren, Linus Enderstad, Maren Hansemann

**Missing:** /

**Taking minutes:** Anicca Juraschka Sullivan

### § 1. Call to Order

- a. Uma Claessens calls the meeting to order at 14:40

### § 2. Election of Meeting Officials

- a. The board elects Uma Claessens as Chair.
- b. The board elects Anicca Juraschka Sullivan as Secretary.
- c. The board elects Greta Husemann as Adjuster.

### § 3. Approval of Agenda

- a. Can the board approve the agenda?
  - i. The board approves the agenda with 7 votes.

### § 5. Subjects of Discussion

- a. Board expectations
  - i. Position-specific
    1. Greta (Vice Chair):  $\frac{2}{3}$  assisting chair,  $\frac{1}{3}$  helping others; Student Union responsibilities
    2. Luuk (Treasurer): Keep track of the budget, take care of income, try to get funding for activities, keep track of membership fees
    3. Anicca (Secretary): Minutes, membership list updating, monthly newsletter, assisting with events/ other tasks
    4. Josefin (PR): Advertise events, upload minutes on website, update all social media platforms

5. Maren (Editor-in-chief): Organize and edit journal, recruit reviewers and editors, organize launch party
  6. Linus (General Board Member): Helping everyone else, wherever extra support is needed
  7. Uma (Chair): Keep overall overview, observe success with goals and guidelines, check in with everyone's well-being and workload, main person of contact for externals
  8. Marta (Head of Activities): Overview of all activities and events, make event/ activity timeline, set up activity groups and divide tasks
- ii. Communication and trust
    1. The Board agrees to use Slack as an additional communication channel
      - i. TO-DO: Anicca will create the Slack account
    2. WhatsApp only for daily communication/urgent issues, otherwise Slack
    3. Idea for the future: Microsoft Planner to keep track of tasks?
  - iii. Effort, time, boundaries
    2. Everyone is aware of fluctuating workload throughout the year
    3. Important to remember that university comes first, then work for Pax
    4. Weekly check-ups will take place in order to ensure that no one feels overburdened
    5. Specific timeframes to keep in mind:
      - a. Maren: second semester heavier workload, will need more support then
      - b. Josefin: Will be busy in April because of social media for Valborg
      - c. Marta: Will need extra support before each gasque
- b. Goals and guidelines
    - i. We will set our vision for the year during a communal dinner, discuss ideas together
      1. TO-DO: Anicca makes when to meet
  - c. Future agenda points
    - i. Send points to Uma at least a day in advance
    - ii. Uma will send out the agenda at least 24 hours before the meeting
  - d. Introductions
    - i. Photos
      1. Photoshoot takes place at 12 pm on Friday, Sept. 20th, in front of the Dag Hammerskjöld Library
      2. Filip will be the photographer
      3. TO-DO: Josefin brainstorms how we arrange the pictures

- a. Individual pictures
    - b. Group photo
  - ii. Socials + website
    - 1. TO-DO: Josefin will send questions for intro posts/webpage texts
  - iii. Partners
    - 1. TO-DO: Greta and Uma will send introduction emails to partners, will share email with us before
- e. Other technicalities
  - i. Minutes
    - 1. Adjuster checks thoroughly, everyone takes a look
    - 2. Should be uploaded on website — Anicca and Josefin will discuss schedule
    - 3. May have to sign all minutes physically, Luuk will ask bank
    - 4. Could be useful to have action points — include in future minutes
  - ii. Drive
    - 1. Meeting Minutes no longer in Secretary folder
    - 2. Each position has their own folder
    - 3. Separate folder for events, photos, journal
  - iii. Webmaster
    - 1. PR manager (Josefin) will be webmaster
  - iv. Voting procedure
    - 1. Raise of hand for those in favor
    - 2. If it's 4-4, double vote for chair applies
    - 3. Vote on whether the Editor-in-chief can have voting powers within Board Meetings:
      - a. Seven attendees vote that Maren (Editor-in-chief) gains voting power
      - b. All eight attendees vote that this voting power applies for the entire term of the board
- f. Treasury
  - i. Bank account
    - 1. We currently have difficulties with our Bank account
      - a. Our current bank account is at Swedbank, but we need to change to a new bank
      - b. In order to close our current bank account, we need Board members from 2022/2023 to physically sign meeting minutes with the decision to switch bank accounts

- i. There may be an opportunity in november
      - ii. Luuk is coordinating with Daniela and Moritz
      - iii. Suggestion: Have everyone sign the documents twice, in case we need to send them a second time
    - 2. General budget matters were discussed
  - ii. Spending amount
    - 1. All 8 Board members vote in favor of 200 sek as the spending limit without a Board decision
  - iii. Membership payments
    - 1. Anicca and Luuk will meet about this
  - iv. Luuks goal: Make short-term budget, needs event-plan for this semester
- g. Newsletter
- i. When?
    - 1. Board will discuss content in the third meeting of each month
    - 2. Newsletter will be sent out beginning of each month
  - ii. Vision
    - 1. Recap of past month, advertising next month's events, creative element: perhaps "Hear it From our Rotary Peace Fellows" profiles?
  - iii. Logistics
    - 1. Send to entire list
    - 2. Make brief Introduction newsletter for Oktober
- h. Samsek Meeting
- i. Report (Greta)
    - 1. Had their first meeting, a lot of energy for collaboration
      - a. Greta will let us know in advance if she can't make it to a meeting, so we can send a substitute - This is especially important as we are receiving grants for attendance
      - b. There is a social meeting/pub night on 15.10.2024
      - c. After some incidents during introductory weeks: Plan to create a common code of conduct for Samsek -> Workshop coming up in next months
      - d. Granting of funds from Samsek for 2024 is currently more limited due to their financial situation
      - e. Samsek can award us grants for up to 3000 sek per year, max 1500 per event
  - ii. Representatives | Election (Greta)
    - 1. Eva elected as representative on Programme Council

- a. We need to find a second person from our year
  - 2. Representative on the Department Board: Francesca, Greta would like to join as a substitute on behalf of Pax et Bellum. The Student Union had granted this opportunity to the board in the past.
- i. First events
  - i. Uma will make year plan
  - ii. Send ideas to Marta, we all brainstorm until next meeting
  - iii. Gasque
    - 1. Start preparing for homecoming gasque asap
  - iv. Peace Day
    - 1. On the 21st of September
    - 2. Josefin will advertise Rotary peace event on Pax IG story
- j. Representative for SUHF-sårskonferens on october 15
  - i. Uma forwards email to our swedish speaking members

## § 7. AOB

- a. Suggestion: take time to discuss who our overall partners are?
- b. Who deals with general emails?
  - i. Uma, may delegate
  - ii. We will look into making info emails only appear in Chair, Vice Chair, and Secretary email accounts
    - 1. When relevant, will be forwarded to other members
  - iii. TO-DO: Linus will ask Artur for general board member email
- c. Fika: Board agrees on weekly rotating fika system, TO-DO: Linus will make doc

## § 8. Next meeting

- a. Anicca will send when-to-meet
- b. TO-DO:
  - i. Anicca:
    - 1. Make slack
    - 2. Create when-to-meets for vision night & next meeting
    - 3. Meet with Luuk about membership
  - ii. Luuk:
    - 1. Set up meeting with Volksuniversitet
    - 2. Look into potential grants
    - 3. Check whether Emilia is still willing to be auditor
  - iii. Josefin:

1. Do Instagram advertising for Rotary Peace Fellows Event (perhaps also Sipri event?)
  2. Brainstorm photo layout for photoshoot
  3. Create questions for Instagram intro and Webpage intro
- iv. Greta and Uma:
1. Create introduction emails for partners
  2. Start creating year-plan
- v. Linus:
1. Ask Artur for general board member email
  2. Make Fika schedule
- vi. Marta/ everyone
1. Start brainstorming events
- vii. Maren:
1. Make presentation to recruit editing team

**§ 9. Closing of Board Meeting**

- a. The Chair declares the meeting adjourned at 16:00

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|--------------|--------------|
| Chair        | Secretary    |
| Printed name | Printed name |
| Adjuster     |              |
| Printed Name |              |