

# First board meeting - Minutes - 27th of March 2022

Members present: Christopher, Andrea, Kaja, Esther, Edith.

## Voting structure:

[For, against, abstain]

### 1. Roles and responsibilities

- a. **Secretary:** The secretary is responsible for official communication with the members, for example, publication of minutes and other official documents, and responding to requests on both emails and social media. The secretary **takes minutes** of board meetings. It is the responsibility of the secretary to keep the “Hand book of DTU Dancing” up to date; see also §9.3. [Edith ]
- b. **Teacher contact:** The teacher contact is responsible for direct communication between the board and the teachers. It is the responsibility of the teacher contact to keep a file about teaching at DTU Dancing up to date; see also §9.2. [Andrea]
- c. **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](mailto:party@danc-ing.dk). [Kája, Andrea, Esther]
- d. **PR/SoMe coordinator:** The public relations coordinator is responsible for advertising and maintaining the content of the association’s website and social media accounts. The public relations coordinator responds to questions received at the e-mail address [questions@danc-ing.dk](mailto: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). [Esther]
- e. **IT responsible:** The IT administrator is responsible for maintaining the association’s IT infrastructure and website. 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](mailto:webmaster@danc-ing.dk). [Christopher Adrian Grice]
- f. **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. [Kája]

### 2. DTU Sport

- a. (§2 stk. 3): Unless 1 representative for DTU Sport, according to DTU Sport's statutes, is elected at a general assembly, the association's board elects two board members as these representatives, one of which must be the chairman who is a born member of the representatives. [Edith]

### 3. Access

- a. Keys  
*Edith will get keys the coming days.*
- b. Access to Google Drive  
*All done*
- c. Update website with new members of the board and teachers - Christopher
  - i. Short intro to klubmodul and emails. Remember to cc the board when replying emails
- d. Mail forward to private email  
*Done*
- e. Facebook access and use  
*Done*
- f. Instagram  
*Done*

### 4. Discharge of previous board members

- a. Remove previous board members from social media account  
*Edith will remove from Teacher-Board group*
- b. Check up on information and administration rights  
*Done*

### 5. The coming year

- a. How do we want to prioritize? Where do we want to spend our money?
  - i. Promotion
    - 1. More activity on SoMe
  - ii. Keeping members for more than 1 semester
  - iii. Dance café
  - iv. Silent disco
  - v. Live band
  - vi. Teacher-board event
  - vii. 3 week summer classes
    - 1. *Andrea will write the teachers*
  - viii. Event with presentations from each class - maybe in the fall
- b. *We will discuss this at the next meeting*

### 6. Spring semester

- a. Bi-annual - see point 8
- b. Workshop?
  - i. Maybe with a new teacher? - contemporary/ballet
    - 1. *24th of April or 1st of May*
    - 2. *Drinks: maybe there will be leftovers from Bi-annual*
    - 3. *Snacks for after*
      - a. *Hummus, crackers, carrots - Edith can buy*
    - 4. *Edith will write an email to the teacher and ask for pictures*
    - 5. *Promotion on facebook and insta - Esther*

- c. End-of-semester party? *No time*
- d. Evaluation - Send out questionnaires - *Christopher*

**7. Summer classes?**

- a. *We will discuss that at the next meeting*

**8. Bi-annual**

- a. April 1st at 19:00 in Glassalen in 101
- b. Theme? *Disney*
- c. Workshop? *Nightclub two-step by Hella and Jonathan*
- d. Entrance fee, bar? *Similar to last year. Paid entrance and free bar*
- e. Budget:
  - i. *Entrance fee: 30 kr for members, 50 kr for non-members, paid at the door. Setup the mobilepay box [0188ZU] - Andrea*
  - ii. *Kája has money box with 1000kr*
  - iii. *Cost for bi-annual: 1000 kr [5,0,0]*
- f. Events during the evening
  - i. *Maybe the hiphop class will do a show*
- g. Playlist
  - i. *Kája will do the playlist*

**9. Next board meeting:**

- a. *23rd of April*

**10. AOB**

- a. *Write email to teachers about printing list of members to check if they have signed up - Andrea*