



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

Minutes for Board Meeting #07

Place: Teknikringen 30

Date: 16/01-2025

Time: 15.00

Invitees: Board Members, Past board members, head of WOP

Formalities: [5 min – 10 min]

1. Election of Meeting Chairperson, Secretary and Minute Checker.

Chairperson - Ugne Miniotaite

Secretary - Hemanth Venkatesan

Minutes checker - Abhilash Kulkarni and Peiling Wu

Nominated by Ugne and unanimously elected.

2. Approval of Agenda.

Unanimously approved with a few minor changes

3. Eventual matters related to formalities.

Last board meeting and chapter meeting have not been checked and uploaded to the website yet which shall be done soon.

Board Reports / Informs: [10 min]

4. Introductions new board

Board members discussed the following points in addition to introducing themselves to each other.

What do we look forward to in the spring? What did the board members do during the holidays?

5. Business liaison: PhD Armada

- KTH Education and KTH Career office together with the chapter, shall organize the Armada, for the first time .

- To happen at lunch time, in Nymble.
- Talking to THS to book the required rooms in Nymble.
- About 100 companies.
 - For now, KTH strategic partners and contacts have been included, about 20 companies have been identified.
- KTH Career office is in charge of communication and KTH Education is in charge of templates and other administrative tasks. Matt is working on providing info on the expectations of the PhD students and is the liaison between the chapter and KTH for the fair.
- Contact Matt if you know about any contacts at companies .
- Ugne - Matt should talk to councils, CBH is planning something similar for students in their school. Contact Zoe to communicate with the councils about expectations.
- KTH is becoming more interested, help would be available from KTH. Currently there is no plan for recruitment of PhD students to work for the fair.

Discussions: [45 - 60 min]

6. Rektors lunch

3 of Feb Rektor is available 13- 13.30

Location

Food

Marketing

Presentation salary ladder

- Ugne explains the background - PhD breakfast and the failure of this event when no breakfast was provided.
- Focus on the salary ladder, the Rektor talking about the salary ladder on the basis of the PhD student survey.
- Zoe and Peiling will be taking lead in organizing the event.
- Location - V1, 1004 kr per hour to book the venue.
- Ellymay shall be preparing the slides, but is not available for the presentation; Ugne shall present in her stead.
- 12:00 - 14:00 - booking time for the event.
- Food needs to be ordered.
- Liv shall start on the marketing material next week and Abhilash can disseminate it to the students.

7. Look through Operational Plan

The operational plan that was prepared last year by the board was briefly visited for the benefit of the new members of the board.

8. Handover update

- Some handover meetings have yet to be completed. Handover documents are available for the incoming board members.
- Hilma added: (Doga has had a meeting with Hilma)

9. Set dates for the board meetings in Spring

23/1: 15.30 - 17 (Goals, website, Prognosis, communication) - Can be Zoom as well

13/2: 15.30 -17.30

13/3 15.30 -17.30

24/4 15.30 -17.30

22/5 15.30 -17.30

5/6 15.30 -17.30

- All the time, prognosis documents must be sent out in January. It is essential to discuss it next week (23rd January).

Chapter Meetings:

11 March

10 June

10. Google Drive setup

- This point is skipped.

11. Photo Shoot

- When can we have a photoshoot?
- Ugne will send a Doodle regarding the date.
- Komang will be contacted.

12. New Jackets

- The communication manager handover has info about ordering new jackets.
- Size chart is available on Slack. Email correspondence available with US-AB.
- 4 jackets to be ordered.

13. Working group document revision:

Documents which need updating:

Working Directives

Guideline on representation

Archiving PMs

Statues - Work descriptions (Need Chapter Meeting)

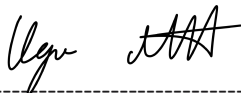
PhD Chapter Views Document (look into)
Templates

14. Compensation for pub workers -
 - a. Pertaining to 17th January 2025
 - b. No gift cards can be given any more
 - c. Food for the people who work in the pubs - can be assumed to be payment for work.
 - d. Fancy dinner during each semester (half year) - 500 kr/person
 - i. Must have worked at least 4 pubs in a semester.

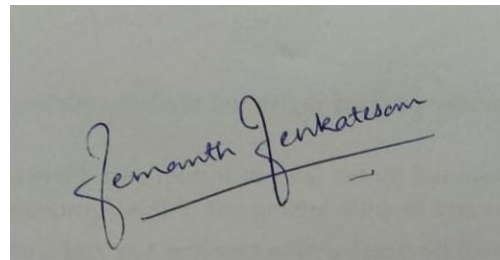
Decisions: [20 min]

15. Approve Time Compensation Report Councils
16. Approve Time Compensation Prognosis Councils

The meeting is ended at 16:15.



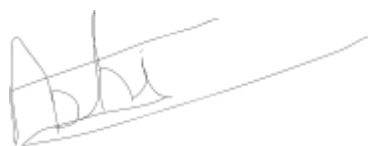
Meeting chairperson: Ugne Miniotaite



Meeting secretary: Hemanth Venkatesan



Minutes checker: Peiling Wu



Minutes checker: Abhilash Kulkarni

Approved per capsulam decisions:

2024-12-11: Abhilash Kulkarni (SCI) requests 2700 SEK (10 participants) for a board game evening. Pizza from magari + non-alcoholic drinks 220 SEK per person + 500 SEK buffer for last-minute participants.

2024-12-12: Mattias Åstrand (Event Manager): "As a follow up to the positive discussion we had yesterday about next Friday's glögg party, I would like to apply for a little more funding, covering one gingerbread house per table at TC (100 sek x9 = 900 sek), and food for the workers (250 sek x5 = 1250 sek). Adding a tiny buffer, I kindly ask for 2500 sek".

2024-12-12: Jacob Clinton and Oscar Friberg (CBH) Divisions of Protein Engineering & Protein Science request 4040 SEK with the motivation:

"This is a social event to kick off the new year, the event is one thematic evening for PhD students belonging to the two divisions. We will have a variety of hot sauces with varying hotness for everyone to try with their wings, both vegetarian and with meat. Those who don't want to try the hot sauces will be served chili stew so everyone can participate. We will also have several activities planned such as quiz and competitions. We planned this in October and already know that we have at least 23 people participating."

The cost break down is:

Hot sauces 1740 SEK

Food (Wings, chilli stew, bread) 1800 SEK

Snacks and drinks 500 SEK

~176 SEK per person.

2025-01-08: Ugne Miniotaite (Chairperson) "Reserving 500 SEK (250x2) for handover lunches for Andressa Mazur with the new Communications manager and WOP rep."

2025-01-15: Abhilash Kulkarni (Event Manager) "Hello all. I would like to apply for funding for food for the staff at PhD Pub this Friday (1250 SEK)"