

**MINUTES of the Board Meeting of
Orbis – International Students of
the Faculty of Arts and the Faculty of Theology**

- Time and location: Monday 10/03/2020, 10:10– 12:00, Helsinki University Library, Helsinki
- Attending: 7 people
- Head of the Meeting: Ekaterina Nekhay
- Secretary of the meeting: Bella Felix

AGENDA

1. Opening the meeting
2. Choosing two minute checkers
3. Declaring the meeting legal and competent
4. Discussing the current situation regarding distribution of overalls
5. Discussing cooperation for sistsit with CISSI
6. Discussing cooperation with Humanisticum
7. Discussing changes in rules
8. Discussing the plan of actions
9. Discussing ideas for the upcoming events
10. Other relevant topics can be discussed

1. Opening the meeting

Meeting is opened at 10:10

2. Choosing two minute checkers

Leah and Miina

3. Declaring the meeting legal and competent

4. Discussing the current situation regarding distribution of overalls

The idea is to give possible time slots to people to distribute the overalls. We could distribute them on the 25th of March during the general board meeting. The karaoke night is afterwards so it could also be a good time for exchange students. Bella will send out an email.

We need to discuss organising a patch evening to sew patches on. Community space in an apartment building might be an option. Riina lives in an apartment complex like this. There will be enough space and it is easily accessible.

Since most international students will not have patches we might want to contact other organisations or the guidance corner employees to donate patches. Leah will write to a few organisations.

On the 24th of April we celebrate Vapu with Cissi and ESN, so we need our overalls with patches on ready by then. The proposed date to sew the patches is the 17th of April.

Bella will write an email to everyone who ordered overalls to explain the basics on where to get your patches.

5. Discussing cooperation for sitsit with Cissi

Hector had a meeting with the board of Cissi. They need 8 people from Orbis to help out before, during and after the sitsit. They want someone from Cissi and someone from Orbis present for every task. Tasks take up max. 2 hours. Members can sign up through the google docs form that is in the board chat.

6. Discussing cooperation with Humanisticum

Because of the problem with the patent office, we have to wait to become a member of Humanisticum. We should inform them we still want to be a part of the organisation in the future. We can already collaborate with them on events of projects.

7. Discussing changes in rules

We got a list of changes we need to make back from the patent office. We need to approve the changes in our general meeting.

It is impossible to register our name in English, we need to register in Finnish. We have the chance to change the official name to 'International Students of the Faculty of Arts and the Faculty of Theology Orbis Ry' or 'Orbis Ry - International Students of the Faculty of Arts and the Faculty of Theology'. Adding Orbis to the official name. It might make getting mail easier if our post box only has Orbis on it.

The official language of the organisation cannot be English. Solution: our official language will be Finnish but everything will be available in English.

Membership should be handled by the board, not the secretary.

Changing membership groups needs to be approved by the board (e.g. going from 'normal' to 'alumni member' group. It might be easier to get rid of the distinctions and just have members. We only need to keep track of HYY membership among our members.

Who can sign for the organisation should be specifically mentioned. Four options: 1) The chair, vice chair, secretary or treasurer is entitled to sign for the organization, each on their own. 2) The chair and the vice chair sign for the organization together or one of them together with the secretary or treasurer. 3) The chair and the vice chair sign for the organization together or one of them together with the secretary or treasurer or a person authorized by the Board. 4) The chair signs for the organization alone or the vice chair, secretary or treasurer two together. 5) The chair signs for the organization alone or the vice chair, secretary, treasurer or a person authorized by the Board two together. -> We are choosing the last option

There needed to be some language corrections in the English and the Finnish version. Members need to be able to participate in meetings through email or other computer-mediated communication.

8. Discussing the plan of actions

The plan of action has been submitted to HYY.

9. Discussing ideas for the upcoming events

We need to promote the karaoke night event on our social media pages. We have to discuss how to celebrate Vappu (30th of April). The picnic is the 1st of May. We will contact ESN about co-organizing something. We would prefer to attend someone else's party. We will explain what Vappu is on our blog around two weeks before.

The visit to the Russian cultural centre will be in the beginning of April. We will have a maximum of 10 people.

We will create a calendar with all our upcoming events in the board drive.

We would like to organise an end of term event at the end of May. We could do a beach party/visit.

The end of may party might be difficult to find a location for.

10. Other relevant topics can be discussed

Bella will email everyone about the general meeting today or tomorrow. This email will include the proposed changes to the rules, the explanation on the overalls and a preliminary agenda.

The HYY grant has been submitted but cannot be processed until we are registered.

The meeting was closed at 12:00

Chair of the meeting _____ / Ekaterina Nekhay

Secretary of the meeting _____ / Bella Felix

Minute checkers of the meeting

_____ / Leah Martin

and

_____ / Miina Noroila