

TODOS Board Meeting Minutes

Date: 2012-08-29, 14:30

Place: Tower Room, Brelia

Referent: Lina Stangvaltaite

Present: Melania Borit, Ranjan Parajuli, Konstantinos Antypas, Lina Stangvaltaite, Annfrid Sivertsen, Konstantin Zaikov

Agenda:

1. Reading of the last meeting minutes:

Approved by e-mails.

2. Arbeidslivsdagen:

- a) Guided tour from 18:00 – by Cornel
 - b) Dinner 12.09 (from 19:00/19:30). Lina calls to Fiskekompaniet to negotiate the price for 9 persons' dinner. If acceptable – books the table.
 - c) Lunch 13.09 (from 13:45). Melania arranges lunch for 8 persons. After lunch Annfrid drives 2 speakers to the airport.
 - d) Poster: infoscreens + campus. Posters for infoscreens are ready. Ranjan takes care of infoscreens in MH building and Melania in Sito and BFE building. Posters for campus printed in colors and distributed: Ranjan – MH, Farmasi, administration and BFE buildings; Annfrid – Forskningsparken and TEORI building; Konstantin – Brelia and HSL building; Lina – dentistry building, teachers' school in Mellomveien, RKBU Nord, Fram. Kostas tries other ways of advertising the event: google, linkedIn, twiter (should fit in 500NOK budget).
 - e) E-mails to all employees. Everyone sends information about the event to his/her faculty e-mail list.
 - f) Seminar preparation – responsible. Melania, Ranjan and Konstantin prepare to seminar before it starts. Speakers need rooms for workshop in groups – tables downstairs the library (in front of the book shop) will be reserved for this purpose.
 - g) A/V equipment (laptop, projector) + 3 flipcharts (paper & pen) – responsible. Kostas checks the auditorium for projectors, in case of no computer, Melania brings her. Melania buys paper and pens. Konstantin takes care of the key of the auditorium. Annfrid checks if she can bring 1 flipcharts if Melania can not get hold of all 3.
 - h) TODOS pictures slide-show – responsible. Kostas is responsible to update TODOS slide show and to combine with the speakers' slide shows.
 - i) Gifts. Melania and Ranjan buy books for the speakers as gifts.
 - j) Flowers. Melania buys one bouquet of flowers for the auditorium. Elia must bring the vase.
3. Logo. Todos logo approved version 1 black and version 2 colorful. Ideas for Todos logo launching event: date – flexible, end September-beginning October; place –

Bazinga. Time – 14/14:30. Lina contacts possible music bands to play for the opening (around 0,5h) and “Bazinga” manager for more information regarding place for the event. Awards to the person(s) for Todos logo idea.

4. Our website – upgrade. Upgrade of the Todos webpage from free version is necessary due to lack of the possibility to add more than 10 the pages. At the moment upgrade to the cheapest next level will be performed. Kostas checks information about todos.uit.no domain.
5. Internationalization group meeting – Kostas. Kostas gave summary about issues talked during the meeting. Next meeting is planning to be held in October (not fixed date). Kostas creates written document in DropBox about Todos position towards internationalization issues at UiT for the next Internationalization group meeting. Todos Board members have to include their opinion in this document.
6. MAUNIMO Conference, Oslo – Kostas. Kostas has volunteered to represent Todos at the conference. All travel expenses approved to be covered by Todos budget.
7. TER UiT Board elections
 - a) Dedicated page on our website. Melania is responsible.
 - b) Debate on our website. Lina has contacted both of the candidates and they agreed to participate in interactive debates on Todos website’s dedicated page. Scheduled date: weeks 36-37. Lina informs candidates about interactive debate link as soon as it is ready and makes advertisement of Todos facebook page.
8. Revision of the PhD – working group. UiT has decided to make a revision of the PhD and invites Todos to have an input on PhD regulations. Working group of Todos Board members and other PhD students will be organized to discuss revision of the PhD issue. Scheduled meeting time: week 37. Melania will contact responsible person to find out at which extent information about revision could be spread. Meeting of the group September 14. to meet deadline for feedback September 20.
9. Other.
 - a) The autumn semester party/info meeting for new PhD students. Lina contacts Sølvi again due to no response to previous e-mail.
 - b) Melania had the meeting with HNA and Karieresenteret regarding transferable skill courses (TSC) offered. Melania makes schedule of the courses offered by both organizations and informs PhD candidates. Todos will have a TSC dedicated page on the website.
 - c) Next Board meeting will be held in week 38.