



**PhD Chapter at THS | Doktorandsektionen vid THS
Board 2024/2025**

Agenda for Board Meeting #04

Place:

Date: 16/10-2024

Time: 16.00

Invitees: Board Members, Auditor

Formalities: [5 min – 10 min]

1. Election of Meeting Chairperson, Secretary and Minute Checker.
2. Approval of Agenda.
3. Eventual matters related to formalities.

Board Reports / Informs: [30 -45 min]

4. Round table:
[Board reports.pptx](#)

Discussions: [45 - 60 min]

5. Lively Campus PhD Perspective
6. Chairperson: Rektor “PhD Breakfast”
7. Workgroups Manager:
 - a. PhD Chapter retreat
 - b. PhD Podcast
8. Event updates
 - a. Pubs
 - i. Quiz night - Oct 18
 - ii. Stress management seminar / after-work - Oct 22
 - iii. Nail salon + fake tattoos - Oct 30 - order!
 - iv. Nov 22 - theme?
 - b. Halloween Gasque
 - i. Deal with Exresan
 - ii. DJ set
 - iii. Digital songbook - QR code → Google doc (no paper waste)
 - iv. Best costume award - ideas? Chapter merch?
 - v. Return of keys and payment on Monday

- vi. Return of alcohol - NKM
 - vii. What is left? - bracelets for the event (or something to indicate you checked in), tickets for alcohol at the AP, orders (Systembolaget and ICA), fill remaining spots (not that many).
 - c. End of the year event at Proviant with glögg?
 - d. FEST and STAD training
 - e. Sport events
9. Chairperson: Elections ideas
10. Speakers at the Doctoral promotion
11. eISP promotion/communication

Decisions: [10 min]

12. Elect Hemanth Venkatesan as a representative of the PhD Chapter in Kårfullmäktige at THS.
13. Decide whether the chairperson of the PhD Chapter should be monetarily compensated, instead of time compensated for their representation on the University Board.

Approved per capsulam decisions:

2024-09-26: Ebba Cederlöf (SCI council) has requested 7170 sek for funding for a climbing event for 50 students.

2024-09-27: Mattias Åstrand (Event Manager) applies for the following funding for PhD chapter-themed t-shirts:

- 10 000 sek for sports shirts of various sizes.
- 5 000 sek for DrInK shirts of various sizes - to be given to all members of DrInK, regularly working at pubs.
- 300 sek for shipping.

Sports shirts will end up costing ~130 sek per shirt (cheaper now that the order has been made larger with DrInK shirts as well), while the DrInK shirts are more expensive and cost ~270 sek.

2024-09-30: Hemanth Venkatesan (Treasurer) requests 3000 SEK for Chapter Board Members to attend Flygsektionen's Jubileum as representatives from our chapter.

“I request the chapter to pay half of the ticket amount for the event, which is half of 1700 SEK for both Matt and me and half of 1300 SEK for Ugne (she is attending as a flagbearer). In total, the chapter will pay 2350 SEK for the tickets. In addition to this, the chapter is expected to present a gift to Flyg, hence I'm rounding off the amount to 3000 SEK. Everyone needs to vote.”

2024-09-30: Mattias Åstrand (Event Manager) requests 120 000 SEK for a Halloween gasque on the 1st of November.

“I would like to apply for funding for the Halloween gasque on Nov 1. The event will consist of a welcome drink + mingle, followed by dinner, then after-party with a DJ set, all in Nymble. This is a break-down of the cost:

- Catering: 50k
- Systembolaget: 17k sek
- Mingle and non-alcoholic beverages: 3k sek
- Personnel, missing equipment (cutlery) and decorations: 20k sek
- RN Eventteknik for sound/lightning equipment + DJ set: 15k sek
- Rent of Gasquen+Köket for Friday afternoon/night: 4000 sek
- New halloween Dr patch: 2000 sek

Students will be asked to pay 100 sek to buy a ticket for the event. In total, I apply for: 120 000 sek (more than the sum, to give myself and the staff some buffer).”

2024-10-01: Fabio Marco Monetti (ITM) requests 1000 kr for a student meeting (10 people) within the IPU department to discuss updates on the new ASP publication and compare with other departments. The breakdown of costs are as follows:

- Fikabröd/kakor: 10 x 75 kr = 750 kr
- Kaffe: 10 x 25 kr = 250 kr

2024-10-01: Naveen Agarwal (SCI) requests 6000 kr for a lunch seminar by KTH Career Support focused on career guidance for Ph.D. students in the Engineering Mechanics department. The breakdown of costs are as follows:

- Lunch: 30 x 200 kr = 6000 kr

2024-09-30: Mattias Åstrand (Event Manager) requests 4000 SEK to run a Halloween pub.

“I would like to apply for funding for the nail salon and temporary tattoo Halloween pub on Oct 30

- 1500 sek for tools (UV lamp, brushes, tweezers, sticks), stickers, extensions, coating, nail polish etc.
- 500 sek for the tattoos
- 2000 sek for pub running costs (gift cards and food for whoever will be working)

In total, 4000 sek (probably overestimating but better to have a buffer)”

2024-10-04: Saumey Jain requests 3000 kr for the upcoming quiz night pub prizes. This amount does not include the pub running costs. Max. team size - 5; easy enough to divide it among the team members.

- 1st prize - 1500 kr
- 2nd prize - 1000 kr
- 3rd prize - 500 kr

2024-10-04: Anastasios Skoufas and Boel Berg Vincent (ABE) request 4950 kr for a quiz night including a potluck dinner for new Ph.D. students. Event is for 15 people. Here's a verbatim copy of the description:

"The quiz night, including a potluck dinner, would serve as a smooth transition to the KTH doctoral life of our new doctoral colleagues. We will have the opportunity to get to know each other more, have fun during the quiz, and try some food from different countries. The idea is for the chapter to provide some food starters (e.g., catering), and the prizes of the quiz night winners. We are going to bring our snacks from our home countries (potluck dinner)." The breakdown of costs are as follows:

- Dinner: $15 \times 250\text{kr} = 3750\text{ kr}$
- Stanley water bottle for the ultimate winner of the quiz night: 600 kr
- KTH water bottles for the rest of the quiz night's winning team: $3 \times 200\text{kr} = 600\text{ kr}$

2024-10-04: Henrik Johansson and Enno Breukelman (EECS) request 17510 kr for a bowling event at Birka Bowling for EECS Ph.D. students (80 people). 17 bowling lanes will be used for 2 hours. The cost breakdown is as follows:

- Bowling Lane (515 kr/hr): $17 \times 1030\text{ kr} = 17510\text{ kr}$

2024-10-09: Steffen Hammer (ITM) requests 1300 kr for an event named "EGI PhDs Innebandy tournament". The expected number of participants is 15, and the cost breakdown is as follows: 2 x KTH Hallen field rent + innebandy stick rental: 1300 kr

2024-10-09: Zoé Barjot (Council Coordinator) requests vegan cake for the swap event on tuesday, for 25 persons, with a budget of 1400SEK (56SEK/persons).