

DTU Dancing Board Meeting

Date: April 7th 2017

Time: 17:15

Place: DTU Building 208

Note: Constitutional Meeting

Attending Board Members:

- Chairman Lasse Voss Overby
- Laura Aaboe Andersen
- Gandalf Saxe
- Christian Kruse Knudsen
- Jorge Richards
- Selgin Cakal (Deniz)
- Sergey Klyapovskiy

Attending without vote:

- Former Chairwoman Brit Sehested Nissen

Agenda

1. Finish hand over
 - a. Distribute Positions. The board can elect board members, or others where specified, into trusted positions. The outcome of these elections must be published to all members without unnecessary delay. It is recommended to elect at least a secretary.
 - i. **Secretary:** The secretary is responsible for official communication with the members, for example, publication of minutes and other official documents, and responding to requests. The secretary **takes minutes** of board meetings. It is the responsibility of the secretary to keep a “Hand book of DTU Dancing” up to date; see also §9.3
 - ii. **DTU Sport representative:** (§2 stk. 3)
 - iii. **Teachers contact:** The teachers contact is responsible for direct communication between the board and the teachers. It is the responsibility of the teachers contact to keep a file about teaching at DTU Dancing up to date; see also §9.2.
 - iv. **Creative manager + Event manager:** The party coordinator is responsible for forming the organizing committee for the bi-annual parties. The party coordinator also coordinates the organization of extra workshops and dance cafés. The party coordinator responds to e-mails received at the e-mail address party@danc-ing.dk.
 - v. **Treasurer assistant:** The treasurer and the assistant treasurer will work on the accounting together. The assistant treasurer has at all times access to all accounting data.
 - vi. **PR coordinator:** The public relations coordinator is responsible for advertising and maintaining the content of the association’s website. The

public relations coordinator responds to questions received at the e-mail address questions@danc-ing.dk. The public relations coordinator is responsible for updating and submitting an article about DTU Dancing for the DTU handbook (deadline is usually early in April).

- vii. **Cashier (*perhaps not needed with new payment system*)** The board can elect one or more cashiers, who will be responsible for the sign-up and collection of fees of members who pay their fees in cash. The cashiers are not required to be members of the board, for example, they could be previous board members or teachers.
 - viii. **IT responsible (Frank):** The IT administrator is responsible for maintaining the association's IT infrastructure and web-site. He has administrator access to all IT accounts owned by the association, for example, the web hotel, the domain name service and WordPress. He is also responsible for maintaining and updating the software used by the association, including the web interface at the official communication platform. The IT administrator responds to e-mails received at the e-mail address webmaster@danc-ing.dk. At least one IT administrator must be a member of the board.
 - ix. **Equipment and location responsible/Sound system responsible:** The sound system responsible maintains the teaching equipment of DTU DancIng, including speakers, microphones and cables. He is also in charge of lending equipment for external events and workshops, and of collecting any applicable lending fees.
2. Confirmation of statutes with regards to the constitutional meeting
- a. (Statutes §6 Stk. 4 Lit a) At the constitutional meeting the board decides what expenses are considered to be minor and major during the board's term. These decisions must be included in §2.1 and §2.2 of the association's orders of business. numbers should be chosen carefully to avoid unnecessary board meetings (example: replacements of ghettoblaster)
 - b. (Statutes §6 Stk. 4 Lit b) The board prepares the material and paperwork that must be sent to DTU Sport as a consequence of decisions taken at a general assembly.
 - i. §2 Stk. 7 "DTU Sport skal underrettes om foreningens bestyrelse med navn, adresse telefonnummer og mailadresse."
 - ii. §2 Stk. 8. "Foreningen skal hvert år give DTU Sport en medlemsliste med navn, alder, adresse, mailadresse og tilknytning til DTU for hvert enkelt medlem."
3. Changes to the "Orders of business"
- i. Change 500 DKK to "500 DKK excl. transaction fees (dk: ekskl. betalingsgebyrer) (§2.1)
 - ii. Remove jitterbug as one of the "main dances" (Not to be replaced with Swing) (§6.4)
4. Upcoming events and Tasks
- a. Responsibles for Bi-annual and annual Commemoration party are chosen
 - b. Newsletter will be made in fall 2017
5. The board will try to increase retention through more social activities and other initiatives.

Summary

The board positions were distributed amongst the participants and the roles can be seen at the website under "board".

Pictures of the cupboard items will be made soon.

Advertising for the annual ball party in the library held by DTU Dancing will be made

The minor/major expenses has been decided by the new board.

Changes to orders of business have been made and an updated version of the orders of business will be uploaded to the website soon.

Surveys will be send out soon to the dancers.