

FÖRENINGEN EKONOMERNA VID STOCKHOLMS UNIVERSITET

Board meeting #4
Tuesday 2017-08-15
The Board Room, House 3
Time: 18:00-22:00

§.1 **Call to Order**

Carolina Viklund called to order at 18.02

Antonia Cruz Olsson was adjusted into the meeting with speaking rights at 18.02.

§.2 **Appointment of Secretary**

Melker Mattsson was appointed secretary.

§.3 **Appointment of Adjusters**

Carolina Viklund and Emma Berger were appointed as adjusters.

§.4 **Adjustment of voting rights**

§.5 **Attendees Voting right Speaking right**

Carolina Viklund	.	.
Emma Berger	.	.
Sana Kfoury	.	.
Oktay Bagirbekov	.	.
Nathalie Randelin	.	.
Simon Jakobsen	.	.
Sophia Rahmani	.	.
Natalie Uljas	.	.
Melker Mattsson	.	.
Antonia Cruz Olsson	.	.

§.6 **Adoption of Agenda**

The agenda was adopted with following changes:

- Appendix 3; "Drink attributed to revenue" with 12 more unit costs was changed to "Drink attributed to revenue" with 14 more unit costs.

- Addition of item §.23:

Discussion item: Memberships

Rapporteur: Carolina Viklund

All items were adjusted thereafter.

§.7

Follow up of to-do list

- Oktay has called the licensing authority to get further information on what needs to be done for the strategic project: Pub venue.
- Oktay and Nathalie have talked to Henke and Douglas regarding allocation with revenue from partners.

§.8

Adoption of previous protocols

The protocol from Board Meeting #3 was added to the archives with the following change:

- §.14: Change “the Board approves the budget for Fadderiet FS17 with the suggested changes” to “the Board approves the budget for Fadderiet FS17 with the following changes”.

§.9

Check-in

Processed.

§.10

Debriefing, all areas of responsibility

Carolina Viklund: Had a meeting with Sana regarding the upcoming Aktivamöte. Attended Rådetmöte. Attended OMG-meeting. Attended UG-workshop. Signed contract for new cleaning company. Daily duties.

Simon Jakobsen: Prepared and attended UG-workshop. Finalized most contracts. Booked meetings with contact representatives for our partners. Booked meeting with SEB. Started working with strategic projects. Daily duties.

Oktay Bagirbekov: Had a budget meeting with MWW. Had a meeting with Nathalie and PrU regarding the alcohol prices in the bar. Attended UG-workshop. Signed contract for a new cleaning company. Daily duties.

Emma Berger: Had meeting with Sana regarding secretary. Attended

Rådetmöte. Attended UG-workshop. Had meeting with Sana and Sophia regarding secretary. Kept working on guidelines and daily duties.

Nathalie Randelin: Budget meeting with Oktay and MWW. Meeting with Oktay and Sana regarding OMG's budget. Visma handover with Henrik, finished with the handover now. Made changes to Fadderiet's budget and revised it. Started preparing for OMG's workshop. Start-up meeting for strategic project. Meeting with PrU regarding pub. Attended UG-workshop. Daily duties.

Sana Kfoury: Had a meeting with Emma and Sophia regarding the Association Secretary. Met with Treasury regarding the Kick-Off/Out Budget. Attended the UG-workshop. Decided on a date with Carolina for the Aktivadagen/kvällen. Met with the generals and went through the entirety of Fadderiet. Had the 1st OMG Meeting. Working on the OMG Workshop. In contact with the Red Cross and am trying to find a date for that workshop. Daily Duties.

Melker Mattsson: Internet for Loftet partly done. Working to set up printers and the rest of the IT environment. Website hopefully coming back online shortly. Looking into possibility to create invoices for memberships to send to current/past members.

Natalie Uljas: Attended UG-workshop. Start-up meeting for core values strategic project. Applied for scholarship for Fadderiet for exchange students. Created an action plan for MWW together with Master Club. Set preliminary dates for workshops with Tallinn and Helsinki.

Sophia Rahmani: Attended the UG-workshop. Had a meeting with Sana and Emma about the secretary. Attended first OMG meeting. Had a meeting with ED project leaders and their marketing manager regarding the marketing plan and strategy. Also planned an introduction with the chairs of the marketing committee and their following year. Had a start-up meeting with the project group for the strategical project: core values. Also had a meeting with Simon about the strategical project: Association venues. Had a meeting at DBY's office about the animation. Discussed marketing about the Facebook pages with the generals. Daily duties.

§.11 **Debriefing, Treasury**

The Treasury has finished their handover.

§.12 **Debriefing, Operational Management Group**

OMG had their first meeting where they had discussions about the year to come. Effort was made to start structuring committees for the upcoming year.

§.13 **Debriefing, Strategic projects**

Pub venue: Possibilities were further explored; focus on what would have to be built.

§.14 **Decision item: Budget Ekonomernas Dagar 2018**

Rapporteur: Oktay Bagirbekov & Nathalie Randelin

Oktay briefed us on the changes of the budget since last time we saw it on Board Meeting #3. Result change is 90 thousand SEK lower than first budget. 30 thousand SEK lower than last year.

Claim

that the Board approves the budget for Ekonomernas Dagar 2018.

Decision

that the Board approves the budget for Ekonomernas Dagar 2018.

The meeting paused at 18.51.

The meeting continued at 19:02.

§.15 **Decision item: Master Welcoming Weeks Budget FS17**

Rapporteur: Oktay Bagirbekov & Nathalie Randelin

Claim

that the Board approves the budget for Master Welcoming Weeks FS17.

Decision

that the Board approves the budget for Master Welcoming Weeks FS17 with the following changes:

- Under the tab "Participant list" and "Master's Banquette", change "New Master's Students" and "New Students" to "Students".
- Under the tab "Participant list", change OMG from 10 to 12. Change this under calculation of guest under the tab "Master's Banquette" as well.
- Under the tab "Participant list", add calculation of after party attendees as own price types. Change work food from 200 SEK to 80 SEK.
- Under the tab "Master's Banquette", change row 10, "Ticket Dinner (5) to 6 attendees. Office of International Affairs + Partners. Change price type for Partners from price type 6 to 5 (make the same change under "Participant list").
- Change the quantity of "Food attributed to revenue". The correct quantity should be 211.
- Change the quantity of work food to 14 (just PrU). The cost per person here should be 200 SEK.
- Change the drink attributed to revenue and drink attributed to revenue - Champagne quantity to 211 (same as food attributed to revenue).
- Change the cost for drink attributed to revenue, the correct number is 102 kr.
- SA (serveringsansvarig) should be changed to HA (husansvarig). Add cost 600SEK for HA.
- Remove all venue names due to the fact that venue is yet to be decided. Rename to venue 1,2,3, and 4.
- Under "Övrigt", Change the thank you gift comment, from Natalie to Head of International Affairs.

§.16

Decision item: Revised budget Fadderiet FS17

Rapporteur: Oktay Bagirbekov & Nathalie Randelin

Nathalie briefed us on changes from last version that was presented on Board Meeting #3. Result 15500 SEK lower than last version. Budget brought up again due to more changes made since last meeting.

Claim

that the Board approves the revised budget for Fadderiet FS17.

Decision

that the Board approves the revised budget for Fadderiet FS17.

The meeting paused at 20:16.

The meeting continued at 20:27.

- §.17 **Decision item: Approval of revised Policy for Welcoming Programs**
Rapporteur: Natalie Uljas
Senior Buddy Program changed to Master's Welcoming Weeks.
Editorial changes.

Claim

that the Board approves the revised policy for Welcoming Programs.

Decision

that the Board approves the revised policy for Welcoming Programs.

- §.18 **Decision item: Approval of revised Arrangement Policy**
Rapporteur: Carolina Viklund
Names of venues changed to "Venues", in general. Updated social channels. Updated Senior Buddy Program to Master Welcoming Weeks.

Claim

that the Board approves the revised Arrangement Policy.

Decision

that the Board approves the revised Arrangement Policy with the following change:

- Keep "och medlemskap" under Medlemsförmåner.

- §.19 **Discussion item: Recruitment of new member to the Election Committee**
Rapporteur: Carolina Viklund
The board will try to elect a new member before the association meeting. If unsuccessful, a member will be elected at the association

meeting. Post on the 21st August, close 3rd September, elect 12th September.

§.20 **Discussion item: Work shirts for PrU**

Rapporteur: Nathalie Randelin

A discussion regarding work shirts for PrU was held. The board agreed that it would give a unified look and that PrU should get shirts.

Nathalie and Oktay make sure to precede the process.

§.21 **Discussion item: Animated Movie**

Rapporteur: Sophia Rahmani

A discussion regarding an animated information movie about the association was held. Sophia presented the cost and showed us a storyboard for the movie. A discussion regarding price vs. payoff was held. The Board will not move on with this at this time, mainly due to other priorities. Sophia is welcome back with this or similar ideas.

§.22 **Discussion item: Responsibility for purchase list and lending list**

Rapporteur: Nathalie Randelin

A discussion regarding purchase- and lending list was held. Purchasing list: everyone can and should place items on this list. Treasury makes sure to purchase items on the list. This will be brought up on OMG-workshop.

§.23 **Discussion item: Memberships**

Rapporteur: Carolina Viklund

A brief discussion regarding the membership system was held.

§.24 **Additional items**

§.25 **Up-coming events**

Surf trip, MÄddan, International Welcoming Day, Ice Cream Event OIA, Welcoming Day International Students, OMG Workshop, Welcoming day.

§.26 **To-do list**

- Natalie will start planning our role during the introduction days in Ljusgården this fall.
- Carolina will talk to OMG regarding representation at association events.

- Sana will make an action plan for Operation Loftet and collaborate with Sophia and Simon if needed.
- Sophia and Natalie will book a meeting regarding the strategic project regarding Vision, Mission and Core Values.
- Carolina will email Uppsalaekonomerna regarding their vision investigation.
- Sana will talk to PrU about potential pub venues.
- Simon will ask PwC about MWW banquet.
- Emma will make an app for lending list and purchasing app.
- Melker will work on getting the website up and make sure to prepare membership system.
- Nathalie will talk to PrU regarding work shirts.

§.28.

Next meeting

The next meeting will take place the 28th of August at 18.00.

§.29.

Meeting concluded

The meeting concluded at 21.57.



Secretary

Melker Mattsson

Adjuster

Carolina Viklund

Adjuster

Emma Berger

Appendix 1

Decision item: Budget Ekonomernas Dagar 2018

Rapporteur: Oktay Bagirbekov & Nathalie Randelin

Background: The budget for Ekonomernas Dagar 2018 is now completed. The project leaders have looked over the questions that came up on our last board meeting and have made the necessary changes. Please see attached file.

We claim

that the Board approves the budget for Ekonomernas Dagar 2018.

Appendix 2

Decision item: Master Welcoming Weeks Budget FS17

Rapporteur: Oktay Bagirbekov & Nathalie Randelin

Background: The budget accounts for the revenues and expenses for the Master Welcoming Weeks. The budget is created based on guidance from the Treasury and research into anticipated expenses. The major expense is the Master Banquette. It is accounted for approximately 165 new students (half of the master's programs to attend). If 165 tickets are not sold to new students they will be open for other masters students, the Masters Club feel confident that they will reach the target attendance.

We claim

that the Board approves the budget for Master Welcoming Weeks FS17.

Appendix 3

Decision item: Revised budget Fadderiet FS17

Rapporteur: Oktay Bagirbekov & Nathalie Randelin

Background: After the last board meeting the Treasury have made further changes to Fadderiet's budget. This has been done because we found more things that needed to be changed as well as we got new information from the generals. Please see attached file.

The changes that we made are the following:

- Changed the OMG amount of people, from 22 to 24, since OMG now consists of 24 people.
- Following the previous point, the amount of Micronomists is reduced on the Ful- and Finsittning by 2 people, to have a maximum total amount of 300 people.
- Changed the amount on "drink attributed to revenue" on the Fulsittning to 300, since that will be the actual amount on that post after the aforementioned changes.
- Changed the cost on MÄddan for "Food attributed to revenue" to 84 (two more we unit costs since OMG is 24 and not 22) and "Drink attributed to revenue" with 14 more unit costs (4 for OMG and 10 for the Ministry of Marshals since we added 50 SEK/each person in the revenue)
- Changed the cost on the Finsittning for "Drink attributed to revenue" from 90 SEK to 101 SEK, since that is the actual cost.
- Changed the cost for work food for PrU on MÄddan, Fin- and Fulsittning to 200 SEK instead of 80 SEK, according to the financial policy.
- Changed the cost for work food on MÄddan, Fin- and Fulsittning for the Photographer and the Ministry of Marshals to the same unit cost as the guests, since that is the actual cost.

We claim

that the Board approves the revised budget for Fadderiet FS17.

Appendix 4

Decision item: Approval of revised Policy for Welcoming Programs

Rapporteur: Natalie Uljas

Background: The policy for Welcoming Programs has been revised due to the change from Senior Buddy Program to Master Welcoming Weeks.

I claim

that the Board approves the revised policy for Welcoming Programs.

Appendix 5

Decision item: Approval of revised Arrangement Policy

Rapporteur: Carolina Viklund

Background: Due to the change of venues and the change in welcoming programs, is time to update our Arrangement Policy (Arrangemangspolicy). The amendments that have been made in the policy are marked in red and the parts that should be removed are over-lined.

I claim

that the Board approves the revised Arrangement Policy.

Appendix 6

Discussion item: Recruitment of new member to the Election Committee

Rapporteur: Carolina Viklund

Background: Since we have one vacant position in the Election Committee, we need to start planning the recruitment of a new member. The Board needs to elect an Interim member, who then will be approved at the first annual Association Meeting in October. This discussion should focus on creating an action plan for when to announce the position and on what board meeting we should have the election.

Appendix 7

Discussion item: Work shirts for PrU

Rapporteur: Nathalie Randelin

Background: PrU wants to have black work shirts in order to have a uniformed look as well as looking more professional, especially for Fadderiet. We should discuss if this is something that we want invest in.

Appendix 8

Discussion item: Animated Movie

Rapporteur: Sophia Rahmani

Background: As of this spring I have with the Market Research Group found parts where our communication to new students and non-members fail. We have created an action plan to fix this and made a storyboard to be sent and made by professional animators. I have now had a meeting with a very good agency called DBY. We had our brief and discussed the price, which he has now sent in a money offer. I want to discuss this with the rest of the board because it entails a big amount that I think is a worth investment. I want this discussion to lead to some kind of answer as to what I should do next in relation to this project.

Appendix 9

Discussion item: Responsibility for purchase list and lending list

Rapporteur: Nathalie Randelin

Background: After agreeing on that the purchase list and lending list should be two separate apps on Podio, we should discuss who should take on the responsibility for them. This, to make sure that the things on the purchase list get bought as well as making sure that people don't forget to write their name on the lending list when borrowing things.