

Meeting Minutes

concerning DR.FSU Handover-Meeting on October 18, 2018

Time	5:00 p. m. – 7:15 p. m.
Venue	Auditorium, Graduate Academy, Johannisstraße 13, 07743 Jena
Chairperson	Miles Mandel
Participants	<p>DR.FSU: Jonas Greif, Michelle Maurer, Isabelle Kutting, Susanne Spira, Alexander Holzer, André Prater, Carolin Weiß, Jana Schneider, Lajwanti Dhaka, Olga Gildeeva, Patricia Luppe, Pelin Sungur,</p> <p>Guest(s): Marina Pekmezovic</p> <p>Excused: Alaa Mahmoud, Christina Pohl</p>
Protocol	Michelle Maurer

Item 1. General reports

- Postponed in general acceptance

Item 2. Constitution of Quorum

- 13/15 members attending → Quorum fulfilled

Item 3. Resolution of Agenda

- Agenda accepted

1. **General Reports**
2. **Constitution of Quorum**
3. **Resolution of Agenda**
4. **Introduction (5 min)**
5. **DR.FSU presentation (10 min)**
6. **Getting - to - Know Activity (15 min)**
7. **Finance Report (15 min)**
8. **IT Report (15 min)**
9. **Events Report**
 1. Usual Events within the year
 2. Planing the upcoming events and founding of event committee
10. **Projects**
 1. Faculty council
 2. Doc_help
 3. Networking: Forum Mittelbau, Hendrik Huthoff
 4. Additional projects
11. **Merchandise & Communications Report**
12. **DR.FSU Office logistics: Office supplies, PCs, Phone, Mailbox, etc.**
13. **Discussion and Brainstorming**
14. **New date for council meetings and office hours**
15. **Miscellaneous**

Item 4. Introduction

- Susanne gave a small introduction to the hand-over-procedure

Item 5. DR.FSU presentation

- Susanne gave presentation about the work of the DR.FSU as an introduction to the council for members who did not attend the “Welcome to the Doctorate” event October 16
- Council is made up of representatives of six faculties (4 from faculty of law, 4 from faculty of Chemistry and Earth Science, 3 from faculty of Physics and Astronomy, 2 from Faculty of Medicine, 1 from the Faculty of Mathematics and Computer Science and 1 from the Faculty of Biological Science)
- For the faculties not represented in the council, we need someone responsible for each these faculties
- Marina took group photo of the new council members

Item 6. Getting-to-know activity

- Organized by Susanne
- Learning the names of the members, background and where they are from with the help of interactive games

Item 7. Finance report

- Presentation about the finance matters of the council by Marina

- For the last legislation period we received approx., 1500€ from the GA
- This legislation we will receive 2000€ (according to Susanne and the Vice-President for Early-Career Researchers and Diversity Management)
- Status of the bank account: 1763,95€
- Status of cash money: 410,65€
- We need a key person who is responsible for the finances and two to three additional people, who are also allowed to sign → Olga, André and Isabelle are interested
- Board is not allowed to be responsible for finances
- There will be an election in the next regular meeting for the key responsible person as well as the substitutes

Item 8. IT report

- Was supposed to be presented by former board member Nils Becker, but he was unable to attend
- Report by Miles
- Our website <https://www.dr.uni-jena.de/> is provided by the university
- PR-committee should be founded
- Miles will take care of technical aspects of the website
- Jonas, Pelin and Michelle are interested in writing texts for the website
- Carolin agreed to do proofreading of the website texts
- Carolin is interested in taking care of the newsletter
- Isabelle, Michelle and Alaa are responsible for the maintenance of the facebook page → Isabelle was able to strongly raise the attention that our events and page are getting
- Alexander, Isabelle and Patricia are generally interested in promoting DR.FSU (PR-committee)

Item 9. Events report

9.1 Usual events within the year

- Presentation by Michelle
- Events of the last legislation presented by Michelle: Doc_Table, Doc_Beats, Hot_Docs → participation is increasing

9.2 Planning the upcoming events and founding of event committee

- Doc_Table: November 8, has so far been organized by Isabelle for, Jonas is responsible person now
December → Christmas market, Michelle will organize it
- Doc_Cinema: November 15
Main responsible person is Michelle
Michelle organized location → auditorium at Bachstraße 18k
Contact with Amina Hoppe from Hörsaalkino e.V. → she is asking her agency for the licence of the movie “The Theory of Everything” and how it works with the GEMA
Jana and Isabelle will help with the organization and Miles will take care of the technics
We need to wait till we finally have the licence, then we can start to create flyers
- Discussion about of participation in event committee is postponed to next regular meeting

Item 10. Projects

10.3 Networking

- VMPV-Meeting: Susanne, Pelin, Lajwanti, Jonas and Isabelle will participate at networking event by doctoral council of the university of Leipzig November 23/24
- Discussion of the cooperation of the DR.FSU with Hendrik Huthoff (JSMC Scientific Manager at Jena School for Microbial Communication) in respect to his project “Coping with pressure during PhD studies” which included a workshop on October 5, 2018
 - **vote** on working together with Hendrik in a small group vs inviting him to our regular meeting
 - **7 people for small group, 3 for invitation to the regular meeting, 1 abstention**
 - Isabelle, Susanne, Alex and Lajwanti want to meet with Hendrik

Item 14. New date for council meeting

- Isabelle made Doodle to find a new meeting date → Thursday 6 pm
- Next regular meeting is November 1
- Keys for the office: Jonas has to pick up his key, Michelle got one from Marina (still needs to be made official), Susanne has to give hers back, Isabelle has the fourth key
- Susanne also has a key for the cash
- All other matters were unanimously postponed to next meeting