



AGENDA FOR AUPA'S BOARD MEETING
TIME: 8:00 – 8:45
LOCATION: Skype meeting

1. Welcome
2. Well-being conference
 - **AUPA marketing**
 - i. AUPA brochures for General Assembly in March. Recruiting new board members (Tenna)
 - ii. Printing the brochure (Mathilde)
 - A. This has been done
 - iii. For General Assembly in February or March - make sign up page/event/FB event for general assembly (Tenna/Mathilde)
 - A. Make event page or GA
 - B. Date of GA:
 - **Order food.** We need to know exact number of attendees on Conference Manager + guests + speakers (Mathilde)
 - i. This has been done
 - **Order Name tags**
 - i. Printing names for name tags for students, and speakers, and guests (Mathilde)
 - ii. Do we need folders for the agenda and brochures? (Mathilde)
 - **Søauditorier:** ask if it is possible to put chairs if we have +100 people (Mathilde)
 - i. Waiting for confirmation
 - **Speakers and facilitators:** Viktorija will keep in contact
 - i. Ordering 50 pens for Sanne workshop (Mathilde)
 - ii. Picking up gifts of wine bottles – best for delivery. Send address to Kasper
 - iii. Print pages for Matt (Mathilde)
 - **Local associations** (Viktorija)
 - i. Health and Career Centre will want to share a flyer
 - ii. Viktorija wrote to all local associations
 - A. Health wants to give brochures
 - B. Career center: wants to share some flyers
 - C. Stress reduction brochure?
 - a. https://medarbejdere.au.dk/fileadmin/www.medarbejdere.au.dk/hr/Arbejdsmiljoe/Psykisk_Arbejdsmiljoe/Stress_folder_AU_ENG_final.pdf - Print this for the conference
 - **Heads of Graduate school / Management / Michael – head of Talent Development**
 - i. Next week , after we know #of attendees sending out emails to remind and invite to the conference if they want to attend

(Viktorija will write email to Heads of Graduate school,
Michael (Head of Talent development)

- ii. Survey after the conference: event-related questionnaire
 - A. What was good/bad, why did they participate, where did they hear about this event?
 - B. It is possible to send out survey on conference manager

During the conference

Food catering in foyer:

1. Arranging the tables for food and drinks (we have 5 tables)
2. Arranging food and drinks on tables for lunch
3. Arranging food and drinks on tables for tapas

Registration

1. Set up 2 tables in foyer
2. Put Nametags on the tables
3. Folder with agenda for the conference and brochure about AUPA

Toastmaster for conference – we agreed to have 2 presenters (Viktorija and Kasper)

Who can be responsible for the practicalities during the conference?

René and Tenna

Who will stay to help with cleaning?

Viktorija
Mathilde
Tenna
Marie

3. Any other business?
 - Photographer: We have one available from 13.00-14.00
 - o Stay to take photos of workshops
 - Meet at Søauditorier at 11:00 to set up conference
 - Tapas: Put out flyers during tapas
 - Folders: Order folders for flyers – ask Stine
 - o Transparent or see-through