**Protocol for Pareto Board Meeting**

Monday 20th January 2016

1. **Meeting Formalities**

Agenda and summoning of the meeting were approved. Corey Hart as Secretary. Anna Johansson and Davide Gandolfi appointed as adjusters of the protocol.

1. **Recap of previous meeting**

Corey read out the highlights from last meeting’s protocol.

1. **Next Meeting**

Next meeting decided for Monday 3rd February 2016 at 1315.

1. **Table Round**

* Corey
  + Would like to see the following jobs taken care of:
    - Collection of exams in Econometric Theory which can be sent to members at the end of the week. Anna said she will do this and email pdf documents of two previous exams to Corey.
    - Preparation of alumni dinner. We need a date and location ready by next meeting. Ghezal said she would do this.
      * Matilda will have overall responsibility.
    - Preparation of graduation event. We need a date and location ready by next meeting. Agreed that we need second year students to take charge of this event. Henrik said he would do this. Brikena and Lillit who were not present had expressed interest in this previously. Matilda will contact them about this.
      * Matilda will have overall responsibility.
    - Calle and Karen to contact the course coordinators and organise a date to discuss the results from the course evaluations with them. Both agreed to do so by the end of the week.
    - Will be ready to present a rough calendar of Pareto’s operations up until the end of this semester. This will help in planning events and ensure that all board members have an idea of how the semester will look for the organisation.
* Fabian
  + Will start organising a class in Stata with Yaroslav. Will have date and details for the first class by next meeting.
* Anna
  + Has organised a study visit for 27th January, details have already been sent to members.
* Matilda
  + Would like to host a Gasque. Will have dates and location by the next meeting. Karen to help in planning.
* Lillit
  + Will have information about the upcoming case competition in two weeks.

1. **Annual Meeting**

* Annual meeting to be held on Wednesday 24th February 2016 at 15:00.
* Notice to be sent to members no later than 9th February 2016. The reports for the annual meeting must be completed and be sent out with the notice to the members.
* To hold elections for President and Treasurer at this meeting.
* Also hold vote to permanently change voting cycle of President at annual meeting so that both President and Treasurer are elected at the annual meeting.
* Also allow anyone who wishes to stand down the opportunity to do so and place their position up for election. Anyone wishing to do so must inform us before 9th February so that this can be sent out with the notice.

1. **Summary of Last Semester in Pareto**

* Sebastian suggested and the Board agreed that we need to formalise individual roles more. This will help to create a more natural work flow. Many people felt that we could have been more efficient in carrying out our duties last semester and this was not helped by the lack of information on how to complete our jobs. This will be relieved somewhat as we aim to develop a short outline for each position before the semester is over.

1. **Any Other Business**

* Fabian reminded everyone that he is processing receipts from the Christmas party and to approach him ASAP so that they can claim any money spent towards the Christmas party.
* Anna raised the idea of having two study visits this semester. She will check with the program coordinators to ensure that this will not clash with their plans for the semester.
* Davide will approach the Ekonomikum library to see if they can increase the number of course books they hold at the library, especially in the reserved section.
* Matilda raised the issue of information at the examinations being held in Swedish and that this should be held in English as well, especially the emergency exit information. Many students have also approached her about the time limits in the exams and how exams rarely start on time but then are not extended in time. (*Nobody was placed as responsible for communicating this to the course coordinators*)

1. **Meeting Closed**

Protocol adjusted and approved:

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Anna Johansson, Board Member Date

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Davide Gandolfi, Board Member Date