

First board meeting - Minutes - 30th of March 2021

Members present:

Christopher Grice, Christian Kruse Knudsen, Edith Buhl, Emmely Vigsø

Voting structure:

[For, against, abstain]

1. Corona update

- a. *We can potentially start dancing with Summer classes if we are allowed to be more than 5 people together. DTU sport follows the governmental restrictions*

2. Roles and responsibilities

- 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 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.
 1. *Edith*
- ii. **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.
 1. *Edith*
- iii. **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.
 1. *Emmely and Miriam*
- iv. **PR 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. 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).
 1. *Emmely*
- v. **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.
 1. *Christopher*

- vi. **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.

- 1. *Edith*

3. Access

- a. Keys
 - i. *Done*
 - ii. *Edith will collect keys from David and Felix*
- b. Access to Google Drive
 - i. *Done*
- c. Update website with new members of the board and teachers
 - i. *Missing information - Christopher will update when available*
- d. Mail forward to private email
 - i. *Done*

4. Summer classes

- a. Classes
 - i. *We will contact all the teachers and ask who will teach summer classes*
 - 1. *And when they are available.*
 - 2. *Edith will reach out to the teachers within the next few weeks*
 - 3. *We can suggest a 9 week class during 12 weeks whenever it fits the teachers schedule*
 - ii. *There must be a minimum of 6 sign-ups (3 couples) after two weeks before a class will run*
 - iii. *Beginners and intermediate classes can be together*
 - iv. *Teachers can plan end of 'semester' party if they wish*
- b. Schedule
 - i. *We will suggest June-August, but dependent on when the teachers are available.*
 - 1. *June 7th to August 23rd (12 weeks)*
- c. Price
 - i. *Depending on how many classes we will have*
 - 1. *12 weeks, 500 kr*
 - 2. *9 weeks, 300 kr*
 - ii. *Remuneration for teachers*
 - 1. *12 weeks, 5000 kr for teachers, 2000 kr for TA*
 - 2. *9 weeks, 3750 kr for teachers, 1500 kr for TA*
- d. Promotion
 - i. *Facebook/instagram - Emmely*
 - 1. *Have the teachers post on their FB page*
 - ii. *Have DTU sport post on their FB page - Edith*
 - iii. *Directly on DTUs facebook page or DTU Inside - Emmely*
 - iv. *Through buddy system for new Master students - Emmely*

- e. Administrative
 - i. *Create classes on Klubmodul - Christopher*

5. Fall semester

- a. Moving the classes from B208
 - i. *We will start the semester in our new room 923 in Building 358*
- b. *We will plan fall semester later*

6. 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.
 - i. *Edith and Christopher*
 - 1. *Meeting May 3rd (I think), Edith will find email and send to Christopher*

7. Visibility of the board

- a. A board member present at the first and second class of all the courses to present the club and be a reminder for people to sign up in classes. Remember to tell the teachers so we do not step in on their turf.

8. Budget and accounting

- a. Follow up on comments from GA
 - i. *We are waiting for a closing statement from Bank Nordic*
 - ii. *Bank connections should be updated*
- b. How should we spend our money?
 - i. We usually have a lot of savings each year; how do we want to approach that going forward
 - 1. *We will not look at this before post-corona*

9. Workshop

- a. Use a workshop to start the summer season? Maybe one of the classes that will be taught in the summer
 - i. *We will not have a workshop during the Summer, but will plan one in the fall*
 - ii. *Summer party with a theme (e.g. latin with a salsa workshop)*

10. Bi-annual

- a. *We will plan later when we know if there will be more restrictions in the fall etc.*

11. Discharge of previous board members

- a. Remove previous board members from social media account
 - i. *Done*
- b. Check up on information and administration rights
 - i. *Done*

12. Next board meeting:

a. May 17th at 19:00

13. AOB

Task

Edith:

- Write Patricia and get her email address, description and picture for website
- Contact teachers about summer classes
- Collect keys from Felix and David

Emmely:

- Promote summer classes

Christopher

- Create Summer classes in Klubmodul