

TODOS Board Meeting Minutes

Date: 2012-01-12, 15:00

Place: Forskningsparken, Meeting room 15-17

Referent: Ranjan Parajuli

Present: Melania Borit, Lene Østvand, Henry Pinedo, Annfrid Sivertsen, Ranjan Parajuli

Agenda:

1. Distribution of attributions:

Facebook: Lene will continue her contribution with Facebook.

Tavla: Ranjan will be responsible for Tavla. He will ask other members how to upload/manage Tavla in case he needs any help.

Webpage: All the members in the board will update the webpage as needed. Henry has the responsibility to check if all events/documents/texts that should be on the webpage are actually there. He will ask other members of the Board how to manage the website if he has problems doing so.

Billboards in cantinas: Ranjan will write a mail to IT to know how to keep TODOS information regarding AGM and other issues in billboards.

Newsletter: Melania is responsible for reminding others about the deadline of writing news in the newsletter and for sending the newsletter. All the other Board members have the responsibility to write news for the newsletter.

Utopia: Melania will contact Utopia about possible collaboration.

2. AC and SC transfer to new chairs: Lene and Henry will take over the respective committees. Although the ideal situation is to hand over to new chairs after extra-ordinary AGM, it will not be reasonable to wait for one or two months just to wait for new chairs to start work. The board decided present chairs will take responsibility for upcoming/any programs.
3. New PhDs party: Melania, Lene and hopefully Henry will meet Sølvi and Pål Vegar on 13.01 to talk about this.
4. Comments to the teaching course for PhD students: the Board agreed that the description of the course sounds good. Melania will ask about clarifications regarding the weight given to the course in relation with the pliktarbeid hours, if the departments will be actively involved in finding mentors for the students and the prioritization criteria of students.

5. Replacement for Ralph in SiN: Advertisement for this position will be announced in Tavla by Melania.
6. 2012 TODOS budget: TODOS got 250000 NOK from UiT to spend with different activities in 2012, including for compensation for board work. A survey with a single question asking how PhDs would like to spend this amount will be sent to all PhDs at UiT.
7. BFE PhD meeting. Melania informed the Board about the meeting with PhD students that is planned by BFE. During this meeting it is wished to present former PhD students that are now working in the private sector. If anybody knows such a person, please contact Melania.
8. Logo contest: The logo contest will be advertised for in the EAGM. Submission deadline is set to 29th February, 2012. The winner will be given a gift card of SiTø for one week of free lunch. We have to ask SiTø about this gift card.
9. “Unfinished” tasks from the old Board:
 - a. Confidential case, Computer Science Department: Annfrid will follow up and inform the Board.
 - b. NT answer to the TODOS TSC letter: Melania will follow up and inform the Board.
 - c. 2011 Budget reimbursements: Melania and Ralph needs to refund their expenses for different activities in 2011. We agreed that Melania and Ralph will follow this issue accordingly.
 - d. Astrid from health Sciences: Ranjan will follow up if we can offer any help to Astrid to look for a new candidate who will replace her.
 - e. Follow up on the other letters. Lene will follow up these letters.
10. Short term goals: TODOS consolidation as organization
 - a. Organize extraordinary AGM: tentative date: 15.02; place: Grillen; this event will be preceded by a free lunch. Annfrid will check Grillen and talk to SiTø about possibilities to pay for this free lunch.
 - b. Reach more PhD candidates: Melania will ask Orakel about the possibility to send every newly registered PhD students an automatic e-mail with information about TODOS.
 - c. Establish TODOS as a formal organization (get an organization number, physical address etc.): it was agreed to request university administration a postbox address for TODOS. We also agreed to request money in advance from university administration for different activities TODOS will do in future, if this is necessary.
 - d. Get an e-mail lists of all PhDs at UiT: Annfrid will follow up with IT department.
 - e. Collaboration with Utopia: Melania will write an e-mail to Utopia officials and get

more information on how we can collaborate with each other.

f. Other ideas: write important e-mails in both English and Norwegian: The board agreed to write future important e-mails from TODOS both in English and Norwegian.

11. Others (compensation for TODOS board time etc.): This will be decided in midterm period (approx. 6 months) of 2012.