

# Pax et Bellum Meeting 10-01-17

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**Present: all board members.**

**Location: board room.**

## **1. Opening**

Chair opens meeting at 12.40.

## **2. Approval of agenda**

Agenda approved.

## **3. Approval minutes last meeting**

Minutes approved.

## **4. Announcements**

No announcements.

## **5. Documents/emails received (not connected to other Agenda Points)**

No documents or emails received.

## **6. Updates on progress**

### **6.1 Gasque**

Next week the tickets will be sold for both years (Monday, Tuesday, Wednesday after class). Norrlands, 4<sup>th</sup> of February. The menu has been decided on. The vegetarian option is not clear yet, but we'll know around the 16<sup>th</sup>. Vera and Suzanne are doing a sketch. There will be missions. They will hire a choir. Fanni might be able to set up a photo booth.

### **6.2 Finances**

Study circles are almost all signed. Eight cultural events are approved. We should plan a fundraising meeting.

### **6.3 Annual Meeting 26<sup>th</sup> January at 16:00**

We need three members to attend; Zoe will send an email to the members.

#### 6.4 Internship/contact network meeting 11<sup>th</sup> January at 10:00

Joel will have a meeting with the alumni organization about reaching out to alumni about an internship contact network. Kalina will send the Rotary template to the board.

#### 6.5 Update on the progress of the Journal

We have 22 submissions from all over the world. We have an ethics workshop and an editing workshop in the next weeks.

#### 6.6 Pub crawl 13<sup>th</sup> January

The nations still need to confirm. The board will provide some bread and veggies. We'll wrap up the game at the third nation and then we'll just go and try to get into Värmlands for the party.

#### 6.7 Theme week

The aim is to engage students and community with issues related to war and displacement. It will mostly take place at the department in mid February. Five days of events.

- Monday: introduction talk and a lecture on diaspora from the Columbian Ambassador.
- Tuesday: panel discussion on displacement
- Wednesday: baking for fundraising fika
- Thursday: Bjorn workshop + beers
- Friday: movie + conclusion + take action (invite activist/advocacy/campaigns)

Let's have a meeting on Tuesday with Lani and Ellie at 13:00. Everyone come up with a name for the panel. Joel will contact course convenor, Hannah will contact Bjorn.

#### 6.8 Human Rights Network Meeting 18<sup>th</sup> January

We'll have a meeting in English at 16:30. Joel will ask if we should prepare for the meeting.

### **7. AOB**

Board activity on the 23<sup>rd</sup> at 19:00 at Kalina's (potluck and games).

### **8. Next Meeting**

Next meeting is on Tuesday at 13:00.

### **9. Closing**

The chair closes the meeting at 14:40.

# Pax Et Bellum Meeting 23/01/17

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**Present: All board members**

**Location: Board Room**

## **1. Opening**

Chair opens meeting at 12:30.

## **2. Announcements & Documents/emails received (not connected to other Agenda Points)**

No.

## **3. Updates on progress**

### **3.1 Gasque**

63 tickets have been sold (6 plus-ones). It will start at 6 with an hour walk in. There will be a meeting next week with everyone involved. We should buy a gift for Ale for “best pubcrawl of the year”.

### **3.2 Finances**

We are now 5000 sek in the plus thanks to the events and study circles.

### **3.3 Annual Meeting**

We need to get 4 members to join for the meeting. We don't have to prepare much, because we do not have a previously set-up budget plan. It will be max. 30 minutes. Every board member will bring one person to the meeting.

### **3.4 Update on the progress of the Journal**

It is going really well, we have 23 papers and we are in the process of anonymizing. Ale and Rickard are setting up the website this week. We are going to have an ethics workshop with Karen today.

### **3.5 Career Day**

At this point, 15 companies have confirmed that they will attend, they are mostly Swedish. Vera will try to get more international companies to attend.

### **3.6 Internship file & Job file**

We only have 17 responses at this point, Vera will send a reminder soon and it will be included in the next newsletter.

### 3.7 Theme week

We'll have a meeting at 10 tomorrow. For every day we should identify who has the lead, who is the sub committee and what is the goal of the event. We should think of PR, gifts for speakers, set up of the rooms, sign-up etc. And we should not forget about getting the activities committee involved in the organization.

## 4. Discussion points

### 4.1 Meeting with other organizations February 26<sup>th</sup>

Joel met with the chairs of other student organizations and they were thinking of organizing an event to learn from each other and establish some connections between our organizations.

### 4.2 Workshop CV and how to write a cover letter

See if the activities committee is interested.

### 4.3 Notes from meeting with Liana

Liana is going to talk to Christopher and Karen to talk about a budget for our academic events.

## 5. AOB

No.

## 6. Next Meeting

Next week Monday at 11.

## 7. Closing

Chair closes meeting at 13:30.

# Pax Et Bellum Meeting 24/01/17

**Present: board plus Eleonora and Lani.**

**Location: board room.**

## **1. Opening**

Meeting opened by chair at 9:00.

## **2. Updates on progress**

### 1. Confirmed speakers (Lani and Eleonora)

The Columbian embassy confirmed. Sofia's contact confirmed as well. Erik confirmed as well (PhD, psychological side of displacement). Fanni has back-up speakers (economics). The human rights professor has confirmed.

### 2. Unconfirmed/declined speakers (Lani and Eleonora)

Rik's contact has not responded yet. Kalina's contact has not confirmed yet.

### 3. Sharing of responsibilities

- Monday: Lani
- Tuesday: Ellie and Vera
- Wednesday: Paula (Fika) and Lani (volunteering)
- Thursday: Hannah and Joel
- Friday: Fanni and Kalina

### 4. PR committee

The PR committee will be responsible for the PR of the whole theme week (if possible) for cohesiveness, but please reach out to the responsible person per day for help. They would draft the final schedule, short bios, short descriptions of the events (+names of the events). It would also be good to make a Theme Week 2017 page and post the events on that page. Actively promote the events to UPaD, Human Rights Master, Political Science Master, UF, the department staff etc. (Joel has the contacts of the chairs). For the Fundraising Fika we should think about where to sell. The contribution of the Folksuniversitet should be on all the PR material, event pages etc.

5. Departmental support (Joel)

Paula will draft a budget for the department, especially train tickets. Joel will discuss with the department about compensation for Bjorn.

6. Practical nitty gritty:

- Room bookings (Eleonora): all booked.
- Booking a nation for Thursday (Hannah): Hannah sent Smalands a message.
- Online registration for events (if necessary): registration for Bjorn, the other events not sure. Maybe something like: if you want to ensure your spot, please register for this event.
- Labels for the speakers: Lani
- Gifts: seven normal gifts, one special gift (Bjorn): Zoë, Joel does the wine
- Fika: Paula and Zoë

**3. Discussion points**

1. Brainstorm for Friday activities (speaker?)

- On the Bride Side
- Maybe have some “speakers” talking about their experiences and lead a discussion.
- Fundraising fika

2. Panel discussion: concrete theme, name and facilitator

Every speaker gets 2 minutes to introduce themselves. This will be followed by a panel discussion and Q&A session. Pierre will be the facilitator. Fanni will be the timekeeper. The name will be “War and Displacement through Different Lenses”. Perspectives: human rights, peace and conflict/psychology, advocacy, grassroots, field. The people responsible for this day should meet with Pierre to discuss questions.

3. Activities committee (Fanni)

Let's include the activities committee in the Friday event.

**4. AOB**

Let's try and book a nation for Friday night.

**5. Next Meeting**

Monday the 6<sup>th</sup> of February from 13:00-14:00.

**6. Closing**

Fanni closes meeting at 11:30.

# Pax et Bellum Meeting 30/01/17

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**Present: Fanni, Kalina, Paula, Joel, Vera, Zoe**

**Location: Board Room**

## **1. Opening**

Chair opens meeting at 11:30.

## **2. Announcements & Documents/emails received (not connected to other Agenda Points)**

Vera will take the lead on a collaboration with the Genocide Awareness NGO.

## **3. Updates on progress**

### **3.1 Gasque**

The five day countdown has started, the email has been send to all the guests. The seating has been done. They will need board members to help decorate this week. Board members are requested to be there at 5:30.

### **3.2 Finances**

No updates.

### **3.3 Progress of the Journal (if any)**

No updates.

### **3.4 Career Day (if any)**

No updates.

### **3.5 Internship & job file**

We have 28 reactions and we will do one more reminder and then send it to the alumni association.

### **3.6 Theme week**

The foreign minister might come and do a lecture. There is not a working document, but Lani will set that up. The Friday will be a day of activism, starting with a film at 1, followed by a chat about the movie, then different types of table discussions with different with opportunities for activism (fika, letter writing for amnesty etc.), ending with a discussion led by Fanni and Rik. We will put the donation box out all week during fika and sell homemade fika on Friday. We have to find a local organization to donate to asap. Fanni is the main contact/responsible person, however, we should let Ellie and Lani know that we value their input a lot. Every head of the day should contact Kalina for the PR of their events. We'll have a sign up sheet for Bjorns event.



### 3.7 Activities committee

#### 3.7.1 Embassy trip

Rik is aiming for Friday the 10<sup>th</sup> of March. There is going to be two embassies, the Swiss embassy (ambassador's personal involvement in Ukraine) followed by the Russian embassy. The Swiss embassy only has capacity for 20 people.

#### 3.7.2 New activities

IHL training will take place the end of March. Kalina will take the lead on that together with Will.

### 4. Discussion points

#### 4.1 Points raised at the annual meeting:

We have heard from the members present that they are concerned that they are not being included/represented enough by us. We take this very seriously, ideas to improve this: we could make the minutes public, have office hours, improve communication, make the board meetings open to members, address these issues in the upcoming newsletter, have a "get to know your board" event during theme week.

### 5. Evaluation

#### 5.1 Survey board

- Time management
- Meeting structure
- The class should get more involved in the events
- Meetings need to start on time
- Summarize the agenda points decisions
- Make clear who's responsible for what for every event

### 6. AOB

No other business.

### 7. Next Meeting

Theme week meeting Monday at 12:30.

### 8. Closing

The chair closes the meeting at 13:00.

# Pax et Bellum Meeting 22/02/17

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**Present: all board members.**

**Location: board room.**

## **1. Opening**

Meeting opened by chair at 9 o'clock.

## **2. Announcements & Documents/emails received (not connected to other Agenda Points)**

No announcements.

## **3. Updates on progress**

### **3.1 Activities committee**

#### **3.1.1 Embassy trip**

14<sup>th</sup> of March: the Swiss and the Russian embassies are confirmed. There are only twenty spots. All is taken care of and Kalina should inform the PR committee and start PR asap.

#### **3.1.2 New activities**

Membership appreciation day: thank all committee members (end of the year).

#### **3.1.3 End of the year trip**

The cabins are confirmed. Minor issue is that they ask for our group to have a majority of student union members. Joel will ask Gulla how they are doing this. We will have to arrange transportation for people's luggage, because we'll take a 7 km hike from the bus stop. Paula will have the budget information for next meeting. Next meeting we will focus on the organization of the trip.

#### **3.1.4 Grant writing workshop.**

Carolyn and Jennifer have offered to give a grant-writing workshop, which is awesome, and maybe we can combine this with a CV writing workshop as well. Jennifer will be back beginning of March, so it would be good to do the event in the week of the 20<sup>th</sup> of March.

### **3.2 Finances**

We have raised 1000 kroner with Theme Week (with a special thanks to Maria), so that money will be donated this week!

### **3.3 Internship & Job file**

We have 32 responses, it's downloaded in an excel file now, but it would be good to make the file look a bit nicer. Fanni will take a look at it. We will distribute the file over email to our members.

### 3.4 Alexander Veerstedt Lecture

We will move the lecture to the week of the 27<sup>th</sup> of March if possible.

### 3.5 Progress of the Journal (If any)

Second round papers are selected. The journal board should start thinking about a release party so that we can budget for that. There is a lot of diversity in the papers, which is very exciting.

## 4. Evaluation

4.1 Gasque

4.2 Theme-week

→ Ask Kalina to put up evaluation forms.

## 5. Next Meeting

Tuesday the 7<sup>th</sup>.

## 6. Closing

Chair closes the meeting at 10 o'clock.

# Pax et Bellum Meeting 08/03/17

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**Present: all board members.**

**Location: board room.**

## **1. Opening**

Chair opens meeting at 10.

## **2. Announcements & Documents/emails received (not connected to other Agenda Points)**

No.

## **3. Updates on progress**

3.1 Presentation of the new Agenda and meeting structure.

3.2 Embassy trip (For discussion & decision)

3.2.1 Information/Discussion

There have been some complications, especially with the dates and times. However, now it seems like it's all set. The FB event has been made and we will go this Monday. Until now, there is low sign up, so we should promote it for other programs as well.

3.2.2 Decision taken

Every board member will try to lobby people to come.

3.2.3 Responsible board member(s)

Fanni and Joel.

3.3 End of the year trip (discussion & action)

3.3.1 Discussion

Cabins have been booked for the 19-21<sup>st</sup> of May. No more info available at this point.

Decision needs to be taken on a time-plan for the event and responsible person for each part/activity. One issue still is union membership of the people coming, so we have to push people to become members. Paula looked at our finances, we'll have 4000-5000 sek for this trip. So we can pay for the cabin. We will have a cooking crew, hiking crew, cleaning crew etc.

3.3.2 Decision taken.

Hannah and Paula will do food. Joel will do transport. Kalina and Zoë will do day activities.

Vera and Fanni will do night activities.

3.3.3 Responsible board member(s)

Everyone.

3.4 "Lika Fika" (Equality Fika) (For information, discussion and decision)

#### 3.4.1 Information:

From Annkatrin, the department's Equality Officer: "The Department is aiming to strengthen its equality work and related outreach activities. In that context, the Equality Committee discussed the idea to have an event geared towards the students". Fanni will have a meeting at the 28<sup>th</sup> with them.

#### 3.4.2 Responsible person

Fanni.

### 3.5 Finances (for information, discussion and action)

#### 3.5.1 Information/Discussion

Liana has asked us to send her more information today (8<sup>th</sup> of March) of what are costs usually are for external guests and she will have a meeting with Karen the day after regarding possible funding. She needs to know the following from us: what are our cost usually with external guests? How many events do we (usually) organize per year? What types of costs do we have (train tickets, for example)? Paula is on this.

#### 3.5.2 Responsible board member

Paula responsible for finances. Joel is in contact with the department regarding today's question and will involve Paula when necessary.

### 3.6 Internship & Job file (For discussion and action).

#### 3.6.1 Decision

Vera will set the document of a PDF and we will distribute it through newsletter and FB.

#### 3.6.2 Responsible person.

Vera.

### 3.7 Alexander Veerstedt Lecture (For information)

Joel has been in contact with UPaD regarding this event, and they are keen on co-hosting this with us. The event has been set for March 28 and we will start the marketing at least 10 days before. It will be a lecture followed by burgers and beers with the lecturer. Our contact person at UPaD is Josefin Bylund (chair).

#### 3.7.1 Responsible board member(s)

Joel is responsible board member. No assistance needed at this stage, may need assistance with marketing if not UPaD take the lead on that. If marketing is necessary it will be communicated soon.

### 3.8 Career Day (for information).

Vera is now part of the social media group. It's going to be on the 5<sup>th</sup> of April, the FB event will be set up today. Vera will send the info to Kalina and Zoë for promotion.

#### **4. Discussion points**

##### 4.1 Pub-crawl with pol-sci master (For discussion & Decision).

The Political Science Master have asked us we want to organize a pub-crawl together with them on Friday the 24<sup>th</sup>. They have already started planning it, and we would mainly be co-organizing and (I assume) not be leading very much.

##### 4.2 Decision

We will promote the event to our members.

##### 4.3 Responsible person

Joel.

#### **5. Evaluation**

#### **6. AOB**

Grant writing workshop: Hannah will ask Carolyn and Jen if they can do the 7<sup>th</sup> of April.

#### **7. Next Meeting**

Wednesday the 22<sup>nd</sup> at 9:00.

#### **8. Closing**

Chair closes meeting at 11:00.