

Pax et Bellum

Minutes



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

Attendance: Uma Claessens, Greta Husemann, Anicca Juraschka Sullivan, Luuk Boekestein, Marta Berteza, 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.

§ 4. 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

- 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

§ 5. 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

§ 6. 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

§ 7. Closing of Board Meeting

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

Chair	Secretary
Printed name	Printed name
Adjuster	
Printed Name	