

Minutes of the Administrative Council of the Association des
Doctorants du campus STIC de Nice Sophia-Antipolis (ADSTIC)
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Secretary: Jules Mabon

November 17 2022 - 14h00 - I3S Laboratory, Room 007 and online via zoom

Members in attendance: Igor CARRARA (online), Laetitia GIBART, Amélie GRUEL (online), Quentin GUIMARD, Jonas KONRAD, Anderson LOURENCO DE ARAUJO, Carlotta LUPATELLI (online), Jules MABON, Steve MALALEL, Romain MICHELUCCI, Aymeric PICARD-MARCHETTO, Nina SINGLAN

Total : 12 (9 present + 3 online)

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Start of the meeting: 14h12

Because of a COVID-19 case, some participants are joining via Zoom (Amélie, Carlotta, Igor) and members in attendance are wearing masks.

1 ADSTIC active member roles

1.1 Definition of existing roles

Amelie describes the roles as defined in the statutes of the association ¹.

From the statutes :

- Active members, *membres actifs*: any PhD postdoc or intern at Nice Sophia-Antipolis STIC Campus (might even include ATER or research engineer).
- Supporting members, *membres bienfaiteurs*: People or organizations that aided ADSTIC (financial or material help).
- Honorary members, *membres d'honneur*: People or organizations that aided ADSTIC (services).
- ADSTIC team, *Conseil d'administration*: Composed by at least 5 people (half students at campus).
- Board, *Bureau*: president + treasurer + secretary.
- Treasurer : handles finances, validates cost estimation and handles money.
- President: legally responsible, validates projects and proposals.
- Secretary : handles meeting minutes and emails.

ADSTIC is an association (Loi 1901) thus is a legally responsible entity.

1.2 New members

Laetitia: the statutes says we should vote anonymously or have everyone agree that Nobody is against non-anonymous votes².

The non-anonymity of votes is approved by vote: 0 against out of 8 members.

The following people are approved as new members by raise of hands³:

- Jonas KONRAD: 8 approvals out of 8 members.
- Quentin GUIMARD: 9 approvals out of 9 members.
- Anferon LOURENCO DE ARAUJO: 10 approvals out of 10 members.
- Aymeric PICARD-MARCHETTO: 11 approvals out of 11 members.

All the new members are approved.

1.3 Election of 2023 Board

The proposed board is as follows Amelie GRUEL (president), Nina SINGLAN (treasurer) and Jules MABON (secretary). No other people present themselves to be elected for those positions. The vote is done by raise of hands:

- Treasurer, Nina SINGLAN: 12 approvals out of 12 members
- President, Amelie GRUEL: 9 approvals out of 12 members
- Secretary, Jules MABON : 11 approvals out of 12 members

The proposed board is approved.

¹<https://adstic.i3s.univ-cotedazur.fr/assets/statutes.pdf>(in french)

²The statutes say: "Les membres du bureau sont élus individuellement, à la majorité des voix plus une, par vote à main levée des membres du Conseil d'Administration"

³Newly accepted members where able to vote once voted in

1.4 Conseil d'administration roles

The following repartition of roles is proposed by the board members:

- Board members: see above, get 3 ECTS.
- Organizers: are responsible for events can receive 1ECTS
- Volunteers: help during event organization but are not responsible for the organization of those.

Both organizers and volunteers can vote.

Igor: What are volunteer going to do ? How are they different from active members ?

Amelie: Volunteers are here at events, provide help, put up posters. Basically helping and not organizing events. These roles allow them to be involved in decisions from the *conseil d'administration*.

Nina: Note that we were previously calling active members simply "members". We need the volunteer/organizer roles to be formal so that we can justify attributing ECTS with the doctoral school. We might need to see case by case ?

Anderson: is there minimum of events to plan to qualify as organizer ?

Nina: no problem with that, some people might do more than others, there is no minimum. It is just a matter of volunteering.

The addition of volunteer role is put to a vote: 11 approvals 1 against out of 12 members.

Igor: Argues volunteer should be just active member.

Nina: It is a matter to help people to come into the association: lowering the entry barrier, so that people don't have to get too much involved at first but might get more and more responsibilities through time.

Jonas: Proposes to assess the use of such a role in a next meeting in 6 months.

ACTION: The usefulness of volunteer role shall be discussed again in April-May 2023

ECTS for non-EDSTIC stutents

Carlotta: Being not from EDSTIC school, how do ECTS transfer to her doctoral school ?

Amelie: will see that together later

1.5 Supporting roles (outside the board)

The board proposes supporting roles as a way to have people in charge of some specific tasks. The following are proposed : webmaster (responsible for the website), socials, recruitment.

One motivation for the recruitment role is that we need new members: we need to have a plan/project to hire more people into the association.

Members express doubts on the too fixed and complicated nature of this role attribution. While we have to deal with those long terms tasks/projects we all have to take decisions on those. A proposed solution is to track these tasks and the people working on it (attributing them flexibly), and report on those to the team as needed.

ACTION: List the long term tasks/projects, to discuss those during next meeting

2 Finances

2.1 Plan of action for 2023

Last year EDSTIC gave 2500 euros, and we organized 31 events. The board proposes this year to ask each lab or UCA for funding.

Laetitia: Who will write the applications ?

Nina: The president has to sign those at least, while the secretary can help. For a UCA big event we could use Laetitia's expertise to apply for it.

Laetitia: To apply for a UCA grant it does not have to be a big event. It just takes time for a grant to be processed (around 6 months).

ACTION: The Board will prepare applications for funding from EDSTIC (as customary) and from labs, in the light of the data gathered from past events.

2.2 Preparation of funding applications

In order to apply for funding from other labs we need to get statistics on who comes at our events.

Jonas: How does our data handling complies to GDPR ?

Romain: The CNIL has some summary guidelines for associations.

ACTION: Jonas will do the attendance statistics (attendance per lab, list of labs)

ACTION: Amelie will see the GDPR compliance in view of the CNIL document.

3 Intra/extra ADSTIC communication

3.1 Emails for internal communications

For important or urgent communications within the *conseil d'administration*, the board proposes sending emails on top of using the discord. Members of the board noticed people do not always check discord. We will keep using discord for event organization and non-critical communication. For now the internal mailing list will be used for the board to communicate with the rest of the *conseil d'administration*, but it is open for discussion if the need arises for everyone to be able to use it.

ACTION: Jules will compile emails for the internal mailing list

3.2 External communication

The board proposes trying to display our events on Inria and I3S announcement screens. Also, some issues exist on the Inria mailing list sometimes having delays.

ACTION: The board will contact Inria about the screen display of events and mailing list issues.

ACTION: The board will investigate displaying events in the I3S display screens.

3.3 Meeting organization

Amelie proposes having shorter meetings every month instead of long ones every two months. Some express that setting up a meeting every month might be difficult, and prefer the once every two months schedule. The assembly comes to a general agreement about organizing topic-focused meetings about specific subjects (e.g. website, communication, recruiting etc...) – these meeting being non-essential for members not involved in the topic – while scheduling the event preparation meetings every two months (those being shorter thanks to the topic-focused meetings).

ACTION: The team may organize meeting on specific topics when needed

ACTION: Next events-meeting will be held in January 2023.

4 Standard event organization procedure/proposal

4.1 Event information system

The board proposes the following organization for events:

- Templates for forms and event info document are in the drive.

- Members should fill the event sheet with event information, filling in the tasks that have been done.
- All items in the event sheet todo list should be ready if applicable by 17 days before the event (giving the board 3 days to check before the first email).

4.2 Reimbursement policy

If people cancel in advance or have a critical reason for canceling (sickness, family issues etc...) the ADSTIC will reimburse them. If no warning is sent in advance no reimbursement will be provided and the association will keep the money. While it is agreed that a 1-day warning seems reasonable, in some cases it may not be fitted: thus needing to specify the limit cancelation dates in the email.

ACTION: From now on, for events that need a more than 1 day warning for canceling, it should be mentioned in the communications.

Members agree in this information system organization and reimbursement policy by vote : 12 approvals out of 12 members.

5 Event proposals

5.1 Past events

Date	Event	Registered	Present/Paid	Cost (in euros)
17/09/22	Archery fighting	24	21	252.00
26/09/22	Afterwork #1	41	33	158.40
07/10/22	C@fé ADSTIC	13	8	25.92
16/10/22	Hiking to Tete de Chien	42	33	100.00
25/10/22	Horror night of the 5 senses	17	16	155.00
04/11/22	Afterwork #2 spooky Edition	51	33	158.40
07/11/22	AUnlimited Laser Game	22	18	130.00

Carlotta: For the C@fé ADSTIC, we need to change the room as it is too noisy. **Nina:** We are looking for another room, and may have found it.

ACTION: Nina will update the team about the new room for C@fé ADSTIC.

5.2 Future events

Florian proposes a scientific treasure hunt, role play night and Paintball.

Jonas notes the university proposes ski courses for students, and we could advertise those.

5.2.1 Already planned

- 25/11/2022, ADSTIC meeting
- 27/11/2022, Board games
- 15/12/2022, C@fé ADSTIC
- 15/12/2022, meet'n'drink

5.2.2 Newly planned

- 10/12/2022, Christmas Market, organized by Jonas: proposes having some “vin chaud” at the Nice Christmas market.
- 18/01/2023, Afterwork #3, organized by Amelie.
- 23/01/2023, Ice skating, organized by Anderson.
- January 2023, C@fé ADSTIC: Igor knows a Maître de conference in geology we can invite, he will come back with a date.

- January 2023, Paintball, organized by Florian and Romain.
- February 2023, Photoshoot, organized by Quentin and Jules: will first ask the photographer for availability and do poll on socials to know how much people are up for it.

6 Website

Romain is amazing.

ACTION: Romain will show the current state of the website and the team will discuss if anything needs adding/changing before going online.

7 AJC06 Project

This topic was not discussed

End of meeting: 16h05